



Policy Series #: 2000 – Students
Policy Manager: Dean of Students
Off-Campus Activities and Field Trip Request POLICY

PURPOSE:

The purpose of this policy is to establish a process for planning and approving activities, events, or field trips that take groups of students off-campus for college-sponsored events.

APPLICABILITY:

Faculty, staff, and club/activity advisors planning activities, events, or field trips that will take students off-campus must seek approval and register the activity through the use of the Off-Campus Activity and Field Trip Request Form (refer to list of related policies, procedures, plans or forms listed below).

There are exceptions to the applicability of this policy and procedure. They include the following activities:

- Off-campus (Away) athletic contests and tournaments
- Program internships and practicums
- Classes meeting at an off-campus location

DEFINITIONS: N/A

DOES THIS POLICY HAVE A PROCEDURE? YES

LIST RELATED POLICIES, PROCEDURES, PLANS or FORMS HERE:

- **PROCEDURE: – Page 2**
- **FORM: Minnesota State Student Vehicle Use Agreement – Pages 3 & 4**
- **FORM: Waiver of Liability, Indemnification and Medical Lease Agreement – Page 5**
- **FORM: Student Transportation Agreement – Page 6**
- **FORM: Student Travel Code of Conduct – Page 7**



Off-Campus Activities and Field Trip Request PROCEDURE

The following procedures should be followed when planning off-campus activities, events, or field trips for a group of students:

- Off-campus activities, events, and field trips requests are made through the Academic Deans or the Dean of Student Affairs.
- It is recommended that request forms be submitted at least four weeks prior to the event in which purchase orders are necessary. This will allow for proper review and adequate processing time.
- Every effort should be made to purchase or arrange some items in advance. This would include such items as registration fees, event tickets, transportation, and lodging. The normal requisition process would be used to secure these purchases from your department, club, activity, athletic, or Foundation fundraising cost center(s).
- If transportation is required, estimates and reservations are to be made by the person arranging the transportation.
- Upon approval, faculty/staff should distribute the Waiver of Liability, Indemnification, and Medical Release Form to students five days prior to the event. Completed waivers are to be submitted to an appropriate administrator two days prior to the event and will be kept with the Dean of Student Affairs.
- Students who will be driving college vehicles or their own vehicle to the activity, event, or field trip must be an approved driver. See the Student Transportation Agreement and Student Vehicle Use Agreement in the addendum.
- Students must sign the Student Travel Conduct Code. In addition, students will be subject to the Student Code of Conduct while they are attending any college sponsored event or activity. See the form in the addendum.

Riverland Council Initial Review: 2/9/2017
AASC Review (if applicable):
FSGC Review (if applicable): 2/15/2017
Riverland Council Final Approval / Policy Adoption: 4/13/2017
Date & Subject of Revisions:

Driver's Responsibilities:

Driver agrees to:

1. Complete and sign this Vehicle Use Agreement and consent form for Motor Vehicle Records checks.
2. Have a valid drivers license in their possession at all times.
3. Use the vehicle for official, authorized business only.
4. Operate the vehicle in a safe, controlled and courteous manner, in compliance with all applicable traffic laws and college regulations.
5. Never place a vehicle in motion until the driver and all occupants are appropriately wearing safety belts. The driver must also assure that safety belts continue to be worn by all occupants throughout the time the vehicle is in motion.
6. Always remove the keys and lock the vehicle when unattended.
7. Never transport unauthorized passengers or cargo.
8. Never allow an unauthorized person to drive the vehicle.
9. Never drive the vehicle under the influence of ANY alcohol or drugs, including medications which may cause impairment.
10. Inspect the vehicle prior to use for obvious safety concerns and significant damage that may exist to the vehicle. Any unsafe conditions or significant damage must be reported to the appropriate authority. In no event should the driver attempt to operate a vehicle with deficiencies that may make it unsafe to operate.
11. Participate in any required driver safety training.
12. Avoid distractions while driving. Do not engage in eating, smoking, personal grooming, reading, using a laptop, watching DVD players or other distracting activities while driving. Also be aware that radios, CD players and other devices can be distracting and should be limited while driving. **Cell phones should never be utilized by the driver when the vehicle is in motion.**
13. Drivers are personally responsible for all traffic violations and subsequent fines that may occur while driving vehicles on college/university business.

I acknowledge that I have read and understand the contents of the Fleet Safety Policy and Guidelines for the Minnesota State, including the Drivers Responsibilities noted above, and agree to abide by such policies and guidelines.

I AUTHORIZE THE MINNESOTA STATE TO OBTAIN MY MOTOR VEHICLE RECORD (MVR) FROM ANY STATE WHERE I HAVE HELD A DRIVER'S LICENSE IN THE LAST 5 YEARS. I ALSO UNDERSTAND THAT MY MVR WILL BE OBTAINED AND REVIEWED ANNUALLY IN CONJUNCTION WITH THIS VEHICLE USE AGREEMENT.

I agree to update the Agreement in the event of a change to any of the data supplied above. I also agree to inform my supervisor and the Minnesota State Risk Management department in the event of any negative change in the status of my driving record, such as at fault accidents, major violations, multiple minor violations or license revocation, restriction or suspension. I understand that any negative change in the status of my driving record may result in the revocation of the privilege of driving on college business and activities.

Applicant's Signature

Date

Advisor/Supervisor/Dept. Contact Signature

Date

Supervisor/Dept. Contact Name (please print):



WAIVER OF LIABILITY, INDEMNIFICATION, AND MEDICAL RELEASE AGREEMENT

I voluntarily agree to participate in:

- Event/Class/Activity: _____
- Date: _____
- Location: _____

If I have an emergency while attending this event, please contact:

Name	Home Phone	Cell Phone
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On behalf of myself, my personal representatives, heirs, next of kin, successors and assigns, I hereby:

- a. Agree to abide by the safety rules and regulations as set by the Riverland Community College. Failure to do so will disqualify me from participation.
- b. Waive, release and forever discharge Riverland Community College and its agencies, officers, trustees, representatives, and employees from any and all liability whatsoever for any and all damages, losses, or injuries (including death) I sustain to my person or property or both, including but not limited to any claims, demands, actions, causes of action, judgments, damages, expenses and costs, including attorney fees, which arise out of, result from, occur during, or are connected in any manner with my participation whether caused by the negligence of the Releases or otherwise; except that which is the result of gross negligence and/or wanton misconduct by the Releases; and
- c. Agree to indemnify, defend and hold harmless the College, the State of Minnesota, and its employees, agents, officers, trustees and representatives (in their official and individual capacities) from any and all liability, loss, damage or expense, including attorney fees, that they or any of them incur or sustain as a result of any claims, demands, actions, causes of action, damages, judgments, costs or expenses, including attorney's fees, which arise out of, occur during, or are in any way connected with my participation; and
- d. Consent to have medical treatment, which may be deemed advisable in the event of injury, accident or illness during this activity or event.

I agree that this Waiver of Liability, Indemnification, and Medical Release Agreement to be construed under the laws of the State of Minnesota, U.S.A.; and that if any portion is held invalid, the balance shall, notwithstanding, continue in full legal force and effect. I agree that this Agreement is to be construed broadly to provide a release, indemnification, and waiver to the maximum extent permissible under applicable law.

I, the undersigned participant, acknowledge that I have read and understand the above Waiver, Indemnification and Release.

Name (print): _____

Signature: _____ Date: _____

Parent/ Guardian signature (if student is under 18) _____



STUDENT TRANSPORTATION AGREEMENT

This is to verify that I have agreed to provide my own transportation to:

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- Riverland Community College has offered me transportation but I choose to provide my own,
- OR**
- I have chosen to attend the above function and the only way I could attend is to provide my own transportation.

This also verifies that I have insurance (attach documentation), and a valid driver's license (attach documentation). I do not hold Riverland Community College responsible in any way should any transportation problem occurs during the college event. The following people will be riding with me and also agree to free Riverland Community College from any responsibility:

DRIVER:

PASSENGERS:

Student Name (Printed)

Advisor/Faculty (Printed)

Student Signature

Date

Advisor/Faculty Signature

Date



Student Travel Code of Conduct

The following rules and regulations apply to all Riverland Community College students participating in travel which is either sponsored by a recognized student organization or in which the name of the college is used in conjunction with the event.

1. Participant's behavior traveling to or from, or during the event, should reflect a positive impression of the group/organization, college and the individual at all times. This also applies to participant's conduct during social activities or times when no formal activities or meetings are scheduled, such as late evening and early morning hours.
2. Participants are expected to refrain from taking positions that are contrary to or in conflict with the interest and/or positions of the group or detrimental to the group's event purposes.
3. Participants should dress appropriately for each situation.
4. Participants are expected to attend ALL meetings, workshops and other scheduled events unless prior approval has been obtained from the instructor/staff in charge. Please be prompt and prepared for all sessions.
5. Participants are to report any accidents, injuries or illness to the advisor or person in charge.
6. No alcoholic beverage is to be consumed on the bus or during travel to and from the destination. No alcoholic beverage is to be consumed at any official event unless specifically designated.
7. The use and/or possession of illegal drugs will not be tolerated.
8. Participants responsible for theft and/or vandalism to properties during the course of the event will be held financially liable and may be subject to disciplinary action.
9. Any long-distance telephone calls, movie or game charges to the room or other personal expenses will be the responsibility of the individual participant.
10. The advisor(s) to the student organizations/group participating in the travel who accompanies the group shall have total authority over the supervision of the event and its participants. This dictates that all student participants must adhere to and abide by the advisor's decisions and judgments and accord him/her the common courtesy and respect due to virtue of his/her position.
11. Participants who disregard or violate these rules may be subject to disciplinary action.

PARTICIPANT AGREEMENT

I have read the Student Travel Code of Conduct and agree to abide by the established rules.

Name (please print)

Date

Signature