

MAINE COMMUNITY COLLEGE SYSTEM

HEALTH AND SAFETY Section 800.2

**SUBJECT: STUDENT TRAVEL FOR CERTAIN STUDENT ACTIVITIES
APPROVED BY THE COLLEGE**

PURPOSE: To provide guidelines and procedures for certain student-related travel

A. Purpose

As part of the educational mission, Maine's community colleges offer students opportunities to participate in off-campus activities that are approved by a college. Examples of these activities include field trips for academic programs, events for recognized students, events for recognized organizations, and travel to competitions by members of athletic teams. Because the colleges have limited financial, physical and human resources to allocate to this type of travel, employees and students who intend to engage in such travel must comply with the rules and limitations set forth in this procedure.

B. Definitions

For purposes of this procedure:

1. "Travel" or "travel covered by this procedure" means a trip to a location off-campus for an activity that has been approved by a college. Such activities include field trips for academic programs, events for recognized students, events for recognized organizations, and travel to competitions by members of athletic teams; and
2. "A college-approved activity" means a class field trip, student awards ceremony, academic-related conference, intercollegiate athletic competition or other like event that a college has officially sanctioned. Evidence of such approval may be in writing or by a pre-travel promise to pay at least some portion of cost of such travel and/or the event.

C. Travel within Maine

For a variety of legal, insurance and liability reasons, colleges are strongly advised to limit travel covered by this procedure to within the State of Maine. Such travel within Maine must comply with the provisions of this procedure.

D. Travel Outside of Maine

Travel covered by this procedure that goes outside of Maine must comply with the provisions of this procedure and the following. Such travel must receive the prior approval of the college president who, before granting such approval, shall ensure that all potential legal, insurance and liability concerns have been reasonably addressed. In most instances, any such travel outside of Maine shall

use public transportation or a bus charter in order to address those concerns. In those instances when those modes of transportation are not practicable, a college should consult with the Division of Risk management and/or the MCCC General Counsel to identify alternative options.

E. Travel Outside the United States

Travel covered by this procedure that goes outside the United States must comply with the provisions of this procedure and the following. Such travel must receive the prior approval of the college president who, before granting such approval, shall ensure that all potential legal, insurance and liability concerns have been reasonably addressed. In most instances, any such travel outside the United States shall use public transportation or private charters in order to address those concerns. In those instances when those modes of transportation are not practicable, a college should consult with the Division of Risk Management and/or the MCCC General Counsel to identify alternative options. A college should also consult with the MCCC General Counsel to discuss any additional issues arising from international travel.

F. Forms

Application of this procedure requires the use of several forms attached to this procedure. For example, all travel covered by this procedure must use the MCCC Student *Assumption of Risk and Release Forms* (one for travel within, and one for travel outside of, the United States). In the event of an injury that occurs during such travel, the college *Injury Report Form* must be used.

Application of this procedure may also require, depending upon the mode of transportation, the use of several forms attached to the MCCC Motor Vehicle Procedure. These include the *MCCC Vehicle Use Agreement for Employees*, and the *MCCC Vehicle Use Agreement for Persons Who are Not Employees*. In the event of an accident that occurs, the *Division of Risk Management Accident Report Form* must be used.

G. Student Responsibilities

In order to participate in travel covered by this procedure, a student must:

1. Sign and return to the appropriate college official the *Assumption of Risk and Release Form* prior to participation;
2. Comply with all college rules and regulations during the trip. These include the Student Code of Conduct, the requirements of the Assumption of Risk and Release Form, and the duty to participate in a manner that reflects positively on the student and the college; and
3. In the event of overnight travel, not stay in a location other than the location designated by the college without prior approval of the appropriate college official.

H. Employee Responsibilities

Prior to commencing a travel covered by this procedure, an employee must:

1. Notify and receive approval from the employee's supervisor and, if the travel is outside of Maine the approval of the college president, to ensure that any logistical, insurance or other matters are properly handled;
2. Require students to sign and return the *Assumption of Risk and Release Form*. Any student who fails to sign this form may not participate in the travel and event; and
3. Depending upon which vehicles, if any, are being used, understand the following provisions of the MCCS Motor Vehicle Procedure:
 - a. Section I, which governs employees who use their own vehicles at the request of a college. All such employees must comply with the terms and conditions of that procedure;
 - b. Section II, which governs employees and students who use vehicles owned by a college, the System or the State. All such users must complete the Vehicle Use Agreement and be approved by the State of Maine Division of Risk Management prior to operating the vehicle; and
 - c. Section III, which governs the use of vehicles leased by a college. All drivers of such vehicles must comply with the terms and conditions of the procedure, including the purchase of requisite insurance.

I. Transportation: Drivers and Passengers

The following rules apply to the transportation of employees and students to and from travel covered by this procedure.

1. Employee as Driver

- a. To avoid exposure to one's personal insurance and meritless claims of misconduct, employees are strongly advised not to drive students in the employee's personal vehicle.
- b. An employee may drive employees and/or students in a vehicle owned by a college, the System or the State of Maine provided that the driver is qualified under law and the MCCS Motor Vehicle Procedure to operate that vehicle, and complies with other provisions of that procedure.
- c. An employee may drive other employees in a personal vehicle provided that the driver is qualified under law and the MCCS Motor Vehicle

Procedure to operate that vehicle, and complies with provisions for such travel under that procedure.

2. Student as Driver

- a. A student must arrange for the student's own transportation if the college is not otherwise providing transportation.
- b. An employee must not request or suggest that a student drive another student in the student's vehicle.
- c. For a variety of potential legal, insurance and liability reasons, a student must not drive other students in a vehicle owned by a college, the System or the State.

J. Transportation: Other

The following additional rules apply during travel covered by this procedure.

1. Motor Vehicle Accidents

In the event of a motor vehicle accident, the reporting and general guidelines of the college and the MCCS Motor Vehicle Procedure apply.

2. Emergencies

In the event of an emergency, a mobile telephone should be used to contact the appropriate college officials and/or police as required by the college and the MCCS Motor Vehicle Procedure.

3. Injuries

An employee must assist in securing emergency medical transport and treatment for a student; work with other college officials to notify the student's emergency contact of the student's condition; and file as soon as practicable with the college an *Injury Report Form* regarding any significant or serious injury.

K. Attendance and Academic Credit

A college shall not require the attendance of, or withhold academic credit from, a student who cannot, for want of transportation, travel or attend an off-campus event covered by this procedure.

REFERENCES: 14 M.R.S.A. §8101 et seq.; MCCS Motor Vehicle Procedure 800.1 and Forms;
Division of Risk Management Advisories

DATE ADOPTED: March 23, 2010

DATE(S) AMENDED: