



## Off Campus Student Travel Campus Procedure 535.1 Student Affairs

### I. Purpose and Scope

Occasionally students travel off-campus in conjunction with academic instruction, registered student organization events, or in order to represent the College. Some trips are made in college vehicles, some in private cars and on rare occasions students may travel via commercial transportation.

UACCB supports the philosophy that co-curricular activities are an integral part of the collegiate experience. The purpose of this procedure is to identify the process by which approval for such student travel is obtained.

### II. Definitions

A student is defined in Campus Procedure 501.1 as "someone who is conditionally admitted to the institution or someone who is currently or was previously enrolled in an academic program at the college." Travel related to other programs such as youth camps, community education, and continuing (non-credit) workforce requires separate processes for non-student entities.

Parental consent is required for students under the age of 18 (minors).

This policy does apply to overnight travel. However, minor travel should be limited to day trips only, unless accompanied by a parent or guardian (if feasible).

### III. Procedure

This policy applies to the travel of enrolled students to attend activities or events that are organized and/or sponsored by UACCB; and occur outside Independence County.

1. The College recognizes that a student travels as its official representative only when all the following requirements are satisfied:
  - a. An administrative official having authority to do so authorizes a student or students to be official College representatives for the purpose of attending an event related to accomplishment of the College's educational purposes. Travel related to academic enrichment or a program/course experience go to the Vice Chancellor for Academics. Registered student organization or Student Life travel requests go to the Vice Chancellor for Student Affairs. Any other type of student travel goes to the Chancellor or Chancellor's designee.
  - b. The student or students travel by college vehicle or by transportation selected for them and approved by the person authorizing their travel. Use of a college vehicle requires submission of the Off Campus Release and Indemnification Travel form of the students who will be traveling in the approved vehicles.
  - c. The student or students meet campus requirements for participating in activities verified by the sponsor.
  - d. Before leaving campus, the student or students, and accompanying faculty or staff member, if any, shall have registered according to guidelines outlined in this procedure.
2. Because of the possibility of claims and liability arising from student travel, it is necessary that strict procedures be established concerning the dispatching of enrolled students off campus on college purposes. The following procedure, therefore, shall be followed:
  - a. Approvals must be secured from the appropriate administrators by the completion of a Notification of Student Travel Plan form which includes the Itinerary which states those points where the group can be reached in case of an emergency. The sponsor, Dean or Director, and Vice Chancellor for Academics or Vice Chancellor for Student Affairs are required approvals. This form must be processed within a reasonable time (five days) in advance of the travel.
  - b. Everyone (student, faculty, adjunct, or staff) who will be attending the event or traveling as an official representative of the college is required to complete the Off Campus Release and Indemnification Travel form. This form includes emergency contact information, and if an individual is driving or riding in a personal vehicle, a



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request for valid driver's license and automobile insurance card. The individual is required to verify they have acknowledged any risk associated with the travel. The appropriate Vice Chancellor, their designee, or the designated campus employee will review the information completed for this travel. If there is information not complete or invalid, the appropriate Vice Chancellor or their designee will contact the sponsor. If the information is found to be in order and valid as submitted, the appropriate Vice Chancellor or their designee will send traveler information to the sponsor with approval to travel. Travel is not approved and is not permitted to occur until this approval notification is received.

- c. Failure to complete and have the information accurately on file prior to travel, will result in you and/or your student organization not being reimbursed for travel expenses.
- d. The approved Notification of Student Travel Plan and the traveler details received on the Off Campus Release and Indemnification form will be stored in an electronic file which is accessible by the Chancellor, Vice Chancellors, their designees, a designated campus employee, and those deemed necessary to review this information.

### IV. Travel Regulations

1. Students may travel in college vehicles, on commercial transportation, or by private vehicle if it is covered by an insurance policy currently in effect and purchased by the owner of the vehicle. A copy of the valid automobile insurance is required on the Off Campus Student Travel Release and Indemnification Agreement form.
2. In the event of accident, full disclosure shall be made of name, address, registration number of vehicle, driver's license, vehicle insurance, and college status of individual involved.
3. Students shall file reports with the Vice Chancellor for Student Affairs concerning any accidents, collisions, personal injury, or property damage to themselves or to others on returning to the campus. In privately owned vehicles, the owner should notify his insurance company immediately.
4. No student or students shall be allowed to operate college fleet vehicles on off-campus trips as defined herein unless accompanied by a faculty or staff member. Students in part-time or full-time employment may operate college fleet vehicles within their official roles performing related business, and only if they have been processed through the standard driver background check.
5. When a college vehicle is to be used for off-campus travel, the person to whom possession is delivered shall first display to college officials a valid driver's license for himself and for any of the passengers whom he will allow to drive during the trip. This approval applies to student drivers as well. Anyone found to have an unacceptable driving record as defined by the college will not be allowed to drive under this policy.
6. Students attending functions on their own initiative in the guise of being "from UACCB" deriving benefit only from the resulting publicity are NOT official College representatives. (AP V-5.0)
7. The above rules are inapplicable in the following cases (AP V-5.0)
  - a. Off-campus trips organized, conducted, or sponsored by a student organization in its own interest. Such trips are not made on behalf of the College as official travel, and the College will accept no responsibility for any liability arising there from. If, however, a College vehicle is used to transport students, those students traveling in the vehicle fall under the policy and a proper travel authorization shall be completed.
  - b. Off-campus trips organized, conducted, or sponsored by a faculty member for the cultural or educational experience of the event and not as a required component of a course of instruction. Such trips are not made on behalf of the college as official travel and the College will accept no responsibility for any liability arising there from. If, however, a College vehicle is used to transport students, those students traveling in the vehicle fall under the policy and a proper travel authorization shall be completed.



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**V. Sponsor**

A sponsor can be defined as any full-time or part-time faculty or staff member with a connection to the purpose of the off-campus travel or who advises a registered student organization in an official capacity (registered student organizations sponsors are identified in the fall of each year).

All groups must have a sponsor on a trip. Sponsors who accompany a student or groups of students on off-campus trips should make every effort to ensure the safety of students, for their conduct, and for the end result that the College be well represented. Such a responsible person may become liable, due to his/her own negligence, for any person or person injured. In addition, his/her acts may be attributed to or may reflect on the College where the acts occur as a result of something with his/her general authority. The sponsor would be privileged, as a College employee, to maintain reasonable order. (AP V-5.0)

The faculty sponsor shall properly inform the students of the responsibility of representing the College

**VI. Student Conduct**

Students away from the campus as college representatives are subject to disciplinary action by the College for breaches of conduct. The accompanying sponsor is authorized to maintain good order and good representation during the trip. Upon return of students to the campus, disciplinary action of a penalizing nature may be instituted against students for misconduct during the trip. Any incidents should be reported to the Vice Chancellor for Student Services as soon as possible.

An organized event is one that is initiated, planned, and arranged by a member of the College's faculty or staff and is approved by an appropriate administrator.

A sponsored event or activity is one that the University endorses by supporting it financially, or by sending students to participate in it as official representatives of the University.

**VII. Form Accessibility**

Individuals can go to <https://forms.office.com/r/SyxAMSGUXY> (Adult version, or <https://forms.office.com/r/cWfXZ6TdH9>, for minors) to submit the previous and listed paper forms in an electronic format. This also generates an electronic roster. All relevant identification and proof of automobile insurance can be uploaded in this form.

**VIII. Related Information**

Campus Procedure 501.1, Family Education Rights and Privacy Act Policy; Campus Procedure 560.0, Student Code of Conduct; Campus Procedure 561.0, Student Organizations

**IX. Revision History**

Effective Date: January 26, 1999

Revised Date: April 30, 2008; February 26, 2010; August 4, 2021; April 8, 2022; August 5, 2022; September 4, 2024



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**Appendix A: Notification of Student Travel Plan**

I. IDENTIFICATION

(A) Name of Group: \_\_\_\_\_

(B) Destination: \_\_\_\_\_

(C) Purpose of Trip: \_\_\_\_\_

(D) Dates of Travel: Departure: \_\_\_\_\_ a.m./p.m. \_\_\_\_\_, 20\_\_\_\_

Return: \_\_\_\_\_ a.m./p.m. \_\_\_\_\_, 20\_\_\_\_

(E) Name of sponsor (please print): \_\_\_\_\_

(F) Sponsor’s contact information: Office phone \_\_\_\_\_ Cell phone \_\_\_\_\_

(G) Type of transportation: \_\_\_\_\_

II. ITINERARY: (Please list those points at which members of the group can be reached in case of emergency. (Continue on back or include attachment, if necessary.)

Address (City, Hotel, Institution, etc.)	Dates and Hours

III. MEMBERS OF GROUP: Use attached roster sheet to indicate students and faculty who are expected to make the trip. Designate faculty by placing an “F” after the names of faculty members. Make additional copies of the roster if necessary.

IV. SIGNATURE OF SPONSOR: \_\_\_\_\_ DATE: \_\_\_\_\_

V. APPROVAL OF SUPERVISOR: \_\_\_\_\_ DATE: \_\_\_\_\_

VI. ADMINISTRATIVE APPROVAL: \_\_\_\_\_ DATE: \_\_\_\_\_





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**Appendix C. Off Campus Release and Indemnification Travel Form - Adult**

STUDENT: \_\_\_\_\_ Student ID: \_\_\_\_\_

Full Name (please print or type)

Address: \_\_\_\_\_

City, State, Zip Code

DESCRIPTION OF ACTIVITY OR TRIP:

\_\_\_\_\_

MODE OF TRANSPORTATION: \_\_\_\_\_

LOCATION(s) of activity or trip: \_\_\_\_\_

DATE(s) of activity or trip: FROM \_\_\_\_\_ TO \_\_\_\_\_  
Month, Day, Time Month, Day, Time

I, the above-named student, am eighteen years of age or older and have voluntarily applied to participate in the above Activity or Trip. I acknowledge that the nature of the Activity or Trip may expose me to hazards or risks that may result in my illness, personal injury or death and I understand and appreciate the nature of such hazards and risks.

In consideration of my participation in the Activity or Trip, I hereby accept all risk to my health and of my injury or death that may result from such participation and I hereby release the University of Arkansas Community College at Batesville, its governing board, officers, employees and representatives from any and all liability to me, my personal representatives, estate, heirs, next of kin, and assigns for any and all claims and causes of action for loss of or damage to my property and for any and all illness or injury to my person, including my death, that may result from or occur during my participation in the Activity or Trip, whether caused by negligence of the University of Arkansas Community College at Batesville, its governing board, officers, employees, or representatives, or otherwise. I further agree to indemnify and hold harmless the University of Arkansas Community College at Batesville and its governing board, officers, employees, and representatives from liability for the injury or death of any person(s) and damage to property that may result from my negligent or intentional act or omission while participating in the described Activity or Trip.

I HAVE CAREFULLY READ THIS AGREEMENT AND UNDERSTAND IT TO BE A RELEASE OF ALL CLAIMS AND CAUSES OF ACTION FOR MY INJURY OR DEATH OR DAMAGE TO MY PROPERTY THAT OCCURS WHILE PARTICIPATING IN THE DESCRIBED ACTIVITY OR TRIP AND IT OBLIGATES ME TO INDEMNIFY THE PARTIES NAMED FOR ANY LIABILITY FOR INJURY OR DEATH OF ANY PERSON AND DAMAGE TO PROPERTY CAUSED BY MY NEGLIGENT OR INTENTIONAL ACT OR OMISSION.

\_\_\_\_\_  
Signature of Student Date signed: \_\_\_\_\_

\_\_\_\_\_  
Signature of Witness Date signed: \_\_\_\_\_

\_\_\_\_\_  
Printed Name of Witness

**Appendix D. Off Campus Release and Indemnification Travel Form - Minor**



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STUDENT: \_\_\_\_\_ Student ID: \_\_\_\_\_  
Full Name (please print or type)

Address: \_\_\_\_\_  
City, State, Zip Code

DESCRIPTION OF ACTIVITY OR TRIP:  
\_\_\_\_\_

MODE OF TRANSPORTATION: \_\_\_\_\_

LOCATION(s) of activity or trip: \_\_\_\_\_

DATE(s) of activity or trip: FROM \_\_\_\_\_ TO \_\_\_\_\_  
Month, Day, Time Month, Day, Time

I, Parent/Guardian of the above-named student, am eighteen years of age or older and have voluntarily approved their participation in the above Activity or Trip. I acknowledge that the nature of the Activity or Trip may expose my child to hazards or risks that may result in illness, personal injury or death and I understand and appreciate the nature of such hazards and risks.

In consideration of my child's participation in the Activity or Trip, I hereby accept all risk to their health and of their injury or death that may result from such participation and I hereby release the University of Arkansas Community College at Batesville, its governing board, officers, employees and representatives from any and all liability to my child, me, my personal representatives, estate, heirs, next of kin, and assigns for any and all claims and causes of action for loss of or damage to my property and for any and all illness or injury to my child, including my child's death, that may result from or occur during my participation in the Activity or Trip, whether caused by negligence of the University of Arkansas Community College at Batesville, its governing board, officers, employees, or representatives, or otherwise. I further agree to indemnify and hold harmless the University of Arkansas Community College at Batesville and its governing board, officers, employees, and representatives from liability for the injury or death of any person(s) and damage to property that may result from my child's negligent or intentional act or omission while participating in the described Activity or Trip.

I HAVE CAREFULLY READ THIS AGREEMENT AND UNDERSTAND IT TO BE A RELEASE OF ALL CLAIMS AND CAUSES OF ACTION FOR MY CHILD'S INJURY OR DEATH OR DAMAGE TO MY CHILD'S OR MY PROPERTY THAT OCCURS WHILE PARTICIPATING IN THE DESCRIBED ACTIVITY OR TRIP AND IT OBLIGATES ME TO INDEMNIFY THE PARTIES NAMED FOR ANY LIABILITY FOR INJURY OR DEATH OF ANY PERSON AND DAMAGE TO PROPERTY CAUSED BY MY CHILD'S NEGLIGENT OR INTENTIONAL ACT OR OMISSION.

\_\_\_\_\_  
Signature of Parent/Guardian Date signed: \_\_\_\_\_

\_\_\_\_\_  
Signature of Witness Date signed: \_\_\_\_\_

\_\_\_\_\_  
Printed Name of Parent/Guardian

\_\_\_\_\_  
Printed Name of Witness