

Policy Number	203.000
Policy Title	TRAVEL POLICY
Responsible Officers	Chief Financial Officer
Responsible Offices	Chief Financial Officer
Summary	This policy defines the travel procedures and guidelines when University or Ben Lippen School faculty, staff or student participates or sponsors an activity sanctioned or authorized by the University or school.
Definitions	<p><i>Duty of Care:</i> The legal obligation of the University and Ben Lippen School to provide necessary safeguards, training, education, etc. to individuals whose actions could foreseeably harm themselves or others.</p> <p><i>Extracurricular or extra academic activity:</i> Activities performed by students that fall outside the realm of normal curriculum of University or Ben Lippen School education. These would include athletic games, matches and practices.</p> <p><i>Field Trip:</i> An activity sanctioned by the University or Ben Lippen School and held under the direction of an authorized employee.</p> <p><i>Off-Campus Trips:</i> An activity authorized by the University or Ben Lippen School, but may not be held under the direction of an authorized employee.</p>
Approving Body	Academic Council; Administrative Council
Approval Date	Admin C – 01.18.2018
Last Revision	January 2019
Re-evaluation Date	Fall 2021
Departmental Impact	All University; Ben Lippen School

Failure to follow the following policy may result in disciplinary action, including termination of employment.

Policy Statement

Columbia International University believes an important part of student learning includes field experience in off-campus settings locally, regionally and internationally. The purpose of this policy is to provide clear and consistent guidelines for faculty, staff and students who are engaged in travel sanctioned or authorized by the University or school.

Rationale

The highest priority for Columbia International University is the safety and security of students and all personnel, and provision of an effective learning environment.

Policy Procedures

When the University or Ben Lippen School has any degree of control, including sanctioning or authorizing, a field trip, extra-curricular activity or other off-campus trip, a duty of care exists. The University requires the faculty or administrative sponsor to complete the Field Trip and Off-Campus Trip Notification Form with the dates of travel, destination, names of all participants, emergency contact information, method of travel and itinerary when possible. The University's or school's duty of care obligations include the ability to locate individuals in the event of an emergency, natural disaster, evacuation, etc.

This form must be provided to the departmental designee at least ten (10) days prior to the trip. Designee will forward to the Risk Management office where all travel plans will remain on file and accessible.

When it has been determined there is no duty of care then the Field Trip and Off-Campus Trip Notifications Form is not necessary.

All University faculty, staff or volunteers that drive University vehicles, owned or leased, for which the University has a duty of care must undergo routine screening. All drivers must be University authorized drivers. Forms and screening are the responsibility of the Chief Financial Officer's office. All volunteers must undergo additional background checks. Under no circumstances are students allowed to drive other students to University or Ben Lippen School sanctioned events where a duty of care exists.

All trips outside the continental United States must be reviewed and approved by Ben Lippen School Administration and/or the CIU Administration. Trips may be canceled in the event of warnings issued by the U.S. State Department. Location specific Release Forms may be required. The University's Foreign Travel Insurance Policy may require additional information.

All participants or legal guardians of minor participants must sign the Release, Waiver of Liability and Indemnification Agreement prior to trip. An Emergency Medical Form identifying any medical issues or allergies must be on file. All forms are to be maintained by the sponsoring department for four (4) years.

All forms must be completed prior to trip and filed with the Risk Management office at least five (5) days prior to trip.

In the event of an accident or an injury, instruct faculty and students to report to the sponsoring faculty member or supervisor, Columbia International University's Security office and the Risk Management office immediately.

The following guidelines will be followed by each departmental designee responsible for coordinating trips:

- Identify any requirements for participation on the trip.
- Identify any possibly hazards or dangers on the trip or the site which might affect the health and safety of participants.
- If utilizing University owned vehicles a pre and post trip inspection must be completed and on file with Transportation Manager.
- Obtain departmental approval where appropriate.
- Obtain all participant signatures on required forms and file with the Risk Management office.
- Ask participants to advise of any disabilities, problems or needs that may need accommodation.
- Determine transportation needs. Includes reservation of vehicles, authorization of drivers and site supervision.
- Plan for emergencies or situations that may arise. May include theft, illness, vehicle emergencies, accidents, weather delays or student misconduct. Take copies of Emergency Medical Form and emergency contact information for each participant on trip.

Personal liability and responsibility travel guidelines include but are not limited to:

- Faculty and staff are under no duty to protect adult students (age 18 and over) from their own voluntary actions. All applicable University policies, including student conduct policies, will be enforced during trips.
- Faculty and staff are liable and responsible for their own personal activities and may be liable for actions outside the scope of employment or actions that are conducted with malicious purpose or reckless manner.
- Faculty and staff must always consider the proximity of personal, social and instructional activities in the trip setting. They must always be aware of the how the situation, the setting and their own conduct may be perceived by students and act accordingly.
- Faculty and staff must never leave personal items or sensitive student information alone or unattended in plain sight. Personal items are not covered under the University's insurance policy and are the responsibility of the owner. Any release of personal or sensitive student information is illegal and may result in disciplinary actions.

Safety recommendations include but are not limited to:

- File all necessary forms and itineraries with the Risk Management office.
- Clearly communicate travel information to participants in advance. Schedules, departure locations, travel route, rest and meal stops, emergency procedures, protocol for problems and rules of conduct should be communicated within a week of the trip.
- Faculty, staff and participants must comply with University or Ben Lippen School policies during trips, just as they would on campus or classroom setting.
- All trip activities shall conform with University or Ben Lippen School policies, including but not limited to, alcohol and drug use, vehicle use, student misconduct, smoking, academic integrity, sexual harassment and discrimination.
- Faculty and staff are responsible for familiarizing or warning participants of any known hazards that may be encountered on trip or at site.
- Faculty and staff must exercise ordinary care to supervise participants while on trip. At no time are minor participants to be left unsupervised.

Hyperlinks

www.ciu.edu/policy