
Chapter: Student Affairs

Modification No. 001

Subject: **Student Travel**

- I. Montgomery College recognizes the educational and enrichment value of activities occurring beyond the boundaries of College property. The College shall establish and maintain a process for student travel for College-sponsored activities that promotes safety, ensures accessibility, and provides for appropriate planning and coordination.
- II. All participants are individually responsible for their personal conduct during College-sponsored travel and must comply with applicable College policies and procedures, as well as any applicable laws, throughout the duration of the activity. Participants who violate any of these while engaged in travel for College-sponsored activities may be subject to appropriate disciplinary action, and, where applicable, legal consequences.
- III. All participants in College sponsored activities that require travel do so at their own risk.
- IV. One or more College employees shall accompany and provide appropriate oversight for all College-sponsored activities involving student travel.
- V. The College shall not schedule or approve student travel when it determines that unreasonable risks to health or safety exist.
- VI. Student travel for College-sponsored activities shall be planned and approved in advance, considering the nature and complexity of the activity, to minimize interference with academic and other College obligations.
- VII. The Board of Trustees authorizes the president to establish any procedures necessary to implement this policy.

Effective Date:

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I. Scope and Applicability

- A. This policy and its associated procedures apply to all College-sponsored activities and events involving student travel beyond the boundaries of College property, including but not limited to field trips, intercollegiate athletics, co-curricular and student life activities, and youth programs.
- B. Classes and academic activities that are regularly scheduled at locations beyond the boundaries of College property, including internships, clinical placements, practicums, student teaching, or similar experiential learning activities are not considered College-sponsored travel for purposes of this policy and are governed by applicable academic, clinical, or program-specific policies and agreements.
- C. Study-abroad experiences are not considered College-sponsored travel for purposes of this policy and are governed by the eligibility requirements, policies, and conditions of participation established by the study-abroad program.

II. Definitions

College-Sponsored Activity: Any activity that is required, directed, or formally approved by the College as part of an academic, co-curricular, or administrative activity, regardless of whether the College provides financial support.

Accompanying College Representative: A College employee who is authorized by the College to accompany and supervise students during College-sponsored activities that are beyond the boundaries of College property and is responsible for encouraging student safety, enforcing College policies, and providing oversight throughout the duration of the travel.

Field Trip: An educational excursion that is beyond the boundaries of College property and which is directly related to the learning outcomes of a credit or non-credit course, is indicated on the course syllabus, and is supervised by College faculty or staff.

Student: A person currently matriculating in, enrolled in, or formally auditing any number of credit or non-credit courses at the College, regardless of their physical location, or whether on a part-time or full-time status.

Student Travel (or trip): Any College-sponsored activity or event involving students that is beyond the boundaries of College property regardless of length of time, location, purpose, or sponsoring unit.

Trip Director: A College employee designated as the primary individual responsible for planning, coordinating, and overseeing a College-sponsored travel activity including obtaining required approvals, ensuring compliance with applicable College policies and procedures, providing appropriate supervision, and serving as the primary point of contact throughout the duration of the activity. Trip directors include, but are not limited to, athletic coaches, course instructor, and student life directors of faculty advisors.

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Youth Programs: Programs offered through Workforce Development and Continuing Education including both school-year enrichment classes and summer camps designed for students in grades 1-12.

III. Limitations

No College-sponsored activities or events may be conducted:

- A. Without an accompanying college representative to ensure supervision.
- B. In areas where there are known unusual or significant hazards to health or safety.
- C. In areas outside of the territorial United States of America, without prior approval of the appropriate Senior Vice President.
- D. To locations for which the U.S. Department of State and/or the World Health Organization and/or the U.S. Centers for Disease Control have issued travel advisories or restrictions.
- E. Travel should be planned so as not to create an undue interference with academic responsibilities.

IV. Approval

- A. All trips involving student travel are subject to pre-approval as provided for in Section IV.D..
- B. Approval of travel activity may be rescinded for any reason deemed necessary, including, but not limited to, disciplinary issues, inclement weather, travel advisories or warnings, emergencies, and budgetary concerns.
- C. Approval shall only be given for requests that include all requested information as appropriate to the trip including, but not limited to, name of trip director(s), departure times and locations, mode of transportation and travel itineraries, lodging information, and roster of students.
- D. The trip director has ultimate responsibility for requesting and securing approval for the trip as appropriate for the type of trip and unit, for example:
 - 1. Field trips that are a course requirement and/or will require the use of departmental funds require prior approval from the appropriate instructional dean and must be approved before the start of the academic term in which the field trip is scheduled.

For all field trips, the trip director must submit details to the appropriate department chair or WD&CE coordinator at least ten (10) working days before the trip. Details include, but may not be limited to, those listed in IV.C above as well as course name and details of cost and funding.

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2. Student travel for participation in College athletics is approved at the start of the semester by the Director of Athletics. Additional travel after the start of the semester may be approved on a case-by-case basis depending on rationale and available budget.
 3. Student travel for student life activities such as service learning, alternative breaks, and cultural events is approved by the corresponding Dean of Student Affairs.
 4. Student travel for activities that are beyond the boundaries of College property associated with participation in youth programs is approved by the Director of Youth Programs before the program begins and carried out in accordance with the supervision, safety, and activity standards established in COMAR 10.16.06 Certification for Youth Camps.
- E. A contract may be required for the use of external facilities or the procurement of other goods or services. Contracts may only be pursued or executed after the College-sponsored travel has been reviewed and approved through the appropriate process. Contracts must be reviewed and signed by the appropriate account manager, and comply with College policy 63001: Procurement, Consultant Services, and Contracts.
- V. Notice to Participants
- A. Student travel for field trips:
1. Students must be given prior notice that their class includes field trips. All field trips must be clearly identified as such on the course syllabus, with general information about the date, time, locations, means of transportation, and any fees for which the student is responsible. Whenever possible the field trip should be noted in the catalog course description.
 2. If participation in a field trip will cause a student to miss another class, the student must request documentation from the instructor to share with their other instructors. Students who provide appropriate documentation of an approved field trip must be given the opportunity to make up any missed work.
 3. Participation is limited to students enrolled in Montgomery College as well as authorized employees.
 4. Students who cannot participate in field trips due to financial hardship, work, family, religious obligations, other extenuating circumstances, or who are underage and do not have parental permission, must be given an opportunity to complete an alternative activity.
 5. If an unforeseen field trip opportunity arises later in the term, as soon as possible the faculty member should share this opportunity with the class but in such cases may not make it a course requirement.

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B. Student travel for youth programming

1. Programs involving travel beyond the boundaries of College property must be clearly identified in the program catalog.

VI. Participant Responsibilities

A. General responsibilities

All participants engaging in College-sponsored activities and events involving travel with students are:

1. Responsible for their conduct while on the trip. Participants are expected to always conduct themselves appropriately and professionally in accordance with College policies and procedures and in a manner that positively represents the College. In addition to college policies, travelers are subject to all local, state, federal, and international laws to and from and in the location(s) where the travel is occurring.
2. Urged to carry individual health and accident insurance protection. All student participants shall be responsible for any medical costs they incur during and/or as a result of the trip.
3. Responsible for all expenses they personally incur, except those pre-authorized by the College as reimbursable expenses.
4. To be held financially responsible for damages, liability, or losses arising from property damage caused by their misconduct, including but not limited to damage to hotels or other accommodations.
5. Prohibited from possessing or using narcotics, illegal drugs, or other controlled substances, absent a valid medical prescription.
6. Participants must not consume alcohol or use legal intoxicants in a way that causes impairment, unsafe behavior, or disrupts program activities; where allowed, alcohol use must comply with law and program rules.

B. Trip director

The designated trip director is expected to:

1. Verify or obtain approval for the trip in accordance with IV.D.1.
2. Take reasonable steps to ensure compliance with this and other College policies and procedures, including the submission of any necessary forms, while planning, preparing for, and conducting activities involving student travel.

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3. Serve as the primary accompanying college representative and agent of the institution and ensure appropriate supervision of students.
4. Communicate with students prior to departure to discuss the planned itinerary, behavioral expectations, transportation details, and any other topics and situations unique to the travel activity.
5. Take responsibility for ensuring participants have completed necessary waivers.
6. Carry emergency contact information for all students participating in the travel activity.
7. Contact the appropriate College administrator in the event of an emergency or incident.
8. For all travel, using College owned or funded transportation services, the trip director must travel with the students from the point of departure, remain on the trip to provide appropriate supervision at all times, and travel back with the students.

C. Students

Students participating in activities involving travel beyond the boundaries of College property are expected to:

1. Participate in any pre-departure information sessions.
2. Complete and submit any required forms prior to participating.
3. Be responsible for any fees associated with the activity not covered by the College.
4. Communicate any required accommodations to the trip director in advance.
5. Comply with all College policies including 42001: Student Code of Conduct.

VII. Transportation

Trip directors are encouraged to use good judgment to determine the most appropriate transportation option, including:

- A. Where practical, public transportation may be used. For trips using public transportation, the trip does not commence until students are under College supervision during travel or have assembled at a designated meeting location identified in the approved plan.
- B. A limited number of College-owned 7-passenger vans are available only for in-state travel. Requests and use of College-owned vehicles are governed by Policy and Procedure 89001: Acquisition, Maintenance, and Use of College-Owned Vehicles.

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Drivers of College-owned vehicles must pass a driver's license check pursuant to Policy and Procedure 32101: Employment Practices.

- C. When appropriate, and subject to available budget, chartered buses or rented vehicles can also be used for transportation. The appropriate department may rent or lease from an approved College-contracted rental agency. Except when using a driver provided by the charter company, drivers of rented vehicles must be employed by the College, pass a driver's license check, and be at least 25 years of age. Insurance and damage waivers are required when renting a vehicle or chartering transportation from a third party.
- D. If students are expected to provide their own transportation, this should be clearly communicated to students and neither the trip director nor any other College employee should manage or assist in carpooling arrangements that could be misconstrued as the College assuming responsibility for transportation. Students using their own vehicles do so at their own risk and assume liability.
- E. If College-provided, chartered, or approved public transportation is unavailable or impracticable, an employee may voluntarily use their own personal vehicle to transport others under the following circumstances:
 - 1. The trip has been properly approved.
 - 2. The driver passes a driver's license check conducted by HRSTM.
 - 3. The driver attests to HRSTM that their personal vehicle is safe and that they have automobile liability insurance coverage.
 - 4. Student participants choosing to ride in an employee's personal vehicle are told they do so voluntarily and at their own risk.
 - 5. Use of a personal vehicle for student travel is subject to the employee's personal automobile insurance, which shall serve as the primary coverage.
- F. Ride-sharing services and taxis may be used when appropriate to the circumstances and with prior approval from the budget manager.
- G. Drivers of College-owned, rented, or leased vehicles must comply with 89001: Acquisition, Maintenance, and Use of College-Owned Vehicles.
- H. Any traffic or parking violations are the sole responsibility of the operator of the vehicle.

VIII. Overnight Accommodations and Food

- A. When a trip necessitates overnight accommodations, trip directors are expected to act as good stewards of the College's resources while using their best judgment and considering location and convenience as additional factors.

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- B. Accommodation selections must be included in the trip approval process and are subject to budget limitations.
- C. Accompanying college representatives should not share accommodations with students.
- D. Student meals for College-sponsored travel where the cost of food is covered by the College may be purchased using College p-cards and must align with the applicable per diem allowance.

IX. Accommodations

- A. Students with disabilities, whether documented via Disability Support Services (DSS) or not, must be afforded equal opportunity for participation and reasonably accommodated.
- B. Students are encouraged to notify the instructor in advance of the travel of any disability-related accommodations on file with Disability Support Services that may be needed during the trip. The trip director is responsible for consulting with Disability Support Services, as appropriate, to plan for reasonable accommodations.
- C. In the event that DSS determines that reasonable accommodation is not feasible, students must be given the opportunity to complete an alternative activity.

X. Liability Waiver

- A. All students, or their guardians, must sign a general liability waiver prior to travel as appropriate to the trip to be stored by the responsible administrator:
 - 1. Field trips: Field trip release and waiver of liability form to be collected by the trip director and stored with corresponding Dean.
 - 2. Student athletes: Sport medicine packet inclusive of insurance waiver and assumption of risk forms to be collected and stored by athletic trainers
 - 3. Student life: All waiver of liability forms to be collected by the trip director and stored with the Office of Student Life.
 - 4. Youth programs: Parents/guardians complete liability waivers which are administered by and stored in the approved forms system.
- B. Additional activity-specific waivers may be required based on the nature and scope of the activity.

XI. Incident Reporting

- A. In an emergency, travel participants must always seek emergency assistance first, e.g. by calling 911, if applicable. If an incident occurs during travel, it must be immediately reported (less than 6 hours after the incident) by the trip director to their immediate supervisor. Examples of incidents that must be reported include, but are not limited to,

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accidents, illnesses, injuries, missing participants, sexual harassment, stalking, violence, and participant misconduct.

- B. Trip directors must promptly report any incident involving student safety or potential criminal activity to their supervisor.
- C. Trip directors must report all allegations of Clery crimes to the Office of Public Safety within 24 hours. Clery crimes include the following offenses: murder and non-negligent manslaughter, negligent manslaughter, aggravated assault, arson, burglary, robbery, motor vehicle theft, rape, fondling, incest, statutory rape, any liquor law violation, weapons possession, any drug abuse violations, domestic violence, dating violence, and stalking.

XII. Violations and sanctions

- A. Any individual found in violation of this policy is subject to disciplinary action in accordance with procedures set forth in the College policies including 42001: Student Code of Conduct, 34002: Disciplinary Action and Suspension and 34003: Discharge of Administrators and Staff or, for bargaining unit members, the applicable procedures in the collective bargaining agreement.
- B. Any individual found in violation of this policy may be denied participation in future student travel opportunities.
- C. An individual may be removed from a student travel event based upon disruptive, illegal, and/or non-compliance and will be responsible for the cost of their own return travel.