# Blue Horiz bar-logo College Sponsored Student Travel Checklist

# (Credit and Non-Credit)

***GENERAL REQUIREMENTS: Required/Mandatory Travel***

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| ***Preliminary Steps:*** | |
|  | Confirm travel budget |
|  | Review all vehicle use information and procedures contained in *Guidelines for Travel, Drivers, & Vehicle Use* |
|  | Determine if a *bus agreement* is needed or a *travel company* must be used (travel abroad); contact appropriate departments for assistance in setting up agreements. |
|  | Submit Out-of-State Credit Course Request.  Please contact Curriculum & Development if you have questions. |
|  | Determine if any student has *special needs* and the process to follow. |
|  | **Submit Form TR1** (replaces A-3): Approval of College Sponsored Student Travel |
| ***Once travel is approved, faculty/sponsor must complete and submit:*** | |
|  | **Form TR2:** Trip Plan |
|  | Request and Authorization for Leave of Absence (HR Form) |
|  | Complete Request to Operate College Vehicle (if applicable) |
|  | Request Texas Driver License Record (MVR) for drivers without a current approved request on file |
|  | **Form TR3:** Trip Roster |
| ***Once travel is approved, student must complete and submit to faculty/sponsor:*** | |
|  | **Form TR-4:** Participant Release and Indemnification Agreement |
|  | **Form TR5:** Authorization for Medical Treatment |
| ***After returning from trip, faculty should complete and submit (if applicable):*** | |
|  | **Form TR6:** Incident Report |

***Required Forms – Domestic Travel:***

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|  | **Faculty** |  | **Student** |
| **TR1** | Request for Approval of College Sponsored Student Travel |  |  |
| **TR2** | Trip Plan |  |  |
| **TR3** | Trip Roster |  |  |
| **TR4** | Participant Release and Indemnification Agreement | **TR4** | Participant Release and Indemnification Agreement |
| **TR5** | Authorization for Medical Treatment (out of town trips) | **TR5** | Authorization for Medical Treatment (out of town trips) |
| **TR6** | Incident Report |  |  |
| **HR** | LSCS Authorization for Leave of Absence (as applicable) |  |  |
| **TX** | THECB Out-of-State Credit Course Request for Approval (as applicable) |  |  |

*5/5/09*

**Risk Management forms may be found on the LSCS Intranet or in Outlook at the following address:**

*Outlook Public Folders/Public Folders/All Public Folders/Districtwide Services/Risk Management* as well as the *LSCS Intranet*

**Refer to LSCS** **D.1.07 – Student Travel for *updates or changes* to Policy for student travel:**

<http://www.lonestar.edu/3576.htm>

**D.1.07 – Student Travel**

This policy will apply to travel by students to reach an activity or event that is organized and sponsored by a LSCS College whenever the travel is:

a. funded by the College, and the travel is by vehicle owned or leased by the College; or

b. required by a registered student organization.

This policy will apply to scheduled events or activities, such as those that are:

a. a required part of a course (credit or non-credit) offered by LSCS;

b. a college-scheduled sports event or competition; and

c. educational travel abroad programs offered by a College.

This policy does not apply to purely social or optional events organized by a registered student organization or an optional course activity recommended by a faculty member.

"Organized and sponsored by a College" means that college personnel, including faculty, were involved in the planning, communication, and conduct of the activity or event, and such planning, communications and conduct of the activity or event is part of that employee's official responsibilities.

Travel is considered to be funded by a College whenever a college-maintained budget item or fund is created and used to pay part or all of the expenses associated with the activity or event. Travel is considered to be funded by a College even if the trip is arranged by an outside tour company for a college-sponsored trip and individual travelers must pay their own travel-related expenses to the travel company.  
   
Travel is considered to be required by a registered student organization when the travel is a part of the organization's official activities, including attendance and participation at conventions, workshops, athletic events, and non-athletic competitions.

Modes of transportation used for student travel shall include, but not limited to, commercial airlines, college-owned or leased cars or vans, and commercially owned and operated buses or vans. Travel arrangements for student groups shall be made in accordance with LSCS travel procedures.

A driver who is transporting students in college-owned or leased vehicles must:

a. be an employee of LSCS or be approved to transport students by an appropriate College Vice President;

b. possess a valid driver's license appropriate for the vehicle to be driven (a driver of a commercial motor vehicle must have a commercial driver's license); and

c. have a satisfactory driving record that was reviewed by the College within three  months of the scheduled transportation of the students.

The driver shall ensure that the number of passengers does not exceed the designated capacity of the vehicle and that each passenger is secured by a safety belt. A driver shall not drive for more than four (4) consecutive hours without taking a fifteen-minute break or relief from driving. Prior to the departure on a trip covered by this policy, a trip plan and appropriate emergency information shall be submitted to and reviewed by the College Vice President approving the trip.

LSCS Policy Manual Section adopted by the Board of Trustees on August 7, 2008