

OKLAHOMA STATE UNIVERSITY INSTITUTE OF TECHNOLOGY
POLICY & PROCEDURES

<p>Student / Student Organization Travel</p>	<p>4-009 STUDENT SERVICES JANUARY 2017</p>
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PURPOSE

- 1.1 To provide a framework for the safe travel of students participating in official functions of OSU Institute of Technology (OSUIT) where OSUIT controls the method of travel.
- 1.2 To assign responsibility, accountability, and eligibility.

APPLICABILITY

- 2.1 This policy applies to official functions where OSUIT has taken responsibility for domestic student travel.
- 2.2 These policy standards are minimum requirements. Schools, units, or classes may mandate additional standards as deemed necessary to address unique requirements associated with particular types of student travel.

RESPONSIBILITY

- 3.1 It is the responsibility of the OSUIT authority – school dean, instructor, university employee, sponsor/advisor, etc. – endorsing the function to assure compliance with this policy and associated procedures.
- 3.2 The sponsor should remind students of rules and regulations regarding conduct during the function, including, but not limited to, responsibility for obligations, purchases, or damages incurred by the student/group. Students will be subject to provisions covered in “OSU Institute of Technology Student Rights and Responsibilities Governing Student Behavior” (Code of Conduct) and local, state, and federal laws at all times. Students found in violation of the Code of Conduct or applicable laws may be sent home from OSUIT travel at the student’s expense. The sponsor is expected to report disciplinary issues to the Student Conduct Office as soon as reasonably possible.
- 3.3 All students traveling on field trips or student organization functions must be in university or commercial vehicles. Students will not be allowed to drive personal vehicles on trips. Exceptions to this policy must be approved by the Director of Student Life, Dean of Students, and the Vice President of Fiscal Services.
 - 3.3.1 OSUIT assumes no liability for a student choosing to ride in a private vehicle

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to or from any off campus destination. Trip insurance covers the student only and does not include any coverage for vehicles.

- 3.3.2 Trip insurance must be purchased for each student participant at the current rate as established by the OSU main campus. This insurance is required for any travel out of the city limits of Okmulgee. The cost is calculated by multiplying the rate times the number of participants times the number of calendar days (not 24 hour period) of the trip. Employees are covered by other policies and do not require this additional insurance.
- 3.3.3 Trip insurance must be paid at the Bursar's office and a copy of the receipt must accompany the Trip Insurance Reporting form and a Campus Activity Request when they are given to the Student Life office. The forms and receipt must be received in the Student Life office a minimum of twenty-four (24) hours prior to travel.
- 3.3.4 Trip insurance must be purchased for students even if they are traveling in a private vehicle.
- 3.4 OSUIT has no obligation to provide transportation for students traveling to or from University or student organization sponsored functions

POLICY

- 4.1 OSUIT administration recognizes the value of class field trips and student organization trips as part of the overall educational program.
- 4.2 Students must have a minimum cumulative 2.0 OSUIT GPA to participate in field or student organization trips.
- 4.3 Off campus trips may not be scheduled during the last two weeks of a full semester course or the last week of a half semester course. The Dean of Students must approve any exceptions in advance.
- 4.4 General safety requirements for both vehicle operators and passengers:
 - 4.4.1 Insurability: drivers must be insurable per OSU Risk Management.
 - 4.4.2 Seat Belts: occupants of motor vehicles must use seat belts or other approved safety restraint devices at all times.
 - 4.4.3 Alcohol and Illegal Substances: occupants of any vehicle shall not possess, consume, or transport any alcoholic beverages or illegal substances.
 - 4.4.4 Drivers shall not use alcohol within eight (8) hours prior to, or during, operation of motor vehicles.

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- 4.4.5 Passenger Capacity: the total number of passengers may not exceed the number of authorized seatbelts available.
- 4.4.6 At least two qualified drivers must be used if traveling farther than 350 miles one way, or if the trip is expected to extend later than 2:00 a.m.
- 4.4.7 The maximum number of hours a driver may drive is ten hours (including fuel and rest stops) following at least eight consecutive hours of sleep/rest.
- 4.4.8 Drivers must refrain from using electronic devices while the vehicle is in operation.
- 4.5 Any employee who becomes aware of a violation of this policy shall report the violation directly to the Vice President of Fiscal Services or through EthicsPoint by completing the internet form.
- 4.6 Violations to this policy may result in disciplinary action or termination.
- 4.7 In the event the campus is closed due to inclement weather or a natural disaster, all student activities and scheduled trips will be cancelled and may be rescheduled.
- 4.8 Students are responsible for making arrangements with faculty to make up any class work they miss during the trip.

PROCEDURES

- 5.1 Certain guidelines must be observed. The following regulations will be used in planning and making field trips:
 - 5.1.1 Field trips must not exceed two days of actual class time throughout a semester. Additional field trips in excess of the allotted two days or scheduled for weekends must have the approval of the Dean or Unit Leader.
 - 5.1.2 Required Forms
 - a. A Campus Activity Request form must be completed and signed by the School Dean, or his/her designee, indicating the travel has been approved.
 - b. ADA compliance questions must be answered prior to the trip.
 - c. Trip insurance must be purchased for each student participant at the current rate as established by the OSU main campus. There is no need to pay additional insurance for full time employees of OSUIT as they are covered by other policies. The cost is calculated by multiplying the rate times the number of participants times the number of calendar days (not 24 hour period) of the trip. Insurance is not required for trips within the city limits of Okmulgee.

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- d. Trip insurance must be paid at the Bursar's office and a copy of the receipt must accompany the forms when provided to Student Life. These forms must be received in the Student Life office a minimum of 24 hours prior to travel.
- e. Students are responsible for making arrangements with faculty to make up any class work they miss during the trip.
 - i. School vehicles are insured by OSUIT with liability coverage.

5.1.3 In-State Trips

- a. Field trips in Oklahoma may be planned and the completed request form submitted in accordance with the above procedures for action.
- b. Generally, one field trip per semester is considered reasonable for a school, section of a department, class club, or group.
- c. Consideration will be given when a departmental club or class has plans for separate field trips in the same semester. The Dean of Students must approve additional trips in advance.

5.1.4 Out-Of-State Trips

- a. A written request to plan an out-of-state field trip must be submitted to the Vice President of Fiscal Services for approval prior to making arrangements for the field trip. Out-of-state travel forms are required for field trips and must be submitted to the Vice President of Fiscal Services at least seven days preceding the date of the approved trip.

5.1.5 Overnight Trips

- a. When students and faculty are scheduled to remain off campus overnight as a part of an approved campus activity, all student participants must sign and submit the Student Travel form indicating they are aware of the campus expectation of behavior as well as providing basic health information to be used only in the event of a health emergency. The Student Travel forms are to be submitted to the Student Life office prior to departure. See also Policy 1-018, Drug Free Campus.
- b. All sponsors/employees of overnight trips must sign an Employee Acknowledgement Form. This form must be submitted to the Student Life office prior to departure.
- c. For sponsor/employee lodging accommodations, the employee must contact the Purchasing Office at least 4 weeks prior to the trip. The Purchasing contact will make all lodging accommodations. If preferred, the employee

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may make arrangements for their accommodations but will be required to pay them out-of-pocket and submit receipts for reimbursement.

- d. Club Sponsors may make lodging accommodations for students only with the student organization p-card. Receipts are required for all lodging. It is the cardholder's responsibility to secure these receipts.
- e. When making lodging arrangements, female students must be housed with female students and male students with male students. University employees must never be housed with students.
- f. Students may voluntarily request single occupancy accommodations if they so choose. Student organizations may require the student to bear all or a portion of the cost of a single occupancy room.
- g. If a student chooses to return home prior to the end of the scheduled trip, they may do so at their own expense. The student must be 18 or older to do so.

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