

<b>Title:</b>	<b>Student Transportation Policy</b>
<b>Effective Date:</b>	<b>10/17/2013</b>
<b>Date of Last Revision:</b>	<b>10/31/2023</b>
<b>Review Date:</b>	<b>10/31/2023</b>
<b>Cancellation:</b>	
<b>Responsible Office:</b>	<b>Student Services</b>

## Student Transportation Policy

### *Policy*

South Louisiana Community College (SLCC) promotes safe travel for students and recognized student organizations to events and activities beyond SLCC campus boundaries. This policy covers:

- **Travel Scope:** This policy applies to travel sponsored by SLCC's Division of Student Services and travel permitted with financial support from South Louisiana Community College, including activities not directly sponsored.
- **Covered Activities:** Examples of covered activities include college-sponsored field trips, club sports trips, recognized student organization activities, Student Organization-funded community service travel, and official representation of SLCC at leadership academies, conferences, and programs.
- **Exclusions:** This policy does not apply to travel for individual students attending out-of-town athletic/recreational events as non-participants (unless supported by a recognized student organization), student teaching, internships, practicums, observations, research, or participating in competitions.

### *Definitions*

1. **Recognized Student Organization (RSO)** is one that has been formed for educational, professional, social, recreational, or other lawful purposes, and derives the majority of its membership and all of its leadership from the student body of SLCC. The Louisiana Community and Technical College System (LCTCS) has approved the RSO for recognition by the Office of Student Engagement and maintains a current registration status with the Office of the Executive Director for Student Services.
2. **Appropriate Administrator** is a Dean, Department Chair, or Director of an administrative unit, or his/her authorized designee.
3. **Currently Enrolled Student** is a student who is currently registered at the college, whether on a full- or part-time basis.
4. **College-Sponsored Event/Activity** is one that is initiated, actively managed, planned, and arranged by a member of the college's faculty or staff, or by members of an RSO that has been granted sponsorship by the college. It must be approved by an appropriate administrator.

Additionally, college-sponsored events or activities are those that the college is involved with, and/or oversees financially, physically, or administratively.

5. **Personal Vehicles** are vehicles owned, operated, maintained, and insured by individuals and not owned, operated, maintained, and insured by SLCC.
6. **College Vehicles** are vehicles owned, operated, maintained, and insured by SLCC. These vehicles are used solely for the purpose of official college use and cannot be used for personal reasons.
7. **Rental Vehicles** are vehicles rented through a third-party provider. A contract is signed at the onset of the vehicle being provided, and it must be adhered to.
8. **Contract Bus Service** is a service requested by the school-affiliated student organization or employee on behalf of the college where a bus is provided for travel. This type of travel requires a contract to complete the request for service, and it must be adhered to.

### ***Requirements of Travel***

All student and recognized student organizations travel falling within this Policy must meet the following requirements:

- Recognized student organizations' travel must be consistent with the organization's mission statement and constitution on file with the Office of Student Engagement. Travel must be planned so as not to create undue interference with academic responsibilities.
- An individual student or recognized student organization must complete the college's travel process with the Office of Student Engagement no later than thirty (30) business days before the scheduled trip.
- All students traveling must complete and submit an Off-Campus Travel Waiver and Assumption of Risk Form to the Office of Student Engagement no later than five (5) business days before the scheduled trip.
- All college sponsored travel must be chaperoned by a faculty or staff mentor. A student officer from the recognized student organization must accompany the trip for all non-college-sponsored travel. SLCC will view this student officer as the party responsible for the trip. Furthermore, the student officer must carry a copy of all emergency contact information for all students participating in the trip.
- The name, address, and telephone number of the faculty/staff mentor to the recognized student organization must be submitted utilizing the appropriate form. Faculty/staff mentors are also required to maintain a copy of the appropriate form and discuss the SLCC Code of Student Conduct with the recognized student organization leader(s) organizing the trip. The faculty/staff mentor is expected to exchange emergency contact numbers with students and obtain an indication of who each student desires to be notified in the event of an emergency.
- The faculty members or administrators responsible for the trip shall communicate to the participants that the college does not provide medical insurance for any student's participation in trips. All student participants shall be responsible for any medical costs they incur during and/or because of the trip.
- Any trip taken without submission of a complete and accurate Student Travel Form or other violations of this policy, may result in individual and/or organizational discipline as outlined in the College Judicial System Handbook, together with such additional action as may be deemed appropriate under the circumstances.
- All participants are required to engage in the planned activities of the trip. Unstructured time should be kept to a minimum to reduce the risks inherent in unsupervised activities. The sponsoring department or organization should keep a list of all participants involved in the trip.
- Friends and family of students are not eligible to participate in travel opportunities, unless the appropriate administrator grants prior approval.

## ***Types of Travel***

- **College Sponsored Student Travel**

To ensure that events or activities involving student travel are consistent with the college's mission and that student safety issues have been addressed, college-sponsored student travel must be approved in advance by an appropriate administrator. The appropriate administrator will ensure that the proposed travel request conforms to the procedures outlined in the Division of Student Services Student Travel Guidelines. The following rules apply to the travel of currently enrolled students attending activities or events sponsored by SLCC's Student Services Division:

- i. To request authorization, members of the faculty, staff, or recognized student organization granted funding who organize activities covered by this Policy must submit a completed travel request to the appropriate administrator for approval. The request must be submitted at least thirty (30) business days in advance of travel.
- ii. All college-sponsored trips must be chaperoned by a staff or faculty member, except with the approval of an appropriate administrator. If students are traveling on their own for the purpose of a recognized student organization, and college funds are being utilized to support the activity (e.g., sports club teams participating in out-of-town competition), the president of the student organization must meet with an administrator in the appropriate office (Office of Student Engagement) prior to the trip to review specific trip details.
- iii. Names and pertinent information may be submitted via the Office of Student Engagement website. Faculty or staff chaperones are expected to carry emergency contact information for all students on the trip.

- **Non-College Sponsored Travel**

Non-College sponsored travel occurs when travel to an off-campus activity is required as part of membership in a recognized student organization functioning under the auspices of the Division of Student Services, but college funds are not utilized to support the travel. In some cases, the Student Government Association may support the recognized student organization travel by providing funding for conference registration. This funding does not alter the non-college-sponsored nature of travel. Recognized student organizations also may utilize their own funds acquired through fundraising, dues, or other lawful sources, to support non-college sponsored travel. When participating in non-college-sponsored travel, recognized student organizations are required to submit the travel request form. In addition, the recognized student organization is subject to the same requirements described in the General Requirements attachment.

## ***Modes of Transportation***

- **Personal Vehicles**

Personal vehicles should only be used on a voluntary basis. The owners/drivers must provide their own insurance coverage. All student participants choosing to ride in a private automobile do so voluntarily and at their own risk. The college shall not insure or accept liability for any damage, loss or injury resulting from the use of a private vehicle. The college does not provide comprehensive or collision (physical damage) insurance for private vehicles driven on college business, and the owner is responsible for primary liability insurance. The college does carry non-owner excess liability coverage to protect the college and employee in the event of a suit resulting from an automobile accident in which an employee was driving on college business.

- **College Vehicles**

Only college employees can drive, which includes student employees who have completed the college's defensive driving training and are not flagged as high-risk drivers. Students traveling on behalf of the college may accompany employees in state vehicles if a Hold Harmless agreement is signed and on file. For more information regarding college vehicles, the college's travel policy,

and to access the Hold Harmless agreement, parties can visit the SLCC Facilities Support Operations.

- **Rental Vehicles**

If rented with college funds, only college employees can drive; all terms of the rental contract must be complied with.

- **Contract Bus Service**

Adequate insurance coverage for personal injury and property damage must be provided by the bus company. If the company carries less than five (5) million dollars per occurrence, the Louisiana Department of Administration must be consulted to determine if a lower coverage amount is acceptable.

**Attachments:**

**Reference:**

**Student Travel Guidelines**

**Hold-Harmless/Indemnification Agreement (See Facilities Support Operations)**

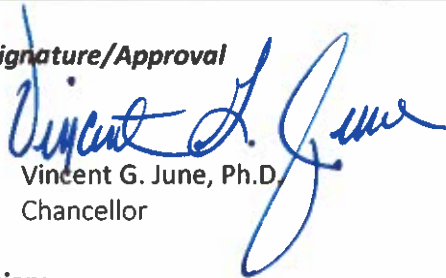
**Policy Reference:**

**Review Process:**

Reviewing Committee/Entity	Review Date(s)	Approval Date	Effective Date
Responsible Office	10/31/2023		
Committee for Institutional Policy Review	02/20/2024	02/20/2024	
Executive Leadership Team	03/28/2024	03/28/2024	

**Chancellor's Signature/Approval**

SIGNATURE:



Vincent G. June, Ph.D.  
Chancellor

DATE:

3/28/24

**Final Distribution:**

Electronic: posted to College's website and sent via email to college personnel

Hard copy: Original to Executive Assistant to the Chancellor for Master Policy Binder, copy to Chair of Committee of Institutional Policy Review