

**I. Overview**

Occasionally students travel off-campus in conjunction with the academic instruction, registered student organization events, or in order to represent the College. Some trips are made in college vehicles, some in private cars and on rare occasions students may travel via commercial transportation.

UACCB supports the philosophy that co-curricular activities are an integral part of the collegiate experience. The purpose of this procedure is to identify the process by which approval for such student travel is obtained.

**II. Practice**

This policy applies to the travel of enrolled students to attend activities or events that are organized and/or sponsored by UACCB; and occur outside Independence County.

- 1) The College recognizes that a student travels as its official representative only when all the following requirements are satisfied:
  - a) An administrative official having authority to do so authorizes a student or students to be official College representatives for the purpose of attending an event related to accomplishment of the College's educational purposes. (Academic Enrichment/Vice Chancellor for Academics, Registered Student Organization/Vice Chancellor for Student Affairs, Others/Chancellor or Chancellor designee)
  - b) The student or students travel by college vehicle or by transportation selected for them and approved by the person authorizing their travel. Use of a college vehicle requires submission of the Off Campus Release and Indemnification Travel form of the students who will be traveling in the approved vehicles.
  - c) The student or students meet campus requirements for participating in activities verified by the sponsor.
  - d) Before leaving campus, the student or students, and accompanying faculty or staff member, if any, shall have registered according to guidelines outlined in this procedure.
- 2) Because of the possibility of claims and liability arising from student travel, it is necessary that strict procedures be established concerning the dispatching of enrolled students off campus on college purposes. The following procedure, therefore, shall be followed:
  - a) Approvals must be secured from the appropriate administrators by the completion of a Notification of Student Travel Plan form which includes the Itinerary which states those points where the group can be reached in case of an emergency. The sponsor, Division Chair or Director, and Vice Chancellor for Academics or Vice Chancellor for Student Affairs are required approvals. This form must be processed within a reasonable time (five days) in advance of the travel.
  - b) Everyone (student, faculty, adjunct, or staff) who will be attending the event or traveling as an official representative of the college is required to complete the Off Campus Release and Indemnification Travel form. This form includes emergency contact information, and if an individual is driving or riding in a personal vehicle, a request for valid driver's license and automobile insurance card. The individual is required to verify they have acknowledged any risk associated with the travel. The Administrative Assistant for the appropriate Vice Chancellor or designated campus

employee will review the information completed for this travel. If there is information not complete or invalid, the Administrative Assistant or designee will contact the sponsor. If the information is found to be in order and valid as submitted, the Administrative Assistant or designee will send traveler information to the sponsor and appropriate Vice Chancellor with approval to travel. Travel is not approved and is not permitted to occur until this approval notification is received.

- c) Failure to complete and have the information accurately on file prior to travel, will result in you and/or your student organization not being reimbursed for travel expenses.
- d) The approved Notification of Student Travel Plan and the traveler details received on the Off Campus Release and Indemnification form will be stored in an electronic file which is accessible by the Chancellor, Vice Chancellors, their associated assistants, and those deemed necessary.

### III. Clarifying Points

#### Travel Regulations

1. Students may travel in college vehicles, on commercial transportation, or by private vehicle if it is covered by an insurance policy currently in effect and purchased by the owner of the vehicle. A copy of the valid automobile insurance is required on the Off Campus Student Travel Release and Indemnification Agreement form.
2. In the event of accident, full disclosure shall be made of name, address, registration number of vehicle, driver's license, vehicle insurance, and college status of individual involved.
3. Students shall file reports with the Vice Chancellor for Student Affairs concerning any accidents, collisions, personal injury, or property damage to themselves or to others on returning to the campus. In privately owned vehicles, the owner should notify his insurance company immediately.
4. **No student or students shall be allowed to operate college fleet vehicles on off-campus trips as defined herein unless accompanied by a faculty or staff member.** Students in part-time or full-time employment may operate college fleet vehicles within their official roles performing related business, and only if they have been processed through the standard driver background check.
5. When a college vehicle is to be used for off-campus travel, the person to whom possession is delivered shall first display to college officials a valid driver's license for himself and for any of the passengers whom he will allow to drive during the trip. This approval applies to student drivers as well. Anyone found to have an unacceptable driving record as defined by the college will not be allowed to drive under this policy.
- 6) Students attending functions on their own initiative in the guise of being "from UACCB" deriving benefit only from the resulting publicity are NOT official College representatives. (AP V-5.0)
7. The above rules are inapplicable in the following cases (AP V-5.0)
  - a) Off-campus trips organized, conducted, or sponsored by a student organization in its own interest. Such trips are not made on behalf of the College as official travel, and the College will accept no responsibility for any liability arising there from. If, however, a

College vehicle is used to transport students, those students traveling in the vehicle fall under the policy and a proper travel authorization shall be completed.

- b) Off-campus trips organized, conducted, or sponsored by a faculty member for the cultural or educational experience of the event and not as a required component of a course of instruction. Such trips are not made on behalf of the college as official travel and the College will accept no responsibility for any liability arising there from. If, however, a College vehicle is used to transport students, those students traveling in the vehicle fall under the policy and a proper travel authorization shall be completed

**Sponsor**

A sponsor can be defined as any full-time or part-time faculty or staff member with a connection to the purpose of the off-campus travel or who advises a registered student organization in an official capacity (registered student organizations sponsors are identified in the fall of each year).

All groups must have a sponsor on a trip. Sponsors who accompany a student or groups of students on off-campus trips should make every effort to ensure the safety of students, for their conduct, and for the end result that the College be well represented. Such a responsible person may become liable, due to his/her own negligence, for any person or person injured. In addition, his/her acts may be attributed to or may reflect on the College where the acts occur as a result of something with his/her general authority. The sponsor would be privileged, as a College employee, to maintain reasonable order. (AP V-5.0)

The faculty sponsor shall properly inform the students of the responsibility of representing the College.

**Student Conduct**

Students away from the campus as college representatives are subject to disciplinary action by the College for breaches of conduct. The accompanying sponsor is authorized to maintain good order and good representation during the trip. Upon return of students to the campus, disciplinary action of a penalizing nature may be instituted against students for misconduct during the trip. Any incidents should be reported to the Vice Chancellor for Student Services as soon as possible.

An *organized event* is one that is initiated, planned, and arranged by a member of the College's faculty or staff and is approved by an appropriate administrator.

A *sponsored event* or activity is one that the University endorses by supporting it financially, or by sending students to participate in it as official representatives of the University.

**Electronic Form for Off Campus Release and Indemnification Travel Form**

As of 2022, individuals can go to <https://forms.office.com/r/SyxAMSGUXY> to submit the previous and listed paper forms in an electronic format. This also generates an electronic roster. All relevant identification and proof of automobile insurance can be uploaded in this form.

The Notification of Student Travel plan is still required and is not an electronic form at this time.

**Electronic Form for Notification of Student Travel Plan**

As of 2022, sponsors can go to [Notification of Student Travel Plan.pdf](#) to submit the previous and listed paper forms in an electronic format.

Adopted: January 26, 1999

Revised:

April 30, 2008

February 26, 2010

August 4, 2021

April 8, 2022

August 5, 2022

### University of Arkansas Community College at Batesville

#### Notification of Student Travel Plan

#### Per UACCB Procedure 535.1 Off-Campus Student Travel

Instructions: Complete this form entirely and save the document. Email the completed form to both Vice Chancellor for Student Affairs (non-instructional activity) and Vice Chancellor for Academics (instructional activity) for approval. Once approval is obtained, everyone (student, faculty, adjunct, or staff) who will be attending the event or traveling as an official representative of the college is required to complete the Off Campus Release and Indemnification Travel form.

#### I. IDENTIFICATION

- a) Name of Group: \_\_\_\_\_
- b) Destination: \_\_\_\_\_
- c) Purpose of Trip: \_\_\_\_\_
- d) Travel Dates  
 Departure Date: \_\_\_\_\_ Departure Time: \_\_\_\_\_  
 Return Date: \_\_\_\_\_ Return Time: \_\_\_\_\_
- e) Name of sponsor: \_\_\_\_\_
- f) Sponsor's cell phone number: \_\_\_\_\_
- g) Type of transportation: \_\_\_\_\_

**COPY**

#### II. ITINERARY: Please list those points at which members of the group can be reached in case of an emergency.

Address (City, Hotel, Institution, etc.)	Date at Destination	Time at Destination (i.e. 9:00 am – 10:00 am)

#### III. SIGNATURES:

As the sponsor, I will adhere to the guidelines outlined in UACCB Procedure 535.1 Off-Campus Student Travel.

_____ Sponsor Signature	_____ Date
_____ Division Chair or Director Signature	_____ Date
_____ Vice Chancellor Signature	_____ Date

### Off Campus Release and Indemnification Travel Form

Per UACCB Operating Procedure 535.1  
Travel outside Independence County.

#### Section 1

##### General Information

1. Student First Name \*

Enter your answer

2. Student Last Name \*

Enter your answer

3. Student ID \*

Enter your answer

4. Student Phone Number, including area code \*

Enter your answer

5. Mailing Address \*

Enter your answer

6. City \*

Enter your answer

7. Zip Code \*

Enter your answer

8. Emergency Contact Name \*

Enter your answer

9. Emergency Contact Relationship \*

Enter your answer

10. Emergency Contact Phone Number, including area code \*

Enter your answer

11. Start Date of Trip \*

Please input date (M/d/yyyy)



12. End Date of Trip \*

Please input date (M/d/yyyy)



13. Description of Activity or Trip \*

Enter your answer

14. Class Trip \*

☐ Yes

☐ No

15. Class Instructor

Enter your answer

16. Mode of Transportation \*

- ☐ UACCB vehicle
- ☐ Personal vehicle

Section 2

This section required if you are driving/riding in a personal vehicle.

17. Upload Driver's License - must be valid and clear picture

📎 Upload file

File number limit: 1 Single file size limit: 10MB Allowed file types: Word, Excel, PPT, PDF, Image, Video, Audio

18. Upload Automobile Insurance Card - must be valid and clear picture

📎 Upload file

File number limit: 1 Single file size limit: 10MB Allowed file types: Word, Excel, PPT, PDF, Image, Video, Audio

#### Release

19. I am eighteen years of age or older and have voluntarily applied to participate in the above Activity or Trip. I acknowledge that the nature of the Activity or Trip may expose me to hazards or risks that may result in my illness, personal injury or death and I understand and appreciate the nature of such hazards and risks. \*

☐ Yes, I agree

20. In consideration of my participation in the Activity or Trip, I hereby accept all risk to my health and of my injury or death that may result from such participation and I hereby release the University of Arkansas Community College at Batesville, its governing board, officers, employees and representatives from any and all liability to me, my personal representatives, estate, heirs, next of kin, and assigns for any and all claims and causes of action for loss of or damage to my property and for any and all illness or injury to my person, including my death, that may result from or occur during my participation in the Activity or Trip, whether caused by negligence of the University of Arkansas Community College at Batesville, its governing board, officers, employees, or representatives, or otherwise. I further agree to indemnify and hold harmless the University of Arkansas Community College at Batesville and its governing board, officers, employees, and representatives from liability for the injury or death of any person(s) and damage to property that may result from my negligent or intentional act or omission while participating in the described Activity or Trip. \*

☐ Yes, I agree

21. I HAVE CAREFULLY READ THIS AGREEMENT AND UNDERSTAND IT TO BE A RELEASE OF ALL CLAIMS AND CAUSES OF ACTION FOR MY INJURY OR DEATH OR DAMAGE TO MY PROPERTY THAT OCCURS WHILE PARTICIPATING IN THE DESCRIBED ACTIVITY OR TRIP AND IT OBLIGATES ME TO INDEMNIFY THE PARTIES NAMED FOR ANY LIABILITY FOR INJURY OR DEATH OF ANY PERSON AND DAMAGE TO PROPERTY CAUSED BY MY NEGLIGENT OR INTENTIONAL ACT OR OMISSION. \*

☐ I agree

Back

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