



Policy Name: Student Travel

## **Marian University Student Travel**

Originated Date:

Review Date:

Revised Date:

### **Policy Statement:**

#### **I. Purpose**

The Student Organizations and Athletic Program and Marian University have requirements and procedures that must be followed in order to travel. Student organizations and organization members are obliged to adhere to these policies at all times as they are direct reflection of Marian University's Policy and Procedures. Having the opportunity to travel, and represent Marian University are two major benefits clubs receive through the club/organization affiliation. It is the Officers' responsibility to inform members that from the time they depart for a competition or event, to the time they return to campus, they are held to University standards.

This Policy does not apply to travel undertaken by individual students attending out of town athletic/recreational events as a non-participant or observer (except when traveling on behalf or with the financial support of a recognized student organization as described above), engaging in student teaching, internships, practicums, observations or research, or participating in intercollegiate athletics competitions under the sponsorships of the Department of Athletics.

#### **II. Definitions**

*A recognized student organization* is one that has been formed for educational, professional, social, recreational or other lawful purposes, derives the majority of its membership and all of its leadership from the student body of Marian University, has been approved for recognition by the Office of Student Life, and maintains a current registration status with the Office of Student Life.

*A University sponsored event or activity* is one that is initiated, actively managed, planned and arranged by a member of the University's faculty or staff, or by members of a recognized



student organization that has been granted sponsorship by the University, and is approved by an appropriate administrator and/or an event or activity that the University actively manages, is involved with, or oversees financially, physically, or administratively.

A *currently enrolled student* is one who is a student who is currently registered at the University, whether on a full- or part-time basis.

An appropriate administrator is a Dean, Department Chair, or Director of an administrative unit, or his or her authorized designee.

### Checklist for Travel

- ✓ Read the entire Travel Policy and additional considerations for clubs and organizations carefully. If you are in need of clarification, ask the appropriate office.
- ✓ Submit a travel request to the appropriate office a minimum of **2 weeks** in advance of travel.
- ✓ Liability waivers completed in full for all trip participants including trip leader(s)
- ✓ Weather reports for travel areas must be reviewed prior to departure. If weather reports show any advisories, alerts, warnings, etc., the trip coordinator must discuss this with the appropriate office and Dean of Students to determine if trip plans should be modified in any manner.

### III. General Requirements

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

- A. Recognized student organization travel must be consistent with the organization's mission statement and constitution. Travel must be planned so as not to create an undue interference with academic responsibilities.
- B. An individual student or recognized student organization must complete and submit the **Student Travel Form** to Campus Safety and Security or the Office of Student Life no later than five (5) business days before the scheduled trip.
- C. All students traveling must complete and submit an **Off-Campus Travel Waiver and Assumption of Risk Form** to the Office of Student Life no later than five (5) business days before the scheduled trip.
- D. All University sponsored travel must be chaperoned by a faculty, staff or designee. A student officer from the recognized student organization must accompany the trip for all University sponsored travel. Marian University will view this student officer as the party responsible for the trip. The chaperone must carry a copy of all emergency contact information for all students participating in the trip.
- E. The name and telephone number of the faculty/staff chaperone to the recognized student organization must be submitted utilizing the appropriate transportation log form. Faculty/staff chaperones are required to maintain a copy of the appropriate form and



discuss the Marian University *Code of Student Conduct* with the recognized student organization leader(s) organizing the trip. The faculty/staff chaperone 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. This transportation form is a requirement prior to any travel.

- F. Any trip taken without submission of a complete and accurate Transportation Form, or other violations of this policy may result in individual and/or organizational discipline.

#### **IV. Field Trips**

##### **University Sponsored Student Travel**

To assure that events or activities involving student travel are consistent with the University's mission and that student safety issues have been addressed, University sponsored travel must be approved in advance by an appropriate administrator. The appropriate administrator will assure that the proposed travel request conforms to the procedures outlined in the Division of Student Affairs Student Travel Guidelines, below.

The following rules apply to the travel of currently enrolled undergraduate or graduate students attending activities or events sponsored by Marian University.

- A. 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 Transportation Form to Campus Safety and Security for approval. The request must be submitted at least five (5) business days in advance of travel.
- B. All University 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 University funds are being utilized to support the activity the president of the student organization must meet with Office of Student Life prior to the trip to review specific trip details.
- C. Faculty or staff chaperones are expected to carry emergency contact information for all students on the trip.

#### **V. Division of Student Life Travel Guidelines**

Marian University, as an institution of higher education, through its various departments and offices, provides opportunities for student travel to activities that facilitate and/or enhance the learning process taking place within the University community. Participation in such activities shall be limited to members of the University community. These Guidelines do not apply to international travel, study abroad travel.

Participants in activities involving student travel are responsible for their own behavior and any



resulting consequences. The University shall not be liable for any loss, damage, injury or other consequence resulting from a participant's failure to comply with University rules and regulations, the direction of University employees, or applicable law.

All trip participants are required to (a) comply with the standards set forth in the Marian University Code of Student Conduct and with applicable University policies, procedures, rules and regulations, understanding that such compliance is important to the success of the trip and to the University's willingness to permit future similar activities; and (b) conform their conduct to the standards surrounding the trip and assume responsibility for their own actions, understanding the circumstances of an off-campus activity may require a standard of dignity which may differ from that applicable on campus. Violations of the foregoing requirements may subject participants and sponsoring organizations to disciplinary action pursuant to the Marian University Policies and Procedures.

Please note for University sponsored travel, it is the responsibility of the department sponsoring the program to assure compliance with these guidelines.

The following additional guidelines also apply to all travel activities subject to the Marian University Travel Guidelines:

- I. **Pre-trip Meeting:** The faculty member, administrator, and/or recognized student organization in charge of the trip, whether sponsored or not sponsored, should hold a pre-trip planning meeting with all participants to discuss the planned itinerary, behavioral expectations, and transportation details.
- II. **Transportation:** The sponsoring University department should be prepared to arrange for transportation by official University vehicle(s), rental vehicle(s), chartered service, regularly scheduled transportation service, or, if necessary, personal vehicles. The following rules apply to the use of vehicles.
  - I. **University Vehicles** - Only approved University employees or work study students can drive. Rental Vehicles - If rented with University funds, only University employees can drive; all terms of the rental contract must be complied with.
  - II. **Contract Bus Service** - Adequate insurance coverage for personal injury and property damage must be provided by the bus company.
  - III. **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 University shall not insure or accept liability for any damage, loss or injury resulting from the use of a private vehicle. The University does not provide comprehensive or collision (physical damage) insurance for private vehicles driven on University business, and the owner is responsible for primary liability insurance.

### III. Accident and Medical Insurance



The faculty member or administrators responsible for the trip shall communicate to the participants that the University 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 as a result of the trip.

#### **IV. Participation**

Except with the permission of the appropriate administrator, friends and family of students are not eligible to participate in travel opportunities falling under the Travel Policy.

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 activity. The sponsoring department or organization should keep a list of all participants involved in the trip.



Marian University Transportation Manifest

Trip Destination: \_\_\_\_\_ Driver: \_\_\_\_\_ Date: \_\_\_\_\_

Departure Time: \_\_\_\_\_ Return Time: \_\_\_\_\_

**Passenger List**

Name	Phone Number	Emergency Contact (Name and Number)
1.		
2.		
3.		
4.		
5.		
6.		
7.		
8.		
9.		
10.		
11.		

\*Remember there are a Maximum 11 passengers (large van) and 7 passengers (mini-van) for each trip.

\*\*Only university-associated people are permitted.

University guest passes do not qualify.

This form must be completed and return to the Campus Safety Office prior to departure.



**OFF-CAMPUS TRAVEL WAIVER AND ASSUMPTION OF RISK**

Student Name: \_\_\_\_\_

Class Year: \_\_\_\_\_

Off-Campus Activity: \_\_\_\_\_

Dates of Off-Campus Activity: \_\_\_\_\_

Marian University believes that organized off-campus activities by its students are an important part of the students' overall learning experience. Off-campus activities do, however, involve significant risks, both to students participating in them and also to the University based upon the manner in which students conduct themselves while off campus.

By signing this form, the above-named student agrees as follows:

1. To observe standards of conduct set forth in the Marian University Code of Student Conduct and all University policies and procedures (including without limitation the Marian University Student Travel Policy) applicable to the student while participating in the off-campus activity referenced above (the "Activity"), understanding that such compliance is important to the success of the Activity and to the University's willingness to permit future similar activities.
2. To conform his or her conduct to the standards surrounding the Activity and assume responsibility for his or her own actions, understanding that the circumstances of an off-campus activity may require a standard of appropriateness which may differ from that applicable on campus.
3. That the student does not act as an agent or representative of Marian University and, accordingly, shall not have or hold himself or herself out as having the power or authority to bind or create liability for the University by virtue of his or her negligent or intentional acts or omissions.
4. To assume full financial responsibility for all costs and expenses incurred by the student in connection with the Activity, including without limitation financial responsibility for damage or destruction to property of third parties.



5. To obtain and maintain such health, accident, disability, hospitalization and travel insurance as he or she may deem necessary for the Activity, and to be responsible for the costs of such insurance and for any expenses not covered by insurance.
6. To immediately disclose to the University any physical or emotional conditions or problems that might impair his or her ability to complete the Activity, and that he or she hereby releases the University and its trustees, officers, employees, agents and representatives from any and all claims, demands, injuries, damages, losses, actions, causes of action, or expenses whatsoever arising out of his or her failure to disclose such conditions or problems.
7. That participation in the Activity is entirely voluntary, and that he or she is fully aware, having sought and obtained such information and advice as he or she feels are necessary and appropriate, that such participation involves risk of injury and property damage, including possibly short-term and long-term disability, and even death. These risks can come from causes which are many and varied, may not even be presently foreseeable, and may include negligent or intentional acts or omissions of others. He or she acknowledges, accepts, and assumes all such risks, whether or not presently foreseeable and whether or not caused by the negligent or intentional acts or omissions of others, and elects voluntarily to participate in the Activity. He or she releases the University and its trustees, officers, employees, agents and representatives from any and all claims he or she may have in the future, waives all such claims, and agrees not to sue the University or its trustees, officers, employees, agents and representatives for any such claims, arising out of his or her participation in the Activity, including but not limited to claims arising out of the negligent or intentional acts or omissions of others.
8. That this Agreement is to be as broad and inclusive as is permitted by the laws of the State of Wisconsin, and that if any portion of this Agreement is held invalid, the remaining terms shall continue in full force and effect.

Signature: \_\_\_\_\_

Date: \_\_\_\_\_