

Paul Smith's College

Policies and Procedures

for

Long Distance, Short Distance and
Unaccompanied Travel



PAUL SMITH'S COLLEGE
TRAVEL POLICY
FOR COLLEGE-SPONSORED LONG DISTANCE TRAVEL

Paul Smith's College frequently sponsors long distance trips for educational, recreational, or athletic events. "Long Distance Travel" includes foreign/outside-of-the-US travel, but also travel outside of the region. An appropriate rule of thumb for Long Distance Travel would be "further than you can drive in a day", or travel that involves an overnight stay.

Faculty or staff wishing to introduce a travel component to a course curriculum or activity program, or who have a travel component in an existing course or activity, must comply with the following written policy for college sponsorship. Any trip that does not follow these guidelines is not college-sponsored and will be the sole personal responsibility of faculty or staff leading the trip. Students taking trips that are not college-sponsored must be informed of that fact in advance. All such academic travel is subject to the approval of the Dean and Provost; recreational and athletic travel is subject to the approval of the appropriate Director and Vice President.

Group Travel: Where the accidental injury to a group of travelers would seriously impair the operation of the College or a College activity, the College strongly discourages travel by groups of more than two or three on the same plane, or on extended automobile trips. This restriction should be evaluated by the President and /or Vice Presidents, according to the circumstances of the travel and the level of responsibility of the travelers.

Paul Smith's College will not assume the liability or responsibility for the faculty, staff or participants of any trip that is not college-sponsored. Faculty or staff who violate these policies may be subject to disciplinary action, up to and including termination of employment.

Process for Academic Programs

Prior to the beginning of the first class of the semester, the faculty or staff member must submit the **Trip Request Form** (Appendix 1) and the **Trip Planning Summary Form** (Appendix 2) for the approval of the Dean. The following information is required to complete these forms:

- Learning goals and objectives for the travel, including a justification of the destination chosen;
- Trip itinerary including
 - Destination and an alternative destination (if appropriate)
 - Date/s of travel
 - Approximate departure and return times
 - Contact information for the group while traveling
 - Names of staff and student participants, and emergency contact information for each participant. The staff-to-student ratio should fall within a reasonable range.
 - Details on qualifications and credentials of staff participants and their designated responsibilities
- The cost of the trip, including any cost that will be borne by students, as well as the budget line to be charged for expenses, including travel, lodging, activities, guides

and other related expenses. This needs to be arranged with in advance with the Controller.

- Student pre-requisites include:
 - If the travel is required, the student must be enrolled in that specific course. Additionally, the student must be in good academic and financial standing with the College.
 - Students with adverse disciplinary records may be denied the opportunity to participate at the sole discretion of the College.
 - Appropriate identification and documentation for travel outside the United States (if appropriate).
 - The ability to meet the physical/mental demands of the activities of the trip (e.g., walk 20 miles a day, carry a 50 lb. pack).
 - Required skills (e.g., swimming, first aid, leadership, teamwork, etc.);
 - Immunizations required (see below)
 - Health/accident travel insurance with emergency medical evacuation, trip interruption, and repatriation for out-of-country travel, if appropriate.
 - Signed **Agreement to Participate** (Appendix 3) and **Release and Emergency Contact Information** (Appendix 4) forms.

Keep the Dean informed of any issues or concerns that arise in planning.

Present the Dean, Risk Manager, Provost, Department of Campus Life, and Department of Campus Safety with the final itinerary, plans, budget, and a list of trip participants with emergency contact information.

Process for Non-Academic Programs

At least 90 days prior to the planned travel, the faculty or staff member must submit the **Trip Request Form** (Appendix 1) and the **Trip Planning Summary Form** (Appendix 2) for the approval of the Dean or Department Head. The following information is required to complete these forms:

- Learning goals and objectives for the travel, including a justification of the destination chosen;
- Trip itinerary including
 - Destination and an alternative destination (if appropriate)
 - Date/s of travel
 - Approximate departure and return times
 - Contact information for the group while traveling
 - Names of staff and student participants, and emergency contact information for each participant. The staff-to-student ratio should fall within a reasonable range.
 - Details on qualifications and credentials of staff participants and their designated responsibilities
- The cost of the trip, including any cost that will be borne by students, as well as the budget line to be charged for expenses, including travel, lodging, activities, guides and other related expenses. This needs to be arranged with in advance with the Controller.
- A risk management plan that includes: draft of the waiver to be signed by participants; travel arrangements and an assessment of travel risks, activity risks,

- medical facilities; health and disease risk with risk prevention and back-up travel plans, as appropriate; emergency and evacuation plans
- Student pre-requisites include:
 - If the travel is required, the student must be enrolled in that specific course. Additionally, the student must be in good academic and financial standing with the College.
 - Students with adverse disciplinary records may be denied the opportunity to participate at the sole discretion of the College.
 - Appropriate identification and documentation for travel outside the United States (if appropriate).
 - The ability to meet the physical/mental demands of the activities of the trip (e.g., walk 20 miles a day, carry a 50 lb. pack).
 - Required skills (e.g., swimming, first aid, leadership, teamwork, etc.);
 - Immunizations required (see below)
 - Acceptable financial standing with the College, including the ability to pay for pre-determined student expenses associated with the activity.
 - Health/accident travel insurance with emergency medical evacuation, trip interruption, and repatriation for out-of-country travel, if appropriate.
 - **Signed Agreement to Participate** (Appendix 3) and **Release and Emergency Contact Information** (Appendix 4) forms.

Keep the Dean or Department Head informed of any issues or concerns that arise in planning.

Present the Dean or Department Head, Risk Manager, Provost, Department of Campus Life, and Department of Campus Safety with the final itinerary, plans, budget, and a list of trip participants with emergency contact information.

- I. The faculty or staff member must present for approval to the Director and Vice President/Provost a TRIP OUTLINE that includes:
 - A. Student pre-requisites that include:
 1. Good academic standing.
 2. Appropriate arrangements with all instructors if classes will be missed.
 3. Health/accident travel insurance with emergency medical evacuation, trip interruption, and repatriation for out-of-country/overseas travel, if appropriate.

Faculty/Advisor Planning Required for ALL Long-Distance Travel

1. Include in the syllabus/activity description a comprehensive list of all student pre-requisites, including the waiver and student requirements that must be met prior to the start of the course (i.e., passport, student expenses and immunizations - many immunizations must start 6 to 8 months before the travel date).
2. A clear and consistent written statement to the students that itemizes the pre-requisites and requirements, as well as the agreement students must sign acknowledging that requirements must be met or they will not be permitted to participate. Enrolled students with health conditions that may not meet the criteria for travel should be cleared for travel by their family doctor and Student Health Service. Students with special needs will be responsible for the cost of supplies and additional insurance for those needs.

3. When appropriate to course objectives, travel arrangements will be made through a certified travel agency. A comprehensive statement of trip/travel insurance, safety and cost management must be provided with the Risk Management Plan for review prior to departure.
4. All members of the party must travel to and from the destination together, unless a specific exception is made by the supervising faculty member with the prior written approval of the supervising Dean, or if an emergency situation arises requiring that a participant be separated from the group, in which case the supervising faculty member must approve travel arrangements from the destination. There will be no additions, late arrivals or early departures from College-sponsored travel without notification and prior approval by the faculty member, Dean, Vice President for Academic Affairs and Risk Manager.
5. If the travel is outside the US, the supervising faculty member will work with the Vice President for Business and Finance to identify an in-country depository (or other alternative) for funds to facilitate conversion to local currency, serve as safe harbor for student and institutional monies, and provide emergency services for miscellaneous or unexpected monetary transactions.
6. If a rental vehicle is used for transportation outside the US, automobile insurance available on the rented vehicle **MUST** be purchased.
7. Faculty planning overseas/out of country travel may assume that
 - All students have complied with the Paul Smith's College requirements as set forth by the College's Student Health Office.
 - All students have complied with the Paul Smith's College health/medical insurance requirements.
 - All students have access to the CDC website.

When students are recruited for foreign travel in any program that is sponsored by the College, it is the responsibility of the faculty member directing the program to guide students to the information that the students will require to prepare for foreign travel.

When programs involving foreign travel are contemplated, the Risk Manager and the faculty member directing the program will meet to discuss the scope of the program and outline the information that will be provided to students. That information will include:

- Accessing the CDC website
- Understanding immunization requirements and recommendations.
- Contacting insurance carriers
- Accessing personal health records
- Accessing services for immunizations
- What to bring when you travel (personal medications/prescriptions, over the counter medications, etc.)
- Agreements and waivers that must be completed by students.

The College will continue to provide Medical Evacuation and Repatriation Insurance for all participants.

8. If the travel is outside the US, upon arrival in country of the final destination the faculty/staff member will notify the US Consulate that the Paul Smith's College party is in-country, and provide the expected date of departure. Any changes to the planned

departure date or significant concern will be reported to the Consulate by the faculty/staff member.

During the Trip

Participants (Faculty, staff and students) are expected to conduct themselves in a manner consistent with the policies and values of the College. Failure to do so will be subject to discipline. **The use or presence of alcohol or any controlled substance is strictly prohibited on any College-sponsored trip or activity.**

If there is any accident or incident during the trip, you must call Campus Safety to report all/any details immediately. Campus Safety will inform others as appropriate.

If the trip will be delayed in returning by any significant amount of time, inform Campus Safety with the new return time. When you call Campus Safety, ask that the Dean, Director or Vice President be alerted.

The Paul Smith's College Dean or supervising Vice President should be informed immediately of any problems that may arise during the course of the trip that impact the overall safety of any or all participants or unable to be resolved by the faculty/staff member. Provisions for day-to-day communications should be in place.

Post-Trip Evaluation

1. The trip should be evaluated to see if the goals and objectives were met and to make any changes for future trips.
2. Students with any health problems during or after the trip should be referred to medical care when they get home. This is especially important for trips to areas of the world with increased exposures to infection.
3. Student Health Service should be informed of any illnesses, infectious diseases or medical problems that occur during or as a result of the trip.

PAUL SMITH'S COLLEGE
TRAVEL POLICY
FOR COLLEGE-SPONSORED SHORT DISTANCE TRAVEL

Paul Smith's College frequently sponsors short distance trips—field trips—for educational/instructional experiences, as well as trips for recreational or athletic events. These trips, considered “short distance travel” may include travel to Canada, out-of-state to Vermont, as well as travel outside of and within the Adirondack region. An appropriate rule of thumb for “short distance travel” would be “any distance that you can drive to and return to campus within a day”.

Faculty or staff wishing to introduce a travel component to a course curriculum or activity program, or who have a travel component in an existing course or activity, must comply with the following written policy for college sponsorship. Any trip that does not follow these guidelines is not college-sponsored and will be the sole personal responsibility of faculty or staff leading the trip. Students taking trips that are not college-sponsored must be informed of that fact in advance. All such academic travel is subject to the approval of the Dean and Provost; recreational and athletic travel is subject to the approval of the appropriate Director and Vice President.

Paul Smith's College will not assume the liability or responsibility for the participants of any trip that is not college-sponsored. Faculty or staff who violate these policies may be subject to disciplinary action, up to and including termination of employment.

Process for Academic Programs

Prior to the beginning of the first class of the semester, the faculty or staff member must submit the **Trip Request Form** (Appendix 1) and the **Trip Planning Summary Form** (Appendix 2) for the approval of the Dean. The following information is required to complete these forms:

- Learning goals and objectives for the travel, including a justification of the destination chosen;
- Trip itinerary including
 - Destination and an alternative destination (if appropriate)
 - Date/s of travel
 - Approximate departure and return times
 - Contact information for the group while traveling.
- Names of staff and student participants, and emergency contact information for each participant. The staff-to-student ratio should fall within a reasonable range.
- The cost of the trip, including any cost that will be borne by students, as well as the budget line to be charged for vehicle usage, gas/mileage and other institutional expenses.
- Student pre-requisites include:
 - If the travel is required, the student must be enrolled in that specific course. Otherwise, the student must be in good academic standing.
 - The ability to meet the physical/mental demands of the activities of the trip (e.g., walk 20 miles a day, carry a 50 lb. pack).
 - Required skills (e.g., swimming, first aid, leadership, teamwork, etc.);
 - Health/accident travel insurance with emergency medical evacuation, trip interruption, and repatriation for out-of-country travel, if appropriate.
 - Signed **Agreement to Participate** (Appendix 3) and **Release and Emergency Contact Information** (Appendix 4) forms.

The class syllabus/first day handout for the course must state any required field trips with the date, destination and duration listed. Information communicated to students should include: cost, schedules, departure locations, and route.

A copy of the trip itinerary and participant list must be given to the Dean, Faculty Office Manager, and Campus Safety before departure.

Process for Non-Academic Programs

The faculty or staff member must submit the following for the approval of the appropriate Dean/Director:

- Purpose of the travel
- Trip itinerary including
 - destination and an alternative destination (if appropriate);
 - Approximant departure and return times;
 - Contact information for the group while away from campus.
- Names of staff and student participants with emergency contact information for each participant. The staff-to-student ratio should fall within a reasonable range.
- Student pre-requisites that include:
 - Good academic standing. If the travel is a course component, the student must be enrolled in that specific course.
 - Acceptable financial standing with the College, including the ability to pay for pre-determined student expenses.
 - The ability to meet the physical/mental demands of the activities of the trip (e.g., walk 20 miles a day, carry a 50 lb. pack).
 - Required skills (e.g., swimming, first aid, leadership, teamwork, etc.);
 - Health/accident travel insurance with emergency medical evacuation, trip interruption, and repatriation for out-of-country/overseas travel, if appropriate.

A copy of the trip itinerary and participant list should be given to Campus Safety before departure.

Faculty/Staff Planning Required for All Short Distance Travel

1. A clear and consistent written statement to the students that itemizes the pre-requisites and requirements, as well as the agreement students must sign acknowledging that requirements must be met or they will not be permitted to participate. Enrolled students with health conditions that may not meet the criteria for travel should be cleared for travel by their family doctor and Student Health Service. Students with special needs will be responsible for the cost of supplies and additional insurance for those needs.
2. All members of the party must travel to and from the destination together, unless a specific exception is made by the supervising faculty member with the prior written approval of the supervising Dean or Director, or if an emergency situation arises requiring that a participant be separated from the group, in which case the supervising faculty or Staff member must approve travel arrangements from the destination. There will be no additions, late arrivals or early departures from College-sponsored travel without notification and prior approval by the faculty or Staff member, Dean or Director, Vice President for Academic Affairs and Risk Manager.

3. If a college vehicle is used, the driver(s) must be approved to drive. A list of approved staff and student drivers is available from the Facilities Department.
4. If the trip is more than one hour away, a member of the faculty or staff must accompany the trip. The faculty/staff-to-student ratio must fall within a reasonable range;
5. A first aid kit must accompany each trip appropriate to the number of participants. These first aid kits are available from your dean or director.
6. Important Paul Smith's College telephone numbers should be available to all participants. The list should include the following:
 - Cell phone of trip leader
 - Campus Safety
 - Your dean or director
 - The Chief Student Affairs Officer

During the Trip

Participants (Faculty, staff and students) are expected to conduct themselves in a manner consistent with the policies and values of the College. Failure to do so will be subject to discipline. **The use or presence of alcohol or any controlled substance is strictly prohibited on any College-sponsored trip or activity.**

If there is any accident or incident during the trip, you must call Campus Safety to report all/any details immediately. Campus Safety will inform others as appropriate.

If the trip will be delayed in returning by any significant amount of time (over an hour), Campus Safety must be notified with the new return time.

The Dean or Director should be informed immediately of any problems that have arisen during the course of the trip that could impact the overall safety of participants, or that cannot be resolved by the faculty/staff member.

Post-Trip

- Notify Campus Safety that you have returned to campus.
- Report any behavioral problems with student/s during the trip to the Chief Student Affairs Officer.
- Students with any health problems during or after the trip should be referred to medical care when they get home.
- Student Health Service should be informed of any infectious diseases and medical problems that occur during or as a result of the trip.

PAUL SMITH'S COLLEGE
TRAVEL POLICY
FOR COLLEGE-SPONSORED UNACCOMPANIED TRAVEL

Paul Smith's College frequently sponsors unaccompanied trips for education, recreation, or athletic events. "Unaccompanied travel" includes only trips within the region up to a maximum of one hour driving time away from campus and no greater duration than one day. These trips are not to cross any State or National borders.

Faculty or staff wishing to introduce a travel component to a course curriculum or activity program, or who have a travel component in an existing course or activity, must comply with the following written policy for college sponsorship. Liability for any trip that does not follow these guidelines is not college-sponsored and will be the sole responsibility of faculty or staff sponsoring the trip. Students taking trips that are not college-sponsored must be informed of that fact in advance.

Paul Smith's College will not assume the liability or responsibility for the faculty, staff or participants of any trip that is not college-sponsored. Faculty or staff who violate these policies may be subject to disciplinary action, up to and including termination of employment.

Process for Academic Programs

1. The faculty or staff member sponsoring the trip must have the following:
 - a) Learning goals and objectives, including a justification of the destination chosen;
 - b) Trip itinerary including
 - i. destination and an alternative destination to be considered if material concerns for the safety and security of participants arise.
 - ii. Approximant departure and return times.
 - c) Student pre-requisites that include:
 - i. Good academic standing. If the travel is a course component, the student must be enrolled in that specific course.
 - ii. Acceptable financial standing with the College, including the ability to pay for pre-determined student expenses.
 - iii. The ability to meet the physical/mental demands of the activities of the trip (e.g., walk 20 miles a day, carry a 50 lb. pack).
 - iv. Required skills (e.g., swimming, first aid, leadership, teamwork, etc.);
 - iv. Health/accident travel insurance with emergency medical evacuation, trip interruption, and repatriation for out-of-country/overseas travel, if appropriate.

Process for Non-Academic Programs

1. The faculty or staff member sponsoring the trip must have the following:
 - a) Purpose of the travel
 - b) Trip itinerary including
 - i. destination and an alternative destination to be considered if material concerns for the safety and security of participants arise.
 - ii. Approximant departure and return times.

- iii. Any phone numbers during the trip where the group can be reached and what approximate times
- iv. The cell phone number of the trip leader(s)
- c) Names of staff and student participants, with a staff-to-student ratio that falls within a reasonable range;
- d) Student pre-requisites that include:
 - i. Good academic standing. If the travel is a course component, the student must be enrolled in that specific course.
 - ii. Acceptable financial standing with the College, including the ability to pay for pre-determined student expenses.
 - iii. The ability to meet the physical/mental demands of the activities of the trip (e.g., walk 20 miles a day, carry a 50 lb. pack).
 - iv. Required skills (e.g., swimming, first aid, leadership, teamwork, etc.);
 - v. Health/accident travel insurance with emergency medical evacuation, trip interruption, and repatriation for out-of-country/overseas travel, if appropriate.

Faculty/Staff Planning Required for all Short Distance Travel

2. All members of the party must travel to and from the destination together, unless a specific exception is made by the supervising faculty member with the prior written approval of the supervising Dean or Director, or if an emergency situation arises requiring that a participant be separated from the group, in which case the supervising faculty or Staff member must approve travel arrangements from the destination. There will be no additions, late arrivals or early departures from College-sponsored travel without notification and prior approval by the faculty or Staff member, Dean or Director, Vice President for Academic Affairs and Risk Manager.
3. If the trip is using a college vehicle the driver(s) must be cleared through the college to drive. A list of qualified students is available from the Maintenance Department.
6. A list of important Paul Smith's College telephone numbers the location of which should be known to all participants. When appropriate a wallet sized copy of these phone numbers should be given to all participants on the trip. The list should include the following:
 - a) Cell phone of trip leader
 - b) Campus safety
 - c) Your dean or director
 - d) The Director of Campus Life

During the Trip

1. Only the designated driver(s) may operate the school vehicle.
2. Trips will only go to the designated locations on the itinerary and there will be no variation unless the designated trip driver first contacts the sponsoring faculty or staff.
3. The Paul Smith's College Campus Safety, Director of Campus Life or the sponsoring faculty or staff should be informed immediately of any problems that may arise during the course of the trip that impact the overall safety of any or all participants.

Post-Trip

1. The designated driver(s) should report to the sponsoring faculty or staff as soon as possible after the return of the trip.
2. Any behavioral problems with students during the trip should be reported to the Director of Campus Life.
3. Students with any health problems during or after the trip should be referred to medical care when they get home.
4. Student Health Service should be informed of any infectious diseases and medical problems that occur during or as a result of the trip.

Updated

February 24, 2004

September 4, 2005

November 2007