



**Student**



**Travel**



**Training**



**COLLIN  
COLLEGE**

[collin.edu](http://collin.edu)

## Contents

Student Travel Board Policies .....	3
Purpose.....	3
Failure to Comply with Student Travel Procedures .....	3
Definition of Student Travel .....	3
Custodian of Records.....	4
Responsible Party .....	4
Responsible Party to Student Ratio and Maximum Number of Participants .....	4
Travel Approval.....	4
Traveling with Minor Students .....	5
Transportation Options .....	5
Employee and Student Travel Arrangements .....	5
Driver Requirements .....	5
Safety Standards .....	6
Driver Fatigue.....	6
Rideshares, Shuttles, Subways, and Taxis .....	6
Athletic Travel.....	6
<i>Clery Act Travel Form</i> .....	6
Field Trips .....	6
Definition.....	6
Mandatory Student Travel Training .....	6
<i>Trip and Participants' Information Form</i> .....	7
Field Trip Approval .....	7
Student Organization Travel.....	7
Definition.....	7
Event Request and Steps.....	8
Cougar Connect.....	8
Workday (Finances for Student Organization Travel) .....	8
Completing and Submitting a Spend Authorization Form .....	8
Advance Per Diem (Meals).....	9
Before the Trip and After Spend Authorization Approval.....	9
Return from the Trip – Reimbursement(s) .....	9
Important Notice .....	9
Lodging .....	9
Hotel Tax Exemption Certificate .....	9
Guidelines .....	10
Transportation Options.....	10

Personal Vehicles .....	10
Collin College-Leased Vehicles .....	10
Airfare.....	11
Overnight Travel .....	11
Definition.....	11
Mandatory Student Travel Training .....	11
<i>Trip and Participants' Information Form</i> .....	11
<i>Clery Act Travel Form</i> .....	11
Lodging Provisions.....	12
Daily Meeting .....	12
Behavior.....	12
Behavior and Professional Decorum .....	12
College Time.....	12
Alcohol and Drugs Prohibited.....	12
Alcohol and Controlled Substances .....	12
Paraphernalia.....	13
Definition of Possession.....	13
Exceptions.....	13
Violation.....	13
Down-Time and Off-Site Excursions.....	14
Health and Safety Considerations .....	14
Health Considerations and Medical Information .....	14
Personal Safety Considerations.....	14
Emergencies .....	14
Weapons and Collin College Travel .....	14
Travel Exceptions.....	15
Travel Commitment and Reimbursement .....	15
Questions.....	15

**All students and responsible parties traveling on a Collin College-sponsored trip must review this document in its entirety and submit the appropriate *Student Travel Training Liability Waiver and Acknowledgment Form* only one (1) time during the current academic calendar year (i.e., beginning of the Fall semester through the end of the Summer III term).**

**Students and responsible parties who do not complete this mandatory Student Travel Training prior to the departure date will not be permitted to travel.**

### **Student Travel Board Policies**

To view Board policies CJ (LEGAL) and CJ (LOCAL) regarding transportation management and student travel, go to <https://pol.tasb.org/PolicyOnline/SearchResults/?key=304&query=cj>.

To view Board policies FK (LEGAL) and FK (LOCAL) associated with student activities and athletics, go to <https://pol.tasb.org/PolicyOnline/SearchResults/?key=304&query=fk>.

### **Purpose**

To ensure student safety is a priority and comply with *Section 51.950* of the *Texas Education Code*, these procedures are intended to assist students in safe travel for Collin College-sponsored trips. To view *Section 51.950* of the *Texas Education Code*, go to <https://statutes.capitol.texas.gov/Docs/ED/htm/ED.51.htm#51.950>.

### **Failure to Comply with Student Travel Procedures**

Failure to comply with Collin College's student travel procedures is a violation of the *Student Code of Conduct*, and will result in disciplinary action with the District Dean of Students Office. For more information, see the student disciplinary procedures sections in the *Student Code of Conduct* located in the current [Collin College Student Handbook](#).

### **Definition of Student Travel**

In accordance with [Section 51.950](#) of the [Texas Education Code](#) and Board policy [CJ \(LEGAL\)](#), student travel is defined as travel that is undertaken by one (1) or more students presently enrolled at Collin College to reach an activity or event that is located more than 25 miles from the Collin Higher Education Center that is organized and sponsored by Collin College and that is:

1. Funded by Collin College, and the travel is undertaken using a vehicle leased by the institution; or
2. Required by a student organization registered at Collin College regardless of whether the student organization requires its members to attend.

For purposes of this policy, “student organization” means a fraternity, sorority, association, corporation, order, society, corps, club, or student government; a band or musical group; an academic, athletic, cheerleading, or dance team, including any group or team that participates in [National Collegiate Athletic Association \(NCAA\)](#) or [National Junior College Athletic Association \(NJCAA\)](#) competition; or a service, social, or similar group, whose members are primarily students.

### **Custodian of Records**

The appropriate academic/workforce dean, associate academic/workforce dean, program director, or designee will be the custodian of records for all completed academic/workforce *Trip and Participants’ Information Forms*.

The appropriate Continuing Professional Development program director or designee will be the custodian of records for all completed Continuing Professional Development *Trip and Participants’ Information Forms*.

The director of athletics or designee will be the custodian of records for all completed *Athletic Liability Waiver Forms*.

The appropriate dean of student and enrollment services or designee will be the custodian of records for all completed co-curricular, extracurricular, and student organization *Trip and Participants’ Information Forms*.

The district dean of students or designee will be the custodian of records for all completed *Student Travel Training Liability Waiver and Acknowledgment Forms*.

All student travel forms will be retained by the appropriate custodian of records for three (3) years from the end of the academic calendar year in which the trip occurs, in accordance with Collin College’s records retention procedures. To view the Board policies associated with records retention, go to <https://pol.tasb.org/PolicyOnline/PolicyDetails?key=304&code=CIA>.

### **Responsible Party**

Every athletic coach, co-curricular advisor, extracurricular advisor, faculty member, instructor, staff member, student organization advisor, travel advisor, or travel advisor of record overseeing approved student travel will be identified as the “responsible party.” The responsible party will be required to monitor and ensure compliance with the student travel procedures and Collin College policies.

### **Responsible Party to Student Ratio and Maximum Number of Participants**

At a minimum, for every nine (9) students attending, one (1) responsible party must travel with the students for the entirety of the approved trip. A maximum of 18 students and a minimum of two (2) responsible parties are allowed to travel for an approved trip. Travel requests for groups larger than the maximum size of 18 students and two (2) responsible parties will be considered an exception requiring administrative review and approval by the vice president of student and enrollment services and/or the appropriate campus provost.

### **Travel Approval**

All student travel must be approved in advance. Student travel requests will be made in accordance with Collin College procedures and considered on a case-by-case basis. Responsible parties must receive approval through the appropriate student travel request process prior to committing funds and arranging travel accommodations. Travel accommodations and transportation arrangements will be made in accordance with Collin College procedures.

Student travel may be prioritized for students presenting research, traveling as part of a curricular expectation, representing Collin College in a competition, participating in a departmentally sponsored event, and/or representing a registered student organization as an officer.

Responsible parties should consult with their supervisors regarding travel that may be required for an academic class or program other than travel to approved clinical and lab sites. Responsible parties and their supervisors should be aware that all students may not have access to transportation to and from a location, and they may need to have an alternative assignment available to accommodate these students.

### **Traveling with Minor Students**

For the purpose of these travel procedures, all students under the age of 18 will be considered minors. Prior to travel, each minor student must inform the responsible party they are under the age of 18. The responsible party must provide their supervisor and the appropriate custodian of records with a list of the names of all minor students attending the trip. Additionally, all responsible parties traveling with minor students must complete the online “Protecting Youth” training prior to the trip. For additional information and to obtain access to this online training, contact the Human Resources Office at 972.985.3783.

### **Transportation Options**

All students and responsible parties participating in a Collin College-related trip will use the same mode of transportation under any of these conditions:

1. A Collin College-leased vehicle is being utilized for the trip,
2. The trip requires an overnight stay, and/or
3. The trip is required by a Collin College registered student organization, in accordance with [Section 51.950](#) of the [Texas Education Code](#).

Acceptable forms of transportation for student trips include, but are not limited to:

1. A student’s personal vehicle if the travel does not require an overnight stay. All students taking a personal vehicle must adhere to local, state, and federal laws;
2. Collin College-leased vehicles; and
3. A common carrier (i.e., bus, plane, or train).

Responsible parties are prohibited from organizing and/or sanctioning carpooling to and from events for liability purposes.

### **Employee and Student Travel Arrangements**

Collin College employees will not transport a student(s) in a personal vehicle or in a Collin College vehicle for College District-sponsored functions without advanced written approval from the appropriate administrator. Travel arrangements for student groups will be made in accordance with administrative regulations.

### **Driver Requirements**

Only Collin College employees or contracted transportation company drivers of Collin College will be authorized as drivers for College District vehicles. A driver who is transporting students in Collin College-leased vehicles must:

1. Be an employee of Collin College or be a contracted transportation company driver of the College District.
2. Hold a valid driver’s license appropriate for the vehicle to be driven. A driver of a commercial motor vehicle must have a commercial driver’s license.
3. Have an acceptable driving record.

## **Safety Standards**

An individual on Collin College business, whether in a personal vehicle or in a Collin College-leased vehicle, will:

1. Adhere to all rules and regulations concerning the proper operation of the vehicle.
2. Abide by all federal, state, and local motor vehicle regulations, laws, and ordinances.
3. Ensure that the number of passengers does not exceed the designed capacity of the vehicle and that all passengers are secured by safety belts, if provided.
4. Not operate a vehicle when the ability of the driver is impaired, affected, or influenced by alcohol, illegal drugs, medication, illness, fatigue, or injury.
5. Not text on a mobile device while operating a vehicle.

## **Driver Fatigue**

If a driver experiences any signs of fatigue, they must take a break or be replaced by another qualified driver. Driving breaks are required at reasonable intervals.

## **Rideshares, Shuttles, Subways, and Taxis**

When using rideshares, shuttles, subways, taxis, and/or any other form of ground transportation, responsible parties will ensure students are traveling in groups of at least (3) people. An individual student may not travel alone in any of these modes of transportation.

## **Athletic Travel**

Travel rules and regulations for athletic teams and competitions are governed by the [National Junior College Athletic Association \(NJCAA\)](#). Additionally, every student participating in athletic travel must complete an *Athletic Liability Waiver Form* only one (1) time during the current academic calendar year. The *Athletic Liability Waiver Form* is only valid for athletic travel. A copy of every student's *Athletic Liability Waiver Form* must be on file with the appropriate custodian of records prior to departure.

Student athletes traveling for any reason other than athletic travel will need to complete the appropriate general *Student Travel Training Liability Waiver and Acknowledgment Form* and meet any other requirements listed in the student travel procedures.

## ***Clery Act Travel Form***

In accordance with the [Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act \(Clery Act\)](#), responsible parties are required to complete the *Clery Act Travel Form* as soon as possible after athletic teams return from an overnight trip so the Collin College Police Department can collect appropriate annual crime statistics.

The *Clery Act Travel Form* is available on the Student Travel Training webpage located at [www.collin.edu/studentresources/deanofstudents/studenttraveltraining.html](http://www.collin.edu/studentresources/deanofstudents/studenttraveltraining.html).

## **Field Trips**

### **Definition**

Field trips are student travel associated with a class traveling as part of the classroom experience. These are day trips and do not include overnight stays.

## **Mandatory Student Travel Training**

Mandatory Student Travel Training and the appropriate *Student Travel Training Liability Waiver and Acknowledgment Form* must be completed by each student and responsible party participating in a field trip and/or

day trip that is located more than 25 miles from the Collin Higher Education Center that is organized and sponsored by Collin College and that is:

1. Funded by Collin College, and the travel is undertaken using a vehicle leased by the institution; or
2. Required by a student organization registered at Collin College regardless of whether the student organization requires its members to attend.

### ***Trip and Participants' Information Form***

Every responsible party overseeing a field trip and/or day trip must complete a *Trip and Participants' Information Form* for each trip. The responsible party must keep a copy of each *Trip and Participants' Information Form* in their possession throughout the duration of each trip. A copy of each *Trip and Participants' Information Form* must be on file with the appropriate custodian of records prior to departure.

The *Trip and Participants' Information Form* is available on the Student Travel Training webpage located at [www.collin.edu/studentresources/deanofstudents/studenttraveltraining.html](http://www.collin.edu/studentresources/deanofstudents/studenttraveltraining.html).

### **Field Trip Approval**

For field trip approval by the appropriate program director and/or associate academic/workforce dean and academic/workforce dean, the responsible party must follow these steps:

1. Review the mandatory Student Travel Training and complete the appropriate *Student Travel Training Liability Waiver and Acknowledgement Form*.
2. Ensure all participants complete mandatory Student Travel Training and the appropriate *Student Travel Training Liability Waiver and Acknowledgement Form*. **Note:** All participants must complete the appropriate *Student Travel Training Liability Waiver and Acknowledgement Form* only one (1) time during the **current** academic calendar year (i.e., beginning of the Fall semester through the end of the Summer III term).
3. Complete the appropriate Student Field Trip Spend Authorization in Workday for all off-campus trips no later than 30 days before the field trip and include the following:
  - a. Description: Name of Field Trip
  - b. Business Purpose: Student Field Trip (No Cost) **or** Student Field Trip
  - c. Expense Item:
    - i. Student Field Trip (No Cost): Click [here](#) for instructions on how to complete the Student Field Trip (No Cost) Spend Authorization.
    - ii. Student Field Trip (Cost): Click [here](#) for instructions on how to complete the Student Field Trip (Cost) Spend Authorization. (Note: This will only be used if funds will be disbursed.)
  - d. Upload the completed *Trip and Participants' Information Form* under Attachments.

### **Student Organization Travel**

#### **Definition**

In accordance with [Section 51.950](#) of the [Texas Education Code](#) and Board policy [CJ \(LEGAL\)](#), student organization travel is defined as travel that is undertaken by one (1) or more students presently enrolled at Collin College to reach an activity or event that is located more than 25 miles from the Collin Higher Education Center that is organized and sponsored by Collin College.

## Event Request and Steps

### Cougar Connect

1. Ensure the Event Request is approved by Student Engagement in Cougar Connect.
2. Complete the *Trip and Participant's Information Form*. The *Trip and Participants' Information Form* is available on the Student Travel Training webpage located at [www.collin.edu/studentresources/deanofstudents/studenttraveltraining.html](http://www.collin.edu/studentresources/deanofstudents/studenttraveltraining.html).
  - a. Provide the original copy to the dean of student and enrollment services for the student organization advisor's home campus via inter-campus mail.
  - b. The student organization advisor will carry a copy of all the paperwork with them throughout the trip.
3. All participants, including the student organization advisor, must review the mandatory Student Travel Training and complete the appropriate *Student Travel Training Liability Waiver and Acknowledgement Form*.
4. The student organization advisor will track that each participant completed the necessary paperwork before travel.

### **Workday (Finances for Student Organization Travel)**

A completed Spend Authorization is required to authorize expenses associated with off-campus student organization travel, either funded by Collin College or an organization's Agency Account. The Spend Authorization must be filled out for travel expenses requiring payment or reimbursement for the travel functions. Click [here](#) for instructions on how to complete the Spend Authorization.

After the event, the student organization advisor must complete an Expense Report. Click [here](#) for instructions on how to complete an Expense Report.

### **Completing and Submitting a Spend Authorization Form**

To utilize student organization funds, SAFAC, and College Departmental funds to pay for all or a portion of student organization travel, the following appropriate account number(s) and authorized approvals must be recorded on a Spend Authorization.

#### **If Using Agency Account Funds, the Following Items Are Needed:**

1. Student Organization Approval via Meeting Minutes
2. Agency Cost Center Number
3. Assistant Director of Student Engagement's Approval
4. Associate Dean of Student and Enrollment Services' Approval

#### **If Using College Department Funds, the Following Items Are Needed:**

1. Cost Center Number
2. Assistant Director of Student Engagement's Approval
3. Associate Dean of Student and Enrollment Services' Approval

#### **If Using SAFAC Funds, the Following Items Are Needed:**

Maintain communication with the SAFAC coordinator in Student Engagement when traveling with SAFAC funds.

1. SAFAC Cost Center Number
2. SAFAC Coordinator's or SAFAC Administrative Liaison's Approval
3. Associate Dean of Student and Enrollment Services' Approval

### **Advance Per Diem (Meals)**

Beginning September 1, 2023: When traveling, the T-Card may no longer be used to purchase meals. Meals will be reimbursed as per diem on the expense report after the trip.

To get an advance payment for meal per diem, the student organization advisor must complete the *Per Diem Cash Advance Form* with the campus Bursar/Cashier's office no later than 10 College District business days (i.e., two [2] business weeks) before the trip. Click [here](#) to download the *Per Diem Cash Advance Form*.

Student signatures are required upon receiving per diem, and the list needs to be attached to the expense report. Click [here](#) to download the *Per Diem Participant Signature Form*.

Students and responsible parties can check the GSA website, <https://www.gsa.gov/travel/plan-book/per-diem-rates?gsaredirect=portalcontent104877>, for out-of-state per diem rates. Click [here](#) to download the *Per Diem Student Field Trip Form*.

### **Before the Trip and After Spend Authorization Approval**

Purchase the airfare, registration, and reserve hotel and car rental on the student organization advisor's T-Card.

Purchase Orders must be completed for bus rentals. The Purchase Order number must be listed on the Expense Report.

### **Return from the Trip – Reimbursement(s)**

Complete the Expense Report in Workday once all credit charges are in Workday.

Eligible reimbursements require proof of purchase (i.e., a receipt) for each expense.

Do not add per diem to the expense report since per diem was advanced prior to the trip.

All reimbursements will be made to the student organization advisor.

### **Important Notice**

Anyone who receives Collin College funds for travel (e.g., airfare, conference fees) and does not attend the event is responsible for reimbursing the college the total amount within 30 College District business days.

If refunds are available (e.g., conference registration fees, hotel fees, plane tickets), the student is responsible for contacting the student organization advisor if they cannot attend. The student organization advisor needs to request refunds.

### **Lodging**

#### **Hotel Tax Exemption Certificate**

Student organizations traveling on approved organizational business are exempt from state hotel tax within the state of Texas when their event requires overnight lodging. At check-in, organizations must submit one (1) *Texas Hotel Occupancy Tax Exemption Certificate* for each hotel room. Collin College will not reimburse organizations or individuals for state tax associated with hotel rooms in Texas. Collin College will reimburse local and specialty taxes for hotel rooms in Texas and all the taxes related to out-of-state hotel rooms. The individual(s) must pay all incidental room charges (e.g., phone calls, room service, movies) before processing the final hotel bill. Click [here](#) to download the *Texas Hotel Occupancy Tax Exemption Certificate* for the state of Texas only.

## **Guidelines**

Students may not share a room with a student organization advisor, advisor of record, faculty member, or other responsible party.

Students may only share a room with fellow students of the same gender, and each student must have their own bed.

Students may not change their room assignment without prior permission from the student organization advisor, advisor of record, faculty member, or other responsible parties.

## **Transportation Options**

All students and responsible parties participating in a Collin College-related trip will use the same mode of transportation under any of these conditions:

1. A Collin College-leased vehicle is being utilized for the trip, or
2. The trip requires an overnight stay, or
3. The trip is required by a Collin College registered student organization, in accordance with [Section 51.950](#) of the [Texas Education Code](#).

A student who needs to request an exception to the student travel procedures including, but not limited to, leaving a trip early, staying late, traveling in a different manner from the group, etc., must complete the *Release of Liability via Alternative Transportation Form*. For more information, see the [Travel Exceptions](#) section in this document.

## **Personal Vehicles**

Collin College may elect not to provide transportation for all students and responsible parties to travel together if the trip destination is less than 25 miles one (1) way from the Collin Higher Education Center. In these instances, students and responsible parties may drive their personal vehicles. Personal vehicles may not be used for an overnight stay.

Collin College does not permit students to carpool. Responsible parties and student organization leaders should not organize carpooling to and from events for liability purposes. Responsible parties may not transport students in their personal vehicles.

## **Collin College-Leased Vehicles**

Student organizations may utilize Collin College-leased vehicles (e.g., car, van, bus) for approved off-campus events. The following process and guidelines must be followed:

1. Once Collin College administration approves the activity, the student organization advisor may lease a car or van from a local rental car company that accepts the Collin College T-Card (Enterprise is preferred).
  - a. All student organizations must obtain liability insurance and a loss-damage waiver when renting a vehicle. (Note: This is already included if using Enterprise.)
  - b. Contact the Office of Student Engagement for assistance with leasing a vehicle.
2. A *Motor Vehicle Rental Exemption Certificate* must be presented to the vendor when renting vehicles in Texas as Collin College will not pay for, or reimburse for, the 6% Texas sales tax and mileage on rental vehicles. Click [here](#) to download the *Motor Vehicle Rental Exemption Certificate*.
3. Student organization advisors should utilize their T-Cards for fuel and process these as an Expense Report in Workday after the trip. Click [here](#) for instructions on how to complete an Expense Report.

4. Ensure that the number of passengers does not exceed the designed capacity of the vehicle and that all passengers are secured by safety belts, if provided.
  - a. Example: A 12-passenger van can have no more than 12 individuals, including the driver.
  - b. **No 15-passenger vans will be allowed.**
5. Student organizations must abide by the Collin College Transportation Management Policy (see [CJ \(LOCAL\)](#) in the Board Policy Manual).
6. Only Collin College students are permitted to travel in a Collin College-sponsored vehicle.
7. Student Engagement currently works with Enterprise Rental Cars. Click [here](#) for information about utilizing them.
8. Approved Collin College vendors for leased vehicles:
  - a. Lone Star Coaches: 972.623.1100, <http://lonestarcoaches.com/>
  - b. AJL International: 469.647.9170, [www.ajlinternational.com/home](http://www.ajlinternational.com/home)

## **Airfare**

When using Agency Funds, traveling members and student organization advisors must pay for their airfare using their T-Card. Collin College also has a business account with Southwest Airlines (SWABIZ) to book lower fares. Click [here](#) to access the guide on how to use SWABIZ.

According to TSA Guidelines, airline tickets must reflect the passenger's exact name as it appears on a government-issued ID. For example, if your driver's license has your first, middle, and last name, your airline ticket must reflect precisely the same. Information also required to purchase tickets is your date of birth and gender.

## **Overnight Travel**

### **Definition**

Any student trip that requires an overnight stay will be considered overnight travel.

### **Mandatory Student Travel Training**

Mandatory Student Travel Training and the appropriate *Student Travel Training Liability Waiver and Acknowledgment Form* must be completed by each student and responsible party participating in overnight travel.

### ***Trip and Participants' Information Form***

Every responsible party overseeing overnight travel must complete a *Trip and Participants' Information Form* for each trip. The responsible party must keep a copy of each *Trip and Participants' Information Form* in their possession throughout the duration of each trip. A copy of each *Trip and Participants' Information Form* must be on file with the appropriate custodian of records prior to departure.

The *Trip and Participants' Information Form* is available on the Student Travel Training webpage located at [www.collin.edu/studentresources/deanofstudents/studenttraveltraining.html](http://www.collin.edu/studentresources/deanofstudents/studenttraveltraining.html).

### ***Clery Act Travel Form***

In accordance with the [Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act \(Clery Act\)](#), responsible parties are required to complete the *Clery Act Travel Form* as soon as possible after the group returns from an overnight trip so the Collin College Police Department can collect appropriate annual crime statistics.

The *Clery Act Travel Form* is available on the Student Travel Training webpage located at [www.collin.edu/studentresources/deanofstudents/studenttraveltraining.html](http://www.collin.edu/studentresources/deanofstudents/studenttraveltraining.html).

## **Lodging Provisions**

The responsible party will make appropriate room assignments for all student participants, taking into consideration applicable variables (e.g., gender, gender identity, minor students, room capacity). Students will not share a room with a responsible party. Every student will have their own bed. Students will not change their room assignments without prior permission from a responsible party.

For questions or concerns regarding lodging provisions, contact the District Dean of Students Office at 972.881.5604 or [dos@collin.edu](mailto:dos@collin.edu).

## **Daily Meeting**

Students and responsible parties will be required to meet as a group at least one (1) time per day during the period of travel. These meetings will give the group an opportunity to touch base, address any issues, and communicate information.

## **Behavior**

### **Behavior and Professional Decorum**

Students must adhere to the *Student Code of Conduct*, applicable Board policies, and Collin College procedures. For additional information, see the *Student Code of Conduct* located in the current student handbook available on Collin College's website at [www.collin.edu/studentresources/deanofstudents/studenthandbook.html](http://www.collin.edu/studentresources/deanofstudents/studenthandbook.html).

Responsible parties must adhere to the *Employee Standards of Conduct*, applicable Board policies, and Collin College procedures. To view the Board policies associated with employee standards of conduct, go to <https://pol.tasb.org/PolicyOnline/SearchResults/?key=304&query=employee+conduct>.

Students and responsible parties will be expected to arrive at programs and events on time and attend all sessions. Attending optional activities will be at the discretion of each individual.

### **College Time**

Students and responsible parties are considered to be on "college time" from the moment they arrive at the departure site until they return to the drop-off site at the end of the trip. College time is defined as the time spent traveling to and from the event, the time spent participating in the event and all associated activities, and all free time throughout the trip. The *Student Code of Conduct*, *Employee Standards of Conduct*, and all student travel-related policies and procedures apply while students and responsible parties are on college time.

### **Alcohol and Drugs Prohibited**

Students and responsible parties are prohibited from consuming alcohol and/or using controlled substances at any time during a Collin College-sponsored trip. Additionally, students and responsible parties should not leave food or non-alcoholic drinks unattended or accept food or an open non-alcoholic drink from an unknown person. For more information regarding Collin College's policies on alcohol and controlled substances, see the *Student Code of Conduct* located in the current student handbook available on Collin College's website at [www.collin.edu/studentresources/deanofstudents/studenthandbook.html](http://www.collin.edu/studentresources/deanofstudents/studenthandbook.html).

The following policies apply to all students and responsible parties participating in any form of student travel.

### **Alcohol and Controlled Substances**

When on Collin College property or while attending Collin College-sponsored activities on or off campus, a student or responsible party will not, or attempt to, possess, have under their control, manufacture, deliver, distribute, sell, purchase, use, or be under the influence of:

1. Alcohol;
2. Any controlled substance as defined by the [Texas Controlled Substances Act](#);
3. Abusable volatile chemicals in violation of the manufacturer's directions;
4. A dangerous drug, as defined by state or federal law;
5. Steroids;
6. Substances referred to as designer drugs; or
7. Any other intoxicant or mood-changing, mind-altering, or behavior-altering drugs.

In addition, a student or responsible party will not inappropriately or illegally use over-the-counter medications, prescription medications, inhalants, herbal/natural euphorants, and/or look-alike products or anything represented to be one (1) of these substances.

### **Paraphernalia**

A student or responsible party will not possess any pipe, instrument of contrivance, hypodermic syringe, needle, or any instrument adapted for the use of smoking, injecting, or ingesting any narcotic or hallucinatory drug.

### **Definition of Possession**

Possession means actual care, custody, control, or management, and includes the act of taking control or occupancy of property without regard to the ownership of the property. Possession is a voluntary act if the possessor knowingly obtains or receives the item possessed or is aware of their control over the item for a sufficient time to permit the student to terminate their control. In addition, items in a car under the care, custody, control, or management of the student or responsible party will be in the student's or responsible party's possession.

### **Exceptions**

It will not be considered a violation of this policy if the student or responsible party:

1. Uses or possesses a controlled substance or drug authorized by a licensed physician through a prescription specifically for that student's use;
2. Possesses a controlled substance or drug that a licensed physician has prescribed for the student's child or other individual for whom the student is a legal guardian;
3. Cultivates, possesses, transports, or sells hemp as authorized by law; or
4. Possesses, sells, or distributes Dextromethorphan.

### **Violation**

Students who violate this policy will be subject to appropriate disciplinary action, as defined in *Chapter 13: Student Disciplinary Procedures* in the current *Student Code of Conduct* located in the current student handbook available on Collin College's website at [www.collin.edu/studentresources/deanofstudents/studenthandbook.html](http://www.collin.edu/studentresources/deanofstudents/studenthandbook.html). Disciplinary action may include referral to drug and alcohol counseling or rehabilitation programs or student assistance programs, Suspension, recommendation for Expulsion, and referral to appropriate law enforcement officials for prosecution.

Employees who violate this policy will be subject to immediate and appropriate disciplinary action, as defined by Collin College Board policies and the Human Resources Office. Disciplinary action may include referral to drug and alcohol counseling or rehabilitation programs or assistance programs, Coaching and Counseling, Written Disciplinary Action, Unpaid Administrative Leave, recommendation for Termination, and referral to appropriate law enforcement officials for prosecution.

## **Down-Time and Off-Site Excursions**

Students who want to go off-site for any reason must obtain permission from a responsible party. If permission is granted, the responsible party will ensure students are traveling in groups of at least three (3) people and at least one (1) responsible party must travel with the students.

## **Health and Safety Considerations**

### **Health Considerations and Medical Information**

All students and responsible parties are required to adhere to federal, state, and local health regulations for the duration of each trip. If students feel comfortable doing so, they may want to consider sharing important medical information (e.g., medical conditions, prescription medications) with a responsible party. Additionally, students and responsible parties may want to consider wearing a medical ID bracelet, medical ID dog tag, and/or updating their medical information in the medical ID/emergency application on their cell phones.

### **Personal Safety Considerations**

Students and responsible parties should use good judgment and trust their instincts. If something feels wrong, it usually is. If a student has a concern, they should talk to a responsible party, hotel staff, security, etc., immediately.

Be careful about wearing nametags or other identifying information away from the event site. These documents notify criminals that students and responsible parties are visitors to the area, which could make them potential targets.

Make sure hotel room doors are always closed and locked. Do not leave doors open while getting ice or going to the vending machine.

Before answering the hotel room door, identify who is on the other side of it. If there is a peephole, use it. If a hotel staff member is at the door and assistance was not requested, contact the front desk or hotel security before allowing anyone to enter the room.

### **Emergencies**

In case of an emergency students should:

1. Follow the contact procedures established by a responsible party,
2. Dial **911** and report the emergency, and
3. If a responsible party is not present, notify them immediately after reporting the incident to 911.

In case of an emergency responsible parties should:

1. Dial **911** and report the emergency,
2. Notify the responsible party's immediate supervisor, and
3. If a student is involved, notify the student's emergency contact.

### **Weapons and Collin College Travel**

Collin College prohibits the possession of any prohibited weapon, as defined by Board policies [CHF \(LOCAL\)](#), [DH \(LOCAL\)](#), and [FLB \(LOCAL\)](#) on all Collin College property and Collin College-sponsored trips at all times, except by peace officers licensed by a state of the United States or a federal agency.

No violation of this policy occurs when the use, possession, or display of an otherwise prohibited weapon takes place as part of a Collin College-approved activity supervised by proper authorities.

The storage or transportation of a firearm or ammunition is allowed by Collin College students, faculty, staff, and employees if the individual is authorized to such possession in a locked, privately owned or leased motor vehicle on those specific premises allowed by law and described in Board policy CHF (LEGAL). For more information, see Board policy CHF (LEGAL) located at <https://pol.tasb.org/PolicyOnline/PolicyDetails?key=304&code=CHF>.

This policy applies to persons traveling in Collin College-owned vehicles. However, the policies of the owner of the vehicle apply when private or commercial transportation is used for Collin College travel. To view the Board policies associated with weapons, go to <https://pol.tasb.org/PolicyOnline/SearchResults/?key=304&query=weapons>.

### **Travel Exceptions**

A student who needs to request an exception to the student travel procedures including, but not limited to, leaving a trip early, staying late, traveling in a different manner from the group, etc., must complete the *Release of Liability via Alternative Transportation Form*. The student must submit the completed *Release of Liability via Alternative Transportation Form* to the responsible party at least five (5) academic calendar days prior to the departure date. The responsible party will submit the *Release of Liability via Alternative Transportation Form* through the appropriate approval pathway for consideration. The student will be allowed a travel exception only if the *Release of Liability via Alternative Transportation Form* is approved by all signatories in the approval pathway.

The *Release of Liability via Alternative Transportation Form* is available on the Student Travel Training webpage located at [www.collin.edu/studentresources/deanofstudents/studenttraveltraining.html](http://www.collin.edu/studentresources/deanofstudents/studenttraveltraining.html).

### **Travel Commitment and Reimbursement**

If a student is unable to attend the trip and Collin College funds have been allocated or paid on their behalf, the student will be responsible for reimbursing Collin College the full amount, in accordance with Bursar/Cashier's Office requirements and timelines. If refunds are available (e.g., conference registration fees, hotel fees, plane tickets), the student is responsible for requesting them. Neither Collin College nor any of its representatives will seek refunds on the student's behalf. A hold will be placed on the student's account and transcripts until they have reimbursed Collin College the full amount.

### **Questions**

If students or responsible parties have questions regarding student travel, they should contact the appropriate administrator listed below.

For academic travel, contact the appropriate [academic/workforce dean, associate academic/workforce dean, program director, or designee](#).

For athletic travel, contact the [director of athletics or designee](#).

For co-curricular, extracurricular, intramural, and student organization travel, contact [Student Engagement](#).

For Continuing Professional Development travel, contact the appropriate [program director or designee](#) or [healthcare program director or designee](#).

For mandatory Student Travel Training and Student Travel Training Liability Waiver and Acknowledgment Forms, contact the [District Dean of Students Office](#).

For assistance with Spend Authorizations, Expense Report travel forms, and student per diem, contact [Accounts Payable](#).

Now that you have read this document in its entirety, you **must** complete the appropriate *Student Travel Training Liability Waiver and Acknowledgment Form*:

1. Students **Over** the Age of 18 and Responsible Parties: Click [here](#) to complete the *Student Travel Training Liability Waiver and Acknowledgment Form*. Under “Report Type,” select “Student Travel Training Liability Waiver and Acknowledgment Form.”

**OR**

2. Students **Under** the Age of 18: Click [here](#) to download and complete the *Student Travel Training Liability Waiver and Acknowledgment Form*. Submit the completed form to [dos@collin.edu](mailto:dos@collin.edu).

## **Collin College Core Values**

We have a passion for:

Learning

Service and Involvement

Creativity and Innovation

Academic Excellence

Dignity and Respect

Integrity

