

Title : College Sponsored Student Travel Regulations
Number :
Approved :
Reference :

5500.01
06/11/19

On the recommendation of the instructor, and the approval of the Division Chair and the Chief Academic Officer as designated by the College President, students may be required to meet at a site different from where instruction normally takes place.

Travel within a 30-mile radius of class site.

College responsibility for student transportation shall not be assumed. However, the College President or personnel designated by the College President may approve the use of a College vehicle through the Request for Travel Form.

Transportation outside of a 30-mile radius of class site.

- A. Approval through the Request for Travel Form is required when College owned or commercially owned vehicles are used. Requests must include the names of all those traveling and a written itinerary.
- B. Student drivers of any College vehicle must complete and sign a Student Driver Application Form and be approved prior to the travel commencing.
- C. A student requesting to use or ride as a passenger in a non-College owned or non-commercially owned vehicle must:
 1. Present request to their instructor who will provide the student with a Waiver of Liability Form for Personal/Non-College Transportation Use.
 2. The student will complete and sign the Waiver of Liability Form and return it to the instructor for submission to the District Office. The waiver must be received by District Office prior to the student traveling. A copy will be provided to the student upon request.

