



TRAVEL FOR UNIVERSITY ACTIVITIES Policy

Responsible Office: Finance and Operations

Responsible Administrator: Vice-President for Finance and Operations

Effective Date: 9/7/2018

100. Preamble

The policy on Travel for Student Activities ("Policy") is applicable to domestic travel undertaken by students for academic, athletic, and University-supported activities. This Policy supersedes any existing travel policies, as well as the Muskingum College Vehicle Safety Policy Manual.

101. Definitions

For purposes of this Policy, the following definitions shall apply.

- (A) An *academic activity* is one in which student participation is required to receive academic credit.
- (B) An *athletic activity* is one in which student participation is required to participate as a student-athlete in an NCAA sport.
- (C) A *University-supported activity* is one in which University funds are used to pay for any part of the activity, but the activity is neither an academic activity nor an athletic activity.
- (D) *Group travel* is defined as two or more people traveling in the same vehicle and to the same destination for an academic, athletic, or University-supported activity.
- (E) *Individual travel* is defined as one person traveling by vehicle to a destination for an academic, athletic, or University-supported activity.
- (F) *Employee* means an employee of the University who is responsible for organizing and coordinating travel for an academic, athletic, or University-supported activity.
- (G) *Clinical program* means significant real world experience required as part of an educational course or program. Examples of clinical programs include nursing rotations, student teaching, and athletic training clinical practica.

102. Travel for Academic Activities and University-Supported Activities

- (A) Except as stated in section 102(B), group travel for an academic or University-supported activity may be by personal vehicle or University-owned or leased vehicles.

- (B) If using University-owned or leased vehicles, the employee will budget for and utilize a commercial bus/mini-bus or other form of public transit if either of the following situations apply:
 - (1) group travel would require more than 3 vans because the travel party is more than 30 people or because equipment reduces seating for people; or
 - (2) the destination is more than 100 miles away from the University and more than 10 people are traveling.

103. Travel for Athletic Activities

- (A) Except as stated in section 103(B) and (C), an athletic team shall use University-owned or leased vehicles for group travel associated with an athletic activity.
- (B) Group travel to a practice facility located within 20 miles of the University may be by personal vehicle or University-owned or leased vehicles.
- (C) The athletic department shall budget for, and an athletic team shall utilize, a commercial bus/mini-bus if either of the following situations apply:
 - (1) group travel would require more than 3 vans because the travel party is more than 30 people or because equipment reduces seating for people; or
 - (2) the destination is more than 150 miles away from the University and more than 10 people are traveling.

104. Required Documentation

- (A) For academic and University-supported activities, the employee coordinating travel must complete a Notice of Travel Form. If more than one activity is scheduled throughout a semester, the employee may submit one Notice of Travel Form with an attached travel schedule. Examples include multiple field experiences for one course during a semester or club sport practices and competitions during a semester.

The Education Department may submit alternate documentation as approved by the Provost for individual student field experiences.

- (B) Students must complete a separate Student Travel Waiver and Release Form for each activity for which they travel. The Student Travel Waiver and Release Form will apply to recurring travel associated with the activity for the length of the semester or until the activity concludes for the academic year, whichever is longer.
- (C) The Notice of Travel Form and all Student Travel Waiver and Release Forms must be submitted to the area vice-president, or designee, at least one week prior to the date of travel. Incomplete forms will be returned to the employee for correction. The area vice-president may prevent departure if forms are not submitted within the appropriate timeframe or are incomplete after sufficient opportunity for correction.

- (D) The employee must take copies of the Notice of Travel Form and all Student Waiver and Release Forms and when traveling for the activity.
- (E) Any changes to travel arrangements must be made and approved in advance by the employee. Employees should use reasonable care to ensure students travel to or from an activity as requested. For example, a student who wants to leave an activity with a parent must receive approval in advance from the employee, and the employee should have contact with the parent prior to releasing the student.
- (F) The area vice-president has discretion to waive any provision of section 102 or 103 of this Policy. The waiver request and determination should be noted on the Notice of Travel Form.

105. Inclement Weather

- (A) The area vice-president has discretion to require or approve the use of a commercial bus or mini-bus for any activity that does not otherwise require the use of a commercial bus or mini-bus.
- (B) The area vice-president has discretion to prevent travelers from departing campus or returning to campus due to inclement weather. Weather advisories issued by governmental entities, current and projected weather conditions, and any other factor deemed relevant in determining whether travelers may depart from or return to campus will be considered.
- (C) Students engaged in clinical programs as part of their coursework should not engage in group or individual travel for academic activities if the University cancels classes. In the event that the travel destination is closed but the University has not canceled classes, students should review the department handbook or consult with the employee organizing the activity.

106. Use of University-Owned or Leased Vehicles

- (A) The Muskingum University Police Department (“MUPD”) maintains a list of drivers approved to operate University-owned or leased vehicles. MUPD may grant approval to employees and students who meet eligibility requirements and complete training. Approval may be revoked by MUPD based on changes in an individual’s criminal and/or traffic history.
- (B) When using University-owned or leased vehicles, the employee should consider the need for more than one approved driver. Factors to be considered would include the distance to be traveled, the length of time spent at the activity, risk of serious illness or injury, and any other factor considered relevant by the employee.
- (C) In the event of a collision while driving a University-owned or leased vehicle, the driver should exchange insurance information with the other party. An insurance packet is located in the glove box of each University-owned vehicle. Do not admit fault for the collision. If a law enforcement officer asks for a statement, share facts, but do not admit fault. Notify MUPD of the collision as soon as practical after the collision.

- (D) In the event of mechanical issues the driver should refer to and follow the instructions stored in the glove box.

107. General Travel Guidelines

- (A) Drivers must comply with all applicable laws regarding the safe operation of a motor vehicle. This includes laws regarding distracted driving and/or use of cell phones and other electronic devices and operating a vehicle while under the influence of drugs or alcohol. The driver is responsible to ensure that all passengers wear seat belts while the vehicle is in motion. Drivers are personally responsible for any citation received.
- (B) Travel by personal vehicle for any academic, athletic, or University-supported activity is insured by the individual driver's insurance policy. Those who drive a personal vehicle must have insurance as required by their state of residence.
- (C) In the event of illness or injury requiring medical care, the employee is responsible for contacting emergency services, if needed, or connecting the traveler to an appropriate medical facility, if requested. The employee will contact the traveler's emergency contact. Altering travel plans should be determined based on the circumstances and in accordance with any department-specific policies.

108. Records Retention. The area vice-president shall maintain the Notice of Travel Form and the original Student Waiver and Release Forms for 2 years after the conclusion of travel for the activity.