



Travel Packet

2008-2009

Travel Policies

Value statement

ACC has a vital interest in ensuring the safety of its students. Because of this interest, and to comply with Section 51.949 of the Texas Education Code, the College must regulate vehicle travel to college-sponsored events. For purposes of this document, the group advisor, faculty, staff-person, manager, director or other persons overseeing the off-campus travel shall be identified as the responsible college official. The responsible college official must monitor compliance with this policy.

Travel through Student Life

ACC has a vital interest in ensuring the safety of its students, staff, and faculty. The Office of Student Life approves travel to off-campus events for ACC Recognized student clubs and organizations (for insurance purposes, no dependents allowed).

All off-campus trips by Recognized Clubs + Organizations whether financed personally, by outside sources, club treasuries, CAB funding, or any combination thereof, require approval from the Office of Student Life.

A Student Life approved advisor(s) must accompany all students who participate in off-campus travel. For every 10 students who travel, there must be one advisor who has been approved by Student Life (10:1 ratio).

The Office of Student Life defines travel for Recognized Clubs + Organizations as travel that is:

- Organized/sponsored by Student Life; or
- Funded by Student Life; or
- Funded by a parent national or international office; or
- Travel to an off-campus event using various approved modes of transportation; or
- Located off ACC grounds; or
- Required participation by a Recognized Club or Organization; and
- 25 miles off any ACC campus; and
- Approved by the Student Life Director
- **New Texas Law** requires all high risk clubs and organizations to get Risk Management Training! C+O that travel are required to complete this training before doing so or applying to CAB for travel funding. Three club officers and the advisor must complete the training. We will offer the training at Nuts and Bolts and by appointment. The clubs are to present what they learned at the training to all members and return the meeting attendance sign-in sheet as proof to the Office of Student Life.

Administrative Rule #1.08.001

A. Notification

1. The Office of Risk Management must be notified 48 hours prior to trip(s) located more than 25 miles from Austin City limits. The responsible college official(s) must provide destination, names and number of students traveling, date(s) traveling, and event being attended. The responsible college official must indicate if the trip is associated with a class. In addition, the responsible college official(s) must notify Risk Management of all students traveling in private vehicles. Private vehicle information must include the name of the vehicle owner, operator, driver's license number, proof of insurance, and an emergency number. The responsible college official must leave this information with the risk manager prior to the trip.

B. Vehicle Restrictions

1. Vehicle(s) rented or owned by Austin Community College must be used to transport one or more currently enrolled students to a college sponsored activity or event located more than 25 miles from Austin City limits.
2. If a vehicle owned or rented by ACC is not available, the college may authorize the use of an alternate vehicle not owned by the college. When this occurs, the ACC risk manager will define in writing how, when and where the vehicle is to be used, as well as the limits of liability for the college and for the student, faculty, or staff member using the alternate vehicle.
 - a. Vehicle(s) may be rented for official business and driven only by full-time staffing table college employees who have met vehicle operator criteria. All vehicles must be operated by a properly licensed driver over the age of 19.
 - b. Department of Public Safety regulations, traffic laws, rental company rules, and college rules must be observed.
 - c. Only full-time staffing table college employees are permitted to rent or drive rented vehicles for college business. Vehicle(s) must be rented through the Purchasing Department in the name of ACC. If for some reason Purchasing is not able to rent the vehicle, Purchasing Department personnel will provide rental instructions.

C. Mode of Travel

1. The mode of transportation used for student travel shall include, but not be limited to cars, vans, buses, and planes.
2. Travel arrangements for student groups must be made in accordance with this administrative rule. A copy of the student travel procedure must be in the possession of the responsible college official(s) during each trip.
3. The type of vehicle(s) used by student groups will vary according to vehicle availability, number of students and the responsible college official(s) attending the event, and distance to travel.
4. The responsible college official(s) must ensure that the passenger and load capacity of the vehicle is not exceeded.
5. Convoy travel
 - a. When multiple vehicles are traveling in convoy, all vehicle(s) shall have printed directions to the intended destination.
 - b. All driver(s) should have an understanding of a plan in the event of separation (i.e. meeting spots).
 - c. When traveling in a convoy using private vehicles, the name of the vehicle owner, operator, driver license number and proof of insurance along with emergency numbers must be left with the risk manager prior to the trip.
6. Mexico travel
 - a. Risk Management must be contacted prior to driving a college vehicle across the U.S. border.
 - b. Insurance coverage only extends 25 miles into Mexico. Additional documentation is required to operate a vehicle in Mexico. When travel will extend more than 25 miles into Mexico, a Mexican vehicle must be rented and Mexican insurance purchased at the time of rental.

D. Approved Driver(s)

1. All responsible college official(s) scheduled to drive an ACC owned vehicle(s), rented vehicle(s), or approved private vehicle(s) on behalf of ACC must meet the following requirements:
2. Be a current full-time staffing table ACC employee
3. Have a current valid driver's license
4. Be over the age of 19.
5. Have taken a Defensive Driving Course in the past three years or be enrolled in the next scheduled ACC sponsored Defensive Driving Course prior to the trip.
6. Must be placed on the Risk Management Approved Driver List prior to trip.

E. Safety Requirements

1. **Seatbelts:** Each passenger on an ACC-owned vehicle(s), rented vehicle, or approved private vehicle(s) for ACC business must wear a seatbelt whenever the vehicle(s) is in operation.
2. **Fatigue:** All responsible college official(s) shall not drive for more than three consecutive hours without taking a 15 minute break or relief from driving.
 - a. If a passenger observes the responsible college official(s) of an ACC-owned vehicle(s), vehicle(s) rented for ACC business, or private vehicle(s) displaying any signs of fatigue or sleepiness, he/she must immediately notify the other passengers and request that the driver take a rest break.
 - b. Any resistance to this request by the driver must be reported to the Student Life manager and the risk manager.

F. Vehicle Accidents

1. All accidents involving a private vehicle, college owned vehicle or rented vehicle(s) on a college trip must be reported to local law enforcement immediately.
2. All accidents involving private vehicle(s), college owned vehicle(s) or rented vehicle(s) must be reported immediately to the Student Life Director, vehicle rental company, and risk manager.
3. If medical treatment is administered to any person involved in a vehicle incident, the ACC Risk Management Department must be notified immediately.

G. Travel Waiver Form

1. Any student(s) participating in an ACC sponsored trip must complete a Travel Waiver form at least 48 hours prior to the scheduled trip. This information must be left with the risk manager prior to the trip.
2. Waiver forms must include potential medical problems and the name of emergency contact(s) for each person.
3. Travel Waiver form must indicate the name of student(s) traveling in private student vehicle(s). The completed waiver form must include the following private vehicle information: name of the vehicle owner, operator, proof of insurance, driver's license number, and potential medical problems of those riding in the vehicle, along with emergency numbers. This information must be left with the risk manager prior to the trip.

H. Private student vehicles

1. ACC adult student driver(s) (18 years or older) are not covered by ACC vehicle insurance and cannot be ACC approved drivers. If adult students (18 years or older) choose/decide to drive their own private vehicle or if adult students (18 years or older) choose/decide to ride with another adult student participant (18 years or older), those are personal choices/decisions.
2. Responsible college official(s) must not “arrange” for students to drive other students.
3. All adult student driver(s) (18 years or older) must sign a waiver explaining that when they drive their own private vehicle(s) they are responsible, and that ACC has no liability if damages occur.
4. Private student vehicle accident(s) will be covered by the student’s liability/comprehension insurance policy.
5. ACC provides Student Accident Travel insurance for medical coverage in the event a student is injured during an ACC sponsored trip more than 25 miles from Austin City limits. Risk Management must be notified, prior to the trip, of the students traveling in private vehicles.
6. Circumstances such as terrain, road conditions, length of trip, etc. may make it prudent that students go with available group transportation rather than travel in personal vehicles.
7. In some situations, travel with the group should be required. The responsible college official must consider this issue as he or she would any safety matter.
8. In all cases where an adult student driver (18 years or older) is permitted to choose/decide to drive/ride in private transportation, that circumstance must be described in the Travel Waiver Form.
9. When traveling in private student vehicles, the name of the vehicle owner, operator, proof of insurance, driver license number and emergency numbers must be left with the risk manager prior to the trip.
10. All private adult student driver’s (18 years or older) must be provided with directions to the intended destination.

Travel Responsibilities for Advisors

Advisors must be present on all trips including side trips. Side trips are spontaneous activities, such as going to a movie or restaurant. These trips shall be at the discretion of the advisor. Trips to known high-risk areas, such as beach parties on South Padre, will not be approved.

Failure to comply with the Travel and Off-Campus Event Guidelines will affect the club or organization's funding status.

In compliance with Administrative Rule #1.08.001, the Office of Student Life has designated the following advisor responsibilities:

- Obtain travel orientation information from the Office of Student Life
- Attend travel orientation workshop
- Offer travel orientation
- Submit the following to Student Life four weeks before travel:
 1. Travel Proposal Form
 2. Travel financial documentation
- Submit these signed/completed forms to Student Life 48 hours before travel:
 1. Travel Commitment and Waiver of Liability Form (all students)
 2. Designated Drivers Form (all advisors and students driving private vehicles)
- Select drivers that fulfill the Approved Driver Criteria:
 1. Current full-time staffing table ACC employee
 2. Have a current valid driver's license
 3. Be over the age of 19.
 4. Completed a Defensive Driving Course in the past three years or be enrolled in the next scheduled ACC sponsored Defensive Driving Course before trip
 5. Placed on the Risk Management Approved Driver List before trip
- Confirm that students driving private vehicles meet all requirements:
 1. Proof of automobile insurance
 2. Drivers license
 3. 18 years or older
- Notify students that passengers in a private vehicle must be 18 years or older, unless they have written permission from a parent or guardian
- Submit written request to drive alternate vehicles to Student Life
- Submit written request to the Office of Student Life any plans to travel into Mexico via Travel Proposal Form
- Follow any special requirements regarding Mexico travel

- Determine when private vehicles are not permitted to travel due to safety or length of trip
- Provide the following for students:
 1. Maps
 2. Separation plans (including contact information, i.e. cell phone numbers)
 3. Copy of Travel Commitment and Waiver of Liability Forms
- Contact Purchasing Department/Rental Companies regarding the rental of vehicles
- Rent the proper number of vehicles so as not to exceed load and passenger capacity
- Ensure the passenger and load capacity of the vehicle is not exceeded
- Adhere to and communicate to students Department of Public Safety regulations, traffic laws, rental company rules, college rules, and Student Life rules
- Communicate with students regarding the trip, trip logistics, medical needs, safety, and student and institutional responsibilities
- Ensure student travelers wear seat belts
- Ensure the driver takes a minimum of one 15 minute break every three hours of driving
- Ensure student travelers have read and adhere to the Travel Commitment and Waiver of Liability Form
- Report in writing any refusal to abide by the seat belt or fatigue rule to the Office of Student Life upon return
- Travel with the Student Life Clubs + Organizations Handbook, the ACC Student Handbook, and all signed travel forms
- Complete Advisor Travel Checklist

Advisor Travel Checklist

Planning

- Attend a Student Life travel orientation workshop/Risk Management Training.
- Submit Travel Proposal for approval four weeks prior to travel.
- Provide the mandatory student travel orientation for participants prior to travel.
- Submit all forms to the Office of Student Life within the allocated time frame (i.e. Travel Proposal Form, Travel Commitment Form and Waiver of Liability Form, Designated Driver Form).
- Document how many students will be traveling with the group and how many students will travel in their own vehicles.
- Ensure that the 10:1 student ratios will be observed, and a trained additional advisor is present if necessary.
- Establish a travel route (this will be especially helpful in the event of caravanning).
- All students must be registered 48 hours prior to trip. Due to liability issues, no late entries can be accepted.
- Prior to departure check for information regarding inclement weather at your destination location. In the event of inclement weather, cancel within 24 hours.
- Keep all Student Life travel forms in the advisor's possession while traveling.
- Carry a copy of the Student Life Clubs + Organizations Handbook, ACC Student Handbook, and, if possible, at least one cellular phone or other two-way communication device in each vehicle for emergency purposes.

Pre-Departure

- Head count, completed number of students traveling ____
- Review Travel Commitment, Waiver of Liability, and expected behaviors with students.

Arrival

- Complete room assignment.
- Complete a minimum of one bed check during the night.
- Complete one head count in the morning.

Return

- Property check
- Final head count after loading return vehicle ____

Travel Responsibilities for Students

In compliance with Administrative Rule #1.08.001, the Office of Student Life has designated the following student responsibilities:

- Attend Student Life travel orientation workshop/Risk Management training
- Request a Student Life travel orientation from Advisor
- Choose/decide to drive or ride in a private vehicle or ACC rented vehicle
- Must be 18 years or older to choose/decide to drive a private vehicle
- Must be 18 years or older to choose/decide to ride in a private vehicle
- Must have liability/comprehension insurance
- Must understand that for safety reasons, private vehicles may not be allowed to be driven
- Read, understand, complete, sign, and submit the following:
 1. Travel Commitment and Waiver of Liability Form
 2. Designated Drivers Form (*advisors and students driving private vehicles only)
- Do not drive ACC owned vehicles, ACC rental vehicles, or ACC approved alternative vehicles
- Request special accommodations
- Request the following from your advisor:
 1. Maps
 2. Separation plans
 3. Copy of Travel Commitment and Waiver of Liability Forms
- Follow any special requirements designated by advisor
- Wear seatbelts at all times during travel
- Report any refusal to abide by the seatbelt or fatigue rule
- Assist the advisor(s) in the event of an accident

Expectation of Travel Behavior

As part of being allowed to travel by the college and the Office of Student Life, you assume the roles and responsibilities of representatives of your recognized student group and the college. These responsibilities pertain to both your organization collectively (as a group) as well as individually (as members). Such responsibilities are as follows:

- Comply with all policies as outlined in the Student Life Clubs + Organizations Handbook and the ACC Student Handbook.
- Do not engage in illegal or otherwise distasteful behavior.
- Do not consume alcohol per Administrative Rule #1.02.001.
- Do not engage in inappropriate sexual conduct.
- Adhere to reasonable requests of advisor.
- Attend all events/sessions for which you are registered and/or expected.

Emergency Guidelines

What to do in an accident

1. Notify local authorities at 911 immediately.
2. Notify emergency contact person immediately.
3. Notify ACC police at 223-7999 immediately, who will then notify the risk manager.
4. Call 1-800 rental number provided by the rental company immediately.

What to do in a medical emergency

1. Notify local authorities at 911 immediately.
2. Notify emergency contact person immediately.
3. Notify ACC police at 223-7999 immediately, who will then notify the risk manager.

What to do in a mechanical breakdown

1. Notify ACC police at 223-7999 immediately, who will then notify the risk manager.
2. Call 1-800 rental number provided by the rental company immediately.
3. Notify destination point of arrival delay immediately.

Travel Responsibilities for Student Life

In compliance with Administrative Rule #1.08.001, the Office of Student Life has designated the following Office of Student Life Responsibilities:

- Administer travel orientation/ Risk Management training to advisors and students.
- Provide advisors with Travel Commitment and Waiver of Liability Forms and Designated Driver Forms (found in Student Life Clubs + Organizations Handbook).
- Approve/deny travel proposals, including travel to Mexico.
- Collect all signed Student Life travel forms at least 48 hours before trip.
- Notify Risk Management and submit signed travel forms 24 hours before trip.
- Ensure a 10:1 student/advisor ratio.
- Approve trip, advisors, and substitute advisors.
- Serve as a liaison between the advisor, Risk Management, and Administration regarding all travel issues.
- Communicate with advisor in writing regarding risk manager directives.
- Communicate with risk manager regarding the trips and special needs.
- Communicate with risk manager any refusal to abide by the seatbelt or fatigue rule.
- Submit the advisor's/student's written report of any incident to the risk manager.



Travel Proposal Form

Travel and accommodation information

Please attach all travel itineraries/information and event agendas.

Name of Club/Organization Sponsoring Trip: _____

Submitted four weeks prior to travel?

Yes No

Dates of Travel: _____

Travel 25 miles outside of Austin city limits?

Yes No

Location: _____

Travel out of United States?

Yes No

City: _____

State: _____

Using ACC rented or owned vehicle?

Yes No

Event Name: _____

Purpose of Trip: _____

Mode of Transportation: _____

Hotel/Accommodation Name and Location: _____

Hotel/Accommodation Phone Number and Reservation Name: _____

Advisor Information

Name: _____

Telephone: _____

Advisor driving: Yes No

If yes, driver's license number: _____

Current full-time staffing table ACC employee over the age of 19: Yes No

Designated Driver Form completed and attached:

Yes No

Student Information

Number of ACC students attending: _____

Number of ACC students driving private vehicles: _____

Number of ACC students under 18: _____

Travel Commitment and Waiver of Liability Forms attached: Yes No

Designated Driver Forms completed and attached:

Yes No N/A

*Note: Travel is not approved until all students have signed the Travel Commitment and Waiver of Liability Form and have submitted it to the Office of Student Life. Students not listed on the Travel Commitment and Waiver of Liability Form will not be permitted to travel. The Office of Student Life assumes no responsibility for students not listed.

Travel approved by Student Life Director/Date: _____

Travel Packet submitted to risk manager/Date: _____



Designated Driver Form

Activity: _____ Date of activity: _____
 Name of driver: _____ Auto insurance company: _____
 Address: _____ Auto insurance policy number: _____
 Telephone: _____ Make and model of vehicle: _____
 Driver's license number: _____ License plate number: _____
 Emergency contact: _____ Year of vehicle: _____
 Emergency contact phone: _____ Color of vehicle: _____
 Emergency contact relationship: _____ Owner of vehicle (If not you): _____

Student Driver Waiver and Release of Liability

Student ID Number: _____

I, _____ (print name) waive, release, and discharge Austin Community College, and its trustees, officers, and employees from any claims demands, costs, causes of action, or damage as a result of property loss or damage, or personal injuries sustained to myself and to passengers of my vehicle during participation in or traveling to and from locations of the off campus events. Furthermore, I intend this waiver and release to be legally binding on my heirs, executors, administrators, estate, and assigns. I, the undersigned, hereby state that I am an adult over the age of eighteen (18) years, that I am mentally competent to make this release, and that I am driving a vehicle for the activity under my own volition. I further state that I have at least a Class C Driver's License that is valid in the State of Texas, and that I have at least the minimum amount of liability insurance specified by the Texas Motor Vehicle Safety Responsibility Act. I agree to notify ACC in writing if there is a change in the status of my Driver's License or vehicle liability insurance

ACC Full Time Employee Driver

I, _____ (print name), hereby state that I am an adult over the age of nineteen (19) years, that I am mentally competent to make this release and that I am driving a vehicle for the activity under my own volition. I further state that I have at least a Class C Driver's License that is valid in the State of Texas, and that I have at least the minimum amount of liability insurance specified by the Texas Motor Vehicle Safety Responsibility Act. I agree to notify ACC in writing if there is a change in the status of my Driver's License or vehicle liability insurance.

I, the undersigned, hereby state that I am an adult over the age of nineteen (19) years, that I am mentally competent to make this release, and that I am driving a vehicle with the owner's permission for the field activity under my own volition. I further state that I have at least a Class C driver license that is valid in the State of Texas, and that I have at least the minimum amount of liability insurance specified by the Texas Motor Vehicle Safety Responsibility Act. I agree to notify ACC in writing if there is a change in the status of my driver license or vehicle liability insurance.

Signature (must be over the age of 19 years old)

Date

Signature of Witness (witness must be at least 18 years old)

Date

Printed Name of Witness



Waiver and Release of Liability Form

Name: _____ Telephone: _____

Address: _____

Emergency Contact Information

Name: _____ Telephone: _____

Personal Physician: _____ Telephone: _____

Medical training (first aid, EMT, nurse, etc.): _____

I, _____ (print name), waive, release and discharge Austin Community College (ACC), its trustees, officers and employees from any claims, demands, costs, causes of action, or damage as a result of property loss or damage, or personal injuries sustained to myself during my participation in or traveling to and from locations for _____ during _____
(Specify, extracurricular organization, or sponsored activity) (Specify the date(s) or the semester)

Furthermore, I intend this waiver and release to be legally binding on my heirs, executors, administrators, estate and assigns. In the event that ACC or any trustees, officers, agents, employees or volunteers of ACC provides transportation for me, this Waiver and Release shall extend to and release any volunteer driver or employee driver from any aforesaid liability.

In the event that I become ill or have any type of accident or other emergency situation concerning my health, safety or well being, I authorize ACC to obtain the services of a licensed physician to treat and administer medication to me. By doing this I release and hold harmless ACC, its trustees, officers and employees, for any liability whatsoever that may result from negligence, nonfeasance or malfeasance that may arise as a result of the emergency and/or treatment. I, the undersigned, hereby state that I am an adult over the age of eighteen (18) years, and that I am mentally competent to make this release. I will notify ACC in writing if this status changes. I further state that I am physically able to participate in the trip or activities during the semester indicated above.

You are responsible for consulting with your physician if you have a medical condition (such as asthma, epilepsy, diabetes, anaphylactic reaction, pregnancy, or other strong allergic reactions, etc.) that might affect your during your trip. If requested, your professor can provide you with a detailed description of the activity for evaluation by your physician. On the day of the trip you may want to inform a responsible person, where you are keeping medication which you would need in an emergency. You are responsible for providing and administering any medications that must be taken orally or by injection.

Please use the space below to divulge any information about your health that you want to share with your sponsor and sign it with you initials: _____

_____ Initial: _____

I further understand that ACC has a **zero tolerance policy** towards any alcohol, weapons, or drug use and will be completely prohibited. Any use of these will further release ACC from all liability with any action associated therein. Drugs, weapons, or alcohol use will be subject to disciplinary action and/or criminal prosecution, ranging from expulsion to jail time.

Signature (if under 18, parent or legal guardian must sign)

Date

Signature of Witness (witness must be at least 18 years old)

Date

Printed Name of Witness