
**College Travel and Transportation
Policy and Procedures**

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College Travel and Transportation Policy and Procedures

I. Philosophy and Scope

Frederick Community College (“FCC” or the “College”) supports transportation services for College travel associated with academic, continuing education, co-curricular learning, and extra-curricular activities.

This Policy and Procedures applies to College travel that has been budgeted and approved for the use of College transportation services. To use College transportation services, travel must be planned in advance in order to secure the most economical mode of transportation and to minimize interference with other scheduled activities. For international travel experiences, refer to the [International Travel Policy and Procedures](#).

College funds for field trips, other academic travel, and other student travel may be available through the Associate Vice President (AVP)/Dean of Arts and Sciences, the Executive Director of Adult Education & Lifelong Learning, or the Executive Director of the Center for Student Engagement, as applicable.

II. Definitions for the Purpose of this Policy and Procedures

- A. **“College Transportation Services”** refers to the use of College-owned vehicles. The College fleet of vehicles include two 11-passenger vans and one 36-passenger bus.
- B. **“College-contracted Transportation Services”** refers to the use of vehicles or College-contracted transportation services.
- C. **“College-sponsored activity”** refers to any activity that is initiated, authorized, or supervised by the College, or that involves representation of the College.
- D. **“Requestor”** refers to the FCC faculty or staff member who requests College transportation services.
- E. **“Authorized budget approver”** refers to the employees who are authorized to approve requests for College transportation services and who are accountable for transportation budget management. They include the Associate Vice President/Dean of Arts and Sciences, the Executive Director of Adult Education & Lifelong Learning, the Executive Director of the Center for Student Engagement, and the Executive Associate to the President and Board of Trustees.
- F. **“College community”** refers to trustees, students, and all employees of the College.
- G. **“Field trip”** refers to an assigned group event or activity involving the participation of the entire class, accompanied by a faculty member or staff advisor, that is part of a course requirement as designated in the course syllabus.
- H. **“Other student travel”** refers to any event or activity that is offered as part of membership in a recognized student club or organization, functioning under the auspices of the Center for Student Engagement; or, is related to academic activity that is not a field trip; or, is travel related to participation in athletics; or, is part of a Continuing Education and Workforce Development (CEWD) event.

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- I. **“Student”** refers to an individual who is registered at the College, either full or part-time, in a credit or continuing education class or classes who has either paid or made arrangement for payment of tuition and/or fees.
- J. **“Trip leader”** refers to the College employee who is responsible for coordinating and leading the student travel (i.e., Faculty, Staff Advisor, CEWD Adjunct, Coach, or Club Advisor). For all travel using College transportation services, trip leaders, or their approved designee, must travel with the group from the point of departure, remain on the trip, and travel back with the group. The trip leader designee must be a College employee and approved by the Authorized Budget Approver.

III. General Procedures for Utilizing College Transportation Services

A. Request for College Transportation Services

- 1. A minimum of six (6) passengers, including the trip leader or their approved designee, is required to request College transportation services.
- 2. A request for the use of College transportation services must be submitted to the authorized budget approver using the [Request for College Transportation Services Form](#) and should be submitted as far in advance as possible of the departure date. A minimum of twenty-one (21) calendar days is required.

B. Assignment of Transportation Services

The Communications Operator will confirm details with the requestor and authorizer within 48 hours of receiving the request. No further contact is necessary unless the request cannot be satisfied. The trip leader is required to notify the Communications Operator of any changes in the number of travelers.

C. Cancellations/Changes

Any trip that does not meet the minimum number of travelers may be subject to cancellation. Based on extenuating circumstances, the College reserves the right to change and/or cancel a scheduled trip using College transportation services.

1. Trip Leaders

Any cancellation/change made by a trip leader must be communicated to the College Security office at 301-846-2453 by the trip leader or requestor as soon as possible. Trip leaders should be persistent in getting cancellation notice to the College Security office. If unable to speak directly with someone in the College Security office, trip leaders must contact the Security Lead Supervisor at 410-370-3448 or the Vice President for Learning Support at 301-523-2727. The Communications Operator will provide confirmation of the cancellation/change with the trip leader.

2. Communications Operator

Any cancellation/change made by the College will be communicated by the Communications Operator to the trip leader and/or the requestor immediately.

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D. Destination Travel

Ground transportation needed after arrival at the destination must be provided through licensed transportation providers.

IV. Procedures for Field Trips

Field trips requiring College Transportation Services are contingent upon the approval of available funding through the Associate Vice President (AVP)/Dean of Arts and Sciences or the Executive Director of Adult Education & Lifelong Learning.

Field trips must be included in the syllabus presented to students at the start of the class, and their inclusion should be highlighted on the first day of class. Reasonable accommodations must be made when assigning field trips. An appropriate alternative assignment must be made for students for whom accommodations cannot be made or for students who have been given a faculty-approved absence.

- A. Faculty should note field trips in the submission of syllabi, which are due to program managers and department chairs before the session starts. All trip requests must be received at least 21 calendar days prior to travel.

CEWD adjunct faculty should note field trips in the submission of syllabi or course outlines which are due to CEWD program managers upon assignment of a class. CEWD program managers must forward a list of all field trips to the Executive Director of Adult Education & Lifelong Learning one month prior to the start of a class.

- B. If College transportation services are requested, trip leaders are responsible for the submission of a [Request for College Transportation Services Form](#) to the AVP/Dean of Arts and Sciences or the Executive Director of Adult Education and Lifelong Learning a minimum of 21 calendar days in advance of the departure date. The AVP/Dean of Arts and Sciences or the Executive Director of Adult Education and Lifelong Learning will forward all approved request forms to the Communications Operator, who will confirm details with the requestor and authorized budget approver within 48 hours of receiving the request.
- C. If College transportation services are not to be used, individual faculty/adjunct faculty members are responsible for ensuring that students have accessible transportation or appropriate alternative assignments.
- D. All field trips are officially convened and dismissed at the field trip site.
- E. Participants in field trips should follow all relevant requirements outlined in section VI.

V. Procedures for Other Student Travel

All student travel other than field trips is voluntary and must meet the following requirements:

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- A. Travel must be planned so as not to create an undue interference with academic responsibilities.
- B. If College transportation services are requested for student club related activities or voluntary travel that is offered as a co-curricular or extra-curricular supplement to academic or CEWD programs, the trip leader is responsible for submission of a [Request for College Transportation Services Form](#) to the appropriate budget approver a minimum of 21 calendar days in advance of the departure date.
- C. Participants in other student travel should follow all relevant requirements outlined in section VI.

VI. Requirements for All Participants in College-Sponsored Off Campus Events Requiring Travel

- A. All participants, whether they use College transportation services or not, are required to complete an [Excursion Waiver and Release](#) prior to departure. An Excursion Waiver and Release is not required for events and activities made available to participants, but not supervised by the College.
- B. If College transportation services are not to be used, participants will assume the responsibility of risk for the travel.
- C. All trip leaders are responsible for ensuring that all participants on the excursion, whether they use College transportation services or not, have completed the [Excursion Waiver and Release](#) before departure.
- D. The trip leader is responsible for documenting on the [Excursion Roster](#) that all [Excursion Waiver and Release](#) forms have been received. All Excursion Waiver and Release forms must be submitted by the trip leader to the authorized budget approver within two weeks of completion of the event. The authorized budget approver will archive the waivers for a period of three years.
- E. Trip leaders must provide a copy of the completed excursion roster to College Security immediately prior to departure and must take a copy with them on the trip. College Security will archive the rosters for a period of three years.
- F. Travel for students under the age of 18 requires parent or legal guardian signature on all forms.
- G. Prior to departure, trip leaders must provide all participants with their cell phone number, and remain accessible at that number for the duration of the excursion.
- H. Trip leaders are expected to return all vehicles in a clean condition by removing trash, bottles, etc. from seats and aisles prior to departing the vehicle.
- I. Driver and passengers must wear seat belts, if available.
- J. Use of tobacco products and vaping are prohibited in all vehicles.
- K. Transportation or possession of alcohol, weapons, or illegal drugs is prohibited.

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- L. Students and employees are representing the College at all times during trip, travel, activities, and events. All College policies and procedures apply.
- M. All Athletic rules and regulations apply for athletic travel.
- N. Students are not allowed to drive College vehicles.
- O. Only employees with a current Commercial Driver's License (CDL) with passenger endorsement who also pass a College-approved online driving course annually, and who are authorized by the Director of Safety and Emergency Preparedness, will be allowed to drive College vehicles.