

Student Travel

Standard Administrative Procedure

3.1000.01

Board Policy Reference: [CJ, Transportation Management Legal Framework -CJ\(LEGAL\)-LJC](#)
[CJ, Transportation Management Local Policy CJ\(LOCAL\)-X](#)

Texas Education Code Section 51.950

Approved (08-30-2023)

Revised (08-30-2023)

Next Scheduled Review (08-30-2028)



Purpose Statement

This Standard Administrative Procedure (SAP), in conjunction with Board Policy Manual CJ – Transportation Management Legal Framework and Local Policy. This standard administrative procedure regulates travel that is organized sponsored, or co-sponsored by Laredo College and when one or more students presently enrolled at the institution to reach an activity or event that is located more than 25 miles from the institution that is organized, sponsored, or co-sponsored by the institution and that is:

1. Funded by the institution, and the travel is undertaken using a vehicle owned or leased by the institution; or
2. Required by a student organization registered at the institution.

NOTE: If the travel is more than 25 miles from Fort McIntosh or South campus, all steps will have to be completed. If the travel is less than 25 miles from Fort McIntosh or South campus, only the student Travel Form is required and must be submitted to sponsor's immediate supervisor, Dean/Associate Vice President, Vice President, and Safety and Risk Manager.

Procedure

1. Responsibilities

- 1.1. It is the responsibility of the entity (ex. Laredo College instructional, organizational and esports student travel) that organizes, sponsors, or co-sponsors the student travel to have a monitoring process to ensure student travel procedures in the SAP are followed.
- 1.2. It is the responsibility of the entity (ex. Laredo College instructional, organizational and esports student travel) that organizes, sponsors, or co-sponsors the student travel to request written approval through their immediate supervisor along with Safety and Risk Manager, Director of Student Discipline/Title IX Coordinator and the Associate Vice President of Student Life and Engagement to ensure that the safety of the participants is addressed and that the activities advance Laredo College's mission.
- 1.3. The request must be submitted at least two weeks (14 days) in advance of travel to ensure the request is reviewed and approved prior to departure.
- 1.4. Departments, programs, and/or student organizations may mandate additional standards as deemed necessary to address the unique requirements associated with a particular type of Laredo College organized, sponsored, or co-sponsored student travel. Departments or programs should submit proposals for additional standards through their immediate supervisor to the appropriate Administrator or Vice President. Student organizations should consult with the organization's

advisor and the Office of Student Life, or equivalent branch campus entity, prior to implementing any additional standards.

- 1.5. Departments, programs, and/or student organizations travel leader's responsibility is to assure the safety of the students participating in the trip. All travel leaders must be full-time employees. Travel leaders are expected to comply with Laredo College policies and model appropriate behaviors for students. Each travel leader will be assigned responsibility for no more than ten students.
- 1.6. Documents including Travel Authorization and Advance Payment Request Form, Accident Waiver and Release of Liability Form, Student Travel Form, Student Medical Information and Release Form, and all required certificates of completion for training must be submitted to the Director of Student Discipline/Title IX Coordinator and emailed to safety@laredo.edu.

2. Procedures

2.1. Waiver and Release Forms

- 2.1.1. A student who participates in travel related to academic course requirements or their assigned duties as a Laredo College employee, shall not be required to sign a waiver or release in relation to that travel.
- 2.1.2. Students voluntarily participating in elective activities and programs requiring travel (ex. student organization travel, optional academic field trips) are required to complete a waiver and release form verifying that they understand and accept the risks involved in participating in the travel activity and assume responsibility for their behavior. Students under the age of eighteen (18) must have a release form signed by their parents or legal guardian. Completed waiver release forms must be retained in accordance with the records retention requirements.

2.2. Student Medical Information and Release Form

- 2.2.1. All participants must complete and fill out the Student Medical Information and Release Form. This form requires travelers to disclose any past and current medical issues. In the event of a medical emergency, a travel leader would provide this information to medical staff.

2.3. Travel Orientation

Prior to traveling with students, departments, programs, and/or student organizations must attend a travel orientation. Travel orientation is mandatory for all travelers. When traveling with minors a parent or guardian must be present during orientation.

2.3.1. Travel Orientation provides information on:

- 2.3.1.1. Role of Travel leaders
- 2.3.1.2. Appropriate behavior
- 2.3.1.3. Appropriate dress code
- 2.3.1.4. Student Code of Conduct
- 2.3.1.5. Emergency procedures
- 2.3.1.6. Important contact information
- 2.3.1.7. Reporting Incidents

Any individual who does not attend the travel orientation may not participate.

2.4. Additional Travel Requirements

2.4.1. The Board shall authorize travel to foreign countries, except Mexico, by majority vote. The College President shall authorize travel out-of-state and to Mexico. College District executive officers shall authorize in-state travel.

2.4.2. Training

Travel leaders must be full-time employees from the departments, programs, or student organizations sponsoring, co-sponsoring, or organizing student travel who travel with the student(s) are required to complete training prior to departure. Training includes but not limited to:

- Defensive Driving (NEOGOV)
- First Aid, CPR & AED
- Title IX
- Hazing
- Clery Act
- Emergency Management

3. Requirements by Mode of Travel

Student travel may require use of various modes of transportation. Each form of transportation requires to follow common and mode-specific safety precautions. In addition to following applicable international, federal and/or state laws and using sound judgment when traveling, all travelers must follow the provisions of this procedure according to the specific mode of travel involved and travel conditions.

3.1. It is the responsibility of the entity (ex. Laredo College instructional, organizational and esports student travel) for ensuring compliance with these procedures. Please note students are not allowed to operate Laredo College vehicles.

3.1.1. Operators must:

- Be a full-time employee of Laredo College.
- 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.
- Have an acceptable driving record.
- Attend all driver training required by Laredo College.
- Submit a valid driver's license to Safety and Risk Management to determine eligibility status through Texas Department of Public Safety Driver License Division.

4. Vehicle Safety Requirements for Student Travel

Operators and passengers must act responsibly and use sound judgment when traveling, including wearing seat belts at all times. The number of occupants in the vehicle must not exceed the number of seat belts. Further, operators must:

- 4.1. Obey all traffic laws and regulations, including posted speed limits.
- 4.2. Not operate vehicles under the influence of alcohol or illegal drugs or transport or possess alcoholic beverages, illegal drugs, unauthorized firearms or other types of weapons.
- 4.3. Not exceed the vehicle manufacturer's recommended load capacity (see owner operating manual for specific instructions).
- 4.4. Avoid horseplay, racing or other distracting or aggressive behavior.

5. Safety Recommendations

Drivers are recommended to follow the safety practices provided below:

- 5.1. Begin the trip well rested.
- 5.2. Establish a reasonable departure and arrival time to and from the activity or event. Notify a designated contact person upon departure and arrival.
- 5.3. Avoid operating a vehicle when conditions are hazardous (this includes but is not limited to fog, heavy rain, snow or ice conditions). Be prepared to stop the trip when fatigue or travel conditions warrant.
- 5.4. Plan routes in advance, and carpool and caravan when possible.
- 5.5. Divide the trip into segments, stopping for rest as necessary.
- 5.6. Carry at least one cellular telephone or other two-way communication device in each vehicle for emergency purposes. Drivers shall not text or talk (other than hands free) on a cell phone while driving.
- 5.7. Avoid driving between midnight and 6 a.m.
- 5.8. Whenever possible, on extended trips using Laredo College vehicles, have at least one other approved driver in the vehicle. It is recommended that operators rotate every two hours. A passenger or second operator should ride in the front passenger seat and remain awake at all times to help the operator maintain alertness.
- 5.9. Carry a flashlight, first aid kit, AED and fire extinguisher.

Related Statutes, Policies, or Requirements

CJ – Transportation Management Legal Framework -CJ(LEGAL)-LJC
CJ – Transportation Management Local Policy CJ(LOCAL)-X
Texas Education Code Section 51.950

Forms

Travel Authorization and Advance Payment Request Form

Student Travel Form

Accident Waiver and Release of Liability

Student Medical Information and Release Form

Contacts

Safety and Risk Management
safety@laredo.edu
956-764-5984

Campus Police
lcpolice@laredo.edu
956-721-5303

Accounting
accounting2@laredo.edu
956-721-5121

Student Life
studentlife@laredo.edu
956-721-5332

Director of Student Discipline/Title IX Coordinator
rapena@laredo.edu
956-794-4988



Student Travel Form

To:	Dr. Minita Ramírez, President
Thru:	
From:	
Date:	

Description of Travel and Benefits to the College

Signatures

Reviewed and Approved By:

TITLE	SIGNATURE	Printed Name	Date
<i>Dean/Associate Vice President</i>			
<i>Associate Vice President of Student Life and Engagement</i>			
<i>Vice President</i>			
<i>Safety and Risk Manager</i>			
<i>Student Discipline and Title IX</i>			
<i>College President (For Out of State Travel)</i>			

Travel Information

Sponsor/Faculty Name

Sponsor/Faculty Email Address

Sponsor/Faculty Cell Phone Number

Class/Student Organization:

Destination:

Purpose of Trip:

Departure Date and Time from Laredo College

Arrival Date and Time to Destination

Departure Date and Time from Destination

Arrival Date and Time to Laredo College

Mode of Travel (Include flight numbers when traveling by airplane)

Hotel Name

Hotel Address

Hotel Phone Number

Travel Leaders

Name	Phone Number	Address	Emergency Contact Name	Emergency Contact Phone Number
1)				
2)				
3)				
4)				
5)				
6)				
7)				
8)				
9)				
10)				

Student Travelers

	Name	Phone Number	Address	Emergency Contact Name	Emergency Contact Phone Number
1)					
2)					
3)					
4)					
5)					
6)					
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Student Medical Information and Release Form

Name:

Address:

Phone:

Date of Birth:

Description of Activity or Trip:

Location:

Date(s):

Emergency Contact

Name:

Address:

Phone:

Medical Information

Physician Name

Address:

Phone:

Health Insurance Carrier:

Group #:

Policy #:

Current Medication (if none, put N/A):

Allergies (if none, put N/A):

Special Health Needs or Concerns:

Emergency Medical Authorization

I, the undersigned, do hereby authorize Laredo College and its designated representatives to consent, on my behalf, to consent, on my behalf, to any medical/hospital care or treatment to be rendered upon the advice of any licensed physician. I agree to be responsible for all necessary charges incurred by any hospitalization or treatment rendered to this authorization. This authorization is effective through the dates listed above.

I am eighteen years of age or older, have read the above authorization, and confirm that the information contained therein is true and accurate.

Student Signature: _____

Date: _____

For travelers under the age of eighteen

I am the undersigned parent/guardian, have read the above authorization, and confirm that the information contained therein is true and accurate.

Parent/Guardian Signature: _____

Date: _____