

## STUDENT TRIPS PROCEDURE

This procedure is governed by its parent policy. Questions regarding this procedure are to be directed to the identified Procedure Administrator.

<b>Category:</b>	Student/Academic
<b>Parent Policy:</b>	D40
<b>Approval Date:</b>	May 20, 2021
<b>Effective Date:</b>	June 1, 2021
<b>Procedure Owner:</b>	The AVP, Students and Registrar in consultation with the manager responsible for International

<b>Overview:</b>	Olds College values the benefits of off-campus student trips that allow members of the College community to broaden their experiences, expand and share their knowledge, and to encourage innovation and collaboration. The College is committed to supporting safe educational and athletic off-campus experiences.
<b>Procedures:</b>	<ol style="list-style-type: none"> <li>1. The approval of Mandatory and Non-Mandatory student trips require a proposal to the appropriate Dean\Associate Dean\Manager giving the details of the proposed trip including the identification of a trip leader, time, place(s), purpose and estimated costs. A minimum of one week's notice is required.</li> <li>2. One or more College employees must accompany any group of students on a trip, dependent upon the number of students and the degree of supervision required. In any case, at least one college employee must be identified as a Trip Leader.</li> <li>3. For Mandatory and Non-Mandatory trips, the Trip Leader is responsible to be aware of health and safety hazards associated with the trip and to identify the necessary controls associated with those hazards (e.g. personal protective equipment that may be required).</li> <li>4. Participants in Mandatory and Non-Mandatory student trips including International Trips must complete and submit a 'Student Trip Participation Waiver Form' which acts as a release of all claims, waiver of liability, assumption of risks and costs associated with the trip.</li> <li>5. It is the responsibility of the Trip Leader to verify that each student participant has submitted a 'Student Trip Participation Waiver Form' 48 hours prior to departure.</li> </ol>

6. No classes may be cancelled or other travel arrangements made without Dean\Associate Dean\Manager approval.

7. The Trip Leader is authorized to set standards of behaviour and to apply the Student Code of Conduct Policy. The Trip Leader has the authority to cancel trips and send students home if they do not comply with standards.

8. Students shall be sent home at their own expense if they do not comply with the standards set by the Trip Leader and Student Code of Conduct. Additional disciplinary action may be taken when necessary.

9. College staff are strongly discouraged from using their own motor vehicle to provide student transportation. If a staff member chooses to use their own vehicle, it is their sole responsibility to attain personal insurance coverage and take full responsibility.

10. If an employee has an accident while driving his\her personal vehicle on field trips, the cost of the incurred expenses, including any litigation costs that could result, will not be covered by the College.

11. Campus Facilities maintains a list of the names of individuals who are qualified to drive College buses. These individuals must have a valid driver's license in the appropriate class as required for the vehicle, having been tested by a designate of Alberta Registries as arranged by Olds College or having completed the Chinook's Edge School Division bus driver orientation, having met with the College Mechanic, etc.

12. Students are not allowed to drive Olds College vehicles.

13. Any driver of a College vehicle must have submitted a Driver Authorization Form to the Insurance Administrator and be on the 'Approved Drivers List'. This form is located on the Olds College website.

14. A list of participants, their contact numbers and an itinerary must be left with the appropriate Dean\Associate Dean\Manager for all overnight trips.

15. The manager responsible for Athletics is responsible to approve all Athletics trips and maintain relevant information about all trips for athletic purposes.

16. If an injury to a student participant occurs on a trip, the trip leader will first contact local emergency services and then notify the Health and Wellness office as soon as is feasibly possible. If a staff member is injured on a trip, the trip leader will first contact local emergency services and then notify Human Resources, as soon as is feasibly possible. Appropriate documentation must be completed.

The '[Student Trip Participation Waiver Form](#)' can be found on the student forms webpage and must be completed by each student, each academic year in order to take part in any trips.

<b>Definitions:</b>	
<b>Related Information:</b>	<a href="#">Student Trips Policy</a> <a href="#">Student Trip Participation Waiver Form</a> <a href="#">Student Trips - International Destinations</a>
<b>Review Period:</b>	3 years
<b>Revision History:</b>	May 2015: Revised February 2018: Revised May 2021: Revised