

STUDENT TRIPS

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

Category:	I. Student Experience
Parent Policy:	I09
Approval Date:	June 18, 2024
Effective Date:	June 18, 2024
Procedure Owner:	Vice President, Student Experience Registrar & Director, Student Services

Overview:	Olds College of Agriculture & Technology (the “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.
Procedures:	<ol style="list-style-type: none"> 1. The approval of Mandatory and Non-Mandatory student trips require a proposal to the appropriate Dean/Associate Dean/Director/Manager giving the details of the proposed trip including the identification of a Trip Leader, time, place(s), purpose, learning outcome achieved and estimated costs. Mandatory trips that will incur a student field trip fee must be approved by April 1st of the year preceding the trip. A minimum of one (1) week’s notice is required for non-mandatory trips. 2. One or more College employees must accompany any group of students on a trip. The number of staff attending will vary with the number of students in attendance and the degree of supervision required. At least one college employee must be identified as a Trip Leader. 3. For Mandatory and Non-Mandatory trips, the Trip Leader is required to be aware of likely 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). 4. Participants in Mandatory and Non-Mandatory student trips including International Trips must complete and submit a Field Trip Participation Waiver Form which acts as a release of all claims, waiver of liability, assumption of risks and costs associated with the trip. 5. It is the responsibility of the Trip Leader to verify that each student participant has submitted a Field Trip Participation Waiver Form 48 hours prior to departure. 6. No classes may be cancelled or travel arrangements made without Dean approval. 7. The Trip Leader is required to set standards of behaviour and to apply the I07 Student Code of Conduct Policy. The Trip Leader has the authority to

- send students home and/or disallow attendance on future trips if they do not comply with standards at the students own expense.
8. College staff are strongly discouraged from using their own 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.
 9. If an employee has an accident while driving his/her personal vehicle on trips, the cost of the incurred expenses, including any litigation costs that could result, will not be covered by the College.
 10. Students are not allowed to drive College vehicles.
 11. Any driver of a College vehicle must have submitted a [Drivers Authorization Form](#) to the Insurance Administrator and be on the 'Approved Drivers List'. This form is located in Kissflow.
 12. A list of participants, their contact numbers and an itinerary must be left with the appropriate Dean/Associate Dean/Director/Manager for all overnight trips.
 13. If an injury to a student participant occurs on a trip, the trip leader will first contact local emergency services and then notify the Olds College Health and Wellness office as soon as is feasible. If a staff member is injured on a trip, the trip leader will first contact local emergency services and then notify Olds College People & Culture, as soon as feasible. Appropriate documentation must be completed. Documentation requirements will be communicated based on the injury and response required.

The [Field 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.

Definitions:

Mandatory (Course): Trips and field work which are a mandatory part of the academic course. The College may approve Mandatory trips providing the following criteria are met:

1. Mandatory trips must have written approval from the appropriate Dean or designate.
2. The College is responsible for providing transportation.
3. A college employee (Trip Leader) must accompany the students on the trip.
4. At the discretion of the Trip Leader, individual students may make other transportation arrangements provided they cover their own costs and have their own insurance coverage.

Non-Mandatory: Trips which are not a mandatory part of the academic program but are approved. The College may approve Non-Mandatory trips providing the following criteria are met:

1. Non-Mandatory trips must have written approval from the appropriate Dean/Associate Dean/Director/Manager.
2. Non-Mandatory trips include sanctioned (league) and approved (exhibition) Olds College Broncos Athletics trips.
3. Written approval from the Dean must be included for the use of any College equipment. A list of equipment, dates of use, fees to be charged, and the cost centre responsible for payment must be included in the request.
4. The organization or group coordinating the trip may solicit financial support through appropriate institutional channels. The College is not responsible for providing transportation, but remains an option at the discretion of the Dean/Associate Dean/Director/Manager.



Related Information:

Review Period:

Revision History:

<ol style="list-style-type: none"> 5. If the College pays for a bus or other transportation, individual students are not precluded from making other transportation arrangements, provided they cover their own costs. 6. A college employee (Trip Leader) must accompany the students on the trip. <p>Trip Leader: A College staff or faculty member responsible for the planning and execution of a sanctioned trip. The Trip Leader is considered the main point of contact for the trip.</p>
<p>Field Trip Participation Waiver Form Drivers Authorization Form I07 Student Code of Conduct</p>
<p>3 years</p>
<p>Revised: April 2016 Revised: May 2021 Revised: June 2024</p>