
Academic Travel Involving Students

Policy Number:	1123
Key Process Area:	Academic Planning & Evaluation
Owner:	VP AR
Current Approved Date:	December 8, 2020

POLICY STATEMENT

New Brunswick Community College (NBCC) is committed to providing safe and positive learning experiences for NBCC students and trip coordinators by utilizing processes which minimize risk during approved learning activities.

PURPOSE

This policy outlines the process and documentation required for NBCC academic field trips.

SCOPE AND LIMITATIONS

To be determined.

1.0 DEFINITIONS

Faculty Leader

- a member of NBCC faculty who accompanies a student on a trip. This may or may not be the same as a trip coordinator.

Independent Travel

- refers to transportation secured by the individual student. Students are not required to advise the trip coordinator of travel plans or passengers.

Local Campus Area

- all field trip destinations located within 50 kilometers of the related NBCC campus.

Mandatory Field Trip

- This field trip is identified in student course competencies/outline. It is pre-planned, and students are advised of this event when course outlines are distributed, or in writing, at least two weeks in advance of the event (whichever is sooner). Following the field trip, students will receive a grade or participation evaluation.

Optional Field Trip

- Students are notified of this field trip, in writing, at least two weeks in advance, or at the earliest possible time. Student participation is not required, and no grade or participation evaluation is associated with event attendance. Such events are noted as 'value added' learning opportunities.

Trip Coordinators

- any NBCC employees who arrange and facilitate field trips that include NBCC students.

2.0 IMPLEMENTATION

Faculty leaders will ensure the timely completion of appropriate processes and documentation prior to each trip. All trip coordinators must ensure that the proper preparation, risk management and documentation are completed prior to attending campus-approved, offsite, mandatory or optional field trips. All mandatory field trips will align with the approved course competencies/outline. For out of province and out of country travel, all provincial approvals and guidelines will be followed.

Academic field trips involving students fall into two categories:

- a) Mandatory
- b) Optional

The following information represents minimum requirements. Academic departments may apply additional requirements and documentation.

2.1 Mandatory Forms

2.1.1 Academic Field Trip Plan

The academic student Field Trip Plan shall be submitted by the trip coordinator(s) and faculty leaders as follows:

- a) Single-day (domestic travel) shall be submitted to the Academic Chair/Manager, Professional and Part Time Learning.
- b) Multi-day (domestic travel) shall be submitted to the Academic Chair/Manager, Professional and Part Time Learning.
- c) International travel shall be submitted to the Academic Chair/Manager, Professional and Part Time Learning; Dean; Vice President, Academic and Research; and President.

The trip coordinator will ensure that a copy of the completed Field Trip Plan is present and accessible at all times for the duration of the field trip and that a copy is left with the respective Coordinating Instructor prior to departure.

2.1.2 Multi-Day Student Travel Form

All multi-day travel requires a completed Multi-Day Student Travel Form(s) Form 1123.2228 in addition to a Field Trip Plan.

2.2 Mandatory Forms

2.2.1 Orientation

The trip coordinator will provide students with orientation and detailed information (paper handout, email, etc.) that describes related course objectives, daily itinerary, expectations, safety protocols, travel documentation, special clothing or equipment needs, information required from the students for completing the travel plan and documentation requirements. Students will be advised of the pending field trip at least two weeks in advance (for mandatory field trips) or at the earliest possible time (for optional field trips).

Multi-day international trips require orientation sessions including elements listed in the predeparture guide at a minimum. Students will need to sign off upon review of pre-departure information.

2.2.2 Arrangement of Transportation

- a) When field trips are conducted within the local campus area, trip coordinators are not required to prearrange group transportation. Students will be advised to arrive at the specific location at a specific time, using their own means of transportation. For those students who cannot arrange transportation, the trip coordinator will assist with transportation planning when possible.
- b) For field trips outside of the local campus area, the trip coordinator will arrange and coordinate student transportation via campus-owned vehicles, government approved vehicle rental agencies, rail services or commercial aircraft. Vehicles will be loaded in accordance to the vehicle manufacturer's recommendations.

2.2.3 Use of Student Vehicles

- a) Because of liability implications, faculty cannot ask students to use their own vehicles for field trips outside of the local campus area. Students who willingly elect to use their own vehicle or who travel with a fellow student, must complete a **Student Use of Personal Vehicle and Accompanying Student Passenger Form**.
- b) If travel is by student vehicle, the trip coordinator must ensure that the driver possesses a valid Class 5 license and proper insurance. If the vehicle is a rental with no driver provided, the employee renting the vehicle must be a physical participant on the trip. Age requirements for drivers adhere to rental agency policies.
- c) Students who willingly elect to use their own vehicles cannot be paid any form of stipend or be compensated by NBCC in any way.

2.2.4 Workplace and Vehicle Accidents

Workplace and vehicle accidents, and any associated injuries, must be immediately reported to the Regional Operations Manager. An Injury/Incident Report and Investigation Form and a WorkSafeNB Form must also be completed by the trip coordinator as per local requirements by regulatory agencies.

2.3 General Guidelines

2.3.1 Transportation Guidelines:

- a) When available, NBCC-owned vehicles should be used. Vehicles may also be rented from the approved list of rental agencies. For large student groups, a charter motor coach service should be used. Vehicles provided by campuses should include safety measures, such as a first aid kit, flashlight and road side reflectors. These items should also be provided in rental vehicles.
- b) There should be at least one (1) cell phone on board the vehicle.
- c) All passengers must wear seat belts as required by law.
- d) No smoking is permitted in vehicles.

- e) Students are not permitted to operate NBCC-owned or rented vehicles with the exception of those directly related to their program within NBCC property.

2.3.2 General/Safety

All field trip participants will adhere to NBCC's Student Code of Conduct policy (1112).

In addition to the trip information provided by the trip coordinator, students embarking on multi-day trips are advised to research the destination for relevant information, e.g. weather conditions, crime rates, safety, cultural differences, etc.

If the field trip includes travel to a remote area where communication may be limited (cellphone service may be limited) or where it may take emergency responders additional time to access the area in the case of an emergency then, at least one field trip participant must be a certified first aid provider.

2.3.3 Medical and Other Requirements

- a) Prior to out-of-province and out-of-country departures, the faculty leader will verify that students' NB Medicare and/or medical insurance coverage are valid in the destination. If supplementary medical coverage is recommended but not required, the trip coordinator will advise and record those who opt in/out of this coverage.
- b) Prior to out-of-province and out-of-country departure, the trip coordinator will verify that the student worker compensation coverage is valid in the destination.
- c) Prior to out-of country departures, the trip coordinator will require students to register with the Canadian Government Travel Website.

3.0 OTHER RELATED DOCUMENTS

Multi-Day Student Travel Form (1123.2228)

Field Trip Plan (1123.4791)

Report Form (2112.5001)

Student Use of Personal Vehicle and Accompanying Student Passenger Form

WorkSafe Report of Accident or Occupational Disease Incident