
Academic Travel Involving Students Procedure

PROCEDURE STATEMENT

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

PURPOSE

This document describes the key procedures for planning, coordinating and participating in approved domestic and international academic travel involving NBCC students.

SCOPE AND LIMITATIONS

This procedure is subject to the rules and regulations stated in the *Academic Travel Involving Students policy (1123)* and *Travel policy (2106)*. College departments may also require additional processes and documentation.

1.0 DEFINITIONS

Terms used in this procedure are defined in the *Academic Travel Involving Students policy (1123)*.

2.0 IMPLEMENTATION

Academic travel includes approved domestic or international travel for mandatory or optional field trips, site visits, and other activities facilitated by a trip coordinator. Since such trips form key elements of the student learning experience at NBCC, they are not required to be related to a specific program of study but may also be cultural, social, or extracurricular in nature.

Field trips involving students fall into two categories:

- a) **Mandatory:** a pre-planned field trip where participation is required and students receive an evaluation for event attendance.
- b) **Optional:** a field trip where participation is not required and students do not receive an evaluation for event attendance.

Trip coordinators will ensure the proper preparation, risk management, and documentation are completed prior to departure for NBCC-approved academic travel. Where faculty leaders are involved in academic travel, they will either adopt the role of the trip coordinator or provide the designated trip coordinator with support where needed to ensure all procedures are followed. For out-of-province and out-of-country travel, all provincial approvals and guidelines will be followed.

2.1 Documentation

2.1.1 Field Trip Plan Form

The *Field Trip Plan Form (1123.4791)* must be completed by the trip coordinator in advance of all domestic and international academic trips. Once required approvals are

obtained, the completed form will be filed in an accessible place so participants can access it for the duration of the trip.

The trip coordinator will also leave a copy of the form with their Academic Chair or direct supervisor prior to trip departure.

2.1.2 Multi-Day Student Travel Form/Education Abroad Application

All domestic and international multi-day academic travel requires a completed *Multi-Day Student Travel Form (1123.2228)* in addition to a Field Trip Plan. For international travel organized by NBCC's Office of Global Partnerships, an *Education Abroad Application and Risk Management Form* may be completed instead of a *Multi-Day Student Travel Form*.

2.1.3 Vehicle Operation Form

The *Vehicle Operation Form (2600.5487)* must be completed by the trip coordinator or faculty leader when an NBCC vehicle is used for academic travel. Students are not permitted to drive NBCC vehicles.

2.1.4 Records Management and Privacy

Photocopies and digital copies of passports, driver's licenses, visas, and other documentation collected for the purposes of academic travel must be handled in accordance with NBCC's student travel retention schedule and the *Records and Information Management (RIM) policy (5306)*.

2.2 Notification and Orientation

2.2.1 Notification

Students will be advised of approved mandatory field trips when course outlines are distributed or at least two weeks in advance of the departure date, whichever is sooner. They will be advised of optional field trips, site visits, and other activities organized by a trip coordinator at the earliest possible time.

2.2.2 Orientation

The trip coordinator will provide students with orientation and documentation that describes related course competencies (if applicable), itinerary, expectations, safety protocols, medical requirements and vaccine recommendations, travel documentation requirements, special clothing or equipment needs, and information students must provide to complete the travel plan and other documentation.

2.3 Transportation

2.3.1 Arrangement of Transportation

- a) When trips are conducted within the local campus area (i.e. within 50 kilometers of the related NBCC campus), trip coordinators are not required to prearrange group transportation. Students will be advised to arrive at the destination at a specific time using their own means of transportation. For those students who cannot arrange their own transportation, the trip coordinator will assist with transportation planning when possible.

- b) For trips outside of the local campus area (i.e. more than 50 kilometers from the related NBCC campus), the trip coordinator will coordinate student transportation via campus-owned vehicles, licensed vehicle rental agencies, chartered buses, rail services or commercial aircraft.
- c) Faculty and staff are not permitted to use their own personal vehicles to transport students for the purposes of academic travel, except for situations where safety is a concern and no other transportation option is available to students. These cases must be avoided where possible through pre-planning to ensure students have access to other means of transportation. Where faculty or staff choose to use their own personal vehicles to transport students, they must possess a valid Class 5 driver's license, current vehicle registration and proper insurance coverage.

2.3.2 Vehicle Use Guidelines

- a) When available, NBCC-owned vehicles should be used. Vehicles may also be rented from a licensed car rental agency offering provincial government rates. For large student groups, a charter motor coach service should be used.
- b) Trip coordinators and faculty leaders who drive students in rental cars or NBCC vehicles must possess a valid Class 5 license, current vehicle registration and proper insurance coverage.
- c) 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 will adhere to rental agency policies.
- d) Vehicles provided by campuses should include safety measures, such as a first aid kit, flashlight and roadside reflectors.
- e) There should be at least one cell phone on board the vehicle.
- f) All passengers must wear seatbelts as required by law.
- g) No smoking is permitted in vehicles.
- h) Students are not permitted to operate NBCC-owned or rented vehicles with the exception of those directly related to their program within NBCC property.

2.3.3 Use of Student Vehicles

- a) Because of liability implications, trip coordinators and faculty leaders cannot ask students to use their own vehicles for academic travel 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 (1123.4792)*. See Figure 1 below for scenarios where the form is required.
- b) If travel is by student vehicle, the driver must possess a valid Class 5 license, current vehicle registration and proper insurance.
- 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.

Figure 1: Scenarios where the *Student Use of Personal Vehicle and Accompanying Student Passenger Form (1123.4792)* is/is not Required:

Scenario: <i>Students choose to use their own personal vehicle or travel with a fellow student for the following purposes:</i>	Form 1123.4792 Required?
Academic travel within or outside of the local campus area when a trip coordinator has organized group transportation	Yes
Academic travel within the local campus area when a trip coordinator has not organized group transportation	No
Travel to an off-campus site for class learning within the local campus area	No
Travel to and from the airport for international or domestic flights related to academic travel	No
Voluntary travel to provincial trades skills competitions or other externally organized events related to their program	No

2.4 Health and Safety

2.4.1 General/Safety

Students participating in academic travel must adhere to NBCC's *Student Code of Conduct policy (1112)*, all applicable health and safety policies, and any checklists and other documents required by the trip coordinator.

2.4.2 Travel to Remote Locations

At least one trip participant must be a certified first aid provider if the trip includes travel to a remote area where communication or cell phone coverage may be limited or where it may take emergency responders additional time to access the area.

2.4.3 Safety Incidents and Vehicle Accidents

- Safety incidents, including vehicular accidents, must be reported immediately to local emergency and law enforcement authorities, as well as the automobile insurance company as applicable.
- NBCC employees must also report safety incidents to their immediate supervisor and their campus Facilities Manager.
- Students must also report safety incidents to the trip coordinator and/or faculty leader. Trip coordinators and faculty leaders will submit incident reports on the student's behalf and ensure the *Injury Incident Reporting Guidelines (2600.5370)* are followed in all cases.

2.4.4 Emergency Contact Information

Trip coordinators will ensure they retain appropriate emergency contact information for the duration of the trip, including contact information for their immediate supervisor.

2.4.5 Medical and Other Insurance Requirements: Out-of-province and International Travel

- Prior to out-of-province and international departure, the trip coordinator will verify that students' NB Medicare and/or medical insurance coverage are valid in the destination.

- b) If supplementary medical coverage is recommended but not required, the trip coordinator will advise and record those who opt in or out of this coverage.
- c) Prior to out-of-province and international departure, the trip coordinator will verify that the student worker compensation coverage is valid in the destination where applicable.
- d) Prior to international departure, the trip coordinator will require students to register with the Canadian Government Travel Website.
- e) Prior to international departure, the trip coordinator will ensure student passports and travel visas are valid.
- f) Prior to international departure, all trip participants will be required to purchase GuardMe international travel insurance.

3.0 OTHER RELATED DOCUMENTS

Academic Partnerships (1118)

Academic Travel Involving Students (1123)

Field Trip Plan (1123.4791)

Injury Incident Report Form (2600.5390)

Injury Incident Reporting Guidelines (2600.5370)

International Travel Safety Plan (2106.5304)

Multi-Day Student Travel Form (1123.2228)

Student Code of Conduct (1112)

Student Use of Personal Vehicle and Accompanying Student
Passenger Form (1123.4792)

Travel (2106)

Records and Information Management (RIM) (5306)

Vehicle Operations (2600.5487)