

## MANUAL OF POLICY

<b>Title</b>	<b>College Sanctioned Travel for Students</b>	<b>3620</b>
<b>Legal Authority</b>	<b>Approval of the Board of Trustees</b>	
<b>Date Approved by Board</b>	<b>Board Minute Order dated November 9, 1995 As Amended by Board Minute Order dated December 20, 2001 As Amended by Board Minute Order dated July 28, 2005</b>	

Students will be permitted to travel off-campus only pursuant to this policy and procedures approved by the College President.

This policy shall apply to student travel that is undertaken by one or more students presently enrolled at the institution to reach an activity or event that is located more than 25 miles from an STC location that is organized and sponsored by STC and that is:

1. funded by STC, and the travel is undertaken using a vehicle owned or leased by STC; or
2. required by a student organization registered at STC

STC students are likely to travel via charter transportation services, public transportation, automobile or commercial airlines. STC students and student travel arrangements shall comply with all state and federal laws regarding travel safety and any policies or rules of the College, including but not limited to the use of seat belts or other safety devices. All rules and regulations regarding passenger capacity shall be complied with.

Any individual providing transportation services that is not employed by a licensed commercial transportation service provider is expected to have the proper credential or licensures. Such documentation shall be provided to STC's representative prior to the commencement of the travel. Any non-commercial operator must: be a full time employee of the College that is on the list of the College's qualified motor vehicle driver list, have completed student travel safety training, provided a copy of licensure, agree not to operate the mode of transportation if fatigued or otherwise unfit to operate the vehicle.

Student furnished transportation is not sanctioned transportation pursuant to this policy.

This policy shall be published as part of the next scheduled printing of the College Catalog and Student Handbook. Student travel procedures will also be disseminated and reviewed with students prior to departure for travel regulated by this policy.

The Vice President for Student Affairs and Enrollment Management and the Dean of Student Life and Wellness shall establish procedures for the implementation of this policy.