



WHITWORTH-SPONSORED STUDENT-TRIP POLICY

If you are traveling for university-sponsored off-campus trips/events with students, listed below are brief procedures that will be important to everyone's health, safety and protection.

INTRODUCTION

- **First, we assume risks all the time for very good reasons.** So the goal of this policy is to anticipate and minimize the level of risk we are taking.
- **Second, anything that is funded or planned by the university or by an agent of the university increases the level of Whitworth's (and your) responsibility.** That's not meant to discourage any of the great experiences or events that are offered to students. But it's important that you and your students are aware of and are willing to assume the responsibility associated with local, off-campus trips/events.
- **Third, procedures and resources are available to help minimize risks associated with off-campus trips/events.**
- **This policy assumes that students are accountable for following Whitworth travel policies and procedures.**

RESOURCES

- **Off-Campus Programs Office.** If you're planning a study program or other university activity that will involve travel (domestic or international), off campus for more than a day, you should contact the Whitworth International Education Center at 509.777.4596. The IEC staff has worked with insurance and risk-management consultants to develop helpful procedures that faculty and staff should follow when traveling off campus with students for more than a day.
- **Carolina Beck**, who can be reached at 509.777.3434, is Whitworth's risk management coordinator. If you have questions about your trip, she is a great resource for information about use of the university's vehicle fleet as well as for tips on personal safety and other types of assistance.

PROCEDURES

Once a student trip has been planned, the organizer must follow the relevant procedures outlined below.

Trips less than 50 miles, excluding overnight trips

1. The trip organizer must request a trip-approval-request form from the ASWU club advisor, the service-learning office or the chair of the academic department sponsoring the trip.
2. If a Whitworth vehicle will be used for transportation, the trip organizer must file a request for reservation of a pool vehicle with facilities services at 509.777.3254.
 - a. At the time of the request, the applicant's Whitworth driving privileges will be verified.
 - b. If the applicant has not been certified to drive a Whitworth vehicle, s/he will be required to complete an application to do so.
 - c. The potential driver must sign a waiver to verify his/her driving record.
 - d. The applicant(s) will then be required to take an online driver-training program administered through the Whitworth Security Department.
 - i. If a 10-15 passenger van is being requested, potential drivers must also complete a road-handling test.
3. If Whitworth does not provide transportation for the trip, faculty or staff **should not** suggest, recommend or require travel arrangements for students.
4. If a class requires off-campus travel, that should be noted in the syllabus.

Trips farther than 50 miles, within Washington or North Idaho

1. The trip organizer must request a trip-approval-request form from one of the following offices: student activities, service-learning, or environmental health safety and security.
2. The trip organizer must obtain a signed waiver from each participant on the trip and must return the waivers to the authorizing department.
3. The trip organizer must provide contact information and, in some cases, medical insurance information for each participant to the approving office. This information will be kept on file for the duration of the trip.
4. If a Whitworth vehicle is to be used, it must be reserved through facilities services at 509.777.3254. Conditions for driving the vehicle are outlined above in the section for trips under 50 miles.

Trips outside Washington or North Idaho

1. The trip organizer must request trip approval from the area vice president or his/her designee.
2. All steps for trips within Washington or North Idaho must be completed.

International Trips

1. All international travel must be coordinated through the Whitworth International Education Center at 509.777.4596.
2. All international travel must be approved by the area vice president or his/her designee.

OTHER GUIDELINES

Prevention of misconduct liability

- **Do not travel alone with a student.** For your own protection, travel with a group of students.

Trip Leadership

- Faculty and staff members who sponsor a trip must be available to the group at all times, or a responsible agent of the institution must be present with the group. In some cases, with prior approval, the responsible agent may be a qualified student.

Alcohol Policy

- Never provide alcohol to an underage student.
- No person responsible for transporting students can be under the influence of drugs or alcohol.

Incident Reporting

- All significant incidents, including, but not limited to, overnight hospitalization, sexual assault or attempted suicide must be reported within 24 hours of the incident to the area vice president or his/her designee and to Carolina Beck at 509.777.3434.