



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 responsibility for you and the institution.** That's not meant to discourage any of the great experiences or events that are offered to students. It's just important that you and your students are aware of and are willing to assume the responsibility associated with local, off-campus trips/events.
- **Third, we have procedures and resources 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.
- **Marisha Hamm.** Marisha, who can be reached at 509.939.9029 is Whitworth's manager of environmental health safety and security. If you have questions about your trip, Marisha is a great resource for information about use of the university's vehicle fleet, as well as for tips on personal safety and other assistance.

PROCEDURES

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

Trips less than 50 miles, excluding overnight trips

1. Trip organizer requests trip approval request form from ASWU club advisor, service-learning office or academic department chair, depending on the department sponsoring the trip
2. If a Whitworth vehicle will be used for transportation, a request for reservation of a pool vehicle must be made 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 northern Idaho

1. Trip organizer requests a trip approval request form from one of the following offices: student activities, service-learning, or environmental health safety and security.
2. Trip organizer obtains signed waivers for each participant on the trip and returns the waivers to the authorizing department.
3. Trip organizer provides contact information and, in some cases, medical insurance information for each participant to the approving office to be kept on file for the duration of the trip.
4. If a Whitworth vehicle is to be used, a pool vehicle 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 the state of Washington or northern Idaho

1. Trip organizer requests trip approval from the area vice president or his/her designee.
2. All steps for trips within Washington or northern 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 REQUIREMENTS

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 there must be a responsible agent of the institution 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 Marisha Hamm at 509.939.9029.