



TITLE: STUDENT TRAVEL POLICY

APPROVED: November 14, 1984

REVIEWED: June 24, 1999
January 15, 2004
March 22, 2005
June 8, 2006

NEXT REVIEW: 2007-2008

RESPONSIBILITY: Vice President, Administration

APPENDICES: Appendix 1: Student Travel Waiver Agreement

- CROSS-REFERENCE:**
- College Vehicle Use Policy
 - Absences for Athletic Team Travel Policy
 - Student Rights and Responsibilities Policy

POLICY STATEMENT :

Grande Prairie Regional College recognizes the importance of out of classroom experiences for its students. Travel can expand and reinforce concepts learned in the classroom, provide for new and unique learning experiences not available in the classroom or in our isolated geographic location and makes learning experiences more interesting and relevant for students.

PURPOSE :

To ensure that faculty, staff and students participating in student travel activities are aware of their respective responsibilities and to ensure that this integral part of the educational process is met.

SCOPE :

This policy refers to all college-related group activities which require students to travel off Campus. This policy applies to all faculty, staff and students participating in student travel activities.

DEFINITIONS:

PROCEDURE:

1.0 Responsibilities of the Student

- 1.1 The student will be responsible for personal transportation to and from the designated marshalling point.

- 1.2 The student will be responsible for signing the waiver agreement (Appendix 1) releasing GPRC of responsibility for personal accidents/injury.
- 1.3 The student will behave in accordance with guidelines established by the student travel supervisor. Students are expected to conduct themselves in a manner consistent with on-campus standards and are subject to the same disciplinary actions.
- 1.4 Additional expenses resulting from inappropriate conduct by the student will be borne entirely by the student.
- 1.5 The student will be responsible for providing necessary safety equipment as stipulated by the student travel supervisor.
- 1.6 The student will contribute to student travel expenses as stipulated by the student travel supervisor.
- 1.7 Prior to departure, the student will provide necessary documentation required by the student travel supervisor, e.g., passport information, medical forms, emergency forms, etc.
- 1.8 For emergency reasons, the student will provide his family or associates with an itinerary of the travel activity.
- 1.9 If an accident occurs while traveling, the student will be responsible to fill out all required WCB forms and student health insurance forms.
- 1.10 The student will be responsible for any school work missed as a result of the student travel activity.

2.0 Responsibilities of the Student Travel Supervisor

- 2.1 The supervisor will inform the student, in writing, of what will be required for the student travel activity regarding:
 - 2.1.1 Cost to the student
 - 2.1.2 Clothing requirements
 - 2.1.3 Documentation
 - 2.1.4 Behaviour guidelines
 - 2.1.5 Safety equipment such as hard hat, safety glasses and safety boots
 - 2.1.6 Any other materials that are required for the trip
- 2.2 The supervisor will inform the student, in writing, about departure times, itinerary and emergency telephone numbers.
- 2.3 The supervisor will provide a copy of the Student Travel Policy to students.
- 2.4 The supervisor will make arrangements for all necessary travel including transportation and accommodation.

- 2.5 The supervisor will be responsible for following the guidelines of the WCB coverage as mandated by Alberta Advanced Education to ensure necessary procedures are followed in completing accident forms.
- 2.6 The supervisor will be responsible for collecting signed Student Travel Waiver Agreements prior to the student travel activity. Expired agreements will be disposed at the end of each academic semester.
- 2.7 The supervisor when traveling outside of Canada will:
 - 2.7.1 carry a Medex Card. The Medex Card is available from Administrative Services and provides 24/7 multi-lingual emergency assistance including medical.
 - 2.7.2 ensure there are no travel warnings for the country they are planning to visit.
 - 2.7.3 obtain a copy of each participant's passport and detailed itinerary and will file the documents with a designated office/person at the College in case of an emergency.
 - 2.7.4 obtain and carry the appropriate contact information of the Canadian embassy for the country they are visiting.
 - 2.7.5 ensure students have purchased appropriate accident insurance when traveling abroad.
 - 2.7.6 purchase insurance on rental vehicles if outside of Canada and the USA. Renting vehicles in other countries is discouraged.
 - 2.7.7 ensure they are familiar with the laws of the of the country they are visiting.
- 2.8 The supervisor will have the authority to terminate the student travel activity or the participation of any individual at any time during the trip.

3.0 Vehicle/Driver Specifications

- 3.1 Students requesting to provide their own transportation must show proof of registration and insurance before permission is granted.
- 3.2 Please refer to the College Vehicle Use Policy for complete details.

4.0 Participation of Children *and Family Members*

- 4.1 Children will not be permitted on student travel activities unless it has been specifically organized for their purpose.
- 4.2 Members of the student travel supervisor's family are not permitted on student travel activities.

STUDENT TRAVEL WAIVER AGREEMENT

BETWEEN:

Grande Prairie Regional College

AND:

Name of Student (Please Print)

Brief Description of student travel activity:	_____

Date(s) of travel:	_____

I, the undersigned, understand clearly that by signing this waiver, I will be forever prevented from suing or otherwise claiming against Grande Prairie Regional College, its employees, practicum mentors, and practicum industries for any expenses incurred as results of injury that are not covered by provincial health care, WCB and/or student health insurance.

Student (signature)

Parent/Guardian (signature)
(Required if student is under the age of 18)

Date

Date

Witness

Witness

The personal information on this form is collected under the authority of the Colleges Act of Alberta and is protected by the provisions on the Freedom of Information and Protection of Privacy (FOIP) Act. Information on this form is being collected as a requirement of the Student Travel Policy and will be retained for the length of time necessary to fulfill this purpose.