

John Carroll University



Student Organization Travel Policy

A/O 8/24/12

Table of Contents

Section 1: Overview and Definitions.....pg. 3

- Definition of Student Organization Travel
- What is a Recognized Student Organization
- Categories of Travel
- Failure to Comply
- Forms Needed

Section 2: Liability and Insurance.....pg. 5

- Definitions
- What Can I Do to Minimize Travel Risks and Liability
- What Do I Do if Something Happens During the Trip
- Student Medical Insurance
- Property Claims

Section 3: Planning a Trip.....pg. 7

- Select a Travel Supervisor
- Destination Site
- Transportation
- Travel Using University-Owned Vehicles
- Travel Using Personal Vehicles
- Deviation from Travel Plans
- Trip Expectations
- Emergency Planning
- Trip Contingencies
- Special Requirements for Participation in the Trip
- Additional Insurance
- Compliance with University Policies
- Certificate of Insurance
- Records and Documentation

Section 4: Travel Funding Assistancepg. 10

Section 5: Travel Documents.....pg. 11

- Trip Information and Registration Form
- Trip Roster
- Trip Participant Emergency Contact Information
- Waiver and Release of Liability
- Health Information Statement – Self Disclosure Information
- Accident Report
- Incident Report
- Important College Phone Numbers
- Quick Sheet for Student Organization Travel

Section 1: Overview and Definitions

What is Student Organization Travel?

John Carroll University Student Organization Travel is defined as any off-campus experience that is sponsored by a recognized John Carroll student organization. Such travel includes retreats, conferences, conventions, competitions, workshops, field trips, off-campus speakers/rallies and other such trips/events. The travel must be approved by the organization's faculty/staff advisor and should support the mission of the organization.

What is a Recognized Student Organization?

A recognized student organization at John Carroll University is one that has had their application for recognition and constitution approved by the Student Union and has registered with the Office of Student Activities each semester.

Categories of Travel

There are two (2) categories of travel determined by the length of time off-campus and/or location.

1. *One Day* – Any travel in which students leave and return to campus on the same day **(to a location more than 50 miles away from John Carroll one way)**.
2. *Overnight* – Any overnight travel for one or more nights requires the presence of the student organization's faculty/staff advisor. In the event that the faculty/staff advisor is unable to travel with the organization, another faculty/staff member of the JCU community must take their place with the approval of the organization and the organization's advisor. *Note: in order to support the mission of JCU, any group organizing overnight lodging at a hotel or motel as part of a university trip may not have co-ed rooms and must provide rooms for women only and men only for participants.

Failure to Comply

Failure to comply with these policies will result in revocation of travel funding for the entire organization for a length of time to be determined by the director of student activities and may result in conduct sanctions by the dean of students' office.

Forms Needed

1. *One Day* – Turn in the following forms to the office of student activities the day before the trip:
 - Trip Information and Registration Form
 - Trip Roster(Take important phone numbers and blank Accident and Incident Reports)
2. *Overnight* – Turn in the following forms to the office of student activities at least 2 days before the trip:
 - Trip Information and Registration Form
 - Trip Roster
 - Trip Participant Emergency Contact Information
 - Statement of Participation
 - Health Information Statement – Self Disclosed Information(Take important phone numbers and blank Accident and Incident Reports)

Section 2: Liability and Insurance

John Carroll University carries many types of insurance. If a claim or suit is presented on account of wrongful death, personal injury, or property damage that asserts negligence on the part of the university, the university's general liability insurance company will investigate and defend the university as necessary within the coverage terms and conditions.

Employees are covered by the general liability policy, but only for acts within the scope of their employment or while performing duties related to the conduct of JCU business.

Most claims against college and universities associated with field trips can be attributed to the following:

- Lack of planning
- Lack of supervision
- Failure to enforce policies or rules
- Failure to provide proper or well-maintained equipment
- An unsuitable site

Advisors and Travel Supervisors should take note of the following precautions:

- **Negligence** – Failure of one who owed a duty of care to another to fulfill that duty, resulting in injury to the party owed the duty of care. Negligence can occur both by doing something that a reasonable, prudent person would do in a particular situation or from failure to do what a reasonable, prudent person would do in a certain circumstance.
- **Duty and Risk** – Duty to “invitees” (i.e. students) to discover and correct any unreasonably dangerous condition or to warn of its existence. Duty and risk liability usually takes into account that in certain situations potential dangers are obvious to all participants. Sponsorship of an activity (i.e. field trips, intercollegiate athletics) create a special relationship and heightens the obligation of college employees to supervise and prepare students for the foreseeable hazards that they might encounter during the field trip.
- **Duty to Warn/Educate Participants** – A duty to warn field trip participants of known hazards and prepare students for the foreseeable hazards they might encounter during the field trip. When faculty or staff is aware of conditions that may pose an unreasonable risk to a field trip participant, especially those hazards that may be unclear to a casual observer, there is greater potential for institutional liability.
- **Duty to Use Reasonable Care** – A duty to provide reasonably safe conditions for participation in a field trip. There is an obligation to provide a reasonably safe environment for students when field trip coordinators know or should have known of a potentially dangerous situation. Good judgment is required by all field trip organizers in exercising this responsibility to use reasonable care in planning and implementing a field trip.
- **Assumption of Risk** – In many situations students assume the obvious and inherent risks associated with field trip activity that cannot be eliminated by the exercise of reasonable care. The student is required to act responsibly and not be negligent.

What Can I Do to Minimize Travel Risks and Liability?

It is impossible to eliminate all risks entirely. However, advance planning can help minimize the exposures to organization members/advisors and John Carroll University. The following information is designed to serve as a guide to assist JCU student organizations in making a reasonable effort to ensure a safe educational experience for students participating in field trips under their guidance (Also see Appendix 1 for a "Checklist for Planning a Field Trip.")

What Do I Do if an Accident or Emergency Happens During the Trip?

In the event of an accident or an emergency, student organization travel supervisors should first attend to the injured, and then determine what condition(s) or act(s) caused the injury or illness. The supervisor should initiate any steps that are necessary to prevent similar incidents in the future. Things to look for are:

- Specific sequence of events that led to the emergency situation
- Conditions that may have contributed to the emergency situation
- Statements from eyewitnesses, if available.

The travel supervisors should contact JCU campus safety services (216.397.1234) and the office of student activities (216.397.4288) immediately if a participant sustains a bodily injury or within 24 hours for property damage to vehicles. Once it is possible to document the incident, complete the Accident Report or Incident Report (found in Section 4). A copy should be submitted to the office of student activities as soon as possible.

Student Medical Insurance

Students are responsible for their own medical insurance coverage for student organization travel just as they are while attending classes on campus.

Property Damage

All losses or damage to University property should be reported to campus safety services within 24 hours. Be advised - the use of personal property by employees or students is at your own risk. John Carroll University does not reimburse for loss or damage to personal property.

Section 3: Planning a Trip

1. Select a Travel Supervisor

For any overnight travel, the organization must select the student leader to serve as the Travel Supervisor. The role of the Travel Supervisor is to lead the planning of the trip and to serve as a liaison between the faculty/staff advisor and the trip participants. The Travel Supervisor should help with communication amongst the participants and help the advisor to resolve any problems or issues that occur during the trip. The student leader must be at least of sophomore standing and be in good standing academically and judicially with the university.

2. Destination Site

The Advisor/Travel Supervisor should be familiar with the site and prepare a site safety plan to present to participants. Lodging premises and locations should be reasonably safe or written documentation provided concerning associated risks. Orientation for travel participants should include any procedures for a “buddy system”, a procedure in which two people, the buddies, operate together as a single unit so that they are able to monitor and help each other and information on known risks as well as local, cultural, custom and legal requirements.

3. Transportation

The type of trip determines the method of transportation. The majority of JCU travel uses university-owned vehicles; however, trips by personal vehicles, rental vehicles, chartered buses and commercial airlines also occur. If renting a vehicle, please go through our preferred vendors www.jcu.edu/fas/pas (Enterprise or National Rental).

a. Travel Using University-Owned Vehicles

- Van Fleet – Only drivers who have gone through the Van Fleet Certification Process are permitted to reserve and operate vans. All vans reserved through the office of student activities are for official university activities only. For questions and/or assistance, please contact the office of student activities at 216.397.4288 or visit the office during normal business hours (8:30am – 5pm) in Suite 201 of the D. J. Lombardo Student Center. University vans can only be driven within 100 miles round trip. Personal use of vans is prohibited.
- Other Fleet Service Vehicles – Student organizations can make arrangements to use the following:
 - 12 Passenger Van
 - 14 Passenger Minibus
 - 33 Passenger BusContact Tom Kriz in Fleet Services at 216.397.4581 or tkriz@jcu.edu to schedule a vehicle.

b. Travel Using Personal Vehicles

Students, faculty and staff are to use university-owned vehicles or rental vehicles for all student organization travel. If there are extenuating circumstances that make it challenging to abide by this policy, exceptions and arrangements must be approved by the office of student activities. *Please note: the university is not liable for physical damage to personal vehicles or medical compensation for their passengers.

4. Deviation from Travel Plans

In certain situations, students may wish to deviate from the group travel plans, such as requesting to drive their personal vehicle or make their own travel arrangements. Students should be *discouraged* from doing so and must be made aware that they will be traveling at their own risk and understand that the university's auto insurance will not respond to an accident claim for a personal vehicle. The university is not liable for physical damage to personal vehicles or medical compensation for their passengers.

5. Trip Expectations

Advisors/Travel Supervisors should provide participants with some form of orientation prior to departure. The type of trip will dictate the level of detail needed in the orientation, but both verbal and written communication is essential. Materials should include the trip destination and purpose, a travel itinerary, route, rest and meal stops, lodging and transportation information, appropriate clothing or gear, and the established rules and protocols specific to the trip. In addition, materials should include a summary of activities and physical requirements students will encounter; any known or unusual circumstances that would require advance preparation or equipment; and any known unique hazards.

6. Emergency Planning

The type of trip dictates the level of emergency planning needed. If the trip location is remote, it is strongly recommended that at least two persons on the trip have first aid skills, a first aid kit and a cell phone or appropriate means of communication in the event emergency aid is needed. Confirmation that cell phones will operate from the field trip site should be made in advance so that alternative arrangements can be made if needed. Also determine a protocol for circumstances that may necessitate the Advisor/Travel Supervisor leaving the group to accompany an injured or ill participant.

For Overnight trips, the Advisor/Travel Supervisor should make sure that each field trip participant completes a Trip Participant Emergency Contact Information form, Statement of Participation, and Health Information – Self Disclosure Information form. A copy of these documents should be kept with the Advisor/Travel Supervisor and a copy must be provided to the office of student activities. Students should be reminded to carry ID and medical insurance cards. Travel Supervisors should carry emergency phone numbers to reach JCU; however all participants should know how to contact the institution from the site, find and use the first aid kit, find and use a cell phone and know what to do if they get separated from the group.

7. Trip Contingencies

Even with the best planning effort, things can still go wrong. Try to anticipate what complications could arise and then develop contingency plans in advance. Examples include: a student needs to leave early because of a personal/family emergency; a student violates established rules; or there are weather or transportation delays or cancellations. Understand any contract limitations or restrictions.

8. Special Requirements for Participation in the Trip

If any students have disabilities or special requirements that may need to be accommodated, refer to the center for students with disabilities for more information (216.397.4263).

9. Compliance with University Policies

All participants must understand that university policies for faculty, staff and students are still in effect and apply to trips regardless of the location (see JCU Community Standards Manual for these policies). Instructional activities and settings should be consistent with JCU policies including, but not limited to policies on alcohol and drug use, vehicle use, sexual harassment, and student conduct.

10. Certificate of Insurance

Sometimes the trip destination, organization, or establishment will require a Certificate of Insurance from John Carroll University prior to use of their facility or event participation. If asked to provide this document, the risk management office can provide a certificate of insurance for other parties (216.397.1982). You will need to provide the risk management office with the following information via email to (ghomany@jcu.edu):

- Site Contact Name
- Address
- Phone
- Fax or Email
- Date of trip or facility use

11. Records and Documentation

Advisors/Travel Supervisors should consider the nature of the trip and review documentation to ensure that language is clear and accurate when providing information to participants or preparing informed consent forms or release statements. Written records that should be obtained in advance of the field trip should be clearly filled out and easily accessible. The Advisor/Travel Supervisor should have a copy and copy must be provided by the office of student activities.

Section 4: Travel Funding Assistance

All registered and recognized student organizations in good standing can apply for funds to help defray the costs of sending members to a student organization affiliated event/conference on the Travel/Conference Request Form. Groups can request funds for registration fee, lodging, and transportation. This form is also used for driving to an event, such as requests for gas money.

To access the form please click [here](#) or go to <https://johncarrolluniversity.wufoo.com/forms/s6x3w5/>

Once the student organization has completed and submitted the Travel Request, a representative needs to appear and present their request to the Student Organization Budget Board (SOBB). Student organizations need to sign up for a presentation time on the front door of the Student Union office (across from the office of residence life). Be sure that the representative who attends the SOBB meeting is knowledgeable about the request and can answer questions about all aspects of the trip. The Budget Board will rule on the request and the Vice President for Student Organizations will communicate decisions to the student organization contact.

Approved monies will not be released until the student organization submits the proper forms to the office of student activities (see checklist). The university reserves the right to deny funds to student organizations for travel requests if the proper paperwork is not completed and protocol is not being followed.

Section 5: Travel Documents

- Trip Information and Registration Form
 - Trip Roster
- Trip Participant Emergency Contact Information
 - Waiver and Release of Liability Form
- Health Information Statement – Self Disclosure Information
 - Accident Report
 - Incident Report
 - Important College Phone Numbers
- Quick Sheet for Student Organization Travel

Trip Information and Registration Form

Name of Organization: _____

This trip is: _____ One Day _____ Overnight

Date of Departure from Campus: _____ Date of Return to Campus: _____

Location(s) of Trip: _____

Name of advisor who will on the trip (if overnight): _____

Contact Phone Number for Advisor while on trip: _____

Travel Supervisor Name: _____

Contact Phone Number for Travel Supervisor while on trip: _____

Method of Transportation: _____ University Vehicle _____ Plane _____ Other
If "other" please list method of transportation _____

Driver(s) Names (if applicable): _____

Please note: If personal vehicles are used, the driver and driver's insurance assumes liability – see page 5.

To be completed by Organization Advisor

I, as the JCU faculty/staff advisor for this organization, acknowledge and give permission for this trip as detailed above. I grant permission for the student listed above to serve as Travel Supervisor. I have spoken with him/her regarding expectations and policies for the trip. We have exchanged contact information and I am aware of all the people going on the trip. I have been given a copy of all the paperwork completed for this trip for my records.

Printed Name of Advisor

Signed Name of Advisor

Date

For Office of Student Activities

Date paperwork was received in the office of student activities: _____

Notes: _____

Trip Participant Emergency Contact Information

Name of Organization: _____

Trip Destination: _____ Trip Dates: _____

JCU Banner ID: _____

PRIMARY EMERGENCY CONTACT INFORMATION

Name of Emergency Contact: _____

Relation: _____

Primary Phone Number: _____

Secondary Phone Number: _____

Email Address: _____

Fax Number: _____

Other Contact Information: _____

SECONDARY EMERGENCY CONTACT INFORMATION

Name of Emergency Contact: _____

Relation: _____

Primary Phone Number: _____

Secondary Phone Number: _____

Email Address: _____

Fax Number: _____

Other Contact Information: _____

Printed Name of Participant

Signed Name of Participant

Date

Waiver and Release of Liability Form

I hereby certify that I am over the age of eighteen and by my signature below, I hereby release John Carroll University (JCU), its officers, agents, employees, successors, and assigns from any and all liability, not caused directly by negligence of JCU or its representatives, arising out of or in any way related to my participation in a student field trip to

_____ (Location)

in _____ (City and state).

The group will leave on _____ (Date) and return on _____ (Date).

I understand that this is a voluntary trip/activity and as with any such trip/activity there will be risks involved with these activities. I hereby accept these risks.

Transportation

I understand that the University is providing transportation (e.g. University vehicles, commercial vehicles, rental cars, or airlines) to and from or at the above destination. I understand that there are risks associated with this type of transportation including but not limited to, bodily injury or death and property damage. I accept the associated risks with this type of transportation.

Overnight Accommodations

I understand that the University is providing overnight accommodations and that any damages or charges as a result of my actions that are deemed to be outside of the scope of this trip will be my responsibility. I accept this responsibility and associated costs.

Faculty/Staff Supervision

I understand that University faculty and/or staff will be accompanying me on this trip and that I must comply with University policies concerning alcohol and drug use, vehicle use, student misconduct, smoking, principles of academic freedom, policy on sexual harassment, etc., just as I would on campus. I accept this responsibility.

Medical Release/waiver

If I require medical care while participating in the activities of this trip, I authorize JCU through its employees or agents to contact _____ (Emergency Contact Name) at phone number, (____) _____, or if that is not possible, I authorize JCU through its employees or agents to summon emergency medical care or to take me to the nearest medical facility for purposes of receiving medical care with the understanding that I will not hold JCU, or its employees, agents or representatives responsible for the actions of the agents, representatives or employees of the medical facility and that I will assume any and all responsibility for payment of same.

Participant (Print Name)

Date

Participant (Signature)

Date

Health Information Statement – Self Disclosed Information

Name of Participant: _____

Name of Organization: _____

Trip Destination: _____ Trip Dates: _____

JCU Banner ID: _____ Gender: _____

Date of Birth: _____ Phone Number: _____

Do you have any allergies (medicines, food, environmental, animal, etc.)?: _____

Do you have any dietary restrictions? _____

Are you taking any medications that you will be bringing with you (including an inhaler)?: _____

Do you have any medical conditions that are important for medical personnel/Travel Supervisor to know about (i.e. seizures/epilepsy, asthma, fainting spells, heart condition, anemia, etc.)?: _____

The above information is accurate to the best of my knowledge.

Student Signature

Date

Students under the age of 18 must have this form signed by their parents or legal guardian.

Signature of Parent/Guardian

Date

Note: This form will be secured with the advisor for the duration of the trip and will be destroyed at the end of the school year.

Accident Report

*The injured student or trip participant should complete this form.
Bring original form to the office of student activities (2nd floor of the D.J. Lombardo Student Center)*

Name of Participant: _____

Name of Organization: _____

Trip Destination: _____ Trip Dates: _____

JCU Banner ID: _____ Gender: _____

Date of Birth: _____ Phone number: _____

Permanent Home Address: _____

Date of Accident: _____ Time of Accident: _____ AM/PM

Witness(s): _____

Description of Accident: *Please describe how the accident happened. What were you doing at the time of injury? List any specific acts by individuals or conditions that led to the accident. Include any tools, machinery, instruments, involved. Use back of form for more space.*

NATURE OF INJURY			PART OF BODY INJURED		
Abrasion	Cut	Scratch	Abdomen	Face	Leg
Amputation	Dislocation	Shock	Ankle	Finger	Mouth
Asphyxiation	Fracture	Sprain	Back	Foot	Nose
Bite	Laceration	Splinter	Chest	Forearm	Shoulder
Bruise	Poisoning	Strain	Ear	Hand	Teeth
Burn	Puncture		Elbow	Head	Wrist
Concussion	Repetitive Stress Injury		Eye	Knee	
Other (specify): _____			Other (specify): _____		

Did you go to the hospital/doctor? Y N

What hospital/doctor? _____

Signed by Injured Party

Date

Incident Report

Individual(s) Involved	JCU Banner ID	Cell Phone Number	Campus Address

Incident Date: _____

Incident Time: _____ AM/PM

Incident Location: _____

Description of Incident: _____

Printed Name of Person Reporting

Phone Number

Signed Name of Person Reporting

Date

Important University Phone Numbers

Campus Safety and Security	216.397.1234
Dean of Students	216.397.3010
Health Center	216.397.4349
Main Line (Switchboard)	216.397.1886
Student Activities	216.397.4288
Vice President for Student affairs	216.397.4213
Students with Disabilities	216.397.4263

Other Phone Numbers:

Quick Sheet for Student Organizational Travel

To be used for planning only, does not need to be submitted.

One Day Trips:

- _____ Obtain approval for travel from your organization advisor
- _____ Select a Travel Supervisor.
- _____ Apply for funding through the Student Organization Budget Board (SOBB), if applicable.
- _____ Complete Trip Information and Registration Form
- _____ Complete Trip Roster Form
- _____ Turn in copy of the Trip Information and Registration Form & Trip Roster Form to the Office of Student Activities (2nd Floor of the D.J. Lombardo Student Center).
- _____ Fees (who pays, if the organization is paying make sure to get receipts and use a tax exempt form. Don't forget any parking fees that may apply).
- _____ Meals (who provides food, special dietary needs, etc)
- _____ Transportation (air, bus, personal vehicle, rental vehicle, university vehicle)
- _____ Make sure to take important phone numbers and blank Accident and Incident Reports

Overnight Trips (remember Advisor MUST accompany group on overnight trips):

- _____ Obtain approval for travel from your organization advisor
- _____ Select a Travel Supervisor.
- _____ Apply for funding through the Student Organization Budget Board (SOBB), if applicable.
- _____ Complete Trip Information and Registration Form
- _____ Complete Trip Roster Form
- _____ Have each participant complete a Trip Participant Emergency Contact Information form, Waiver and Release of Liability form, and Health Information Statement – Self Disclosure Information form.
- _____ Turn in copy all forms to the Office of Student Activities (2nd Floor of the D.J. Lombardo Student Center).
- _____ Fees (who pays, if the organization is paying make sure to get receipts and use a tax exempt form. Don't forget any parking fees that may apply).
- _____ Meals (who provides food, special dietary needs, etc.)
- _____ Transportation (air, bus, personal vehicle, rental vehicle, university vehicle)
- _____ Make sure to take important phone numbers and blank Accident and Incident Reports