



OKLAHOMA CITY COMMUNITY COLLEGE

TITLE: ADMINISTRATIVE PROCEDURE NO. 5059

STUDENT IN-STATE AND ONE-DAY TRIPS

For college organized and sponsored student trips that are one-day events, the following criteria must be met:

1. Participants must be 18 years of age or accompanied by an adult.
2. The trip must be sponsored by an instructional program, the Office of Student Life, or by an approved club, organization or program within the College.
3. Cost of the trip must be paid by the participant, with ancillary expenses paid by the college only if approved as part of the instructional program or approved by Director of Student Life, if expended from the student activity budget. In addition, expenses could be paid by an approved student club or organization.
4. A full-time professional employee of the college must be designated as sponsor.
5. When college transportation is provided, regular college policy for use of college vehicles will be followed.
6. If college transportation is used, the driver must be a college employee or college work-study student, with a current Oklahoma driver's license.
7. If transportation is provided by a vendor, the vendor must possess appropriate licenses and liability coverage.
8. Transportation provided by participants must be approved by the sponsor and the driver must provide a current Oklahoma driver's license and appropriate automobile liability insurance.

Revised: 03-26-2001