



NO. 5059 STUDENT TRAVEL POLICY

- 1.0 Oklahoma City Community College (OCCC) adopts this Student Travel Policy to provide a safe framework for the travel of Students participating in official OCCC Organized or Sponsored Events.
- 2.0 This policy applies to OCCC Students who are enrolled at OCCC or who have been invited to travel with OCCC to take part in official OCCC Sponsored or Organized Events involving travel away from Campus. It further applies to those individuals traveling with Students, including OCCC employees and volunteers.
- 3.0 Definitions
 - 3.1. “Student” means:
 - 3.1.1. All persons enrolled for classes or otherwise contracted to receive instruction at OCCC, including both in-person and distance learning instruction, whether full or part-time, and
 - 3.1.2. Other students who are not enrolled in OCCC classes, but who are invited to travel on OCCC Organized or Sponsored Events with the express approval of the Vice President for Student Affairs or the Vice President for Academic Affairs, as applicable.
 - 3.2. “Recognized Student Organization” means any student organization registered and approved by the Vice President for Student Affairs.
 - 3.3. “Organized Event” means an activity initiated or arranged by an OCCC employee or recognized student organization, and which is expressly approved by the Vice President for Student Affairs or the Vice President for Academic Affairs, as applicable.
 - 3.4. “Sponsored Event” means any activity endorsed by OCCC through financial support or by inviting students to participate in an activity approved by the Vice President for Student Affairs or the Vice President for Academic Affairs, as applicable.
 - 3.5. “Event” means either an Organized Event or Sponsored Event as defined herein.
 - 3.6. “Domestic Travel” means travel within the 50 states of the United States, the District of Columbia, and the U.S. Territories.
 - 3.7. “International Travel” means travel outside of the 50 states of the United States, the District of Columbia, and the U.S. Territories.
 - 3.8. “Overnight Travel” means any trip where participants stay in overnight accommodations, regardless of location, distance from Campus, or length of stay.
 - 3.9. “Registered” or “Registration” means the electronic submission of required information to be made accessible to appropriate OCCC representatives.
 - 3.10. “Campus” means the OCCC main campus located at 7777 S. May Avenue.
 - 3.11. “Curricular” means any travel associated directly with an OCCC course.

3.12. “Co-Curricular” means any travel associated with an OCCC organization or group, not directly associated with an OCCC course.

4.0 Travel Requirements

4.1. Travel must be consistent with OCCC’s mission and policies, as well as those of the department or recognized student organization sponsoring or organizing the Event. All Student travel is conditioned upon the express approval of the Vice President for Student Affairs for co-curricular travel or the Vice President for Academic Affairs for curricular travel.

4.2. Students must comply with the requirements within the OCCC Student Conduct Code. Students, employees, and other participants must comply with other applicable OCCC policies and procedures, and all applicable laws.

5.0 Vehicle Use

5.1. Policies and procedures for use of OCCC owned vehicles by OCCC employees for travel Events must be followed. Students, unless employed by OCCC and have completed the required training, are not permitted to drive OCCC owned vehicles.

5.2. Students who drive private vehicles for attendance at OCCC Sponsored or Organized Events are individually responsible for possessing a valid driver’s license and auto liability insurance as required by law, obeying all driver and traffic laws, and limiting the number of passengers to the vehicle’s capacity for seatbelts and other safety requirements.

6.0 Waivers and Accommodations

6.1. Before departure, Students aged 18 and over who will travel on OCCC Sponsored or Organized Events must complete and return the OCCC General Release, Waiver and Agreement not to sue to the event sponsor or organizer.

6.2. Before departure, the parents or legal guardians of Students who have not reached the age of 18 must complete and return the General Release, Waiver and Agreement not to sue to the event sponsor or organizer.

6.3. Employees acting in their employment capacity shall not share overnight accommodations with Student participants while traveling. Any exceptions must be approved in advance in writing by Human Resources and either the Vice President for Student Affairs for co-curricular travel or the Vice President for Academic Affairs for curricular travel, as applicable.

7.0 Travel Requests

7.1. Travel requests must be submitted to the Vice President for Student Affairs for co-curricular travel or the Vice President for Academic Affairs.

7.2. The Vice President for Student Affairs or the Vice President for Academic Affairs, as applicable, may approve or deny any travel request at any time. A travel request that is approved initially may be denied later for any reason.

7.3. The required minimum time frames for travel requests are as follows:

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| Category A In-state, Same Day Travel | Two (2) weeks in advance of departure |
| Category B In-state, Overnight Travel | Four (4) weeks in advance of departure |
| Category C Out-of-state Travel | Six (6) weeks in advance of departure |
| Category D International Travel | Six (6) months in advance of departure |

Any exceptions to these time frames must be approved by of the Vice President for Student Affairs for co-curricular travel or the Vice President for Academic Affairs for curricular travel.

- 7.4. For Categories B, C, and D, the Vice President for Student Affairs for co-curricular travel or the Vice President for Academic Affairs for curricular travel, shall provide travel information (described below) to Risk Management within one week of initial receipt of the request.
- 7.5. The travel information required to be provided in Section 7.3 includes:
 - 7.5.1. Departure times and locations for each leg of the travel from the time of departure until returning to Campus,
 - 7.5.2. Transportation mode(s), travel itineraries, and lodging information including the address, phone number and duration of stay, and
 - 7.5.3. A list of all participants, including phone numbers, OCCC ID numbers, and emergency contact information for each participant.
 - 7.5.4. For Travel arranged by an outside agent, a written plan for liability, payment, and logistics for each segment of the trip, e.g. deposits, payments, transportation, tips, lodging, meals, etc.
- 7.6. Students participating in International Travel must comply with additional registration procedures as set forth by the OCCC Office of Risk Management, including without limitation, proof of health and travel insurance, providing a copy of a valid passport, signing any additional waivers as may be required for a particular Event, and registration with the U.S. Department of State Smart Traveler Enrollment Program at <https://step.state.gov/STEP/Index.aspx>.
- 7.7. The Vice President for Student Affairs or the Vice President for Academic Affairs shall coordinate with the OCCC Office of Risk Management to manage requirements of co-curricular or curricular travel, as applicable.

8.0 Incident Reporting

- 8.1. In an emergency, travel participants must always seek emergency assistance first, e.g. by calling 911, if applicable. If an incident occurs during travel, it must be promptly reported by the Event Sponsor or Organizer to their immediate supervisor. Event

Sponsors and Organizers must report all Clery Crimes to the OCCC Campus Police Department at (405) 682-7872 at any time around the clock. Examples of incidents that must be reported include, but are not limited to, accidents, illnesses, injuries, missing participants, sexual harassment, stalking, violence, and participant misconduct, including all Clery crimes as required by the United States Department of Education. Clery crimes include the following offenses: murder and non-negligent manslaughter, negligent manslaughter, aggravated assault, arson, burglary, robbery, motor vehicle theft, rape, fondling, incest, statutory rape, any liquor law violation, weapons possession, any drug abuse violations, domestic violence, dating violence, and stalking. Additionally, any larceny, simple assault, intimidation, or destruction, damage, or vandalism of property that manifests evidence that the victim was intentionally selected because of the perpetrator's bias against the victim (hate Crime). It may be necessary for the OCCC Event organizer or sponsor to remain with the individual experiencing the incident until appropriate medical or other assistance is secured, as determined by OCCC officials after receipt of the incident report.

9.0 Compliance

Failure to adhere to this policy may result in disciplinary action under OCCC policies and procedures, as may be applicable.

Adopted: February 25, 2022