



OKLAHOMA CITY COMMUNITY COLLEGE

TITLE: ADMINISTRATIVE PROCEDURE NO. 5060

STUDENT OUT-OF-STATE TRIPS

For College organized and sponsored student trips that are out-of-state or overnight, the following criteria must be met:

1. Participants must be credit students, college employees, or guests of students or employees.
2. The trip must be sponsored by an instructional program, an approved club or organization, or the Office of Student Life.
3. The cost of the trip must be paid by the participant, with ancillary expenses paid by the college only if approved by the Vice President for Student Services, 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. Educational and General budget funds are used for college transportation only if the trip is a part of an approved instructional activity.
6. If transportation is provided by a vendor, the vendor must possess appropriate licenses and liability coverage.
7. Transportation provided by participants must be approved by the sponsor and the driver must provide appropriate accident, health, and liability coverage.
8. Transportation in which students are required to drive must follow college vehicle policies and must, if the trip is more than 300 miles one way, have a minimum of two qualified drivers per vehicle.

Effective: 01-20-1994