



OKLAHOMA CITY COMMUNITY COLLEGE

NO. 5059 STUDENT TRAVEL POLICY

1.0 POLICY STATEMENT. It is the policy of OCCC to promote the safe travel of students to participate in official OCCC organized and/or sponsored events. Accordingly, any OCCC organized or sponsored event must be approved and comply with the requirements of this policy.

2.0 SCOPE. This policy applies to OCCC students enrolled at OCCC and individuals traveling with students, including non-student participants, to take part in official OCCC Organized or Sponsored Events involving travel away from Campus. It further applies to those organizing and arranging travel programs.

3.0 DEFINITIONS.

- 3.1. “Student” means all persons enrolled for classes or otherwise contracted to receive instruction at OCCC, including both in-person and virtual instruction, whether full or part-time.
- 3.2. “Non-Student Participant” means other persons who are not enrolled in OCCC classes, but who are invited to participate and travel on OCCC organized or sponsored events with the express approval of the OCCC organized or sponsored event organizer.
- 3.3. “Recognized Student Organization” means any student organization who has met the required recognition criteria, approved by the Director of Student Life, and in good standing per the current Student Club/Organization Manual.
- 3.4. “Curricular” means any travel associated directly with an OCCC course.
- 3.5. “Co-Curricular” means any travel associated with an OCCC organization or group, not directly associated with an OCCC course.
- 3.6. “Organized Event” means an activity initiated or arranged by an OCCC faculty/staff member or recognized student organization, and which is expressly approved by the Vice President for Student Affairs & Strategic Enrollment, and/or the Vice President for Academic Affairs, or their designated delegate, depending upon the nature and origin of the request.
- 3.7. “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 & Strategic Enrollment and the Vice President for Academic Affairs, or their designated delegates, as applicable.
- 3.8. “Domestic Travel” means travel within the 50 states of the United States, the District of Columbia, and the U.S. Territories.
- 3.9. “International Travel” means travel outside of the 50 states of the United States, the District of Columbia, and the U.S. Territories.

- 3.10. “Overnight Travel” means any trip where participants stay in overnight accommodations, regardless of location, distance from Campus, or length of stay.
- 3.11. “Registration” means the electronic submission of required information to be made accessible to appropriate OCCC representatives for student travel.
- 3.12. “Campus” means the OCCC main campus located at 7777 S. May Avenue.
- 3.13. “Travel Registration System” means the software program used by OCCC for accounting of out-of-state domestic and international travel.
- 3.14. “Medical Emergency” means any physical, mental, behavioral or emotional event requiring immediate specialized attention.

4.0 TRAVEL REQUESTS AND APPROVALS.

- 4.1. Student travel requests must be submitted to the Vice President for Student Affairs & Strategic Enrollment for co- curricular travel, the Vice President for Academic Affairs for curricular travel, or their designated delegates, as applicable. Anyone seeking approval for student travel requests should consult their division’s internal travel request procedures.
- 4.2. The Vice President for Student Affairs & Strategic Enrollment, the Vice President for Academic Affairs, or their designated delegates, as applicable, may approve or deny any travel request at any time. A travel request that is approved initially may be revoked later if any of the following concerns are brought to the Vice President for Student Affairs & Strategic Enrollment, the Vice President for Academic Affairs, or their designated delegates, as applicable:
 - 4.2.1. The procedures in this policy or other OCCC applicable policies have not been followed;
 - 4.2.2. False information has been provided to the Vice President for Student Affairs & Strategic Enrollment, the Vice President for Academic Affairs, or their designated delegates for the purpose of circumventing proper procedures and/or expediting approvals;
 - 4.2.3. There is a legitimate forthcoming, ongoing, or imminent safety concern.
- 4.3. The Required minimum time frames for travel requests are as follows:

Category A: Same Day, Local/OKC Metro Travel	If all safety waivers and motor pool protocols are followed, only notice is needed.
Category B: In-state, Same Day Travel	Two (2) weeks in advance of departure
Category C: In-state, Overnight Travel	Four (4) weeks in advance of departure
Category D: Out-of-state Travel (Travel Registration System)	Six (6) weeks in advance of departure

Category E: International Travel (Travel Registration System)	Six (6) months in advance of departure
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- 4.4. College Divisions shall be responsible for enforcing applicable time frames for travel requests to account for the needs of each program. Funding and other factors may prevent programs from compliance with travel request time frames. Exceptions may be approved by of the Vice President for Student Affairs & Strategic Enrollment for co-curricular travel or the Vice President for Academic Affairs for curricular travel.
- 4.5. Travel requests for Category B, C, D, and E, shall notify the Office of Legal Affairs of travel information within one week of such request.
- 4.6. All travel information, required to be provided in Section 4.3, must be entered into the OCCC's Travel Registration System, which includes:
 - 4.6.1. Departure times and locations for each leg of the travel from the time of departure until returning to Campus,
 - 4.6.2. Transportation mode(s), travel itineraries, and lodging information including the address, phone number and duration of stay, and
 - 4.6.3. A list of all participants, including phone numbers, OCCC ID numbers, and emergency contact information for each participant.
 - 4.6.4. For Travel arranged by an outside agent, a copy of an approved and executed contract, specific travel insurance policy information provided, payment, and logistics for each segment of the trip, e.g. deposits, payments, transportation, tips, lodging, meals, etc.
- 4.7. The requesting entity and/or departments shall coordinate with the Office of Legal Affairs to manage requirements of co-curricular or curricular travel, as applicable using the Travel Registration system for any out-of-state travel.

5.0 TRAVEL REQUIREMENTS.

- 5.1. For student travel that meets C, D, or E time frame categories criteria as listed in section 4.3, travel groups must have the Program appropriately registered in OCCC's travel registration system. Students must properly register and upload appropriate documents within the software before being authorized to travel.
- 5.2. Students must comply with the requirements within the OCCC Student Community Guidelines during the entire travel duration. Students, faculty, staff, and other participants must comply with all applicable state and federal laws, as well as OCCC policies and procedures.
- 5.3. A pre-travel Orientation, Expectations, and Safety (OES) meeting will be held prior to any co-curricular or curricular student travel that meets the B, C, D, or E categories as defined in section 4.3. The pre-travel OES meeting should cover the following topics:
 - 5.3.1. OCCC Travel Registration System (for categories D and E);

- 5.3.2. Review of itinerary, including important times, locations, upcoming experiences, and requirements of any agencies/companies affiliated with trip or to be visited;
- 5.3.3. Behavioral Expectations for departure through return to campus;
- 5.3.4. Potential Safety Concerns and Considerations of any areas, agencies/companies affiliated with trip or to be visited;
- 5.3.5. Syllabus and Grading Criteria, if applicable;
- 5.3.6. Accommodation and Health Inquiries/Referrals to Appropriate Resources;
- 5.3.7. Questions regarding waivers, itinerary, and expectations;
- 5.3.8. Waiver Collection, if not already completed.
- 5.4. Students participating in International Travel shall comply with additional registration procedures including, but not limited to:
 - 5.4.1. Utilizing OCCC Travel registration;
 - 5.4.2. Providing proof of health and travel insurance (if not provided through travel program);
 - 5.4.3. Providing proof of a valid passport;
 - 5.4.4. Completing SIGNED waivers as may be required for a particular Event; and
 - 5.4.5. Registering with the [U.S. Department of State Smart Traveler Enrollment Program \(STEP\)](#).
- 5.5. College Divisions may develop additional travel requirements and procedures to this policy.
- 5.6. Travel Programs shall establish “in case of emergency” contingency procedures prior to departure. These procedures shall include, but are not limited to, events of:
 - 5.6.1. Medical Emergency;
 - 5.6.2. Disasters and/or evacuation orders; and
 - 5.6.3. Transportation Disruptions.

6.0 VEHICLE USE.

- 6.1. Policies and procedures for use of OCCC-owned vehicles by OCCC faculty and staff for travel events must be followed. Students are not permitted to drive OCCC-owned vehicles. (See OCCC Policy 3015 – Procedures for Checking Out College Vehicles & OCCC Policy 3016 – College-Owned Vehicles)
- 6.2. Students who drive private vehicles for attendance of OCCC Organized or Sponsored 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.
- 6.3. If transportation is provided by a vendor, the vendor must possess appropriate licenses and liability coverage. OCCC faculty and staff are responsible for ensuring reliable transportation for participants from appropriate and reputable vendors.

7.0 WAIVERS AND ACKNOWLEDGEMENTS.

- 7.1. Before departure, Students aged 18 and over who will travel on OCCC Organized or Sponsored Events must complete and return the OCCC General Release, Waiver and Agreement.
- 7.2. Before departure, the parents or legal guardians of Students who have not reached the age of 18 must complete and return a General Release and Waiver of Liability.
- 7.3. OCCC Faculty and Staff 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 & Strategic Enrollment for co-curricular travel or the Vice President for Academic Affairs for curricular travel, as applicable.
- 7.4. Divisions shall maintain copies of all signed waivers and shall make access available to OCCC Risk Management.
- 7.5. All waivers signed by participants shall include provisions granting permission for the use of their likeness in photographs, video recordings, or other media captured during the event.

8.0 STUDENT PARTICIPANT INSURANCE.

- 8.1. It is required for student travel that meets D or E time frame categories criteria as listed in section 4.3, that organizers provide student travel health insurance. For international travel, the insurance should include Emergency Medical Evacuation and Repatriation of Remains. Please consult with the Office of Legal Affairs when determining appropriate coverage amounts. All claims shall be submitted by the traveler following the guidelines listed in the insurance policy.

9.0 INCIDENT REPORTING.

- 9.1. In an emergency, travel participants must always seek emergency assistance first, e.g. by calling 911, if applicable.
- 9.2. If an incident occurs during travel, it must be immediately reported by the Event Organizer/Sponsor to their immediate supervisor and OCCC Risk Management at riskmanagement@occc.edu. 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.
- 9.3. Event Sponsors and Organizers must immediately report all Clery Crimes to the OCCC Campus Police Department at (405) 682-7872. OCCC faculty and staff should be aware of their status as a Campus Security Authority (CSA) and are required to fulfill all duties of the role while participating in or facilitating student travel. 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).

- 9.4. For incidents involving student travelers under the age of 18, Event organizers, and sponsors shall be responsible for complying with OCCC Policy 3078 – Youth Protection.

10.0 COMPLIANCE.

- 10.1. Failure to adhere to this policy may result in disciplinary action under OCCC policies and procedures, as may be applicable, including, but not limited to, denial of participation in future student travel opportunities.
- 10.2. **OCCC Students, Student Organizations, Faculty, or Staff may be removed from a student travel event based upon disruptive, illegal, and/or non-compliance (to syllabus, protocols, or policy) and required to return to campus or their respective home utilizing safe and available transportation. In these cases, the student will be responsible for these unplanned and extraordinary travel costs. In cases whereby safe and available transportation is delayed or unavailable, reasonable temporary restrictions may be imposed, such as denial of participation in certain or the remaining planned activities, removal from a class, no contact orders with applicable persons, restriction of OCCC equipment or information technology services, and any other temporary restrictions identified within OCCC Policies 5076 (Student Community Guidelines), 1012 (Equal Opportunity, Harassment, and Nondiscrimination), 1014 (Drug-and Alcohol-Free Educational and Working Environment), 1016 (Weapon-Free Environment), Student Club and Organization Manual, and the OCCC Employee Manual.**

11.0 PERSONAL LIABILITY AND RESPONSIBILITY.

- 11.1. OCCC Faculty and Staff are personally liable for their own personal activities and for any intentionally harmful, willful acts or omissions, while conducting/assisting organized or sponsored travel.
- 11.2. Students and non-student participants shall be responsible for their own activities when voluntarily separated from the activities of the travel group.

12.0 INTERNATIONAL TRAVEL.

- 12.1. Prior to international travel, all travel participants are responsible for educating themselves as to the risks associated with international travel and the destination country. Several key reference sources provide general information on travel, as well as specific area, risks and precautions. It is highly recommended that all travelers view and become familiar with information on all international transit points (e.g., stopovers) as well as the destination country.

12.1.1. Registration with U.S. embassies/consulates abroad. Travelers are required to register at the U.S. Embassy or Consulate in the destination country in case it is necessary for a consular officer to contact participants in an emergency either in country or in the United States. Registration with these agencies can help American citizens evacuate during a disaster or similar event overseas. Registration can be accomplished online by visiting the following website: Smart Traveler Enrollment Program <https://step.state.gov/step/>.

12.1.2. Other useful information sources regarding risks and conditions in destination countries or stopovers are:

U.S. Department of Homeland Security: <http://www.dhs.gov/index.shtm>;

Centers for Disease Control: <http://wwwn.cdc.gov/travel/default.aspx>;

World Health Organization ("WHO"): <http://www.who.int/en/>.

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