Elizabethtown College Student Travel Protocol for Domestic Trips (v120117)

Preliminary Planning and Authorization

☐ Trip planners should consult with the appropriate academic department chair, program director, or club advisor prior to making any arrangements for student travel.

☐ Trip planners should complete the online Trip Request form (available in Jayweb from the Staff Tab→Online Forms→Trip Request.) Appendix 1 provides a screen capture of the form.

☐ In order to complete the GROUP TRIP REQUEST FORM on Jayweb please be prepared to provide the following information:
  - Trip Name (Be specific, students will search for your trip by name when they sign up. e.g. “FYS Newsome Washington 12.3.17”)
  - Type of Trip (Athletic, Academic-required, Academic-not required, Student Life Programs, Clubs, Other co-curricular)
  - Organizing/Sponsoring Department or Organization
  - Faculty/Staff/Student Leader Name(s), E-mail address(es), and mobile phone number(s)
  - Annual/repeat trip? (This information is necessary to ensure compliance with the Clery Act.)
  - Specific destination(s)
  - City, State
  - Departure and return dates
  - Estimated **total** cost of trip
  - Brief description of funding sources (with amounts if known)
  - Planned mode(s) of transportation (Private cars, vans, coach buses, school bus, airlines, other)
  - Number of student, faculty, and staff participants
  - Hotel name, address, phone number, check-in date, check-out date
  - Purpose of the trip (brief description)
  - Tentative itinerary (including specific locations and dates)
  - Competition scheduled during the trip? (Yes/No)
  - Sign-up date range during which students can register for the trip
  - Additional information that would be helpful for the College

☐ Academic trip request forms are reviewed by the Dean for Academic Affairs and Faculty Development and all other trips are reviewed by the Vice President for Student Life and Dean of Students. The purpose(s) of the trip, modes of transportation, and safety considerations will be reviewed along with special considerations for student overnight accommodations if applicable.

☐ Club advisors, academic department chairs, program directors, faculty, etc. should not purchase group train or airline tickets or arrange for a bus without prior authorization for the trip. Athletics may schedule buses for in-season competition and post-season play without prior approval; however, all other bus/coach/flight arrangements must be reviewed. This is necessary in order to verify appropriate group rates, safety ratings, and insurance coverage.

Making Specific Plans for the Trip

☐ A responsible trip leader (faculty member, staff member, or student) must be designated for all group travel regardless of travel distance. There should be at least one trip leader for every 12 student participants. The College may require additional group leaders depending on the type of trip and number of participants.
If using personal vehicles driven by students or employees, the club advisor, academic department chair, or program director should ensure that the owners of the vehicles have been consulted and are aware that college insurance coverage applies to college-owned and leased vehicles only. The vehicle owner assumes all risk.

If using college-owned or leased vehicles such as Enterprise vans or cars, the club advisor, academic department chair or program director should ensure that all drivers have been approved by the College and all components of the HR Mobile Equipment Policy have been addressed. Special certification for van drivers is required. Qualified employees should drive the vehicles and approved student drivers should serve as back-up drivers for longer trips. In some cases, vans may not be appropriate. Regardless of the source of the vans, our College insurance policy limits the total number of passengers to ten.

Executive Coach, which was selected by a review committee through a competitive bid process and chosen based on cost, safety record, size of fleet, ability for cancellations at short notice with minimal penalty, weekend access, and age/condition of vehicles, is the preferred provider of bus transportation. Any trip planner in need of bus transportation should first contact Executive Coach (717) 464-2767 to see if they can accommodate your needs. If they are not able, you may contact another bus company for your trip. All companies must provide the organizer an updated Certificate of Liability Insurance that lists Elizabethtown College as a certificate holder, and trip organizers must verify the company’s safety rating via the Federal Motor Carrier Safety Administration web site; https://www.fmcsa.dot.gov/safety/passenger-safety/search. If using an alternative vendor, both a copy of the Certificate of Liability Insurance and the Safety Rating information must be provided to the Vice President of Student Life or Dean for Academic Affairs and Faculty Development.

When making flight arrangements, trip planners are strongly encouraged to work with Travel Time or directly with the airline in order to secure the best rates and allow for alterations to the itinerary if necessary.

Separate lodging must be made for faculty/staff and students. Please consult with the Dean for Academic Affairs and Faculty Development or the VP for Student Life if you have any questions.

Trip planners should enter a sign-up date range during which students will use JayWeb to sign up for the trip, enter emergency contact information, and complete the necessary trip waivers.

Student travelers should notify the club advisor, academic department chair, or program director of any special accommodations related to a disability. When necessary, appropriate accommodations should be reviewed in advance with the Director of Disability Services.

Trip Management

Once a trip request is approved, trip planners should notify students that they may sign up for the trip. A set of instructions for distribution to students is provided in Appendix 2. Students should be prepared to provide their name, mobile phone number, and emergency contact information and to sign the necessary waivers. Trip waivers will be maintained through JayWeb.

Campus Security, the trip leader(s), and the departmental administrative assistant (if designated as a trip facilitator) will have access to the trip roster once the sign-up date has passed. Appendix 3 includes a Jayweb screen shot for accessing the trip roster (available in Jayweb from the Staff Tab ➔ Online Forms ➔ Trip Roster.) The trip leader(s) must verify the trip roster upon departure and notify Campus Security (Security@etown.edu) of any changes.
The academic department chair, program director or club advisor must approve any significant changes to the trip itinerary prior to departure.

Students should be prepared adequately for the trip. This extends beyond expectations that you set for the specific meeting/activity/event. Some of our students are inexperienced travelers, and some have spent little time in urban areas. Among the expectations you set, please remind students that the Elizabethtown College Student Code of Contact applies during the college-supported activity. Any additional expectations should be outlined in writing for the students.

Prior to departure, trip participants must also be made aware of emergency procedures. Essential information to review with travelers includes the following:
- Leader(s) name(s) and contact information
- Campus Security contact information (717.361.1111 for emergencies; 717.361.1264 for dispatcher)
- 911 emergency protocol
- Call-in to Leader in the event of emergency (rally call)
- Need for participants to carry medical insurance card

Trip Leader(s) should carry with them at all times:
- Accurate copy of trip roster
- Campus Security phone # 717.361.1111

Frequently Asked Questions:

• Why is completion of this form necessary? The information is needed to ensure alignment with institutional mission, resources, expectations for safety, and other policies and to support the College’s response to medical or other travel emergencies.

• What constitutes a student trip? This form must be completed for all domestic STUDENT GROUP TRAVEL sponsored by a club, organization, program or department. For example, the Art Club must register a trip to the Philadelphia Art Museum, or a faculty member must register a class trip to an event in Harrisburg. Do not use the Jayweb form for INDIVIDUAL STUDENT TRAVEL such as community-based learning, service projects and fieldwork. Individual travel should be documented by obtaining a project-specific waiver at the start of each semester which should be maintained by the program director until the end of the project period. Waivers are available on the Dean of Students’ webpage.

• Additional questions or suggestions for improvements to the Trip request form? Please reach out to the Office of Vice President for Student Life or the Office of the Dean for Academic Affairs and Faculty Development.
Appendix 1. Trip Request Form Available on JayWeb.
Planned mode of Transportation (pick all that apply)

- Private Cars
- Vans
- Coach Buses (Must use Executive Coach)
- School Bus
- Airlines (Recommend to use Travel Time or work directly with airline)
- Other

Approximate Number of Participants

- Students
- Faculty/Staff

Will a hotel be needed?

(Enter the info below and click "Add Hotel" button; you can add multiple hotels by repeating)

Hotel Name

Hotel Address

Hotel phone number

Hotel check-in date

Hotel check-out date

Click to Add Hotel

<table>
<thead>
<tr>
<th>Hotel Name</th>
<th>Hotel Address</th>
<th>Hotel phone number</th>
<th>Hotel check-in date</th>
<th>Hotel check-out date</th>
</tr>
</thead>
</table>

Purpose of the Trip (brief Description)

Tentative Itinerary - please list locations and dates

Competition scheduled during the trip?

Signup Start Date (Date students can begin signing up - will open on this date at 12:01AM)

Signup End Date (Signup will close on this date at 11:59 AM)

Enter any other info about this trip (other contact info and anything else that would help the college follow up in case of any emergency or something of note for this trip)

**Please be aware that any changes to this form, after submitting, will require you to fill out and submit this trip again**

Submit Travel Request
Appendix 2. Trip Sign-up information for Students.

1. Log onto Jayweb using your College username and password.
2. Select Online Forms from the tab on the left and then Trip Signup.

3. Select “ENTER YOUR TRIP NAME HERE” from the drop down menu.

4. Provide your name, mobile phone number, and emergency contact information as prompted.

5. Complete the trip waivers as prompted.
Appendix 3. Access to Trip Roster in Jayweb.
Trip Request

Trip Forms

Form used to setup travel plans and configure in order to allow students to select a trip

Travel Plan Request Form

Trip Leader Roster

This is where you go to view any trips you were assigned as leader. You may view trip info up to two weeks after the event.

View Trip/Roster Info