



CHANDLER-GILBERT COMMUNITY COLLEGE

MCCCD

TRAVEL PACKET FOR
OFF-CAMPUS ACTIVITIES
AND
FIELD TRIPS

ADVISOR/FACULTY PACKET

Office of Student Life and Leadership
(480) 732-7104

Revised 08/05

Chandler-Gilbert Community College
Learning outside the classroom/FIELD TRIPS

Instructions

If you require assistance in completing any form(s) in the travel packet, please contact the Office of Student Life and Leadership.

Step 1. A ***Travel Request Form*** must be completed for all employees for **out-of-county** travel and signed by the college president. (Available from Student Life, Division Secretary or Administration Office). A Travel Request must be completed even if no money is involved.

Step 2. ***Request for Off-Campus Student Activity or Field Trip*** form must be submitted to the Office of Student Life and Leadership detailing the proposed trip/outing along with completed ***Travel Request Form***. This form must be **completed for all off-campus activities.**

Step 3. Each student must sign a ***Waiver of Liability*** form, a ***Student Emergency Information*** form and a ***Behavior Agreement***.

Step 4. Students must also sign an ***Official Absence Report*** if they are missing any classes. This form needs to be completed at least one week prior to the activity.

Step 5. Transportation should be arranged by either of the following:

- 1.) Securing a District vehicle from College Safety indicating the advisor and or faculty member as the designated driver. If a student is designated as driver for the activity, a ***Vehicle Usage/Travel Claim*** form must be completed and Caravan Guidelines must be followed. Only registered students and staff of the college that are essential to the purpose for which the vehicle was dispatched may be transported in District vehicles.
- 2.) Requesting bus transportation through the ***Request for Off-Campus Student Activity or Field Trip*** form.

Funds to be utilized for or outings can be requested from the student organizations' account by using the ***Funds Request*** form (***mainly used by student organizations***).

PLEASE NOTE

A full list of all participants must be generated and given to ***College Safety*** prior to leaving campus on the day of the event. The original must also be given to the ***Office of Student Life and Leadership***.

Copies of the waivers and student emergency information forms, participant list, Request for Off-campus Student Activity or Field Trip and Vehicle Usage/Travel Claim forms must be in the ***possession of the Advisor/Faculty member*** and a copy must be submitted to ***College Safety***. Additionally, please include an itinerary of the activity and trip.

District Caravan Guidelines

District Risk Management Office

These guidelines are to be used for all caravan situations including trips in-town, out-of-town, out-of-county and out-of-state.

1. All drivers using a District or authorized personal vehicle for college/District business must possess and provide proof of a valid AZ Drivers License to the supervising authority. It is the responsibility of the supervising authority to verify this information prior to travel and the supervisor's signature on the travel claim shall serve as proof that such information has been verified.
2. All drivers using an authorized personal vehicle must provide a proof of current personal automobile insurance to the supervising authority. It is the responsibility of the supervising authority to verify this information prior to travel and the supervisor's signature on the travel claim shall serve as proof that such information has been verified.
3. There is to be a lead car in every caravan. The lead car must be occupied by the supervising authority or a college advisor.
4. All vehicles participating in a caravan shall depart from a designated area at the same time and arrive at the destination at approximately the same time. There will be no passing of the lead car.
5. Travel will be directly from Point A to Point B. The group may stop for gas/food/restroom if on direct route to Point B.
6. It will be the responsibility of the authorizing supervisor to provide to each driver an itinerary outlining the direct route of travel, including any pre-authorized stops. It will be the responsibility of each driver to have their vehicle fueled prior to traveling.