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| Policy Name | Field Trips and Student Travel | | |
| Policy # | 113 | Category | 100: ACADEMICS |
| Steward | VP, Academics | Date Approved | December 16, 2024 |
| Next Review Date | | Date Reviewed or Revised | |

POLICY

To provide administrative guidance to employees and students regarding mandatory, supplementary and extra-curricular field trips, and travel to student events hosted outside of the students' home campus.

PRINCIPLES

- Field trips for academic and supplementary curricular activities, such as employability and career learning, are an important part of student learning and provide students with valuable opportunities for academic and personal growth.
- All Suncrest College students should have equal opportunities to access extra-curricular and supplementary curricular opportunities regardless of their home campus location.
- All student and staff travel should be done as part of a registered and approved learning or employment event.

SCOPE

This policy applies to all students and staff. It is intended to provide guidance on how students can be transported to attend college sanctioned events within the region or the country.

DEFINITIONS

College sanctioned events – Student events that program staff have applied for and received approval from their supervisors to access and attend with students that occur off-campus, or at a campus different from a student's home campus.

Mandatory (Program) travel – Field trips and fieldwork which are a mandatory part of the academic program at the College.

Field Trips – These are curriculum related events that enhance the students’ academic learning experience.

Supplementary Experiences – These are non-curricular or co-curricular activities that enhance the students’ learning experience. They may be related to cultural learning, employability, career enhancement or learning, or increasing student retention through community building and shared common experiences.

PROCEDURES

1. For mandatory travel, the College may provide transportation from campus location to event location. Students may be required to use College transportation; however, exceptions may be made by the instructor/supervisor. For supplementary and extra-curricular activities transportation is optional.
2. One or more college employees must chaperone all groups of students on a College-sanctioned event where college travel is provided. The number of supervisory staff will be dependent on the number of students and the degree of supervision required.
3. For supplementary and extra-curricular activities that occur during the school day, a proposal is to be submitted to the appropriate program coordinator or manager/chair, giving the details of the proposed trip, including time, place, purpose and costs. **A minimum of one week’s notice is required.**
4. For supplementary and extra-curricular activities that occur outside of the school day, a proposal is to be submitted to the appropriate program coordinator or manager/chair, giving the details of the proposed trip, including time, place, purpose, and costs. **A minimum of two weeks’ notice is required.**
5. No classes may be cancelled, or other travel arrangements may be made until the approval of the appropriate coordinator/manager/chair has been obtained.
6. All student participants will adhere to the student conduct expectations which will be clearly laid out prior to the event. Additionally, the supervising employee has the authority to set additional standards of behaviour (appropriate dress, preparation, etc.) Students in breach of student conduct expectations may be sent home or asked to remove themselves from the group.
7. In the event a student is injured or becomes ill, the supervising employee has the authority to direct the student to return home or to a medical facility. In extreme situations, the supervising employee may call an ambulance. Students previously exhibiting health conditions that would make the field trip unsafe may require assurance from medical personnel that a student is fit to attend.
8. The supervising employee must complete an Incident Report in the event of situations as described in #5 and #6 above.
9. College employees transporting students for events in College vehicles must be on the approved College vehicles driver’s list and will not travel alone with a single student in a vehicle. If College vehicles are not available or adequate, vehicles may be rented for College employees to operate.

- 10.** College employees and students will be provided transportation on fields trips. College employees and students are strongly discouraged from using their own transportation. If college employees or students refuse to use the transportation provided and use their own transportation, college employees and/or students are required to maintain appropriate automobile insurance coverage that includes liability and injury insurance coverage for the driver and passengers. Vehicles used for field trips must be properly maintained, licensed, and driven in accordance with all applicable laws. For any field trips outside of Saskatchewan, the minimum injury liability must be \$2,000,000 or more. For any fields trips outside of Canada, transportation must be arranged through the College. The College is not responsible for any injury, loss or damage for students or employees in relation to the use of personal vehicles on field trips.
- 11.** Budgets for all trips will be approved prior, and will be the responsibility of the program, or through an application to the student fund.

LEGISLATIVE AND COLLECTIVE AGREEMENT REFERENCES

N/A

LINKS TO OTHER RELATED POLICIES, DOCUMENTS, AND WEBSITES

This policy was adapted from the Lakeland College Field Trips Policy ACA 18.0