



Off Campus Trip Policy
Approved by Cabinet 12/08

This policy covers College sponsored trips. College sponsored trips are those in which (1) student participants are included; (2) the College or a student organization supported by the College endorses the trip; (3) the College provides transportation for participants; (4) College staff or faculty are responsible for leading and supervising students; and /or (5) all or part of the trip is covered by College resources. For all College sponsored trips, a trip leader will be designated by a vice president (or his/her designee). It should be noted that trips in which no College vehicles are being used, no staff or faculty is in attendance, no College funds are used, and no transportation is provided do not constitute College sponsored trips under this policy.

Trips are valuable educational experiences and an enjoyable dimension of campus life. Responsibility on the part of each participant is crucial to success and safety. Participants join trips on a voluntary basis and agree that their involvement includes being respectful of self and others, complying promptly with appropriate requests made by the trip leader, and signing and submitting the required release form prior to participation. Further, participants agree to cover the full cost of any possible physical harm or injury to themselves or others, and damage or loss of personal items (including personal vehicles) through insurance or personal resources.

Release/Assumption of Risk: All participants will read and sign a Waiver and Release of Liability acknowledging the inherent risks involved in College related travel and activities, agreeing to abide by College rules related to participation, and assuming full responsibility for any risks associated with the trip. This statement will be completed prior to participation and will be delivered to the College vice president (or his /her designee) who has designated the trip leader prior to departure. Under no circumstances will a student be permitted to participate in a College sponsored trip if this release has not been received prior to departure.

Shared Responsibility: Each participant will share in the workload of the trip's daily activities. Traveling with a group requires understanding and patience. Participants must be prepared to work with group dynamics and take appropriate direction from the trip leader.

Safety: Participants are expected to conduct themselves in a responsible and cautious manner at all times. In the event of an accident, illness, and/or injury, trip leaders will aid participants within the scope of their training. If necessary, the trip leader will call for medical assistance and stay with an injured participant(s) until EMS arrives. Any and all costs for medical transport and medical care are the sole responsibility of the ill or injured participant, regardless of whether the participant has insurance coverage.

Transportation: When the College provides transportation, participants are expected to travel with the group in College sponsored vehicles unless the trip leader gives permission for alternate travel arrangements. While traveling in College sponsored vehicles, participants must adhere to all safety and procedural regulations in place for the vehicle (i.e. wearing a seat belt, not

smoking, etc.). When College vehicles are used, only drivers certified in advance with the Maintenance Department may operate College vehicles. Lyon College assumes no responsibility for personal vehicles, personal contents left unattended in either personal vehicles or College sponsored vehicles, and provides no insurance coverage for personal vehicles or individuals riding in those vehicles. Any damage to or loss of any personal property (including vehicles) is the sole responsibility of the owner. Likewise, an individual who is driving or riding in a personal vehicle assumes full liability for any and all injuries that may occur during the course of the trip.

Medical Needs: All participants with medical conditions (or who are taking prescription medications) that may impact their ability to fully participate must inform the trip leader prior to participating. Participants must bring all medications needed during trip hours. The trip leader will assist participants in making reasonable travel accommodations for taking prescription medications should such accommodations be necessary. Any medical information shared with the trip leader will be held in confidence and only utilized if needed in an emergency.

Alcohol and other Drugs: Allowing consumption of alcoholic beverages during trips is left to the discretion of the trip leader based on the laws of the travel destination(s). On trips where alcohol consumption is permitted, participants are expected to either abstain from alcohol use or use in moderation. The use of other controlled substances (other than prescription medications as stated above) is strictly prohibited regardless of the laws of the travel destination.

Pets: Pets are not permitted on trips sponsored under this policy.

Non-student participants: Immediate family members of staff and faculty are encouraged to participate. Non-student participants may be assessed a fee to cover the cost of their participation. Non-student participants are responsible for abiding by the same rules as student participants, are required to sign the trip release form(s), and agree to take direction from the trip leader as conditions of their participation.

Excessively disruptive participants: Any trip participant who, in the sole estimation of the trip leader, is disruptive to the point necessitating separation from the group will be separated from the group and transported home at the participant's expense. If the disruption is caused by a Lyon student, the trip leader may request a review of the matter by the Social Council.

Emergency Contact Information: The appropriate college official will be provided with a list of participants and cell phone number or other contact information of those responsible for leading the trip prior to departure.