Policy: **Student Travel**	
Issuing Department**:** **Office of the Vice President for Student Affairs**	
Date last revised: **October 2011**	

PURPOSE

The university provides a consistent procedure for students and student groups traveling to university sponsored off-campus events.

POLICY

It is the policy of Western Oregon University to promote WOU in a professional manner and ensure adequate emergency plans are in place at all times for students and student groups during University Sponsored Off-Campus events. Western Oregon University has committed itself to the education and development of healthy, productive, and responsible individuals (see WOU's Drug-Free Schools and Communities Policy Statement).

DEFINITIONS

A. Faculty/Staff/Advisor: Those individuals employed by the University in a faculty or staff position (excludes student employees) on a full- or part-time basis.

B. Contact Person: This includes any faculty advisor for the club or organization, any staff employee, or a WOU student or volunteer. A Contact Person will be identified in advance of the travel. The Contact Person will provide information about the WOU Sponsored Off-Campus event to University offices and will accompany the student/s or student group.

C. University Sponsored Off-Campus Event: Any event in which at least one of the following applies:

a) The University plans the event.
b) The University pays all, or a part of, the cost of the event.
c) The University sponsors the event.
d) The University contributes any type of University owned or leased resources or equipment to the event.
e) A Western Oregon University student, faculty, or staff person represents the University at the event.
f) The event occurs within a University owned or leased property, or upon or within University owned or leased property, including any type of state vehicle.
g) The event occurs during the time frame specified on an approved sponsorship form.

Examples of University Sponsored Off-Campus events include: academic department field trips, ASWOU sponsored activities, Club activities, Student Organization activities, Campus Recreation trips, University Housing sponsored activities, Residence Hall Association trips, etc.

Faculty planning an international activity (outside of trips organized through Service Learning and Career Development) should contact the Office of Study Abroad and International Exchanges for the guidelines and approval process for such activities. To contact, call 503-838-8905.

D. **Transportation**: Transportation to a WOU Sponsored Off-Campus event includes any form of travel including State of Oregon Motor Pool vehicles, privately-owned vehicles, buses, planes, etc. and any time from the trip departure to the trip return. Student(s) and student groups that use State Motor Pool vehicles must follow State of Oregon Motor Pool vehicle policies and regulations and the WOU Use of State Vehicles policy.

This policy (as described in Standards A. and B. below) applies only when one or more of the above conditions occurs.

STANDARDS DURING UNIVERSITY SPONSORED OFF-CAMPUS EVENTS

Consistent with the Drug-Free Schools and Communities Policy Statement, WOU has established, and will enforce, institutional rules that uphold federal, state, and local laws applicable to alcohol and other drug usage during University sponsored Off-Campus events

A. Student Travel: Accompanied By A Faculty Or Staff Advisor

During a University Sponsored Off-Campus Event (see Definitions C.), students who are accompanied by a faculty or staff advisor may purchase, possess, or consume alcohol **only** if the following conditions are met:

a) the individual student is of legal drinking age (this condition must also conform with state of Oregon policy and all federal, state, and local laws) **AND**
b) the faculty or staff advisor has defined the official event portion of the off-campus event to be concluded.

Faculty and staff advisors who accompany students or student groups may not purchase, consume, possess, or distribute alcohol during the official event portion of a University Sponsored Off-Campus Event if any of the conditions in Definitions C. apply to the event. The official event portion of a University sponsored off-campus event shall be defined by the faculty or staff advisor.

Faculty and staff advisors who accompany student groups have a unique responsibility to that student group. Though individual students are responsible for their own behavior the faculty or staff advisor is responsible for informing the members of the student group of the policy pertaining to University Sponsored Off-Campus Events and to report violations of this policy to the Coordinator of Campus Judicial Affairs.

B. Student Travel: Unaccompanied By A Faculty Or Staff Advisor

Students and student groups who are not accompanied by a faculty or staff advisor may **not** purchase, consume, possess, or distribute alcohol during any portion of a University Sponsored Off-Campus Event if any of the conditions in Definitions C. above apply to the event. The official event portion of a University Sponsored Off-Campus event is defined by the University (not by the Contact Person) as beginning at the time of departure from WOU and ending at the time of return to WOU.

PROCEDURES

1. The faculty or staff advisor or the contact person shall submit to the Vice President for Student Affairs on behalf of any student club, organization or department, a completed Student Travel Request form.
2. The request shall contain the name(s) of the faculty or staff advisor(s) and/or the contact person who will be traveling and staying with the group.
3. The request shall contain the approved drivers.

4. The request shall contain the names of the students traveling along with the Student Liability Waiver forms.
5. The request shall contain the nature of the trip, travel routes, and departure/arrival times.
6. The Pre Travel Authorization form will be completed and submitted if required by university policy.

FACULTY OR STAFF ADVISOR RESPONSIBILITY

The role of the faculty or staff advisor is not intended to be of a parental nature. The faculty or staff advisor traveling on a University sponsored Off-Campus Event cannot watch all students at all times. The role is intended to be guidance and to promote WOU through the students' positive behaviors.

1. The faculty or staff advisor will be the contact person for the student group to provide professional leadership and guidance for the group when dealing with the public.
2. The faculty or staff advisor will be responsible for seeing that the student group follows the established Code of Student Responsibility for WOU and will report any violations to the Office of the Vice President for Student Affairs if needed.
3. The faculty or staff advisor is responsible for knowing the emergency procedures appropriate for the destination.
4. The faculty or staff advisor will be responsible for notifying Campus Public Safety at 503-838-9000 immediately when and if a student is involved in a criminal activity while on the trip. Campus Public Safety will then notify the appropriate university officials.
5. The faculty or staff advisor will be responsible for notifying Campus Public Safety at 503-838-9000 immediately when and if students are injured while on the trip.
6. The faculty or staff advisor will be responsible for ensuring that the Emergency Contact Person list is completed and a copy is provided to Campus Public Safety prior to the event.
7. The faculty or staff advisor will be responsible for ensuring that all student participants have completed the required release form and that these forms are provided to Campus Public Safety prior to the event.

CONTACT PERSON RESPONSIBILITY

1. The contact person will report any violations of the established Code of Student Responsibility for WOU to the Vice President for Student Affairs office if needed.
2. The contact person is responsible for knowing the emergency procedures appropriate for the destination.
3. The contact person will be responsible for notifying Campus Public Safety at 503-838-9000 immediately when and if a student is involved in a criminal activity while on the trip. Campus Public Safety will then notify the appropriate university officials.
4. The contact person will be responsible for notifying Campus Public Safety at 503-838-9000 immediately when and if students are injured while on the trip.
5. The contact person will be responsible for ensuring that the Emergency Contact Person list is completed and a copy is provided to Campus Public Safety prior to the event.
6. The contact person will be responsible for ensuring that all student participants have completed the required release form and that these forms are provided to Campus Public Safety prior to the event.

STUDENT RESPONSIBILITY

Students traveling on a University sponsored Off-Campus Event agree to abide by the following rules:

a) Pay a fee (if applicable) for transportation, lodging, food, etc.
b) All students participating in student travel are required to sign the Emergency Contact Person list prior to the event.

c) All students participating in student travel are required to sign a Student Liability Waiver prior to departing on the event or activity.
d) Follow safety and other instructions provided by the faculty or staff advisor.
e) Share responsibility for personal safety and not endanger others who are participating in the activity.
f) If a participant's failure to act safely at all times results in injuries, the participant may forfeit their right to participate in the activity at the discretion of the faculty or staff advisor.
g) Immediately report all unsafe acts and dangerous conditions to the faculty or staff advisor or the person(s) in charge of the activity/event.
h) Operate a State of Oregon motor vehicle only with a WOU authorization obtained in advance.
i) Each participant understands that participation in this activity is voluntary and that failure to comply with the waiver or in any way bring discredit to the university or participants will terminate their participation.
j) In case of emergency, accident or illness, they give their permission to be treated by a professional medical person and admitted to a hospital if necessary. They agree to be responsible for all medical expenses that are incurred on their behalf.
k) The Oregon Tort Claims Act (ORS 30.260 to 30.300) permits Western Oregon University to accept responsibility only for the acts of its officers, employees and/or agents. Western Oregon University is prohibited from accepting any liability for the acts, omissions and conduct of persons participating in activities. The student shall indemnify, defend and hold harmless the State, Western Oregon University, its officers, agents and employees from all claims, suits or actions of any nature arising out of the student's participation in the planned event or activity, other than negligent acts of Western Oregon University, its officers, employees and/or agents.
l) If a participant will not be returning to WOU with the group, the participant will make this notation on and sign the Emergency Contact Person List again prior to leaving the group.
m) Any variation to the above agreement of this policy is understood to be the sole responsibility of the individual involved.

AUTHORITY

Vice President for Student Affairs

RESPONSIBIITY

Vice President for Student Affairs

Date of next review: **May 2013**

Alternate formats of this policy are available from the Office of Human Resources.

STUDENT TRAVEL REQUEST
WESTERN OREGON UNIVERSITY

INSTRUCTIONS:

⇒ This form is to be completed by the faculty/staff advisor or the group's contact person.
⇒ Student travel for <u>any</u> WOU purpose must receive approval.
⇒ Requests must be submitted to the Vice President for Student Affairs, Werner University Center, Rm. 210, for **approval <u>prior</u>** to travel to the event or activity.

Travel Information

Organization Name: _____
(Student organization or academic department)

Destination: _____ Travel Dates: _____/____/____ to ____/____/____

Departure Time: _____ a.m./p.m. Return Time: _____ a.m./p.m.

Travel Route/s: _____
(Example: north on 99W, east on 22, north on I-5)

Purpose of Travel: _____

Faculty or Staff Advisor Traveling with Student/s or Student Group: Yes ☐ No ☐

Contact Person: Name: _____ Signature: _____
PRINT NAME

Telephone number of Contact Person: _____

Pre-Travel Authorization Filed: Yes ☐ No ☐ If Yes, a copy is attached.

Transportation

Circle One: STATE OWNED VEHICLE PRIVATELY OWNED VEHICLE

COMMERCIAL AIRLINE TRAIN BUS

Driver: _____ Driver: _____

Driver: _____ Driver: _____

Travel Approval

Approval Recommended by: _____ Print Name: _____
Faculty/Staff/Advisor Signature

Approved: Yes ☐ **No** ☐

/

Vice President for Student Affairs /Date

10/01/01
Revised 10/01/05, 09/15/06, 11/17/10

ON / OFF CAMPUS
WESTERN OREGON UNIVERSITY
STUDENT LIABILITY WAIVER

Western Oregon University will allow students to attend_____. The activity
Event
will begin_____ a.m./p.m. and end _____a.m./p.m. on _____
Date(s)
Location: _____

Persons wishing to participate in WOU sponsored activities agree to the following that are applicable to the event.

- I agree to abide by the following rules:
  - Pay a fee of $_____ (if applicable) for transportation, lodging, food, etc.;
  - Sign the Emergency Contact Person list prior to the event when traveling to an off-campus event.
  - Follow safety and other instructions provided by the university, and activity coordinators;
  - Share responsibility for my personal safety and not endanger others who are participating in the activity;
  - Operate and use equipment, tools and materials in a proper and safe manner. If my failure to act safely at all times results in injury, I may forfeit my right to participate in the activity at the discretion of the Faculty/Staff Advisor or Contact Person;
  - Immediately report all defective equipment and/or unsafe acts and dangerous conditions to a professor or the person(s) in charge of the event/activity;
  - Operate a State of Oregon motor vehicle only with a WOU authorization obtained in advance.
- **I agree to abide by WOU's policy and standards regarding alcohol and drugs as outlined in Section III of the WOU Student Travel Policy.**
- I understand that participation in this activity is voluntary and that failure to comply with this waiver or in any way bring discredit to the University or participants will terminate my participation.
- I acknowledge that I have the physical capacity reasonably necessary to engage in the activity described above.
- I acknowledge by attending the activity I am encouraged to have a physical examination in advance and obtain adequate personal health and accident insurance prior to participating in the activity.
- In case of emergency, accident or illness, I give my permission to be treated by a professional medical person and admitted to a hospital if necessary. I agree to be responsible for all medical expenses that are incurred on my behalf.
- The Oregon Tort Claims Act (ORS 30.260 to 30.300) permits Western Oregon University to accept responsibility only for the acts of its officers, employees, and/or agents. Western Oregon University is prohibited from accepting any liability for the acts, omissions and conduct of persons participating in activities. I indemnify, defend and hold harmless the State, Western Oregon University, its officers, agents and employees from all claims, suits or actions of any nature arising out of my participation in the above described activity, other than negligent acts of Western Oregon University, its officers, employees and/or agents.
- I acknowledge that I am participating at my own risk. I understand there is a risk of injury in participating in the following travel, _____, due to the inherent nature of the activity. By signing below, I acknowledge that I understand this assumption of risk and agree to the conditions listed above.

_____ / _____ / _____
Name Signature Date

See Emergency Contact Form for emergency contact person information.

10/01/01
Updated 03/17/05

EMERGENCY CONTACT PERSON LIST

WESTERN OREGON UNIVERSITY SPONSORED OFF-CAMPUS EVENT

Instructions: This form is to be completed by all participants/travelers, including the Contact Person. A separate form is required for each vehicle.
The original of this completed form/s will be given to Campus Public Safety prior to leaving WOU.
A copy of this completed form/s will accompany the student or student group during the Off-Campus Event and will be maintained by the Contact Person.

EVENT NAME: ________________________________ DESTINATION: ________________________

LEAVE WOU: ___/___/___ a.m./p.m. ______ RETURN WOU: ___/___/___ a.m./p.m. ______

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______________________________ / ____________________________________ / ________________

Name Signature Date

______________________________ / ______________________________ / ______________________

Emergency Contact Person Relationship Telephone

☐ I will not be returning to WOU with the group, I will be ________________________________

Initial (i.e. staying in Portland)

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______________________________ / ____________________________________ / ________________

Name Signature Date

______________________________ / ______________________________ / ______________________

Emergency Contact Person Relationship Telephone

☐ I will not be returning to WOU with the group, I will be ________________________________

Initial (i.e. staying in Portland)

~~~~~~

______________________________ / ____________________________________ / ________________

Name Signature Date

______________________________ / ______________________________ / ______________________

Emergency Contact Person Relationship Telephone

☐ I will not be returning to WOU with the group, I will be ________________________________

Initial (i.e. staying in Portland)

~~~~~~

______________________________ / ____________________________________ / ________________

Name Signature Date

______________________________ / ______________________________ / ______________________

Emergency Contact Person Relationship Telephone

☐ I will not be returning to WOU with the group, I will be ________________________________

Initial (i.e. staying in Portland)

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~~~~~~

_______________________ / _______________________ / _______________
Name Signature Date

_______________________ / _______________________ / _______________
Emergency Contact Person Relationship Telephone

☐ I will not be returning to WOU with the group, I will be _______________
Initial (i.e. staying in Portland)

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_______________________ / _______________________ / _______________
Name Signature Date

_______________________ / _______________________ / _______________
Emergency Contact Person Relationship Telephone

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Initial (i.e. staying in Portland)

~~~~~~

_______________________ / _______________________ / _______________
Name Signature Date

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Emergency Contact Person Relationship Telephone

☐ I will not be returning to WOU with the group, I will be _______________
Initial (i.e. staying in Portland)

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_______________________ / _______________________ / _______________
Name Signature Date

_______________________ / _______________________ / _______________
Emergency Contact Person Relationship Telephone

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Initial (i.e. staying in Portland)

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_______________________ / _______________________ / _______________
Name Signature Date

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Emergency Contact Person Relationship Telephone

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Initial (i.e. staying in Portland)