

Risk Management Travel Policy and Procedures For Traveling with Students

The following guidelines apply to **all travel that involves students** – including conferences, field trips, tours, retreats, etc. Please remind students to use their legal names in all documents – no nicknames.

References:

- *Tour Application Process - Forms/Questions:* Contact Lisa Rollins at x3657.
- *Risk Management - Forms/Questions:* Contact Loretta Nave in Financial Administration x3484. (Steps for Risk Management are listed at the end of the document.)

Travel and Personal Vehicles

The university strongly suggests that the all travel be arranged through AU Transportation. If personal vehicles are used, the driver's insurance becomes the responsible party in the case of an accident for anyone in their vehicle. If students choose to drive themselves and/or others, the Travel Group Leader must inform them of the associated risks.

Academic Departments

Day Trips

- The department must appoint a full time faculty or staff member as Travel Group Leader.
- The Travel Group Leader must accompany the group and oversee the trip in its entirety.
- Requires all participants to fill out Hold Harmless Agreements. Forms are to be kept on file in the department for three years.

Multiple Day Trips for Classes:

- It is not necessary to complete a Hold Harmless Agreement (HHA) for each day trip if the trips are part of the course for the semester. Print out the attached HHA for Classes. Complete the course information on the form and then list all the field trip dates and destinations on the back of the form. Make copies and have the student sign the form. This form will serve for the entire semester for those trips listed on the back of the form. You must present one copy to the Transportation Department in advance of the first departure.

Overnight Domestic Trips

- The department must appoint a full time faculty or staff member as Travel Group Leader.
- The Travel Group Leader must accompany the group and oversee the trip in its entirety.
- Must be approved through the CAS Tours Committee (see Lisa Rollins for more information) on a tour form.
- Requires Risk Management Approval Process

International Travel

- The department must appoint a full time faculty or staff member as Travel Group Leader.
- The Travel Group Leader must accompany the group and oversee the trip in its entirety.
- Must be approved through the CAS Tours Committee (see Lisa Rollins for more information) on a tour form.
- Requires Risk Management Approval Process
- Purchase Short-term Travel Insurance for Group

Non-Academic Departments

Departments – Work Related Travel

- Employees and student workers of your department do not require any special process. Please note that students who work in your department are considered employees for insurance purposes as long as they are traveling on work related functions using university vehicles.

Departments that host student events (not club-related) – Day Trips

- The department must appoint a full time faculty or staff member as Travel Group Leader.
- The Travel Group Leader must accompany the group and oversee the trip in its entirety.
- The Travel Group Leader is responsible for having each participant complete and return a Hold Harmless Agreement. These forms must be kept on file in the department for three years.
- Does not require a Tour Application or Risk Management process.

Departments that host student events (not club-related) – Overnight Trips

- The department must appoint a full time faculty or staff member as Travel Group Leader.
- The Travel Group Leader must accompany the group and oversee the trip in its entirety.
- Must be approved through the CAS Tours Committee (see Lisa Rollins for more information) on a tour form.
- Requires Risk Management Approval Process.

AUSA, Graduate Association or Student Life Sponsored Student Events (not club-related)

Day Trips

- Student Life must appoint a full time faculty or staff member within their department or an AUSA Officer as Travel Group Leader.
- The Travel Group Leader must accompany the group and oversee the trip in its entirety.
- The Travel Group Leader must collect the Hold Harmless Agreement from all participants and keep them on file in the department for three (3) years.
- Does not require Risk Management or Tour Application process.

Overnight Trips

- The department must appoint a full time faculty or staff member as Travel Group Leader – AUSA Officers do not qualify for overnight trips.
- The Travel Group Leader must accompany the group and oversee the trip in its entirety.
- Requires approval through the Tour Application Process.
- Requires Risk Management Approval Process.

Clubs – Recognized by Andrews University (Per list on file at Student Life)

Day Trips

- The department must appoint a full time faculty or staff member as Travel Group Leader.
- The Travel Group Leader must accompany the group and oversee the trip in its entirety.
- The Travel Group Leader must collect the Hold Harmless Agreement from all participants and keep them on file in the department for three (3) years.
- Does not require Tour Application Process or Risk Management Approval.

Overnight Trips

- The department must appoint a full time faculty or staff member as Travel Group Leader
- Travel Group Leader must accompany the group and oversee the trip in its entirety.
- Must be approved through the CAS Tours Committee (see Lisa Rollins for more information) on a tour form.
- Requires Risk Management Approval Process.

Gymnics and Intercollegiate Sports – If multiple trips are planned in a semester, the Hold Harmless Form can be used for all outings within the semester. Please see the Academic Section for Multiple Trips on page 1.

Day Trips

- The department must appoint a sponsor as Travel Group Leader.
- The Travel Group Leader must accompany the group and oversee the trip in its entirety.
- The Travel Group Leader must collect the Hold Harmless Agreement from all participants and keep them on file for three (3) years.
- Does not require Tour Application Process or Risk Management Approval.

Overnight Trips

- The department must appoint a sponsor as Travel Group Leader.
- Travel Group Leader must accompany the group and oversee the trip in its entirety.
- Requires Tour Application Process.
- Requires Risk Management Approval Process.

Center for Youth Evangelism (CYE), Pioneer Memorial Church (PMC), New Life Church and Harbor of Hope and Local SDA Churches

Andrews University will rent vehicles to the above entities upon the condition that if an accident or damage occurs that their entity will cover any costs outside of Andrews University's Insurance Coverage, including the deductible.

Risk Management Approval Process for all overnight trips involving students

Travel Group Leader is to do the following:

- Obtain Risk Management Forms from Loretta Nave.
- Complete the Safety Planning Sheet and obtain required signatures.
- Meet with Risk Manager to review with completed Safety Planning Sheet – Bring Trip Itinerary
 - Note: Risk Management cannot sign off on the Tour Application form until this steps occurs.
- Have all participants complete and return Medical Forms to Travel Group Leader.
- Have all participants complete and sign the Hold Harmless Agreement and return to the Travel Group Leader (faculty/staff are not required to complete this step if traveling for work purposes).
- Collect a copy of all participants' health insurance card.
- At least one week prior to departure meet with Risk Management for final approval.
 - Provide updated itinerary, if changed
 - Provide a list of ALL participants traveling, including professors, staff, and/or family members
 - Sign Confirmation that all forms are complete and collected from all participants
 - Agree to keep all documents in department for three years from date of trip