



## **STUDENT TRAVEL PROCEDURE**

Student Support | 600.610

### **Last Reviewed**

7/20/2023

### **Executive Staff Approval**

8/7/2023

### **Employee Review**

5/18/2022

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## **1. Procedure Statement**

This procedure sets forth rules for student travel inside and outside of Utah.

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## **2. Activities Within the State of Utah**

### 2.1 Student Criteria:

- 2.1.1 The student must be enrolled in an approved course or program during the fiscal year of the competition. During New Student Orientation, students acknowledge that they have completed the orientation and agree to the Risk and Hazard Statement of Understanding and Release. MTECH Risk and Hazard forms must be completed, signed, and dated in Canvas for each participant. Students under 18 years of age must have a Risk and Hazards form signed on file. All students must provide the name and phone number of a local contact, in case of emergency.
- 2.1.2 The student is responsible to have personal health/accident insurance to cover potential personal illness or injury while participating in class activities on approved off-campus travel.

### 2.2 Supervision

- 2.2.1 For all student travel, the instructor or Program Coordinator/Lead should receive prior approval for the activity from their Program Director.

- 2.2.2 All students will be given the opportunity to participate in off-campus activities that may require travel, but they are not required to attend. If a student elects not to participate, there will be no adverse impact on the student's grade or standing in the program. The instructor is responsible to arrange for a supervised on-campus alternative educational experience where the student will have the opportunity to receive equal credit, or a hybrid assignment equal in educational benefit and time for completion.
- 2.2.3 The instructor is responsible to examine the site of the activity for safety hazards.
- 2.2.4 Students must adhere to the MTECH Code of Conduct, or face possible discipline for violations.
- 2.2.5 If the event is within the State of Utah, an Off Campus Activity Form should be completed by the instructor and submitted to the Program Director prior to the activity.

### **3. Activities Outside of the State of Utah**

- 3.1 Participant Criteria
  - 3.1.1 Students must attend an orientation session to be held at least one month prior to the planned trip. The instructor is responsible to meet with the student (and parents/guardians if the student is under age 18) either individually or in a group and notify them of the parameters for travel to and from the activity site.
  - 3.1.2 Participation may be limited to students currently enrolled in the program, their parents or guardians, spouses, MTECH faculty and staff, and immediate family members of faculty and staff.
  - 3.1.3 Mountainland Technical College will support the out-of-state travel requests of students who are awarded first place honors in local/state competitions. This support includes all expenses to attend and compete in the out of state competition, with the exception of meals that are not provided at the activity.
- 3.2 Supervision
  - 3.2.1 MTECH students are treated as adults. Instructors and staff will be with them during travel and events for guidance and support. However, students will not be supervised at all times. They may be on their own at times in the hotel, and are expected to conduct themselves as adults.
  - 3.2.2 Instructors need to be with the students as much as possible. Instructors are not to arrange side trips or activities that do not include all students.

### 3.3 Travel Criteria

- 3.3.1 Requests to travel out of state with students must be made by submitting the Out of State Travel Request Form to the Program Director no later than August 1 of each year. This request will then be presented to the MTECH Board of Trustees for approval.
- 3.3.2 Out of state travel is limited to the continental United States, unless a specific exception is granted by the MTECH Board of Directors.
- 3.3.3 In most instances, students are responsible for their own method of transportation. If this is not feasible, public transportation will be used: planes, taxis, buses, etc.
- 3.3.4 If travel by air is required, students will be required to provide their own transportation to and from the airport. No students will be transported by MTECH faculty or staff unless in a state vehicle or private provider (i.e. bus, shuttle, taxi, etc.). Instructors will not be involved in assigning car pools or arranging any student transportation.
- 3.3.5 When meeting with students and parents/guardians, the instructor must alert both the student and parent/guardian that they are responsible for transportation to and from the activity, and that they will be responsible to provide their own health/accident insurance.
- 3.3.6 Students must carry valid identification documents.
- 3.3.7 Students must agree to follow the MTECH Student Code of Conduct while on the trip. Student misconduct, whether from an adult or a minor, will lead to disciplinary action, which may include being sent home from the activity or expulsion from the College.

## 4. Financing Off Campus Activities

- 4.1 Expenses for off campus activities within the state will be funded through the applicable program budget. Costs not covered by the applicable program budget will be evenly distributed among the participants. Some out of state travel to conventions or program related education will require that the student bear the cost of travel. This travel will be arranged through the department, and students may have opportunities to participate in fund-raising activities.
- 4.2 Most expenses for Career and Technical Student Organization (CTSO) activities will be funded through the college administrative budget.

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## 5. Revision History

| Last Reviewed          | Executive Staff Approval | Board Approval | Employee Review |
|------------------------|--------------------------|----------------|-----------------|
| 11/30/2015             | 11/30/2015               | 12/16/2015     | 5/5/2022        |
| 12/8/2016              | 4/25/2022                | 8/16/2017      |                 |
| 7/13/2017   no changes |                          | 5/18/2022      |                 |
| 7/6/2018   no change   |                          |                |                 |
| 4/21/2022              |                          |                |                 |
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