

TRAVEL GUIDELINES
LEE COLLEGE DISTRICT
FY 2026



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Empirical Educator Center – Professional Development Support Guidelines

Lee College supports and encourages professional development for all employees. The Empirical Educator Center (EEC) is the hub for professional development at Lee College including on and off campus opportunities such as convocation week and mid-semester workshops. The EEC also handles all employee travel with the Travel Request Application process. This does not include travel between duty points. The steps required to travel and/or attend conferences is as follows and must be completed by all employees:

Travel Funding Approval Process:

1. The traveler must fill out the Travel Request Application located on the [EEC's SharePoint](#).
2. This Travel Request Application is used by all employees for all travel excluding those traveling between duty stations.
3. Upon completion and submission of the Travel Request Application, the employee will receive a pdf copy of the application to send to their supervisor for approval to travel.
4. The traveler must submit their Travel Request Application to be reviewed by their direct supervisor. The supervisor will review and discuss the request before approving which includes:
 - a. Understanding how the conference will benefit the employee in the performance of their duties, and
 - b. Understanding if the employee will be absent from work and agreeing that the absence will be approved.
 - c. Ensuring all required information and documents are included.
5. Once the supervisor approves and signs the pdf version of the application, the traveler sends the signed application to the EEC.

*The supervisor's approval signature only indicates support of travel, not an agreement to fund.

6. The EEC will review the application to see if similar programs are already scheduled on campus and will notify the applicant if there is already an on-campus opportunity and offer the opportunity to withdraw the application. If no similar programs are scheduled on campus, the EEC will begin the process to obtain funding sources.
7. The EEC sends the application to the traveler's respective assemblies' Professional Development Committee to request funding.
8. Upon receipt of the assembly funding decision, the EEC will determine if additional funds are needed and forward the application to the appropriate cabinet member or VP with a request for funding any remaining balance.

9. The cabinet member reviews the application and returns the application to the EEC with a decision and funding amount.
10. The EEC reviews the funding package and may elect to contribute funds if the total amount designated is less than requested (based on EEC funding availability).
11. The EEC creates a funding package for the employee. The EEC emails the funding package to the employee and carbon copies the approved funding sources and Purchasing.
12. The employee must reply all to the funding package email within two business days indicating acceptance or rejection of the funding package. The awarded travel funds will not be available to the traveler until this step has been completed.
13. Upon acceptance of the funding package, the employee may start making travel arrangements including, submission of Purchasing card requests, travel card requests, and/or use of personal credit cards. The employee must attach a copy of the funding package to their Purchasing card or Travel Card request.

TRAVEL POLICY OVERVIEW

This policy sets forth guidelines, procedures, and requirements for all college related travel on behalf of Lee College District. This policy applies to all employees of the college at every Lee College location including, but not limited to, faculty, administrators, staff, students, and athletes. The following guidelines also apply to all travel paid with college funds.

GENERAL GUIDELINES – EMPLOYEE TRAVEL

All employees must use the Travel Request Application found on the [Empirical Educator Center's SharePoint](#) prior to making any travel arrangements. Before your Travel Request Application can be processed by the EEC, employees must obtain their supervisor's approval signature supporting their request to travel. This step is only for approval to travel, not approval to fund. Your signed application must then be sent via email to the EEC for processing.

NOTE: The responsibility to observe adherence to travel guidelines rests with traveler and department supervisor. Employees must familiarize themselves with these guidelines when planning any college travel.

FUNDING FOR EMPLOYEE TRAVEL

a. Advances via purchase Request

To make travel-related purchases such as booking flights, hotels etc., employees must submit a fully completed Travel Request Application with necessary approvals and accept the funding package from the EEC. Purchasing will not authorize any travel-related expenses or issue travel cards without this documentation.

Travel advances will not be provided for college business trips. All travel expenses must be made on an individual's college purchasing card, college travel card, or through personal funds and must have prior approval from appropriate parties and documentation for completing the EEC Travel Request Application process.

b. Prior Approval from Supervisor for Travel

In order to utilize a Lee College credit card for travel, employees must receive prior approval from their supervisor, all required documentation, and accept their funding package from the EEC. A copy of the completed Travel Request Application must be submitted with any travel-related request and should be sent to Purchasing. The Travel Request Application form is linked on the [EEC SharePoint](#).

c. Any college travel expense paid by a third-party sponsor will not be reimbursed or paid by Lee College.

d. Travel Card

1. Accept funding package from the EEC
2. Ensure the finalized version of your Travel Request Application contains all required signatures and lists the funders and amounts.

3. After completing the required EEC Travel Request Application process, fill out the travel card request form and combine the two files.
4. Submit travel card request and EEC documents to Purchasing. Allow 1-5 days to process.

*Travel card requests that do not have required documentation attached will be rejected.

5. Pick up travel card from Purchasing before date of travel.
6. Return travel card and receipts, upon return from business trip.

*Failure to provide documentation within 30 days after return of a business trip may result in forfeiture of travel privileges

II. EXPENSE REPORT

All expense reports should be submitted to the Purchasing Office no earlier than 5 full business days after the trip; but no later than 30 days after. Disallowed or unsubstantiated expenses will require the employee to reimburse the college through an Employee Receivable within 30 days of notice. Travel expenses will be reimbursed after completion of travel and at no point before travel occurs. This includes, but not limited to, airfare, conference, lodging and other incidental fees. Statement of Travel Expense form must include the following:

Finalized version of the EEC Travel Request Application.

Itineraries and receipts must accompany expense reports that include purchasing or travel card charges.

Due to the fact that credit card transactions are not immediate, or Statement of Travel form will not be processed prior to 5 business days of the employee's return. Travelers have 30 days to turn in their Statement of Travel after date of return, submissions that exceed 30 days will be rejected.

Lee College is exempt from Texas state sales tax. Employees will not be reimbursed for any state of Texas sales tax. Sales tax charged to Lee College credit cards are to be reimbursed to the college through an employee receivable.

III. AIRFARE

Airfare purchases are to be made on the employee's purchasing or travel card. Purchasing cardholders must make his/her own airline reservations on his/her card. An employee who is not a purchasing card-holder may purchase airfare on a travel card or on his/her own personal credit card.

Airfare should be booked directly through the airline, not with third party booking services such as Expedia, Priceline, Travelocity, etc.

Lee College will only allow an employee to purchase a coach class ticket with the airline providing the most cost-effective rates. Employees wishing to upgrade their seat or utilize a more expensive airline must pay the difference in price at their own expense.

If flight credits are given to the employee's personal airline account, the employee is required to pay back the credited amount to the college.

Only a Lee College employee's airfare may be booked or paid for with a Lee College Purchasing or travel card. A non-employee traveling with a Lee College employee must purchase airfare on his/her own personal credit card.

IV. TRAVEL INSURANCE

Travel insurance is not reimbursable.

V. Conference Travel Information – Before and After

Before the Conference: If the first substantive scheduled activity of the event starts after 12:00 pm, you will not be reimbursed for a hotel for the previous night unless you get prior written approval of the relevant cabinet member.

After the Conference: You will not be reimbursed for a hotel after the end of the event unless you get prior written approval of the relevant cabinet member.

VI. MEAL EXPENSE

a. Non-Overnight Travel

Meal expenses are not allowed for non-overnight travel due to IRS regulations. The only exception would be when the employee is attending a business meal with students and/or community members present and Lee College business is discussed at the meal. In that case, a list of attendees and the nature of business discussed must be submitted to Purchasing along with the meal receipt. Supervisor approval and Purchasing approval must be made prior to the business meal.

Requests for any business meals reimbursement require the same criteria. A list of community members/ students and nature of business discussed must be submitted along with reimbursement form request.

Meals may be provided for employees attending a professional development meeting with Lee College if the event lasts longer than 4 hours. Meals are not to exceed \$15 per participant (to be all-inclusive of applicable fees including delivery).

b. In-State Overnight Travel

The per diem rate policy for the Lee College District is as follows:

\$59 per day will be allowed for meals for each day of the trip except for the actual day of travel to the destination site. The per diem rate for the day of travel to the destination site is \$29.50. Only meals that are paid with personal funds will be reimbursed at the per diem rate. Meals provided by a conference will be deducted by the meal provided to the employee in total reimbursement calculations. Incidentals are not to be included when calculating per diem.

Texas Per Diem Rates:

Breakfast	\$14
Lunch	\$16
Dinner	\$29
<hr/>	
Total	\$59

Taxes and tips on meals are allowable expenses and are included in the per diem rate.

**Employees are cautioned that tips and gratuities of any kind are not allowed under Perkins grant funding. Other grants must be consulted with Grants Department.*

Employees purchasing approved meals on a purchasing or travel card will be required to reimburse the college for all meal expenses over the daily per diem rate and must ensure that sales tax is removed if the meal was purchased within Texas. Receipts are required for meals purchased with Lee College credit card. Upon return from the trip, money owed to the college must be repaid within 30 days.

Alcohol may not be purchased using college monies.

Key officials, defined as the President and Board Members will receive the same per diem rate as faculty, administrative, and staff.

c. Out-of-State Overnight Travel

The per diem rate for employees traveling out-of-state can be determined by accessing the following web page:

<http://www.gsa.gov/portal/content/104877>

Employees should look for the state and city to which he/she is traveling which will show the per diem rate per meal allowed for this destination. Incidentals are not to be included when calculating per diem. A printed copy of this page and per-diem calculations must accompany the State of Travel Expense form.

Taxes and tips on meals are allowable expenses (*except under Perkins grant) and are included in the per diem rate. Tips cannot exceed 20% of meal costs.

An employee purchasing meals on a purchasing or travel card will be required to reimburse the college for all meal expenses over the daily per diem rate. Itemized receipts are required for approved meals purchased with Lee College credit card and must be sales tax exempt if the meal was purchased within Texas. Upon return from the trip, money owed to the college must be repaid with 30 days.

An employee who travels out of the state on business will be reimbursed the cost of the lowest mode of travel. For example: If an employee prefers to drive instead of choose air flight, then employee will be reimbursed for an airline ticket, whichever is less.

d. Meals Paid with Personal Funds

An employee paying for meals with personal funds is not required to submit receipts. An employee may request reimbursement for meals not to exceed \$29.50 for the first day of travel and \$59 for the remaining days for in-state travel and GSA.gov rates for out-of-state travel. The meal reimbursement is claimed on the Statement of Travel Expense form at the end of the business trip. Out of state per diem rates will be reimbursed at half rate for the first travel day and full rate for the remaining travel days and utilizing the GSA.gov rate for that state.

A conference itinerary copy must be included with the professional development travel application and the Statement of Travel Expense form. When meals are provided as part of the conference (as covered through the conference registration fee), the meal per diem for any meals provided by the conference will be deducted from the per diem reimbursement. Employees must submit the per-diem calculator addendum for the per diem reimbursement with their Travel Expense Form. Only meals paid for with personal funds will be reimbursed at the per diem rate.

The federal grants do not allow tips and gratuities with travel.

Example of per-diem calculator addendum below:

Per Diem Expense	50% Day of Travel only	Day 1	Day 2	Day 3	Day 4	Day 5	Total
Travel Dates	16-Jun	17-Jun	18-Jun	19-Jun	20-Jun	X	
Meal per-diem- 1st day of travel	\$ 23.00	X	X	X	X		\$ 23.00
Meal per-diem- Breakfast		\$ 10.00	X	\$ 10.00	\$ 10.00		\$ 30.00
Meal per-diem- Lunch		\$ 15.00	\$ 15.00	\$ 15.00	X		\$ 45.00
Meal per-diem- Dinner		\$ 20.00	X	\$ 20.00	X		\$ 40.00
Meal per-diem- Full day	\$ 23.00	\$ 45.00	\$ 15.00	\$ 45.00	\$ 10.00		\$ 138.00

e. Grants

Meals can be allowed and grant monies to the extent that the grant will allow. If unsure about guidelines, please contact the Grants Compliance Officer before charging meals to the grant account.

f. Business Meals

Business meals will be reimbursed with prior credit card approval.

g. Meals on Purchasing Card

A purchasing card may be used for meals instead of per diem during a college trip. Once a card is used for a meal, the option for per diem is no longer available for the remainder of the trip. Tips cannot exceed 20% of meal costs.

h. Meals Provided by the President

The President may choose to pay for an employee's meal during a business trip. In this case the employee is not responsible for tracking the cost of the meal when calculating per diem reimbursement.

If meal is paid by President, per diem will not be reimbursed.

College President is the only employee authorized to purchase meals for other employees while traveling.

i. Student Meal Expenses

If a per diem is given to students for a college related trip the per diem must be consistent for all of the students involved.

VII. LODGING EXPENSES

Lee College has no per diem allowance for hotel accommodations. An itemized receipt must be submitted for all hotel accommodations. Employees should not book lodging through third party booking services.

Only business telephone calls and internet will be allowed for payment by Lee College. Lee College will not reimburse an employee for personal expenses (example, refreshments, snacks, in-room movies, mini bar purchases, gym fees etc.). All personal charges must be paid separately by the employee using his/her personal monies and may not be charged to the purchasing or travel card.

Overnight lodging is only allowed for travel in excess of 50 miles one-way from duty point. Unless otherwise approved by the Finance Department in advance.

Employees extending lodging before or after the approved travel dates will pay at their own expense.

Lee College will not pay expenses for a spouse, dependent, or other individual accompanying the employee.

a. In-State Lodging

When lodging in Texas, employees are not to pay state hotel/motel occupancy tax, but must pay city and county occupancy taxes.

Tax Exemptions (texas.gov) or can found on Purchasing SharePoint.

Employees attending conferences are encouraged to stay at the hotel hosting the conference. The college will cover the room cost for the conference/standard room rate only. If this type room is unavailable the employee will need to book a hotel near the conference that offers the state rate. If there is not a hotel with the state rate available in the area, the employee needs to acquire Purchasing approval on the hotel and room rate prior to the trip.

Employees must contact hotel to inquire state rates.

b. Out-of-State Lodging

When lodging out of state, the college is required to pay all applicable taxes. Employees attending conferences are encouraged to stay at the hotel hosting the conference. The college will cover the room cost for the conference/standard room rate only.

VIII. MILEAGE, PARKING AND TOLLS

Lee College may reimburse an employee for the mileage incurred during the employee's business use of a personally-owned vehicle. Mileage will be paid at the rate of current IRS mileage rates per calendar year (<https://irs.gov/tax-professionals/standard-mileage-rates>). Mapping services such as MapQuest, Google Maps may be used to document reimbursable mileage. College will always pay whichever is less. Documentation must accompany a submitted State of Travel Expense form for reimbursement.

Lee College will reimburse an employee for parking/toll expenses incurred while the employee is on an approved college business trip. Parking/toll receipts must be provided to obtain reimbursement for these expenses. Any expense without proper receipts will not be reimbursed.

Mileage reimbursements need to be turned in to the Purchasing Office on a Statement of Travel Expense form with all applicable receipts attached and submitted within 30 days of the end of business travel to be eligible for reimbursement.

For a group of employees traveling to the same location within a 100-mile radius of duty point, carpooling is encouraged but not required. Each traveler qualifies for mileage reimbursement. For any group of employees traveling to the same location beyond a 100-mile radius of duty point (i.e. Dallas, San Antonio, Austin), the college will reimburse mileage for one vehicle per every two approved participants. Employees traveling to the same location (i.e. conference) will coordinate drivers and vehicles amongst themselves. There is no preference given based on whose application was approved first; all participants need to collaborate to find the best travel arrangements.

a. To the Airport

Mileage to or from the airport from an employee's residence is acceptable. However, this mileage cannot exceed the mileage between Lee College and the airport. If the mileage is less than mileage between Lee College and the airport, the lesser mileage should be reported. Documentation from an internet mapping service of the mileage from the residence to airport must to be included with the Statement of Travel Expense form.

b. Out of State Mileage

An employee, who chooses to travel to out of state business via a mode of transportation other than air, will be reimbursed the lesser cost.

c. Mileage to Duty Point

Lee College cannot reimburse for mileage to or from the place of employment. Place of employment includes the employee's regular daily assignment. This is defined as an employee's **duty point**.

Lee College has several duty points:

Main Campus
McNair Career Center
Huntsville Center
Lee College Education Center – South Liberty County

Employees are not reimbursed for travel to and from their assigned duty point. However, Lee College does pay mileage for travel from the duty point to and from other teaching sites.

From	To	Reimbursed: Yes or No
Home	Duty Point	No
Duty Point	Home	No
Duty Point	Another Teaching Site	Yes
Another Teaching Site	Duty Point	Yes
Another Teaching Site	Home	No
Another Teaching Site	Another Teaching Site	Yes
Home	Another Teaching Site	*See note below

*An employee who chooses to forego travel to his/her duty point and proceed straight to another teaching site will be reimbursed the mileage from the duty point to that teaching site or mileage from his/her home to the teaching site, whichever is less.

d. Mileage to Meetings

Mileage from a normal workstation to a conference or meeting is reimbursable if an employee actually reports to work prior to attending the meeting. Mileage for travel from an employee's residence directly to the conference/meeting site will be based on the shortest distance from either the employee's residence or Lee College. Documentation from an internet mapping service such as Google maps, MapQuest, etc., must be included with the Statement of Travel Expense form in order to be reimbursed.

Mileage reports must include all of the following information:

- Travel dates
- Travel-to and Trave-from addresses
- Mileage documentation from LC Mileage Chat, MapQuest, Google maps, etc.
- Purpose of travel
- Mileage
- Department/Account/Fund being charged

Mileage reimbursement reports must be turned in with 30 days of the end of the travel date to be eligible for reimbursement.

In the event of an accident, the vehicle owner's insurance coverage is primary for damages.

IX. NON-EXEMPT EMPLOYEE TRAVEL

Non-exempt employees will not be paid for travel time beyond their normal work day schedule.

Third party transportation

If you fly to the destination for the event, then you can rent a vehicle for transportation. You cannot rent a vehicle in Baytown for your travel unless approved by Cabinet Member.

Lee College will only allow an employee to purchase a standard car rental with most cost-effective rates.

You may use the travel card or your personal credit card to purchase your ride if this has been approved in advance. Be sure to use your account when booking the ride, and remember to keep the receipt to turn in to Purchasing upon your return. Companies such as Uber and Lyft offer ratings for the driver that you can review, and both services offer the ability to refuse a ride until you find a driver that you are comfortable with.

Non-employees can be hired as part-time bus drivers. The department requesting a bus driver will be charged-back all expenses (lodging, meals, etc.) including wage to that departmental budget.

X. VEHICLES: PERSONAL LIABILITY

If an employee uses their own personal vehicle in the conduct of school business the employee's personal auto coverage applies as primary coverage.

Drivers are personally responsible for any ticket.

XI. EMERGENCIES

What if I encounter a medical emergency while traveling? Please call 911 and acquire immediate medical care. Once in a stable environment, please contact HR (281.425.6875). If you cannot reach HR, please call your AVP Office during regular operating hours.

- Academic: 281.425.6821
- Huntsville: 936.755.7228
- Nursing: 281.425.6544
- Student Affair: 281.425.6822

What if I encounter a financial emergency while traveling? Please contact Purchasing Director, 281.425.6818, or Purchasing Clerk, 281.425.6464, during regular operating hours. **AFTER HOURS CONTACT SECURITY AT 281-425-6888.** Also, there is a 10% margin allowed to cover incidentals or other issues that occur while traveling; however, if an emergency occurs that requires the employee to spend beyond that 10% margin, the employee may meet with the EEC upon returning and explain the need for the overage. The EEC may then choose whether or not to fund that overage.

LEE COLLEGE MOTOR POOL GUIDELINES/PROCEDURES



MISSION

The mission of the Lee College Purchasing Department is to utilize best practices to provide safe and reliable transportation to the campus community in order to carry out our educational mission and to support student-focused college business. The department is committed to serving others with respect and fairness while enforcing the official procedures of the department.

MOTOR POOL GUIDELINES OVERVIEW

Lee College owns and operates a fleet of vehicles that are available to faculty and staff who comply with the College's guidelines and procedures. Students are not permitted to drive fleet vehicles. If an employee uses his or her vehicle for college purposes on a regular and continuing basis, then his or her is included within the meaning of "college vehicles" for the purpose of this guideline when that vehicle is being operated for college business. **Any employee operating their own vehicle for college business their own insurance will be responsible for any accident incident, not the college insurance.**

Lee College recognizes that the operation of motor vehicles involves many risks, and it takes its responsibility to promote safety seriously. By these guidelines and procedures, the college intends to promote safety and to reduce risk to itself, its employees and students, as well as to pedestrians and other motorists. We also require that all college vehicles are driven in compliance with the law and the highest standards of safety. Accordingly, the guidelines are strictly enforced.

In keeping with the college's concern for safety and security, the college reserves the right to grant, deny, or restrict any and all privileges to drive or use college vehicles. If an applicant to drive or to use a college vehicle intentionally gives any false information, his or her privileges will be immediately denied or revoked.

DRIVING AUTHORIZATION PROCEDURES

All drivers (faculty and staff) must be authorized annually (Sept 1 – Aug 31) to drive a college vehicle, rental vehicle, or any other vehicle Lee College insurance would be in force. Personal employee vehicles involved in accident incidents will be covered by employee personal vehicle insurance.

Authorization clearance to drive a college vehicle can take 10-15 business days so please plan accordingly. If you don't know whether you or your planned driver(s) is authorized, please call the Purchasing Department, 281-425-6464 or lcpurchasing@lee.edu.

Approved Driver Process and Required Trainings

Any employee wishing to drive a Lee College vehicle must complete the following in order to become a Approved Driver:

- An acknowledgement form verifying the receipt, and accepting the conditions, rules and regulations for driving a college vehicle.
- An application form for driver authorization
- Provide a copy of a valid driver's license
- Complete a Motor Vehicle Background Check
 - All drivers must undergo a driving background check coordinated through the Purchasing Office. Any violations identified during the background check will be forwarded to the Manager of Emergency and Safety Operations for further review.
 - Must be completed annually
- Vector Learning Management System (LMS) Defensive Driving online course
 - Using your web browser, go to the Vector LMS, Higher Education Edition website for Lee College: <https://lee-tx.safecolleges.com/>
 - Enter your Username: Employee ID number
 - Must be completed annually
- Vector Learning Management System (LMS) 15-Passenger Van Safety online course
 - Using your web browser, go to the Vector LMS, Higher Education Edition website for Lee College: <https://lee-tx.safecolleges.com/>
 - Enter your Username: Employee ID number
 - Must be completed annually

Applications will be rejected for the following reasons:

- Drivers may not have more than two misdemeanor driving violations within the past 12 months.
- Applicant has a felony driving conviction, including Driving While Intoxicated (DWI) or Driving Under the Influence (DUI), within the past five years.
 - Any other violations not explicitly outlined above will be evaluated on a case-by-case basis.
- Applicant is a student

The operation of a college vehicle by any person who has not been authorized to drive by the Purchasing Department is strictly prohibited, and anyone who violates this procedure is subject to discipline. Applications may be obtained from the Purchasing Department or from the department's SharePoint.

LOSS OF DRIVING PRIVILEGES

The following offenses will result in suspension or termination of the privilege to drive a college vehicle and may also result in disciplinary actions:

- Operating a college vehicle without a valid driver's license
- Failure to report the suspension or revocation of a driver's license
- Obtaining and/or failing to report citation for driving under the influence
- Obtaining and/or failing to report over 3 driving violations in the past year
- Failure to obey college rules and/or traffic laws
- Permitting any unauthorized person to drive a college vehicle;
- Operating a college vehicle outside the use authorized by the Purchasing Department
- Operating a college vehicle in a reckless or unsafe manner
- Failure to report an accident involving a college vehicle
- Operating a college vehicle while under the influence of alcohol or drugs
- A chargeable offense relating to auto accidents while operating a college vehicle
- Any other act of negligence that shows disregard for safety or shows disregard for the security of college vehicles.

All drivers must undergo a driving background check coordinated through the Purchasing Office. Any violations identified during the background check will be forwarded to the Manager of Emergency and Safety Operations for further review.

- Drivers may not have more than two misdemeanor driving violations within the past 12 months.
- Drivers may not have any felony driving convictions, including Driving While Intoxicated (DWI) or Driving Under the Influence (DUI), within the past five years.

Any other violations not explicitly outlined above will be evaluated on a case-by-case basis.

GENERAL GUIDELINES

Once the driving request has been received and approved, the Purchasing Department will schedule according to availability, on a first come, first served basis. The Purchasing Department reserves the right to cancel the use of any college vehicle as a result of severe or adverse weather conditions.

The following guidelines apply to all travel undertaken by Lee College students:

- a. Any travel beyond **25** miles from the designated departure campus must be taken using college vehicles or chartered transportation. Students are not allowed to drive personal vehicles further than **25** miles from campus.
- b. For any trip greater than **25** miles from campus, there must be one college employee for every eight students participating in the trip.
- c. Students must be at least 16 years of age to participate in college-sponsored trips.
- d. If accommodation is required for a student, the trip coordinator will consult with the Purchasing department to coordinate the rental of an accessible vehicle.

College Vehicle Requirements for all travel with or without students present:

- a. The driver must be a full or part-time employee of Lee College and have completed the approved driver process
- b. Driver must be up to date on annual vehicle trainings
- c. The use of college vehicles is permitted when the destination is **500 miles or less away** from the Lee College campus.
- d. The maximum capacity for all Lee College passenger vans is 8 – including the driver. Human occupancy must be reduced by 1 passenger for every 2 pieces of luggage/cargo boxes being transported.
 - a. The US Department of Transportation along with the National Highway Traffic Safety requires no more than 8 passengers (including the driver) be transported in a 12-passenger vehicle. Considerations must also be made when passengers are bringing luggage or other cargo for transport. Human occupancy must be reduced by one passenger for every 2 pieces of luggage/cargo boxes being transported.
- e. The maximum capacity for all Lee College sedans is 4 – including the driver.
- f. The maximum drive time per vehicle per day is 8 hours.
- g. The driver must take at least a 15-minute break for every 4 hours of driving.

DRIVE TIME LIMITATIONS

Drivers may not drive more than 8 hours in a 24-hour period and must include at least one 30-minute rest stop every 4 hours of driving.

REQUESTING A VEHICLE

Employees may submit a request to use a Lee College vehicle by logging into their MyLC Campus account and navigating to the “Vehicles” icon.

- All anticipated drivers must be entered on this request and be up to date on all required training.
- Dates selected must include key pick up and drop off date. Keys will not be given earlier than the date entered on the request.
- Be specific about destination and purpose of trip.
- Budget information will be used to charge department for the trip (miles x IRS rate).
- Requestor must enter post travel information and mileage once trip has concluded

PICKING UP THE VEHICLE

Please observe the following steps:

1. Scheduled college vehicles packets including keys, Motor Pool Gate keys, insurance card, and Driver Collision Checklist are to be picked up from Purchasing between office hours.
 - Weekend packets must be picked up by 12:00 p.m. on Friday.
 - Other pickup arrangements may be made by Purchasing Department and will be communicated to the vehicle requestor
2. Scheduled college vehicles are available for pick up in the Motor Pool lot, which is located at 511 S. Whiting, Baytown, Texas.
3. College vehicles can be identified by the key tag, which lists the same matching number on the vehicle.
4. When picking up a college vehicle, the authorized driver **must record the pickup mileage** before leaving the Motor Pool Lot **and return mileage** once the trip has ended.
5. **Drivers must conduct a vehicle inspection prior to departure.** The pre-use Vehicle Inspection Checklist will be stapled to the packet you receive. The driver must complete the form and return it with the packet when returning the vehicle.

If a driver or other party who has requested the use of a college vehicle has **ANY CONCERNS** about the

safe condition of the vehicle, he or she is required to report the concern to the Purchasing Department immediately, and he or she is prohibited from driving the vehicle until the concern is resolved. If there are non-functioning items or if there is other damage to the vehicle that a driver notices after he or she picks up the vehicle but before it is driven, he or she should notify the Purchasing Department prior to using the vehicle and note the item on the Vehicle Request Form.

Preparation (Before the Trip)

- i. Vehicle Safety Checklist
 1. Drivers should familiarize themselves with the vehicle.
 2. Confirm vehicle(s) is/are road safe.
 3. Check contents of the Travel Vehicle Roadside Safety Kit (A printed copy of the guidelines is included), and report any missing or damaged items to the Purchasing Department.
 4. Ensure the battery jump starter is charged to at least 50%.
 - a. If not, please charge before trip departure
- ii. Check Weather Forecasts
 1. Register for weather alerts via apps (e.g. NOAA, AccuWeather, FEMA, etc.)
 2. Monitor the radio for weather updates.
 3. Print contact lists and maps.
 4. Dress appropriately
 5. Delay or cancel travel if conditions are hazardous.
- iii. Medical Emergency Checklist (For Students)
 1. At least one employee must be CPR certified.
 2. It is recommended to train staff in Mental Health First Aid.
 3. Carry printed copies of:
 - Student Pre-Travel Health Information Forms
 - Emergency Contact Information
 - Student Travel Waivers
 4. Identify the nearest hospitals or urgent care centers along your route.

Gas Cards

Gas cards may be signed out for the purchase of gasoline for college vehicles only. Gas cards and receipts should be returned to the Purchasing Office promptly upon return. Gas card should be turned in with the vehicle key pouch.

Returning the Vehicle

The authorized driver is responsible for:

- Returning the college vehicle to the Motor Pool lot to the location designated on the packet at the scheduled time of return.

- Removing all trash, cleaning up all spills, closing all windows and locking all doors.
- Returning the vehicle with no less than half full tank of gas.
- **Recording the pickup and return mileage on the Vehicle Request Form.**
- Returning the vehicle keys to the Purchasing Department.

Drivers are required to:

- Make sure that all traffic laws and college regulations are obeyed.
- Wear seatbelts and require all passengers to wear them.
- Assume full responsibility for any and all fines, traffic violations, and citations associated with their use of college vehicles.
- Use college vehicles for authorized purposes only.
- Practice good defensive driving techniques, taking into consideration road, weather and traffic conditions.
- Lock college vehicles when they are left unattended.
- Clear any obstructions to vision from windows, mirrors and lights before driving.
- Do not use your cell phone if you have one with you, while driving.
- Never drink alcoholic beverages and/or use controlled substances in a college vehicle and never permit others to do so.
- Never drive college vehicles while under the influence of controlled substances and/or alcohol and never permit others to do so.
- Never smoke in college vehicles and never permit others to do so.
- Never permit unauthorized persons to drive college vehicles.
- Never transport unauthorized passengers such as hitchhikers, family or friends or those that are not associated with the program. Family and friends listed and approved on the submitted passenger list may be transported.
- Never drive college vehicles at speeds that are inappropriate for road conditions
- Always drive in accordance with the law.
- Never drive college vehicles when feeling drowsy or while taking medication that may cause drowsiness.
- Never use top carriers.

Accidents (Driver Collision Checklist)

Proof of insurance can be found in the vehicle key pouch checked out to employee. The vehicle registration will be found in the glove box of the vehicle.

In the event a college vehicle is involved in an accident, the authorized driver shall behave reasonably and responsibly to minimize further injury or damage and the risk of further accidents at the scene he or she should:

Emergency Situations

- i. Vehicle Issues (Flat Tire, Breakdown, etc.)
 1. Move to safety and turn on hazard lights.
 2. If on the roadside, deploy LED flares and the warning triangle from the Roadside Safety Kit.
 3. Contact Enterprise Rental 24/7 Emergency/Roadside Assistance at 1-800-307-6666. Provide the precise location and clearly state if the vehicle is drivable.
 4. Notify Lee College Security at 281-425-6488 and the designated Cabinet member.
 5. Move students to a safe area away from traffic if needed.
 6. If there is an emergency, call 911.
- ii. Vehicle Accident
 1. Ensure personal safety and stay calm.
 2. Stop the vehicle, put it in park, and turn on hazard lights.
 3. Do not leave the scene.

Call 911 Immediately for Police Assistance When:

1. Someone is injured.
2. There is significant damage or the vehicle is undrivable.
3. The other driver is uncooperative, aggressive, or possibly intoxicated
4. The accident blocks traffic or occurs in a dangerous location
5. You suspect insurance fraud or a hit-and-run occurred.

If injuries

1. Administer first aid within your level of training and competence.

Accident scene safety

1. Do not move the vehicles if there are injuries or major damage, unless there's an immediate danger (e.g., fire).
2. If drivable and safe, move vehicles to the roadside or a nearby parking area.
3. Use LED flares and the warning triangle.
4. If outside the vehicle, stay far from traffic, preferably behind a guardrail.

Document the incident

1. Take photos if it is safe to do so.
2. Collect and record:
 - a. Name, address, driver's license information (with expiration date) of other driver(s)
 - b. Insurance information
 - c. Passenger/pedestrian names and injury details
 - d. Vehicle make, model, year, VIN, license plate number/state
 - e. Witness names and contact information
 - f. Police officer's name, badge number, and report number
3. Make personal notes:
 - a. Date, time, and location of the incident
 - b. Weather, road, and traffic conditions
 - c. Complete the online Incident Report Form.
4. Do not sign any documents or admit fault.

iii. Traffic Violations

1. Submit an online Incident Report Form.

iv. Severe Weather

1. Reduce speed and increase the following distance between vehicles.
2. Turn on headlights and hazard lights.
3. Pull over to a safe area off the road if conditions make driving unsafe (e.g., heavy rain, hail, fog, snow) and remain in the vehicle unless unsafe (e.g. flooding or tornado).
4. Avoid parking under trees, power lines, overpasses, or bridges.
5. Notify Campus Security and the designated Cabinet member if conditions become too unsafe to continue.
6. Wait for conditions to improve or arrange alternate transportation if necessary.
7. Complete an online Incident Report Form.

In case of tornado:

1. Do not stay under an overpass.
2. If possible, exit the roadway and seek shelter in a sturdy building.
3. If no shelter is available:
 - a. Lie flat in a ditch or low area at least 100 feet from the vehicle.
 - b. Cover your head with your arms or a coat.
4. Do not try to outrun a tornado in a vehicle.

In case of heavy rain or flooding:

1. Turn on wipers and low-beam headlights.
2. Try to stay in the middle lane.
3. Do not drive on flooded roads.
4. Pull over and wait.
5. If you hydroplane, gently ease off the gas and steer straight. Do not brake suddenly.

In case of ice or snow:

1. Reduce speed and increase braking distance.
2. If traction is lost, steer in the direction of the skid. Do not brake suddenly.
3. If roads become impassable, pull over in a safe place and call Campus Security and the designated Cabinet member.

Contact the Purchasing Department if the breakdown occurs during the regular work week hours at (281) 425-6464, or contact the college **Security Department at (281) 425-6888 (24- hour service number)**.

Safety and Emergency Procedures and Guidelines

In the event of an emergency, including but not limited to vehicle issues, medical emergencies, or missing students, the Lee College security department and the designated Cabinet member should be contacted immediately.

Lee College Security

Phone: 281-425-6888

Cell Phone: 281-808-0079

Email: security@lee.edu

Lee College Purchasing

Phone: 281-425-6818

Cell: 346-578-1689 (after hours emergencies only)

Email: lc purchasing@lee.edu

ADMINISTRATIVE REVIEWS IN THE EVENT OF ACCIDENTS OR MOVING VIOLATIONS.

If a person who has been granted the privilege to drive a college vehicle is subsequently involved in an accident or moving violation while operating a college vehicle:

- **The person must immediately report the accident or moving violation to the college Security Department at (281) 425-6888 (24 hours).**
- The Purchasing Department will review the person's report. In making its review, the Purchasing Department may obtain verifications through the Bureau of Motor Vehicles, the police department, or any other independent sources. If it is determined the driving privileges will be suspended, he or she may reapply for reinstatement after a 12-month period.

Student Travel Guidelines



LEE COLLEGE STUDENT TRAVEL GUIDELINES

I. Purpose and Scope

This document outlines the procedures and guidelines for Lee College students traveling on official college business. These procedures apply to all off-campus travel by current Lee College students, including course field trips, student organization trips, athletics, and travel related to specific college programs. Clinical rotations, internships, and travel to work-based learning sites are excluded from the processes and guidelines outlined in this document.

II. Definitions and Acronyms

- a. AED: Automated external defibrillator
- b. AVP: Associate Vice President
- c. CPR: Cardiopulmonary resuscitation
- d. College-Sponsored Student Trip, a.k.a. Student Travel: Any student trip or travel on official college business including course field trips, student organization trips, athletics, and travel related to specific college programs.
- e. Designated Cabinet Member: The designated Cabinet Member who is responsible for the area in which the trip is supported. (For example, the AVP of Academic Affairs is responsible for course-related travel, the AVP of Transfer and Educational Partnerships is responsible for travel related to transfer colleges and universities, and the AVP of Student Success and Belonging is responsible for travel related to Student Clubs.)
- f. Dual Credit Student: A high school student completing college coursework for both high school and college credit.
- g. Trip Coordinator: Full-time employee who is responsible for overall trip planning and management, including submission of required request forms and documentation.

III. Important Contact Information

Student Conduct

Dr. Scott Bennett

Associate Vice President, Student Services

Office Phone: 281-425-6558

Cell Phone: 361-550-1155

Email: sbennett@lee.edu

Title IX

Jose Martinez

Title IX Coordinator

Office Phone: 281-425-6546

Cell Phone: 409-256-7141

Email: josmartinez@lee.edu

Bias and Discrimination

Darlyn “Jo” Greathouse

Executive Director, Campus Engagement
and Belonging

Office Phone: 281-425-6501

Cell Phone: 979-215-9079

Email: jogreathouse@lee.edu*Campus Security*

Phone: 281-425-6888

Email: security@lee.edu*Purchasing*

Office Phone: 281-425-6818

Cell Phone: 346-578-1689 (For after
business hour emergency situations)**IV. Employee Eligibility and Training Requirements**

Any employee traveling with students must complete annual training to include topics such as Student Conduct, Title IX, Accessibility, and safety and emergency response protocols. Additionally, all employees traveling with students must have a current First Aid, CPR, and AED certification from American Red Cross or the American Heart Association. Certifications are valid for two years. It is highly recommended that any employee traveling with students complete Mental Health First Aid training.

Certificates of training completion and CPR cards will be submitted into the NEOED system in the employee’s e-folder labeled Student Travel. Verification of training completion and valid CPR certification will be completed by the designated Cabinet member who approves the trip request form.

Drivers of College Vehicles

The following vehicle safety training requirements must be completed before operating a vehicle for student travel:

- a. Vector Learning Management System (LMS) Defensive Driving online course
 - i. Using your web browser, go to the Vector LMS, Higher Education Edition website for Lee College: <https://lee-tx.safecolleges.com/>
 - ii. Enter your Username: Employee ID number
 - iii. Must be completed annually
- b. Vector Learning Management System (LMS) 15-Passenger Van Safety online course
 - i. Using your web browser, go to the Vector LMS, Higher Education Edition website for Lee College: <https://lee-tx.safecolleges.com/>
 - ii. Enter your Username: Employee ID number
 - iii. Must be completed annually

V. General Guidelines

The following guidelines apply to all travel undertaken by Lee College students:

- a. Any travel beyond 25 miles from the designated departure campus must be taken using college vehicles or chartered transportation. Students are not allowed to drive personal vehicles further than 25 miles from campus.

- b. For any trip greater than 25 miles from campus, there must be one college employee for every eight students participating in the trip.
- c. Students must be at least 16 years of age to participate in college-sponsored trips.

College Vehicle Requirements

- a. The use of college vehicles is permitted when the destination is 500 miles or less away from the Lee College campus.
- b. The maximum capacity for all Lee College passenger vans is 8 – including the driver. Human occupancy must be reduced by 1 passenger for every 2 pieces of luggage/cargo boxes being transported.
- c. The maximum drive time per vehicle per day is 8 hours.
- d. The driver must take at least a 15-minute break every 4 hours of driving.
- e. The driver must be a full or part-time employee of Lee College.
- f. Drivers must review motor pool guidelines and submit a signed form with a copy of their driver's license.
- g. All drivers must undergo a driving background check coordinated through the Purchasing Office. Any violations identified during the background check will be forwarded to the Manager of Emergency and Safety Operations for further review.
 - i. Drivers may not have more than two misdemeanor driving violations within the past 12 months.
 - ii. Drivers may not have any felony driving convictions, including Driving While Intoxicated (DWI) or Driving Under the Influence (DUI), within the past five years.
 - iii. Any other violations not explicitly outlined above will be evaluated on a case-by-case basis.
- h. Drivers must complete the required training for driving college vehicles annually.
- i. If accommodation is required for a student, the trip coordinator will consult with the Purchasing department to coordinate the rental of an accessible vehicle.

VI. Process

- a. The Trip Coordinator should submit the Student Travel Request Form at least 30 days prior to the trip.
 - i. Once the form is submitted, it will be routed to the appropriate Cabinet member for review and approval.
- b. Once the trip is approved, the trip coordinator will be authorized to submit appropriate purchasing documents for all anticipated trip expenses.
- c. All students participating in the trip are required to submit the online travel participant form, which includes critical health information, emergency contact information, and the release and liability form.
 - i. For overnight trips: the participant form must be submitted at least 10 days prior to the trip departure date.

- ii. For day trips: the participant form must be submitted at least 1 day prior to the trip departure date.
- iii. Trip Coordinators are encouraged to create a trip waitlist to fill openings.

VII. Financial Responsibilities

- a. Once the trip is approved, the Trip Coordinator is responsible for ensuring completion of all required Purchasing forms that cover trip expenses. Refer to the [Purchasing SharePoint site](#) for Purchasing processes and forms.
- b. All Trip Coordinators must have an issued credit card for approved purchases related to the trip.
- c. Meal funds for students travelling on the trip will be disbursed to the Trip Coordinator via cash or pre-paid debit cards.
- d. Upon returning from the trip, the Trip Coordinator is responsible for returning any remaining unused meal funds (from absent students).

VIII. Special Considerations

- a. Non-Discrimination Statement
 - i. Lee College does not discriminate on the basis of gender, disability, race, color, age, religion, national origin, or veteran status in its educational programs, activities, or employment practices, as required by Title VII, Title IX, Section 504, ADA, or 34 C.F.R.
- b. Minors
 - i. Students who are under the age of 16 are not permitted to travel on college business.
 - ii. Students under the age of 18 are required to submit a notarized copy of the appropriate release and liability form.
 - iii. Students under the age of 18 should never share a hotel room with adult students.
 - iv. Students under the age of 18 shall not enter hotel rooms of adult students, and adult students should never enter the hotel room of a minor student.
- c. Athletics
 - i. Athletic teams are expected to abide by these guidelines and follow the student travel request process, with the exception that only one request form is required per team each season. The request should include the entire team roster and schedule for the season.
 - 1. Any unplanned trips not included in the original schedule will require an additional request form submission.
 - ii. Specific travel details for each trip (hotel arrangements and transportation logistics) will be provided to the responsible Cabinet member and campus security.
- d. International Education
 - i. The request process for International Education will follow the instructions detailed in this document.
 - ii. Additional information and requirements for International Education are detailed in the International Education Handbook.
 - iii. Students under the age of 18 are not allowed to travel internationally.

e. Dual Credit

- i. To follow the expectations set in our memorandum of understanding (MOU) with school district partners, additional steps must be taken when traveling with dual credit students. Specifically:
- ii. Travel Associated with Coursework: The instructor is responsible for communicating with the Dual Credit office at least 10 business days prior to the trip. The instructor should provide the following information:
 1. Course section details
 2. Trip details including dates, times, and locations
- iii. Travel with Student Organizations and College Programs: The student is responsible for communicating with the appropriate school district official. The Trip Coordinator should remind students of their responsibility to communicate with the school district.
- iv. The Dual Credit office will be notified electronically when students identify themselves as dual credit on the Student Information Form: College-Sponsored Trip.

f. Disability Accommodations

- i. Trip Coordinators and students with disabilities should consult the Access Center to arrange appropriate accommodations for student trips.

IX. Safety and Emergency Procedures and Guidelines

In the event of an emergency, including but not limited to vehicle issues, medical emergencies, or missing students, the Lee College security department and the designated Cabinet member should be contacted immediately.

Lee College Security

Phone: 281-425-6888

Cell Phone: 281-808-0079

Email: security@lee.edu

a. Preparation (Before the Trip)

- iv. Vehicle Safety Checklist
 2. Confirm vehicle(s) is/are road safe. Report any damage or mechanical issues to the Lee College mechanic. Lee College travel vehicles are regularly maintained and checked prior to departure by the Lee College mechanic.
 3. Be familiar with the Travel Vehicle Roadside Safety Kit and printed instructions. Report any missing or damaged items to the Purchasing Department.
- ii. Check Weather Forecasts
 1. Register for weather alerts via apps (e.g. NOAA, AccuWeather, FEMA, etc.)
 2. Monitor the radio for weather updates.
 3. Print contact lists and maps.
 4. Dress appropriately
 5. Delay or cancel travel if conditions are hazardous.
- iii. Medical Emergency Checklist

5. At least one employee must be CPR certified.
6. It is recommended to train staff in Mental Health First Aid.
7. Carry printed copies of:
 - Student Pre-Travel Health Information Forms
 - Emergency Contact Information
 - Student Travel Waivers
8. Identify the nearest hospitals or urgent care centers along your route.

b. Emergency Situations

- v. Vehicle Issues (Flat Tire, Breakdown, etc.)
 7. Move to safety and turn on hazard lights.
 8. If on the roadside, deploy LED flares and the warning triangle from the Roadside Safety Kit.
 9. Contact Enterprise Rental 24/7 Emergency/Roadside Assistance at 1-800-307-6666. Provide the precise location and clearly state if the vehicle is drivable.
 10. Notify Lee College Security at 281-425-6488 and the designated Cabinet member.
 11. Move students to a safe area away from traffic if needed.
 12. If there is an emergency, call 911.
- vi. Vehicle Accident
 - a. Ensure personal safety and stay calm.
 - b. Stop the vehicle, put it in park, and turn on hazard lights.
 - c. Do not leave the scene.

Call 911 Immediately for Police Assistance When:

6. Someone is injured.
7. There is significant damage or the vehicle is undrivable.
8. The other driver is uncooperative, aggressive, or possibly intoxicated
9. The accident blocks traffic or occurs in a dangerous location
10. You suspect insurance fraud or a hit-and-run occurred.

If injuries

2. Administer first aid within your level of training and competence.

Accident scene safety

5. Do not move the vehicles if there are injuries or major damage, unless there's an immediate danger (e.g., fire).
6. If drivable and safe, move vehicles to the roadside or a nearby parking area.
7. Use LED flares and the warning triangle.
8. If outside the vehicle, stay far from traffic, preferably behind a guardrail.

Document the incident

5. Take photos if it is safe to do so.
6. Collect and record:
 - a. Name, address, driver's license information (with expiration date) of other driver(s)
 - b. Insurance information
 - c. Passenger/pedestrian names and injury details
 - d. Vehicle make, model, year, VIN, license plate number/state
 - e. Witness names and contact information

- f. Police officer's name, badge number, and report number
 7. Make personal notes:
 - a. Date, time, and location of the incident
 - b. Weather, road, and traffic conditions
 - c. Complete the online Incident Report Form.
 8. Do not sign any documents or admit fault.
- vii. **Traffic Violations**
 1. Submit an online Incident Report Form.
- viii. **Severe Weather**
 8. Reduce speed and increase the following distance between vehicles.
 9. Turn on headlights and hazard lights.
 10. Pull over to a safe area off the road if conditions make driving unsafe (e.g., heavy rain, hail, fog, snow) and remain in the vehicle unless unsafe (e.g. flooding or tornado).
 11. Avoid parking under trees, power lines, overpasses, or bridges.
 12. Notify Campus Security and the designated Cabinet member if conditions become too unsafe to continue.
 13. Wait for conditions to improve or arrange alternate transportation if necessary.
 14. Complete an online Incident Report Form.

In case of tornado:

 5. Do not stay under an overpass.
 6. If possible, exit the roadway and seek shelter in a sturdy building.
 7. If no shelter is available:
 - a. Lie flat in a ditch or low area at least 100 feet from the vehicle.
 - b. Cover your head with your arms or a coat.
 8. Do not try to outrun a tornado in a vehicle.

In case of heavy rain or flooding:

 6. Turn on wipers and low-beam headlights.
 7. Try to stay in the middle lane.
 8. Do not drive on flooded roads.
 9. Pull over and wait.
 10. If you hydroplane, gently ease off the gas and steer straight. Do not brake suddenly.

In case of ice or snow:

 4. Reduce speed and increase braking distance.
 5. If traction is lost, steer in the direction of the skid. Do not brake suddenly.
 6. If roads become impassable, pull over in a safe place and call Campus Security and the designated Cabinet member.
- ix. **Medical Emergencies**

Minor illnesses or injuries (Non-Emergency)

 1. Provide care within your level of training.
 2. Record:
 - a. Time of incident

- b. Symptoms
- c. Treatment administered
- d. Student's condition afterward
- 3. If necessary, visit the nearest pharmacy for over-the-counter treatment or an urgent care center.
- 4. Encourage the student to inform their emergency contact person and help if needed.

Life-Threatening Emergencies

- 1. Stop the vehicle in a safe location off the road, if able.
- 2. Call 911 and follow the dispatcher's instructions.
- 3. Provide emergency care within training limits (e.g., CPR).
- 4. Assign a staff member to accompany the student to the hospital if possible.
- 5. Notify Campus Security and the designated Cabinet member as soon as possible.
- 6. Contact the student's emergency contact person.
- 7. If the rest of the group is secure, a staff member should remain at the hospital until the student's emergency contact or family arrives.
- 8. Debrief with staff and students to support emotional well-being.
- 9. Complete the online Incident Report Form within 24 hours.

x. Missing Students

- 1. Establish a buddy system.
- 2. Share a detailed schedule and meeting points.
- 3. Ensure all students have the trip leader's phone numbers.

If missing:

- a. Check attendance and verify absence.
- b. Attempt to contact the student via phone.
- c. If the student is not located within 15 minutes, notify:
 - i. Call 911 and provide:
 - 1. Full student name
 - 2. Description (clothing, age, height, distinguishing features)
 - 3. Last known location and time
 - 4. Known medical or mental health concerns
- d. Contact Campus Security and the designated Cabinet member.
- e. If the student has a disability, medical condition, or mental health concern, escalate immediately.
- f. Assign a staff member to continue supervising the rest of the students.

If found:

- a. Assess their condition
- b. Determine the cause of separation.
- c. Notify Campus Security and the designated Cabinet member.

Document the incident

- a. Write down the timeline of events.
- b. Record who was notified, when, and what actions were taken.
- c. Complete the online Incident Report Form once the situation is resolved.

xi. Mental Health Crises

A mental health crisis may include:

- i. Verbal threats of self-harm or suicide
- ii. Panic attacks or severe anxiety
- iii. Psychotic symptoms (delusions, hallucinations)
- iv. Disorientation or confusion
- v. Aggressive or erratic behavior
- vi. Extreme emotional distress or withdrawal

If you recognize a mental health crisis:

- a. Stay calm and speak softly.
- b. Remove the student (if possible) from a public or overstimulating area.
- c. Ensure the safety of the group—assign another staff member to supervise others.
- d. Do not leave the student alone if they are in crisis.

If a student shows immediate danger to self or others (e.g., suicide attempt, violence):

- a. Call 911
- b. If non-life threatening but require care, proceed to the nearest hospital or urgent care center.
- c. Contact Campus Security and the designated Cabinet member as soon as it is safe to do so.
- d. Complete an online Incident Report Form.

Behavioral Concerns

To support consistent management of student conduct and safety while traveling on behalf of the institution, the following protocols should be followed:

Tier 1: Minor Infractions

Behavior that does not pose a safety risk but may disrupt the group or violate expectations.

- a. Examples include but not limited to:
 - i. Tardiness to check-ins or activities
 - ii. Not wearing the required ID
 - iii. Inappropriate language
 - iv. Minor disrespect or attitude
 - v. Dress code violations
- b. Trip Coordinator Action:
 - i. Verbal reminder or warning
 - ii. Document repeat incidents (name, type of incident, time/date)
 - iii. Limit privileges as appropriate

- iv. Inform the lead trip coordinator

Tier 2: Moderate Infractions

Disruptive or defiant behavior that poses a safety risk or disrupts the experiences of others requires intervention.

- a. Examples include but are not limited to:
 - i. Ignoring curfew or group boundaries
 - ii. Leaving a designated area without approval
 - iii. Disregarding trip rules (e.g., phone use restrictions)
 - iv. Ongoing disrespect that impacts the experiences of others
 - v. Repeated Tier 1 behavior
- b. Trip Coordinator Action:
 - i. Notify the conduct administrator and submit a Maxient conduct referral
 - ii. Enforce consequences (e.g., loss of free time, increased supervision)
 - iii. Contact parents if needed

Tier 3: Major Infractions

Serious misconduct that endangers self/others or violates law/policy.

- a. Examples include but not limited to:
 - i. Possession or use of drugs, alcohol, or weapons
 - ii. Physical aggression or threats
 - iii. Theft or vandalism
 - iv. Sexual misconduct or harassment
 - v. Any incident involving law enforcement
- b. Trip Coordinator Action:
 - i. Ensure the immediate safety of the group
 - ii. Isolate the student if necessary
 - iii. Contact the lead trip coordinator, Cabinet member, and Student Conduct Administrator and submit a Maxient conduct referral as quickly as possible.
 - iv. Initiate early return process (in coordination with the Student Conduct Administrator)
 - v. Lead trip coordinator contacts the student's emergency contact if minor or when appropriate.

For additional support for student conduct, Title IX, and bias/discrimination concerns, please consult the appropriate administrator listed in the Important Contacts section.

