

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

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Title IX

Jose Martinez

Title IX Coordinator

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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.

V. 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)

i. Vehicle Safety Checklist

1. 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.
2. 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

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.

b. 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.
- v. 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.

vi. 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.

vii. Mental Health Crises

A mental health crisis may include:

- a. Verbal threats of self-harm or suicide
- b. Panic attacks or severe anxiety
- c. Psychotic symptoms (delusions, hallucinations)
- d. Disorientation or confusion
- e. Aggressive or erratic behavior
- f. 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.