

Student Travel Safety

The Student Travel Guidelines document outlines the procedures and guidelines for Lee College students traveling for a college-sponsored student trip, including course field trips, student organization trips, athletics, and travel related to specific college programs.

See [Student Travel Guidelines](#) for details.

Safety training requirements for full-time/part-time employees traveling with students:

- Annual Student Travel Guidelines training to include topics such as Student Conduct, Title IX, Accessibility, and safety and emergency response protocols.
- Vector Learning Management System Defensive Driving and 15-Passenger Van Safety online courses.
- First Aid, CPR, and AED certification from the American Red Cross or the American Heart Association. It is highly recommended that any employee traveling with students complete Mental Health First Aid training.

General Safety Guideline Checklist for Trip Coordinators and Drivers:

- Travel 25-500 miles from Lee College campus
 - # College vehicle or chartered transportation
 - # One college employee for every eight students participating in the trip
- Students must be at least 16 years of age
- Lee College vans
 - # Maximum capacity is 8, including the driver
 - # Occupancy reduced by 1 passenger for every 2 pieces of luggage/cargo boxes
- Maximum drive time
 - # 8 hours per day
 - # 15-minute break every 4 hours
- Review motor pool guidelines
- Submit a signed form with a copy of their driver's license
- Undergo a driving background check through the Purchasing Office
- If an accommodation is required, contact the Purchasing Office and Access Center

Special Considerations:

- Students under the age of 18 are required to submit a notarized copy of the release and liability form
- Students under the age of 18 never share or enter a hotel room with adult students
- If traveling with Dual Credit students, contact the Dual Credit Office at least 10 business days prior to the trip and remind students to communicate with their school district
- Do not transport students in personal vehicles
- Students cannot travel to a college-sponsored event in their own vehicles
- Student Workers are considered students when traveling

Safety and Emergency 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.
- Preparation (Before the Trip)
 - # Vehicle Safety Check
 - # Confirm vehicle is safe
 - # Be familiar with the Travel Roadside Safety Kit
 - # Check Weather Forecasts
 - # Medical Emergency Checklist
 - # At least one employee must be CPR-certified
 - # Carry copies of Health Information forms and emergency contact information
- Review the Student Travel Guidelines for detailed procedures and guidelines for:
 - # Vehicle issues/accidents
 - # Severe weather (tornado, flood, ice)
 - # Medical emergencies
 - # Missing students
 - # Mental health crisis
 - # Behavioral concerns

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