**Student Travel –Domestic and Field Trip** 

**PART I APPROVED BEST PRACTICES**

Faculty-led Travel

Domestic and Field Trips

|  |
| --- |
| **Travel Registration – Field Trip** |
| Associated with Policy Number: | 02-01-04 |
| Effective Date: | 11-28-16 |
| Date Last Revised | 2-16-17 |

|  |
| --- |
| **Travel Teams**  |

Travel leader(s), chaperones, students, and a designated Nichols home contact comprise travel teams.

|  |  |
| --- | --- |
| **Travel Leader(s):** | **Designated Nichols Home Contact:** |

|  |
| --- |
| **Travel Safety** |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|   |  | Attend/Hold a Pre-departure Orientation  |   |  | Identify Personal and Institutional Home Contacts  |
|  |  |  |  |  |  |
|   |  | Don’t Drive unless Approved to Drive |   |  | Health Insurance: Know Your Coverage |
|  |  |  |  |  |  |
|   |  | Know the Nearest Hospital/Health Care Facility |   |  | Maintain Situational Awareness |
|  |  |  |  |  |  |
|   |  | Know Areas to Avoid |   |  | Do not Contract 3rd Party or Non-approved Adventures/Excursions |
|  |  |  |  |  |  |
|   |  | Proper IDs |   |  | No Solo Outings at Any Time on a Group Trip |
|  |  |  |  |  |  |
|   |  | Think About Money Matters |   |  | Assess Medications - original packaging/properly labeled; pack extra |

|  |
| --- |
| **Forms** |

|  |  |
| --- | --- |
| Release from Liability | Conduct Agreement |
| Emergency Contact/Driver Release |   |