**Student Travel –Domestic and Field Trip** 

**PART I APPROVED BEST PRACTICES**

Faculty-led Travel

Domestic and Field Trips

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

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| **Travel Teams** |

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

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

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| **Travel Safety** |

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|  |  | 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 |
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|  |  | Think About Money Matters |  |  | Assess Medications - original packaging/properly labeled; pack extra |

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| **Forms** |

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