

CURRICULAR AND EXTRACURRICULAR TRAVEL

4.10120 DP
DISTRICT PROCEDURE

PURPOSE This procedure will ensure the district maintains an identified and consistent procedure for student travel. Sponsors of curricular and extracurricular travel that does not include regularly scheduled clinical sites, laboratories, or internships will be guided by the following.

ELIGIBILITY Curricular and extracurricular travel is open to all students. Students who participate in MCC sponsored travel must adhere to the Code of Student Conduct Policy (7.35010BP) and not currently under any District disciplinary sanctions.

Scheduling

- A. All student travel must be sponsored by an appropriate district employee.
- B. Travel should not conflict with the student's class schedule. If a conflict cannot be avoided, a student choosing to attend the regular scheduled class will not be penalized
- C. The travel destination should be secure and meet accessibility requirements
- D. Student travel shall comply with the District Non-Discrimination Policy (7.30030 BP) and the District American with Disabilities Act Policy(3.25060BP).

Approval

- A. All travel plans require advance approval by the appropriate officer.
- B. Nonlocal travel plans, defined in (4.10110 DP Travel), require the approval of the vice chancellor of administrative services.
- C. International travel plans require the approval of the chancellor.

Transportation

- A. Transportation will comply with the district travel guidelines published by the office of risk management.
- B. Students will be encouraged to provide their own transportation to local sites. Students will be informed by the sponsor in advance that the district does not assume liability for any person in a student vehicle.

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- C. Nonlocal travel will be by MCC vehicle or an MCC contracted carrier that complies with the insurance guidelines established by the office of risk management and applicable district policies and regulations. Travel will normally originate at one of the MCC campuses.
- D. A passenger list for each conveyance that includes the name of the driver if appropriate, the vehicle owner or carrier, the time of departure and return, the route, and the destination will be filed by the sponsor of the trip at the appropriate MCC security office immediately before departure.

Finances

- A. Funds collected for district sponsored travel will be deposited in an account established by the vice chancellor of administrative services or designee
- B. Upon the approval of the appropriate person preapproved expenses will be paid from this account

REFERENCE

- 4.10110 BP Board Policy Travel
- 4.10110 DP District Procedure Travel
- 3.05170 DR Motor Vehicle Safety
- 3.25060 BP Americans with Disabilities Act
- 7.30030 DP Non-Discrimination and Harassment Student