

**HOLYOKE
COMMUNITY
COLLEGE**

Student Travel & College Van Usage Policy

FOR FACULTY, STAFF, CLUB ADVISORS, AND STUDENTS



Student Affairs
Holyoke Community College
303 Homestead Avenue
Holyoke, Massachusetts
www.hcc.edu

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**Holyoke Community College
Student Travel and College Van Usage Policy**

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DEFINITIONS

Athletic Trip – an off-campus athletic activity (individual or team sport) which is coached and/or supervised by an HCC staff person.

Class Field Trip – an off-campus learning activity required as part of a credit or non-credit course and supervised by HCC staff or faculty.

Club Trip – an HCC club/organization-sponsored off-campus activity supervised by HCC staff or faculty.

College-Sponsored Trip – a trip involving registered HCC students (class field trip, athletic trip, or club trip) or a recognized HCC program which is promoted and sponsored by the college.

HCC Staff Person – an employee of the college, such as faculty, professional or classified staff, full-time or part-time.

HCC Student – an individual who is officially registered at Holyoke Community College.

Non-College-Sponsored Trip – any trip or event of any kind sponsored by off-campus vendors or groups. The college does not promote such trips and disclaims any and all responsibility for them and for students and other persons participating. Trips originating on college grounds and which may include HCC students and personnel (shopping trips, athletic event trips, vacation trips, foreign travel, etc.) are not college-sponsored trips unless specifically identified as such.

Responsible Person – an HCC staff person who is charged with supervising the students participating in a recognized HCC college-sponsored trip.

SAFETY FIRST

The most important consideration for College Van Usage is safety. 15-passenger vans are safest under the following conditions:

- ✓ No more than 9 passengers including the driver
- ✓ An experienced and trained driver
- ✓ An evenly distributed load
- ✓ Use seatbelt: Click it or Ticket

TRAVEL POLICIES

Introduction – College transportation will be provided when available for athletic activities, club and organizations outings, and off-campus course-related learning activities. The most important consideration in student travel is safety. The following procedures have been adopted by the college to ensure student safety and maximize student learning during college-sponsored events and activities. For questions regarding student travel, please contact Mary Shelasky at the Bartley Center at 552-2161.

Responsible Person – An HCC staff person must accompany all travel and is responsible for the group. The responsible person must notify all participants of the travel policies contained in this booklet.

Itinerary – The responsible person must complete and submit copies of the Itinerary form (Attachment C) seven (7) business days before traveling to: 1) his/her Supervisor/Department Head, 2) Campus Police, 3) Mary Shelasky at the Bartley Center, and 4) a copy must also be kept with the responsible person at all times during travel. No deviation from the itinerary is permitted without prior approval.

Motor Vehicle Violations – College vans must be driven carefully and drivers must obey all traffic laws scrupulously and in compliance with all state and federal laws and regulations at all times. A citation, and any related costs, is the driver's responsibility. More than one citation during a three-year period will result in loss of permission to drive a college van. If a driver is "at fault" in an accident, insurance companies can sue that individual.

Complaints about Drivers – Complaints will be investigated by Campus Police, and can result in loss of permission to drive a college van. Drivers will have the right to appeal a decision; the final decision rests with the Vice President for Student Affairs or his/her designee.

Student Responsibility/Behavior – Students will be directed and advised by the responsible person and will conduct themselves as mature and responsible individuals in accordance with policies established by the responsible person, the college, and any policies in effect at the trip destination. Participants must always advise the responsible person of independent plans. All individuals participating in the college-sponsored trip must abide by all college rules and regulations as published in the HCC Student Handbook. Consumption or possession of alcoholic beverages or illegal drugs by travel participants is prohibited. Smoking is also prohibited in the college vans.

Discipline – The responsible person has the authority to exclude any student or guest from a college-sponsored trip. The current Student Code of Conduct governs all individuals participating in college-sponsored trips.

Personal Transportation – In the event that a student's personal vehicle is used to transport him or herself or others, they do so at their own risk and expense. The college incurs no responsibility or liability in the event of an accident or other damage to vehicles or property or injury to student drivers or passengers either on the way to or from the field experience site, while at the site, or college-sponsored trip. A separate Personal Transportation form (Attachment B) must be completed and signed by the student using a personal vehicle. This form will be kept with the Hold Harmless Agreement form (Attachment A).

Non-Student Participants in the College-Sponsored Trip – Guests are excluded from college-sponsored trips unless prior authorization is granted by the Vice President for Student Affairs or Vice President for Administration & Finance, with a completed Non-HCC Student Participation Agreement form (Attachment D). Non-student participants are subject to the same policies as student participants for the duration of the trip and the college assumes no responsibility or liability for them in the case of accident or injury to themselves or others. Children are not allowed as guests on a college-sponsored trip, if a college van is used.

COLLEGE VAN PROCEDURES

Criteria for College Van Use – College vans are used to transport groups (more than one person) to off-campus, college-sponsored events or activities that will add to the cultural, educational, and personal development of students. These include but are not limited to athletic events, college-sponsored trips, and conferences.

Driver Training – The only authorized drivers of college vans are HCC staff members with current valid drivers' licenses. To become eligible to drive a van, staff members must view a training video (contact Mary Shelasky at the Bartley Center for further information). A copy of each driver's license must be submitted to Mary Shelasky at the Bartley Center before traveling.

In rare cases, students may receive permission to drive an HCC college van. This will always be an exception, and the responsible person must obtain permission by submitting a written request to the appropriate Vice President prior to travel.

If an emergency arises (i.e., the HCC staff person is injured and cannot drive), and someone else must drive the college van, Campus Police must be notified. Together Campus Police and the responsible person will choose the replacement driver. This driver must have a valid license and be at least 21 years old.

Safety Regulations – Safety is HCC's major concern. HCC addresses safety by requiring driver training and practice. Fifteen passenger vans handle differently and are less stable than smaller passenger vehicles; they have a higher center of gravity and are more likely to roll over. Load distribution and driver experience play important roles in safe operation; these factors are addressed in the driver training (contact Mary Shelasky at the Bartley Center for further information).

Passenger Capacity – No more than nine (9) passengers including the driver should ever travel in a van. All passengers must wear seat belts at all times. Although these are "15 passengers" vans, the risk of rollover accidents increases significantly with more than nine (9) passengers. The National Highway Traffic Safety Administration issued a report concluding that vans with 10-15 passengers are three times more likely to rollover than vans with fewer than ten passengers. Therefore, limiting passengers will increase safety. If the group is larger than nine and an adequate number of HCC college vans are not available, additional vans can be rented through Marcotte Ford. See "Rental Van" page 4.

Reserving a College Van – An HCC staff person wishing to reserve a college van may do so by sending a College Van Reservation Form (Attachment E) either electronically or by hard copy to Mary Shelasky (mshelasky@hcc.edu) at the Bartley Center. She will reply to your request within 48 hours of receiving the College Van Reservation Form (Attachment E). Students may not make college van reservations. College van requests must be made at least seven (7) business days in advance and may be made up to 2 months in advance of your trip. All college van requests to travel within the next seven (7) days must be accompanied by the required documentation listed under **Required Paperwork** page 5. If required documentation is not provided within seven (7) business days before travel, keys may not be released. Please note: Van request made within seven (7) days may not be accommodated.

The college vans will be reserved on a FIRST COME, FIRST SERVE BASIS. However, in case of conflicts in the scheduling of the college vans, the following priorities shall apply:

1. Academics
2. Athletics
2. Student Senate
3. Student Clubs and Organization
4. Administration
5. Other

When conflicts arise, no bumping can take place within seven (7) class days of the original scheduled event.

E-Z Pass & E-Z Pass Violations – HCC college vans are equipped with an E-Z Pass for tolls; rental vans are not. Drivers must not use the E-Z Pass lane unless the vehicle has a transponder. Drivers who incur an in-state or out-of-state E-Z Pass violation on a rental vehicle will be responsible for additional fees charged other than the toll.

College Van Accessibility – The college vans can accommodate (3) wheelchairs. They have seating for (8) passengers who use traditional seats and are equipped with lower stairs allowing ambulatory passengers easier access. They have a raised roof that most people will need to stoop a bit to walk under. An Instructional DVD on the proper operation of the lift system will be on reserve in the HCC library. Please contact either Mary Shelasky at 552-2161, or Tom Stewart at 552-2162, for further information.

Rental Vans – If a college van is not available for a college-sponsored trip, HCC has an agreement with Marcotte Ford of Holyoke for renting vans. Rosita Nuñez from Student Affairs, FR 224, 552-2231 provides the purchase order number and manages payments with departments. A requisition form that includes rental van costs must be submitted to the Business Office by the Division at least two (2) weeks before the travel date and must be submitted before renting vans. Marcotte Ford requires that anyone picking up or driving a van must be at least 21 years old, and must present his/her driver's license when obtaining the rental van. All procedures governing HCC college vans apply to rental vans, unless otherwise specified.

Required Paperwork

1. All student passengers must complete and submit Hold Harmless Agreements (Attachment A) to the responsible person who then gives the forms to Mary Shelasky at the Bartley Center at least seven (7) business days before travel. The completed forms are kept at the Bartley Center. HCC staff members complete a Request to Travel form instead of the Hold Harmless Agreement.
2. The responsible person must submit copies of the Itinerary form (Attachment C) at least seven (7) business days before leaving campus to: 1) his/her Supervisor/Department Head, 2) Campus Police, 3) Mary Shelasky at the Bartley Center, and 4) a copy must also be kept with the responsible person at all times during travel.
3. Students using their personal vehicles must submit a completed Personal Transportation form (Attachment B) at least seven (7) business days before leaving campus. Also, Non-HCC Student Participation Agreement forms (Attachment D) must be submitted at least seven (7) business days before travel.
4. Incomplete documents will be returned to the requester for completion and may delay request.

College Van and Passenger Pickup and Drop-off Area – The keys to the college vans are picked up at the Bartley Center. College vans are loaded and unloaded at the Bartley Center only. If required documentation is not provided within seven (7) business days before travel, keys may not be released.

Loading College Vans – No more than nine (9) passengers including the driver per van is allowed. People and luggage should be evenly distributed throughout the van, with the bulk of the load near the front. A heavy load moves the center of gravity rearward, increasing weight on the rear axle and the likelihood that the back end will swing out. Control becomes very difficult, even for experienced drivers. College vans must never have luggage or equipment on an overhead rack, as this increases the likelihood of rollover.

Travel Distance – College vans may travel no farther than 150 miles from Holyoke Community College. This limit is a safety measure; it reduces driver fatigue, limits the amount of luggage (and the risks associated with incorrect loading), and is a reasonable distance to "rescue" passengers if a college van breaks down. If a group chooses to travel beyond this limit, it may charter a bus or van through an independent vendor. The group must assume the cost for chartered transportation. The mile limits are waived for Athletics teams traveling out of state to tournaments.

Returning a College Van

1. After the trip, the responsible person must complete the College Van Travel Record form that is provided with the keys in the van, include van condition, mileage, etc., and remove all trash. If college vans are returned damaged or with trash, the group may be denied future use of a college van and/or charged for repairs.
2. The college van must be parked (backed into the spaces and facing the Bartley Center) in designated campus spaces.
3. Keys must be returned to the Bartley Center or to Campus Police after hours.
4. HCC college vans leave the campus with a full tank of gas, and can be returned empty. Rental vans must be returned with the same level of gas at which they left or according to rental agreement. Make arrangements for gas and toll costs before the trip with the appropriate Cost Center Director.
5. The responsible person must keep all receipts and submit them to the Business Office within ten (10) business days with a completed Travel Expense Voucher (blue form) for reimbursement.

EMERGENCY BREAKDOWNS AND ACCIDENTS

At least one person in the van must carry a cell phone and have a credit card available for use in emergencies. Folders in each college van contain registration, a copy of the Student Travel Guide, and emergency protocol. For insurance purposes, ALL accidents need to be reported to Marcia Mitchell, FR 327A, 552-2431.

College Vans:

If a breakdown or accident leaves a group stranded away from the college, the responsible person will follow the protocol below:

- If a breakdown or accident occurs within the Western Massachusetts area, the responsible person will call Campus Police 413-552-2211 who will decide if retrieval of individuals and towing of the vehicle is possible. The responsible person will also call an appropriate emergency contact person for passengers, if necessary.
- If the breakdown or accident occurs outside the Western Massachusetts area, the responsible person will call Campus Police 413-552-2211 who will authorize repair of the vehicle and/or temporary lodging and/or rental of an additional vehicle to return. The responsible person will also call an appropriate emergency contact person for passengers, if necessary.
- In an emergency situation where an injury occurs call 911 and then call Campus Police 413-552-2211.

Upon return to the college and submission of the appropriate paperwork, the college will reimburse the individual who charged the repair on his or her credit card.

Rented Vans:

Each rental contract has an "800" number for emergency roadside assistance (flat tires, keys locked in rented vehicle, dead battery, mechanical problems, etc.). If the situation requires more than roadside assistance, see the instructions for HCC College Vans above.

EMERGENCY TELEPHONE NUMBERS

Campus Police	413-552-2400
Campus Police Emergency	413-552-2211
Switchboard	413-538-7000
Vice President for Student Affairs	413-552-2231
Vice President for Admin. & Finance	413-552-2221
Vice President for Academic Affairs	413-552-2770
Bartley Center	413-552-2161
Student Activities	413-552-2418
After Hours: Campus Police	413-552-2211

HOLD HARMLESS AGREEMENT

This release is executed by _____
(Student's full name – please print) (Student's ID number)

(Street Address) (City) (State) (Zip) (Student's Cell number)

to Holyoke Community College, 303 Homestead Avenue, Holyoke, MA 01040.

In consideration of being permitted to participate in a _____
(Club Name or Course Name and Number)

college-sponsored trip, I, the undersigned, in full recognition and appreciation of dangers and hazards inherent in trip activities, and during transportation to and from the field experience site/club destination to which I may be exposed during my enrollment and/or participation in any and all activity(s) during the Fall/Spring/Summer _____ semester do hereby
(Year)

agree to assume all the risks and responsibilities surrounding my participation in such activity or any independent research or activities undertaken as an adjunct thereto; and further, I do for myself, my heirs, and personal representatives(s) hereby defend, hold harmless, indemnify, and release and forever discharge the Commonwealth of Massachusetts and Holyoke Community College and all its officers, agents and employees from and against any and all claims, demands, and actions or causes of action, on account of damage to personal property, personal injury or death that may result from my participation in such activities.

I have informed the responsible person of college-sponsored trip of any personal medical conditions and/or limitations I may have and I take full responsibility for provision and administration of any medications required for my health and well-being.

Further, it is expressly understood that the college and its officers, agents, and employees have no responsibility or jurisdiction over college-sponsored trip participants who manifest immature, irresponsible or unreasonable behavior which may lead to property damage or injury to themselves or others. **It is the student's responsibility to retain control, direction and protection of his or her person.**

Person to notify in case of emergency: Name: _____

Address: _____

Home/Cell Phone: _____

In witness whereof I have caused this release to be executed this _____ day of _____, 20__.

Student's Signature

Signature of Parent or Guardian (if student is under 18)

Printed Name

Printed Name of Parent or Guardian

PERSONAL TRANSPORTATION

This release is executed by _____
(Student's full name-please print) (Student's ID number)

(Street Address) (City) (State) (Zip) (Student's Cell number)

to Holyoke Community College, 303 Homestead Avenue, Holyoke, MA 01040.

It is expressly understood that by providing my own personal transportation to and from:

(Event)

to be held at _____ on _____
(Place) (Date)

that the college incurs no responsibility, cost or liability in the event of an accident or other damage to my vehicle or property or injury to me or my passengers either on the way to or from the meeting site, while at such meeting, or college-sponsored trip.

Further, I do for myself, my heirs, and personal representative(s) hereby defend, hold harmless, indemnify, and release and forever discharge the Commonwealth of Massachusetts and Holyoke Community College and all its officers, agents, and employees from and against any and all claims, demands, and actions or causes of action, on account of damage to personal property, personal injury, or death that may result from my participation in such activities.

Person to notify in case of emergency: Name: _____

Address: _____

Home/Cell Phone: _____

In witness whereof I have caused this release to be executed this _____ day of _____, 20____.

Student's Signature

Signature of Parent or Guardian (if student is under 18)

Printed Name of Student

Printed Name of Parent or Guardian

This form should be attached to the completed Hold Harmless Agreement (Attachment A).

COLLEGE-SPONSORED STUDENT TRIP ITINERARY

Copies of this completed itinerary shall be filed seven (7) business days before the travel with the following:

1) Supervisor/Department Head, 2) Campus Police, 3) Mary Shelasky in the Bartley Center, and 4) a copy must be kept with the responsible person during the trip.

1. Course Name & Number or Activity _____

2. Responsible Person _____

3. Cell phone number being used for this trip _____

4. Destination _____


5. Date of College-Sponsored Trip _____

6. Expected Time of Departure _____ Return _____

7. Describe activities to be conducted during the trip:

8. Names and emergency contact telephone numbers of students/participants on college-sponsored trip:

<u>Student's/Participant's Name & Cellphone Number</u>	<u>Contact's Name & Telephone Number</u>
1. _____	1. _____
2. _____	2. _____
3. _____	3. _____
4. _____	4. _____
5. _____	5. _____
6. _____	6. _____
7. _____	7. _____
8. _____	8. _____
9. _____	9. _____
10. _____	10. _____
11. _____	11. _____
12. _____	12. _____

Over 

- | | |
|-----------|-----------|
| 13. _____ | 13. _____ |
| 14. _____ | 14. _____ |
| 15. _____ | 15. _____ |
| 16. _____ | 16. _____ |
| 17. _____ | 17. _____ |
| 18. _____ | 18. _____ |
| 19. _____ | 19. _____ |
| 20. _____ | 20. _____ |
| 21. _____ | 21. _____ |
| 22. _____ | 22. _____ |
| 23. _____ | 23. _____ |
| 24. _____ | 24. _____ |

9. Means of Transportation _____

10. If overnight, list name(s), address(s), and telephone number(s) of accommodations:

11. Name, title, home telephone and cellphone numbers of person completing this itinerary:

EMERGENCY TELEPHONE NUMBERS

Campus Police	413-552-2400
Campus Police Emergency	413-552-2211
Switchboard	413-538-7000
Vice President for Student Affairs	413-552-2231
Vice President for Academic Affairs	413-552-2770
Bartley Center	413-552-2161
Student Activities	413-552-2418
After Hours: Campus Police	413-552-2211

NON-HCC STUDENT PARTICIPATION AGREEMENT

The Holyoke Community College Policy for Student Travel and College Van Usage reads in part:

“Guests are excluded from college-sponsored trips unless prior authorization is granted by the Vice President for Student Affairs or Vice President for Administration & Finance... Non-student participants are subject to the same policies as student participants for the duration of the trip, and the college assumes no responsibility for them or liability in the case of accident or injury to themselves or others. Children are not allowed as guests on a college-sponsored trip, if a college van is used. There are no exceptions unless prior authorization is granted by the Vice President for Student Affairs, the Vice President for Administration and Finance, or assigned designee.”

I have read the Holyoke Community College Policy for Student Travel and College Van Usage and agree to abide by the policy including the above statement.

In consideration of being permitted to participate in a _____
(Club Name or HCC Course Name & Number)

college-sponsored trip, I, the undersigned, in full recognition and appreciation of dangers and hazards inherent in trip activities, and during transportation to and from the field experience site/club destination to on which I may be exposed during my participation in such activity on the following date: _____, 20____, do hereby agree to assume all the risks and responsibilities surrounding my participation in such activity or any independent research or activities undertaken as an adjunct thereto; and further, I do for myself, my heirs, and personal representatives(s) hereby defend, hold harmless, indemnify, and release and forever discharge the Commonwealth of Massachusetts and Holyoke Community College and all its officers, agents, and employees from and against any and all claims, demands, and actions or causes of action, on account of damage to personal property, personal injury, or death that may result from my participation in such activities.

I have informed the responsible person of the college-sponsored trip of any personal medical conditions and/or limitations I may have and I take full responsibility for provision and administration of any medications required for my health and wellbeing.

Further, it is expressly understood that the college and its officers, agents and employees have no responsibility or jurisdiction over college-sponsored trip participants who manifest immature, irresponsible or unreasonable behavior which may lead to property damage or injury to themselves or others. **It is the participant’s responsibility to retain control, direction and protection of his or her person.**

Person to notify in case of emergency: Name: _____

Address: _____

Home/Cell Phone: _____

In witness whereof I have caused this release to be executed this _____ day of _____, 20__.

Participant’s Signature

Signature of Parent or Guardian (if participant is under 18)

Printed Name

Printed Name of Parent or Guardian

COLLEGE VAN RESERVATION

**(This form must be submitted to Mary Shelasky in the Bartley Center
7 business days with required paperwork)**

Number of Nine (9) Passenger Vans Requested: _____

Name of HCC Staff Person Requesting College Van(s): _____

HCC Staff Person Requesting College Van: Office Extension: _____ Other: _____

Club/Organization/Class: _____

Destination: _____

Name(s) of Driver(s): _____

Departure Date: _____ Departure Time: _____

Return Date: _____ Return Time: _____

Has each driver viewed the HCC van driver training video? Yes / No

Has responsible person for college-sponsored trip read and understood the Student Travel and College Van Usage Policy? Yes / No

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Required Paperwork

1. All student passengers must complete and submit Hold Harmless Agreements (Attachment A) to the responsible person who then gives the forms to Mary Shelasky at the Bartley Center at least seven (7) business days before travel. The completed forms are kept at the Bartley Center. HCC staff members complete a Request to Travel form instead of the Hold Harmless Agreement.
2. The responsible person must submit copies of the Itinerary form (Attachment C) at least seven (7) business days before leaving campus to: 1) his/her Supervisor/Department Head, 2) Campus Police, 3) Mary Shelasky at the Bartley Center, and 4) a copy must also be kept with the responsible person at all times during travel.
3. Students using their personal vehicles must submit a completed Personal Transportation form (Attachment B) at least seven (7) business days before leaving campus. Also, Non-HCC Student Participation Agreement forms (Attachment D) must be submitted at least seven (7) business days before travel.
4. Incomplete documents will be returned to the requester for completion and may delay request.