

COLLEGE-  
SPONSORED  
TRIPS OF  
STUDENT  
GROUPS

Well-planned field trips contribute to the educational program and are therefore recognized as a worthwhile college activity.

To facilitate the organization of meaningful field trips, the following regulations have been established:

1. All field trips shall be sponsored by a member of the College faculty or staff and include a list of students and student ID numbers.
2. Request for approval of field trips shall be submitted in quadruplicate on appropriate forms at least five days in advance of the proposed trip for supervisor recommendation and approval by the appropriate associate dean.
3. When approved by the associate dean and recorded by the Business Office, two copies of the approved request shall be returned to the sponsor or division chair, one copy to the Business Office, and one copy to the associate dean.
4. After the trip is completed, the sponsor shall submit the two completed copies of the form with the appropriate receipts through the same channels as the approval. Refunds or payments will follow as described on the forms submitted.
5. The request for field trip approval shall include expenses to be borne by the College and approval of the request shall be considered as approval of the expenses included in the request.
6. The request shall detail the transportation and lodging arrangements. Regulations for authorization and reimbursements of expenses for field trips are outlined in CDDB-R (Local).
7. If disapproved, the request form shall be returned to the person initiating the request with the reason for disapproval.

DRIVER  
REQUIREMENTS

A driver who is transporting students on a college sponsored trip must:

1. Be an employee of Brazosport College.
2. Hold a valid driver license appropriate for the vehicle to be driven and comply with state and/or federal requirements for

maintaining the license for the vehicle to be driven. The College does not impose any additional training requirements.

3. Adhere to the safety standards and driver fatigue requirements contained in Board Policy CJ (Local).
4. Have an acceptable driving record.

A driver will not be approved to transport students if the following are part of the driver's record.

- DUI (driving under the influence) conviction in the last five (5) years.
- Three (3) moving violations in the last 18 months.
- Three (3) accidents in the last 3 years in which the driver received a citation.

Drivers are required to report to the Business Office any DUI convictions, moving violations, or accidents in which the driver received a citation as soon as possible after their occurrence, but in no event later than 10 days after their occurrence, unless the driver is prevented from making a report as a result of a related physical injury.

Driving records of College employees who transport students will be checked annually. The Business Office will maintain a list of drivers approved to transport students.

The College reserves the right to suspend or terminate the driving duties of any driver, if the College determines that his or her driving record indicates that he or she cannot transport students safely.

#### SCOPE

The driver requirements contained above apply to travel that is undertaken by one or more students currently enrolled at the College to reach an activity or event that i) is located more than 25 miles from the College; ii) is organized and sponsored by the College; and iii) is:

- funded by the College; OR
- required by a student organization recognized by the College.