

**STUDENT TRAVEL PROCEDURE**

<b>Procedure Section &amp; Number:</b>			<b>Effective Date:</b>	October 2023
<b>Policy Owner:</b>	Vice President Academic & Student Experience		<b>Last Revised:</b>	New
<b>Policy Administrator:</b>	Dean, School of Business, University Studies & Academic Upgrading		<b>Review Scheduled:</b>	Every three years
<b>Approver:</b>	Executive Committee / Academic Council			
<i>The official controlled version of this document is held in the Board of Governors: Legislative Compliance Office.</i>				

**A. OVERVIEW**

Keyano College supports student development and experience through activities that cannot always be facilitated within a classroom. Travel is often required to provide these curricular and non-curricular experiences. The College is committed to providing a safe experience for those who travel on College sanctioned activities.

**B. PROCEDURES**

The following procedures will apply when individuals engage in travelling related to College activities.

**1. Sanctioned Travel Request**

Travel requests will be directed to the Department Supervisor and require approval from the relevant Dean, Director, Vice President and/or President, depending on the travel location. Requests for approval should be made electronically and include a completed Student Travel Request form (Appendix A).

**2. Sanctioned Travel Planning**

Upon receiving approval, the traveller in a supervisory capacity should:

- Complete a Hazards Assessment (Appendix D).
- Mitigate and control for hazards.
- Obtain talent release waivers for all travellers (Appendix E).
- Confirm that the College liability insurance is intact.
- Confirm that the College student accidental death and disability insurance is intact.

A duly completed Travel Checklist should be stored upon return from the travel activity (Appendix B).

### 3. Unsanctioned Travel

Although unsanctioned travel may not have any insurance coverage through the College, instances exist where non-staff members, non-students or non-athletes may participate in a Huskies related travel activity. In such a case, the non-staff members, non-students, or non-athletes must complete Appendix C, Waiver & Release of Liability Form Huskies Travel.

### 4. Exception to the Travel Policy

In the event of an exception to the travel policy, the Vice President, Academic & Student Experience must be informed, and the exception should describe the following:

- The nature of the exception.
- Identify the risks created by the exception to the policy.
- Provide a time period for which this exception should apply.
- A reasonable explanation of why exceptions are permissible.

The person requesting the exception must retain the document granting the permission for the approved exception.

## C. DEFINITIONS

- |     |                              |   |
|-----|------------------------------|---|
| (1) | <b>External Agency:</b>      | means any group or business that is not part of the College.  |
| (2) | <b>Travel:</b>               | means domestic and international travel related to activities approved by the College as sanctioned and undertaken by staff or students that do not qualify as travel to a College, College rented, or College course and work integrated learning locations. |
| (3) | <b>Traveller:</b>            | means Keyano registered students.   |
| (4) | <b>Supervisory Capacity:</b> | means the trip leader, senior ranking employee or designated individual responsible for organizing and confirming policy and procedure compliance of the travel.  |
| (5) | <b>College rented:</b>       | means a facility rented by the College for a curricular or non-curricular activities.   |
| (6) | <b>Designated authority:</b> | means a dean, director, or member of the executive.   |

(7) **Reasonable Time** is dependent on the type of travel and funding source.

## D. RELATED POLICIES

- College Travel Policy
- Non-Academic Misconduct Policy
- Student Complaint Policy
- 2.9.1 Academic Leave for Students Participating in College-Sponsored Activities
- Gender Based and Sexual Violence Policy
- 402 Fleet Management and Vehicle Use Policy

## E. RELATED LEGISLATION

- Alberta Freedom of Information and Protection of Privacy Act (FOIP)

## F. RELATED DOCUMENTS

- Government of Alberta Expenses Policy ([Travel, meal and hospitality expenses policy](#))
- Student Travel Request (Appendix A)
- Travel Checklist (Appendix B)
- Waiver of Liability for Huskies Travel (Appendix C)
- Hazard Checklist (Appendix D)
- Talent Waiver (Appendix E)

## G. REVISION HISTORY

Date (mm/dd/yyyy)	Description of Change	Sections	Person who Entered Revision (Position Title)	Person who Authorized Revision (Position Title)
05//04/2023	Creation of Procedure	A–G	Dean, School of Business, University Studies and Academic Upgrading	Vice President, Academic and Student Experience

See next page for Appendices.

## Student Travel Request Form

Date: 22-Nov-23

### Student Travel Information

RESPONSIBLE / SUPERVISORY TRAVELLER NAME			CURRENT DATE	
TRAVEL ACTIVITY TITLE / NAME			NUMBER OF TRAVELLERS	
LOCATION	PROVINCE	COUNTRY	DATE FROM	DATE TO
DESCRIPTION OF ACTIVITY				
PLEASE CHECK ONE OR MANUALLY FILL IN THE TYPE OF ACTIVITY		<input type="checkbox"/> ACADEMIC CLASS FIELD TRIP <input type="checkbox"/> ATHLETICS <input type="checkbox"/> CO-CURRICULAR ACTIVITY	<input type="checkbox"/> OFF-SITE LAB / COLLECTIONS <input type="checkbox"/> OUTREACH <input type="checkbox"/> INTERNATIONAL EDUCATION <input type="checkbox"/> OTHER ACTIVITY (PLEASE STATE TYPE):	

### Approval and Signatures

- APPROVED  
 NOT APPROVED

<input type="checkbox"/> FOR TRAVEL WITHIN ALBERTA (Please sign in box 2)	<input type="checkbox"/> FOR TRAVEL OUTSIDE OF ALBERTA (BUT WITHIN CANADA) (Please sign in box 3)	<input type="checkbox"/> FOR TRAVEL OUTSIDE OF CANADA (Please sign in box 4)
(2) Please sign below  <input type="checkbox"/> DEAN/DIRECTOR _____  and  <input type="checkbox"/> VICE-PRESIDENT _____	(3) Please sign below  <input type="checkbox"/> DEAN/DIRECTOR _____  and  <input type="checkbox"/> VICE-PRESIDENT _____	(4) Please sign below  <input type="checkbox"/> VICE-PRESIDENT _____  and  <input type="checkbox"/> PRESIDENT _____

The travel checklist is to be completed by the traveller in a supervisory capacity. The checklist provides a list of minimum expectations that need to be achieved to allow for student travel.

### Part A: Before travelling

Obtain approval from relevant designated authority.	<input type="checkbox"/>
Complete hazard assessment form.	<input type="checkbox"/>
Complete talent waiver.	<input type="checkbox"/>
Identify non-staff members, non-students, and non-athletes, and obtained signed waiver forms.	<input type="checkbox"/>
Confirm liability insurance coverage from the Executive Assistant, Corporate Services & CFO.	<input type="checkbox"/>
Confirm accidental death and disability insurance coverage from the Executive Assistant, Corporate Services & CFO.	<input type="checkbox"/>
Create detailed itinerary.	<input type="checkbox"/>
Distribute relevant documentation to students.	<input type="checkbox"/>
If applicable, register for Canadians Abroad.	<input type="checkbox"/>
Provide travellers with emergency contact information of the supervisory traveller.	<input type="checkbox"/>

### Part B: During travel

Communicate major travel plan changes to the designated authority.	<input type="checkbox"/>
Revise hazard assessment to account for unanticipated hazards.	<input type="checkbox"/>

### Part C: After travelling

Submit expense claim form and attach receipts as proof of expenditures to the designated authority.	<input type="checkbox"/>
Scan all travel documentation and store in compliance with FOIP requirements.	<input type="checkbox"/>

Name of Supervisory Traveler: \_\_\_\_\_

Signature of Supervisory Traveler: \_\_\_\_\_



## ***Waiver & Release of Liability Form Huskies Travel***

**Date:** 22-Nov-23

### **Assumption of Risk**

I am aware and understand that Keyano College provides transportation to the Keyano Huskies Athletes and Staff to attend the Athletics competitions throughout Canada. I understand that the College is allowing me/my child to travel with the team as a non-staff member or athlete.

### **Release of Liability and Waiver of Claims**

I understand that participation in trip activities could involve risk of physical injury, illness, death or property loss, and despite safety precautions, the College cannot guarantee safety thereof, as all risks cannot be prevented. Keyano College, does not provide health and accident insurance for trip participants, who are not student athletes or employees of the College. I understand that any medical expenses, property loss, or other personal expenditures that result during or from this travel/trip, are to be borne by the participant/guardian.

I further acknowledge that if I or/my child is a passenger on College organized trips, that Keyano College's auto insurance does not cover the participant.

**In consideration of the opportunity afforded, with full knowledge and acceptance of the risks associated with this trip and any recreational activities noted within; and with full understanding of the above issues/conditions and risks, I hereby release, indemnify and hold harmless Keyano College, its faculty/staff, trustees, officers, volunteers, and agents from all form and manner of risks inherent in, and from all claims, suits and demands of any nature arising from participation in said trip, or activities.**

This agreement shall be governed by and interpreted in accordance with the laws of the Province of Alberta.

**Purpose of Travel:** \_\_\_\_\_

**(Date(s)- Trip from: Fort McMurray, AB to: (Name of Venue/Bldg/Org) in (City, Province);**

Signature of Participant/Parent or Guardian of a Minor \_\_\_\_\_

Print Name of Traveler: \_\_\_\_\_ Date: \_\_\_\_\_

Emergency Contact Name: \_\_\_\_\_

Phone: \_\_\_\_\_

## Hazard Assessment Form

Date: 22-Nov-23

**Instructions:** Please fill out this form prior to field trip and submit by email to the designated authority.

Program / Course:		
Travel Description:		Date:
Location of Travel:		Class / Section:
TASK	HAZARDS	CONTROLS

**Supervisory Traveller Signature:** \_\_\_\_\_

**Reminders:**

- Ensure all students have been provided the required safety information before travelling.
- Review appropriate protocols with travellers – Traffic, Seat Belts, Emergency planning, Possible hazards.
- Before travelling, obtain information on:
  - Weather Conditions;
  - Any special medical conditions;
  - Ensure students are wearing appropriate footwear, clothing, etc.;
  - Ask about any additional safety concerns.
- Identify First Aiders for the group.
- Alert all other travellers of the appropriate supplies, equipment, first aid kit(s) and if needed, PPE (safety vests, safety glasses, etc.).

<b>REQUIRED HAZARD CONTROLS (Check all that apply and add additional controls in the available space).</b>			
First Aid Training	<input type="checkbox"/>	Protective footwear	<input type="checkbox"/>
Hard hat	<input type="checkbox"/>	Communication device (ex: cellphone, radio)	<input type="checkbox"/>
Protective gloves	<input type="checkbox"/>	Hearing protection	<input type="checkbox"/>
Eye protection	<input type="checkbox"/>	Additional Lighting (ex: flashlight)	<input type="checkbox"/>
Weather appropriate clothing	<input type="checkbox"/>	Bear Spray/Bells	<input type="checkbox"/>
Site appropriate clothing (ex: reflective/bright)	<input type="checkbox"/>	Special Medication	<input type="checkbox"/>
	<input type="checkbox"/>		<input type="checkbox"/>
	<input type="checkbox"/>		<input type="checkbox"/>





## Talent Release Form

Date: 22-Nov-23

I hereby assign and grant to Keyano College the right and permission to use; store; reproduce; and publish photographs; stories; film; video; Web pages; sound recordings; and/or printed or electronic representations that show my image; voice; and/or likeness thereof, and I hereby release Keyano College from any and all liability from such use and publication.

I hereby authorize the reproduction, sale, copyright, exhibit, broadcast, publishing, electronic storage and/or distribution of said photographs; stories; film; video; Web pages; and sound recordings and/or other representations of said materials without limitation at the discretion of Keyano College and I specifically waive any right to any compensation I may have for any of the foregoing.

Print Name: \_\_\_\_\_ Phone Number: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ Province: \_\_\_\_\_

Postal Code: \_\_\_\_\_

Photo/Video Session Date: \_\_\_\_\_ Photographer: \_\_\_\_\_

Talent Signature (Parent or Guardian if under 18 years of age):

\_\_\_\_\_

Please check this box if you only release your image for a specific project.

Name of project: \_\_\_\_\_