

GUIDELINES FOR OFF-CAMPUS TRIPS WITH STUDENTS

PURPOSE

These guidelines have been created to assist with the planning, coordinating, scheduling and approval of off-campus trips with students.

The guidelines specified in this document are for voluntary and recreational trips and **DO NOT** apply to the following:

- off-campus individual study;
- trips required for course credit;
- experience-based learning activities;
- varsity, intramural or club sports; and
- foreign travel

All other off-campus trips are covered by the guidelines and procedures below.

PROCEDURES

1. Students traveling off of the University of the Sciences in Philadelphia (USciences) campus on trips sponsored by the University must be accompanied by employee(s) of the University. The number of accompanying employees depends on the number of vans or buses utilized for the trip. It is recommended that there be one employee for each van and 2 employees for each bus. If there are multiple vans or buses the number of employees accompanying should be review with the Director of Public Safety to determine the appropriate ratio.
2. Interested and/or eligible students, faculty, and/or staff (attendees) may sign up for the trip in the University office that is coordinating the trip.
3. Each student must complete and sign a Hold Harmless form. This form will include a description of the itinerary and travel logistics for the trip, as well as pertinent personal information about the student, including name, campus and home addresses, date of birth, and home, cell, and emergency contact telephone numbers.
4. Key information from the Hold Harmless forms of all students participating in the trip will be transposed to a master list. Copies of the master list will be distributed to the coordinating office, the Department of Public Safety, and the

- employee(s)/advisor(s) accompanying the students on the trip. Completed Hold Harmless forms are to be maintained for two years after the trip or event. For convenience purposes, an electronic file containing scanned copies of the completed Hold Harmless forms can be emailed to the Risk Management Office (email a.mcmaho@usp.edu or l.vanore@usp.edu).
5. Prior to leaving campus, attendance must be checked using the master list. **Note:** any names of individuals not present prior to departing on the trip must be crossed off the master list and these corrections must be reported to Public Safety before leaving campus.
 6. Once arriving at the trip destination or if stopping en route with individuals getting off the bus, the time and place from which the bus will depart must to be communicated to all attendees. Each attendee should receive a copy of the itinerary, including the advisor's cell phone number. Attendees should be urged to call that number if they experience any problems or delays in returning to the bus. Attendance must be taken as everyone returns to the bus.

TRANSPORTATION

1. If the off-campus trip covered by these procedures will be taken on buses or vans rented from outside vendors, these vendors may need to provide evidence of liability insurance. Please contact Risk Management ext. 8771 to determine if evidence of insurance is required.
2. Staff and faculty who wish to take a few students to an off-campus meeting, conference, or other activity should NOT use their personal vehicles. In Pennsylvania, in the event of a vehicular accident involving personal injury or property damage, the primary insurance attached to the injury or damage would be the insurance carried for that employee's personal vehicle.
3. The University recommends that when traveling off campus with other University employees or students on University-related activities, faculty and staff should rent or hire a vehicle. The University provides insurance coverage for vehicles rented for University business. Only University employees may operate the rented vehicle. PRIOR to renting or hiring a vehicle, please contact Tom Moiani, Manager University Purchasing (ext. 7532) for a list of preferred transportation providers and Risk Management (ext. 8771) to arrange for the appropriate insurance.
4. If the off-campus trip involves no more than 10 students and staff, it might be possible to utilize a University vehicle. Refer to the Driver Policy, available in the Administration section of the University portal, under Risk Management.

5. If the university is not providing transportation, the off-campus event attendees must convene at the site. Event leaders should not be involved in planning or supervising travel to off-campus events in private vehicles.

EMERGENCIES

1. In case of emergencies, or if anyone has not returned to the bus or called the advisor after 15 minutes past the stated departure time, the advisor should contact the University's Department of Public Safety at (215) 596-7000. Explain your problem or emergency, give your off-campus location, and ask to be put in touch with the Director of Public Safety. The Director will call and consult with the Dean of Students if necessary.
2. In the event that a student(s) is (are) injured or taken ill during a University sponsored activity the assigned employee/advisor is responsible for contacting the Department of Public Safety to report the incident, completing an Injury Investigation Report and forwarding the report to the Department of Public Safety and Student Affairs. It may be required that an employee/advisor stay with the sick/injured student(s) and allow the other attendees return to campus on the bus. This should be discussed with the Director of Public Safety.

CONDUCT

Finally, students are responsible for their personal behavior when participating in off-campus trips. As described in the Student Handbook, standards of student conduct extend beyond the geographic limits of the campus. As a member of the University community participating in a University-sponsored off-campus trip, all expectations outlined in the Student Conduct Policy are applicable.