

Division of Student Affairs PS 1 – Off-Campus Trips

Risk Scenario 1: UIS Student Affairs receives a phone call from a student’s guardian. “My child went on a trip with UIS, and I haven’t been able to reach him/her. I have reason to think that something went wrong. I’m not 100% sure what the trip was or where s/he was going. Can you help me?”

Risk Scenario 2: UIS Student Affairs receives a phone call from a law enforcement agency. “A University vehicle was involved in an accident, but due to circumstances, we are currently unsure that all passengers are accounted for. Can you provide us with a list of people that were in the vehicle?”

This policy applies to Division-Sponsored Trips

A Division-Sponsored Trip is defined as:

- A trip that involves transporting students and is organized, staffed, or funded by a UIS Student Affairs Unit.
- A trip organized by a registered student organization that involves overnight travel, destinations further than 75 miles from campus, or activities that incur some level of risk (skiing, volunteering to build houses, attending a protest, etc.).

The following are not considered Division-Sponsored Trips:

- Trips by employees or student-staff that do not include non-employee passengers and are being conducted within the job duties of the employees and/or student-staff (i.e. employees traveling to a training, a Career Development Center student-staff member traveling to Walmart to get Career Expo-related supplies during his/her work hours, etc.).
- Trips organized by student organizations (without departmental/unit sponsorship) that: 1) Do not involve overnight travel 2) Are to destinations less than 75 miles from campus; and 3) Do not involve an increased level of risk (i.e. History Club making a day visit to the Lincoln Library).

Guiding Principles:

- This policy does not affect any other established trip approval policies and procedures (see [OBFS Business and Financial Policies and Procedures Section 15](#)).
- The Dean of Students Office must be able to access accurate information for all Division-Sponsored Trips, including the “who,” (which employees and students are on that trip, and the name of the trip leader), “when” (departure and return dates and times) and “where” (location/s and dates at each location).
- All Division-Sponsored Trips should have a designated trip leader.
- All attending students should complete a [UIS LIABILITY RELEASE AND INDEMNIFICATION AGREEMENT](#) for all off-campus trips*.
- The trip leader should have access to the participants’ emergency contact information during the trip.

* (A student can complete one liability form for multiple occurrences of the same trip.)

Protocol for a Division-Sponsored Trip:

- Please complete the [Off-Campus Trip Notification Form](#) no less than 48 hours in advance of the trip with the following information:
 - Name/(brief) Purpose of trip
 - Sponsoring unit
 - Name of trip leader
 - Cell phone number for trip leader
 - Departure date/time
 - Location(s) and dates at each location
 - Return date/time
 - The means by which the departure roster will be sent (email, UIS Connection, etc.)
 - If this is an overnight trip, or a trip of more than 75 miles (from campus), the team leader should provide a contingency plan in the event s/he becomes unable to fulfill his/her duty (i.e. other eligible van drivers, etc.).
- At the time of departure, the trip leader should provide the Dean of Students Office with an accurate list of attendees. Note: A UIS Connection swipe/check-in is sufficient.
- Students should complete a “[UIS LIABILITY RELEASE AND INDEMNIFICATION AGREEMENT](#)” (including emergency contact information) prior to departing.
- The team leader should collect the liability release forms, and keep the associated emergency contact information for students with him/her during the trip in the event of an emergency.
- If a student leaves the trip prior to its conclusion, the departure should be documented using the sign-out section on the bottom of the liability release form.
- Upon completion of the trip, liability forms should be safely filed with the sponsoring unit for one year, after which time they should be shredded.

A Note About Liability Waivers:

The UIS LIABILITY RELEASE AND INDEMNIFICATION AGREEMENT, commonly known as a “Liability Waiver,” is applicable when event participation is voluntary. If you are transporting student(s) to an event that is required by a course, an academic program, an on-campus job, etc., you should have students complete the form so that you have emergency contact information; but you should also understand that a Liability Waiver is generally not applicable in these scenarios, and should take specific care to ensure the safety of students in said circumstances.

Related Policies:

Use of Private Vehicles:

“Non-employee passengers are not covered by the State of Illinois Self-Insured Motor Vehicle Liability Plan.” For more detail, please visit [OBFS Business and Financial Policies and Procedures Section 15.3.3](#).

Using Motorpool Vehicles:

Use of Motorpool Vehicles requires obtaining permission and confirming funds from a unit head, ensuring the driver is eligible, and completing a [Car Release Form](#). For more detail, please visit [OBFS Business and Financial Policies and Procedures Section 15.4](#).

Eligibility to Drive Motor Pool Vehicles

Student-staff must have “driving a university vehicle” listed as a part of their job function/description, and student-staff must be performing that job function for that unit while using the vehicle. For more details on driver eligibility, please visit [OBFS Business and Financial Policies and Procedures Section 15.4.2](#).