



# ACADEMIC TRAVEL POLICY

---

## 1.0 PURPOSE

To minimize risk and provide a safe and positive learning experience for students and faculty leaders (trip coordinators) who participate in NBCCD-approved activities that include one or multi-day trips, exchanges, study terms, or expeditions.

The College continues to create and support opportunities for students to engage in experiences that foster learning in a global environment.

## 2.0 SCOPE

This policy only applies to student travel facilitated by the College. Such travel may include one-day or multi-day trips, exchanges, study terms, and expeditions as part of students' course/program learning but excludes student work practicum, clinical, and co-op activities.

Short term off-site activity for students such as local walking tours, Beaverbrook Art Gallery Tours, and scheduled visitations to local businesses/destinations that do not require vehicles or transportation to participate in do not require travel documentation. These are considered essential elements of regular programming. Faculty or trip organizers must make arrangements for students who may require accommodations as needed.

All academic travel will be in accordance with approved course outlines.

Students are responsible for expenses associated with the trip unless the trip is mandatory.

### 3.0 DEFINITIONS

#### **Faculty Leader**

This may be an instructor, studio head, or other approved representative of the college as approved by the Academic Dean and/or Associate Dean.

### 4.0 IMPLEMENTATION

#### **4.1 General Guidelines**

- I. Preparation and Documentation:
  - a. Ensure proper preparation, risk management, and documentation is completed prior to departure.
  - b. Provide an orientation session and/or information handout to students in advance of the trip, including:
    - i. Learning objectives
    - ii. Cost of trip to include food, lodging, transportation, and excursions.
    - iii. Itinerary
    - iv. Safety protocols
    - v. Emergency contact information
    - vi. Special clothing or equipment needs
    - vii. Weather conditions
    - viii. Personal safety
    - ix. Accommodations or medical needs must be communicated by the student to the Learning Strategist.
  - c. Communication:
    - i. Communicate any related costs to students upon notification of the trip.
- II. Transportation

Vehicles, when available, should be College owned or rented from a rental agency. Smoking, alcohol, and illegal substances are prohibited.

- a. General safety
  - i. In addition to the trip orientation provided by the faculty leader/trip coordinator, students embarking on multi-day trips are

advised to research the destination relative to weather conditions, crime rates, safety, cultural differences, etc.

- ii. Students are responsible for ensuring they have the proper health insurance and vaccinations (if required) needed for the trip.
- iii. Students and staff travelling internationally must obtain individual, independent travel insurance.

## 4.2 Trips, Exchanges, and Study Terms

- I. Trip Overview and Preparation:
  - a. Provide students with a detailed overview of trip-related course objectives, itinerary, expectations, and safety protocols.
  - b. Distribute a handout with these details at least one week before the trip.
- II. Transportation Arrangements:
  - a. Arrange and coordinate transportation via:
    - i. College-owned vehicles
    - ii. Government-approved vehicle rental agencies
    - iii. Other modes of commercial travel (e.g., train, commercial aircraft)
  - b. Load vehicles according to manufacturer's recommendations.
  - c. Ensure vehicles with a capacity of more than 12 are driven by a certified driver.
  - d. Faculty cannot ask students to use their own vehicles due to liability implications.
  - e. Faculty may use their own vehicles or carpool, but cannot transport students.
- III. Student Travel in Personal Vehicles
  - a. Students using their own vehicle must complete and sign "[Student Travel – Waiver A](#)"
  - b. Students traveling as a passenger in a vehicle, including vehicles rented by the College, must complete and sign "[Student Travel – Waiver B](#)"
  - c. Students travelling in their personal vehicles are responsible for their own costs.
- IV. Driver Requirements
  - a. Ensure drivers possess a valid Class IV license, if required.
  - b. If rental vehicles do not include a driver, the renting employee must participate in the trip.
  - c. Adhere to age requirements for drivers as stipulated by rental agencies.
- V. Documentation and Approvals
  - a. Complete and submit the [Student Travel Request Form](#) directly to the Dean.
- VI. Incident Reporting

- a. Report vehicle accidents and/or injuries immediately to the Director and complete an Accident Report Form.
- VII. Required Forms
  - a. Ensure the Student Travel Request Form is completed in its entirety.
  - b. Send a list of participants to the Dean.
- VIII. Partnering Institutions
  - a. If students are under the care and authority of a partnering post-secondary institution, provide the designated faculty leader at that location with two copies of the documentation.

#### 4.3 Additional Requirements for Out-of-Province and International Travel

- I. Orientation and Information:
  - a. Include additional details in the orientation and information handout:
    - i. Transportation details (ID requirements, travel regulations, health/medical/travel insurance requirements, visa or passport requirements, etc.)
    - ii. Emergency plan
    - iii. Social requirements (clothing, cultural, environmental, safety, etc.)
- II. Provincial Approvals and Guidelines:
  - a. Ensure all provincial approvals and guidelines are followed.
- III. The faculty leader must give **extra** attention to orientation relative to weather, visa/passport requirements, culture, laws, personal safety, emergency plan, airport/airline regulations, export-import limits and restrictions, required health/medical insurance, vaccination requirements, etc. relative to the destination country.
- IV. Students should be guided to and through relevant content from the Canadian Department of [Foreign Affairs & International Travel](#) website.
- V. The faculty leader will pre-register students with the Canadian Department of Foreign Affairs & International Trade prior to departure when appropriate.
- VI. The faculty leader must verify that all students have required passports and visas and encourage students to ensure they have the proper health insurance coverage needed for international trips.

## 5.0 RELATED FORMS

[Accident Report Form](#)

[Student Travel Request Form](#)

[Student Travel – Waiver A](#)

[Student Travel – Waiver B](#)

## 6.0 POLICY CUSTODIAN

Anna Mathis, Academic Dean, [anna.mathis@gnb.ca](mailto:anna.mathis@gnb.ca)