



Number:	NBCC-9334
Key Process:	9300 - Delivery, Learning Assessment and Certification
Edition:	2010-09-07
Effective:	2010-09-07
Title:	Academic Travel Involving Students (Domestic)

GUIDING PRINCIPLE

To minimize risk, and to provide a safe and positive learning experience for students and faculty (trip coordinators), who participate in NBCC-approved training activities that include one, or multi-day field trips, exchanges, study terms, or off-road expeditions within Canada (domestic travel).

POLICY STATEMENT

All faculty leaders must ensure the proper preparation, risk management and documentation are completed prior to campus approved off-site domestic training activities, trips, exchanges, study terms, and off-road expeditions. The scope of this policy applies only to student travel within Canada facilitated by the campus. It does not apply to individual student practicum, clinical, or coop placements.

All academic travel will be in accordance with the approved course outline. Faculty leaders are to provide an orientation session as well as an Information handout to students well in advance of the trip. These should include details of the trip including, but not limited to, the learning objectives of the trip, itinerary, safety protocols, information required from students for completing the travel plan, special clothing or equipment needs, etc. Faculty leaders will ensure the appropriate process and documentation (as outlined in the Procedure document) are completed and signed off prior to each trip. For Out of Province travel, all provincial approvals and guidelines are to be followed.

The campus is responsible for providing transportation for all off site student group activities. Because of liability implications, faculty cannot ask students to use their own vehicles for such travel.

Vehicle accidents must be reported immediately to the Director of Administration and an Accident Report Form completed by the faculty leader. Injuries are to be reported to the Director of Administration and a WorksafeNB Form completed as soon as possible