

**NON-ACADEMIC STUDENT TRAVEL,
SECTION VI.D.1 – NOTICE AND COMMENT**

The Board of Trustees Revised Section VI.D.1 of the Lone Star College District Policy Manual on **February 2, 2017**. The notice and comment period for the policy was open to the public from **April 4, 2016 through May 5, 2016**. The notice and comment period for the policy was reopened to the public from **May 6, 2016, through August 1, 2016**. Non-Academic Student Travel procedures were last updated on **June 28, 2017**. The notice and comment period for the procedures was open to the public from **March 8, 2017, through April 7, 2017**. The policy and procedures were posted for public comment at <http://www.lonestar.edu/proposed-policies.htm>. Commenters anonymously submitted comments to LSC-ProcedureFeedback@lonestar.edu and LSC-PolicyFeedback@lonestar.edu. We received a total of nine comments.

Comment 1: A commenter suggested that students who travel in student-provided transportation should be reimbursed for the mileage incurred in their personal vehicles when traveling on behalf of the college.

Response 1: Students who choose to drive themselves in their personal vehicles are not covered by the College's vehicle insurance policies and are not College-approved. Those who drive or ride in vehicles driven by other adult students do so at their own discretion and peril, and students must sign a liability waiver and submit it with other required paperwork. Students are also responsible for maintaining their own insurance coverage for their vehicles. In keeping with this, students who choose to travel in their own vehicles and not in College-provided vehicles are not reimbursed for the mileage incurred in their personal vehicles.

Comment 2: A commenter requested clarification regarding the use of 15-passenger vans for non-academic student travel, suggesting that the policy should state whether the vans may be used or not. The commenter specifically pointed out that the Office of Risk Management has previously disallowed the use of these vans.

Response 2: This Policy and Procedures does not alter the Office of Risk Management's responsibility regarding the College's liability protection. As such, no change is being made to that office's prerogative regarding approved vehicles.

Comment 3: A commenter asked whether the directions the College is required to provide to student drivers must be stated directions or can consist of an address.

Response 3: The policy does not require that directions be of any specific nature, only that they be provided to student drivers. Chaperones may prefer that all travel take place on the

same route, and in that case, stated directions would be the preferred type of directions. It is, however, at their discretion.

Comment 4: A commenter asked where the map illustrating local travel that is not considered by the College is located.

Response 4: The map is located on Page 7 of the accompanying Procedures. The image clarifies that the College does not consider travel inside the outermost circle as non-academic student travel.

Comment 5: A commenter asked whether a college employee is permitted to transport students in the employee's personal vehicle. The commenter specifically noted that at the commenter's campus, prior approval from the college president is required to rent a vehicle for student travel and asked whether approval processes are campus-specific or apply to all campuses in the System. The commenter suggested this be clarified in the policy.

Response 5: The policy states that a college employee is not permitted to transport students in the employee's personal vehicle. It further explains that students are forbidden from riding in or driving personal vehicles with faculty, staff, or any other college employee during non-academic student travel trips. Regarding the commenter's second point, college presidents continue to have discretion regarding campus-specific processes as long as those processes are not contradictory to these procedures.

Comment 6: A commenter pointed out that the ORM had a system for approving and renewing a list of authorized drivers and commended the ease of that system. The commenter also requested to see a form with the purpose of ensuring a rental car or van is covered under the College's insurance policy. The commenter asked if the Chief Student Service Officer could be added as a party that should be notified of an accident during non-academic student travel trips.

Response 6: Upon review, the commenter's concern is addressed in the procedures, which name the ORM as the party responsible for approving authorized drivers. Further, the commenter's second concern is also addressed in the procedures, which do not require any such form. Accidents need only be reported to the Vice President of Instruction and the Director of Risk Management, which we feel should suffice to begin the investigation and claim processing efficiently. Moreover, college presidents may continue to require additional reporting.

Comment 7: A commenter expressed concern about switching the driver authorization process. The commenter also recommended that ADs wishing to rent vehicles continue to do so through the Texas State Travel Management Program. The commenter also asked for the policy to clarify that workers' compensation claims are filed and processed through the ORM.

Response 7: See Response 6. The commenter's second concern is addressed in the procedures, which state that ADs wanting to rent vehicles should do so through the STMP.

Finally, the procedures do state that if an AD or SOA is injured and requires medical care, they should notify the ORM to file a workers' compensation claim.

Comment 8: A commenter opined that there should be no distinction between academic and non-academic travel. The commenter further asked why Travel Request Form 1 approval must be resubmitted. The commenter also expressed a concern that there is no Chief Student Services Officer, and in any case, the CSSO, LEO, VPI, VPAD, and LSCS Police should be notified immediately of any accidents.

Response 8: The distinction between academic and non-academic travel is drawn based on the idea that student travel is not always required by an instructor for an academic purpose and that some travel may instead be required by a college-registered student organization. The travel serves no academic purpose, yet it is incumbent upon the individual to attend as a member of the student body. As such, the College's aim is to protect the rights and welfare of the students and employees who may participate in such travel. Before these procedures, confusion existed between vice presidents regarding which vice president controlled what kind of travel. This distinction clarifies that a college's vice president of instruction is responsible for academic travel while the vice president for student services (or enrollment management) is responsible for non-academic travel. The Chief Student Services Officer title may be held by an individual who also has another title, but is typically the vice president for student services or their designee. The commenter's final concern is answered in Response 6.

Comment 9: A commenter expressed concern that there is no mention of how to request accommodations or ensure equal access for persons with disabilities in the policy.

Response 9: The policy mentions that the College provides equal opportunities to all students participating in courses, activities, and programs regardless of, among other protected classes, disability. Students needing reasonable accommodations may use the detailed processes resident in Section VI.D.11. Students with Disability Rights Process.