



# ROLLINS COLLEGE POLICY

Title: College-Sponsored Student Domestic Travel	Type	Key Institutional
No: KI 1027	Approval Date: 5-19-2025	
Responsible Office: VP for Student Affairs; VP for Academic Affairs   Provost. Overseen by Office of International Programs.	Reviewed By: College Policy Committee, 5-6-2025; President's Cabinet, 5-19-2025; Approved By: President, 5-19-2025	
Next Review: 2029-2030	Revision No: 3; see <a href="#">Section VII</a> for version history.	

## I. Purpose/Introduction/Rationale

Multiple departments, offices, and individuals at Rollins sponsor (and organize) student domestic travel and follow a wide range of protocols. To minimize risk and liability, and best support our students, it is critical that all Rollins College faculty, staff, and students follow consistent protocols and processes for all college-sponsored student domestic travel. This policy and process was developed with input from key departments involved in student domestic travel, including International Programs, the Department of Environmental Studies, the Center for Leadership and Community Engagement, the Center for Inclusion and Belonging, and the Center for Campus Involvement. It is endorsed by the College's Office of Risk Management and was reviewed by Educational and Institutional Insurance Administrators, Inc.(EIIA), the College's insurer, and is designed to be sustainable with current College resources. The policy and process are designed to allow for differences in practices between offices/departments sponsoring student domestic travel and build on the current policy/process of registering domestic travel through Foxlink.

## II. Definitions

Student domestic travel includes the following.

- Any domestic travel involving a Rollins College employee who is traveling with any number of Rollins College students for an educational, co-curricular or extracurricular purpose, regardless of the source of the funding for such travel.
- Any domestic travel by one or more students organized and arranged by College department(s) and/or College employee(s).

Student domestic travel DOES NOT include the following.

- Travel organized and arranged by student organizations and/or Fraternity and Sorority Life (FSL) organizations without accompanying employees.
- Travel entirely arranged and organized directly by individual students even when funded in full or in part by the College: for example, a student who secures an internship directly and receives scholarship funds for that internship.
- Travel for College Athletics. The Athletics department has a separate process for travel that meets the same standards as all other College-sponsored domestic travel.
- Off campus activities in the local community that do not involve travel via commercial transportation or College-owned or personally-owned vehicles.

## III. Procedure or Application

All College-sponsored Student Domestic Travel must be registered with the College. The following terms govern the registration processes for the different types of student domestic travel.

- **Category 1:** Day trips and one-night overnight trips within 60 miles of Rollins College (excludes low risk activities that are within walking distance from campus and do not involve use of College or personally owned vehicles or commercial transportation).
- **Category 2:**
  - One- and two-night overnight trips more than 60 miles from Rollins College.
  - Overnight trips of more than two nights that ARE NOT part of a course.

- **Category 3:** Overnight trips of more than two nights that ARE part of a course.

#### **Registration Process for Category 1:**

- Sponsoring office, department, or individual completes the trip registration process in MyRollins. If the field work or course activities fall within the domain of the Division of Science and Mathematics, the sponsor must also complete the [Field Work Hazard Assessment and Risk Evaluation Form](#).
- Student participants complete the waiver and registration process.
- Travel should adhere to the College policy for vehicle use for College business.

#### **Registration Process for Category 2:**

- Sponsoring office, department, or individual completes the trip registration process in MyRollins. If the field work or course activities fall within the domain of the Division of Science and Mathematics, the sponsor must also complete the [Field Work Hazard Assessment and Risk Evaluation Form](#).
- Student participants complete the waiver and registration process at least three (3) days before travel.
- Travel should adhere to the College policy for vehicle use for College business.
- The sponsoring office, department, or individual must also complete the following steps at least three (3) days before travel. Sponsoring offices, departments, or individuals may have additional requirements for documentation but must meet these minimum requirements.
  - Provide participating students with guidelines for travel.
  - Provide any employees traveling with the students a packet that includes a Travel Leader Handbook and emergency protocols.
  - Collect the final travel itinerary and travel contacts.
  - Designate an on-campus contact who is not traveling and will be able to respond to issues or emergencies during business and off-hours and communicate this information to travelers.

#### **Registration Process for Category 3:**

- Follow the standard process for a field study approval and registration in consultation with the Office of International Programs. If the sponsoring employee or department does not need full support from OIP and does not require scholarship funding from OIP, such will be considered during the program selection process and OIP will negotiate on a case-by-case basis for reduced credit and/or administrative fees.
- If the field work or course activities fall within the domain of the Division of Science and Math, the sponsor must also complete the [Field Work Hazard Assessment and Risk Evaluation Form](#).
- International Programs will:
  - Collect and review voluntary health information from participating students and follow-up with students as needed.
  - Collect student information including a Conditions of Participation form and travel waiver.
  - Provide participating students with guidelines for travel.
  - Provide any employees traveling with the students a packet that includes a Travel Leader Handbook, emergency protocols, and student information.
  - Collect the final travel itinerary and travel contacts.
  - Serve as the on-campus contact and respond to issues or emergencies 24/7.

**Student Organization and FSL Travel.** All travel arranged by student organizations, fraternities, or sororities must be registered through GetInvolved. Staff in FSL and/or the Center for Campus Involvement (CCI) will provide students with instructions and request any necessary documentation for College records before approving the trip. Staff in CCI or FSL will ensure that students complete the process.

Student organizers will always be required to:

- Designate a student to set up the trip in Foxlink.
- Ensure that all student participants complete the Foxlink registration process.

## **IV. Related Policies**

[KI 1028 College-Sponsored and Affiliated Student International Travel](#)

*Field Courses and Research Safety Guidelines*, approved by Science Division Safety Committee, March 7, 2025

## **V. Appendices/Supplemental Materials**

[Field Work Hazard Assessment and Risk Evaluation Form](#)

## **VI. Effective Date**

This policy is effective May 19, 2025, and supersedes all previously issued versions.

## **VII. Rationale for Revision**

Rev. 3 Approved 5-19-2025. Updated to include new Science Division Safety Committee requirements for off-campus field research and course activities and Field Work Hazard Assessment and Risk Evaluation Form.

Rev. 2, Approved 1-12-2024. Non-substantive language clarifications.

Rev.1, Approved 10-2-2023. Changed FoxLink references to My Rollins, minor change to Category 3 travel definition, removed Appendix A: *Domestic Travel Table*.

Original, Approved 6-8-2021.

<p>This form is to be completed by the faculty or team lead to aid in the development of a safety plan. <b>The completed form should be shared with all the members of the field team, submitted to the department chair, and the Science Division Safety Officer.</b> A single Planning Record may be used for multiple trips, provided the location, participants, and activities remain the same.</p>	
<b>Faculty/Team Leader:</b>	<b>Department:</b>
<b>Rollins Contact (designated contact that will not be in the field)</b> Name: _____ Phone: _____	<b>Field Contact (Contact for Faculty or Team lead that will be in the field)</b> Name: _____ Phone: _____
Will students participate in this work? for a credit course?	Is this work for greater than two nights (domestic travel) or international travel?
<b>Dates of Travel</b> (attach detailed travel itinerary if domestic travel greater than two nights or international program):	
<b>Location of Field Research:</b> <i>If multiple sites, attach document with the following</i> Country: _____ Geographical Site: _____ Nearest City: _____ (Name, distance from site)	
<b>Nature of Field Work</b> (a brief description):	
<b>Emergency Contact Information:</b> <i>If multiple sites, attach document with the following</i> Nearest Hospital: _____ (Name, distance from site) U.S. Embassy/Consulate: _____ (Location, phone) Other phone numbers: _____	
<b>First Aid Training</b> (list team members who are trained in first aid and the type of training received):	
<b>Other Specialized Training</b> (list team members who have received other training needed for this activity and the type of training received):	

**Risk Assessment:** List risks associated with the activity or the environment such as physical hazards, electrical, wildlife, biological, chemical, interpersonal. Be as specific as possible in hazard description and mitigation steps. See Division of Science and Math Field Courses and Research Safety.

<i><b>Identified Hazard</b></i>	<i><b>Control of Risk (Mitigation Strategy)</b></i>

Submit to Science Division Chief Safety Officer upon completion [rdailey@rollins.edu](mailto:rdailey@rollins.edu)