



OFFICE OF COMPLIANCE SERVICES  
UVM.EDU/POLICIES

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## POLICY

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### **Title:** Domestic Travel Involving Students

#### Policy Statement

The University of Vermont supports off-campus travel that enhances the student experience and advances our educational mission. UVM requires all academic departments, administrative departments and [recognized groups and organizations](#) conducting off-campus domestic travel involving students to provide travel and logistical information to UVM administration in order to follow steps for essential risk management.

#### Reason for the Policy

Staff, Faculty, and Recognized Student Organizations frequently engage in University-supported activities beyond campus that incorporate travel, lodging, complex management and elevated risk. These activities hold great importance to the educational mission of the University. Simultaneously, there are risks inherent in field-based learning that require additional oversight and collaboration performed to consistent standards across the institution. Furthermore, In the event of an emergency, UVM Administration needs certain information to properly respond and ensure student safety.

#### Applicability of the Policy

This policy applies to all University-supported domestic travel beyond the state of Vermont involving undergraduate and graduate students. This includes all travel that is organized, sponsored, or subsidized in any part by a University club, organization, academic program, department, or staff and faculty members working in their official University capacities.

This policy also applies to all University-supported travel involving undergraduate and graduate students within the State of Vermont if that travel includes an overnight stay in non-University lodging or any activities with elevated risk or remoteness.

This policy does not apply to study abroad programs and international travel, including Canada and Puerto Rico, which are overseen by the Office of International Education and governed by our [International Travel Policy Involving Students](#).

This policy does not apply to student employees who are traveling and working in their UVM employed role.

## Definitions

Activities with Elevated Risk: Programming, which is not simple and routinely accomplished, which holds an increased possibility of injury, illness, structural damage, or financial loss. Some examples include: backcountry camping, travel by boat, field research in or near moving water, interaction with animals, rock or ice climbing, using explosive materials, driving long distances, or the use of power tools.

Domestic Travel Involving Students: Any travel within the United States involving UVM undergraduate or graduate students undertaking University-supported activities that extends beyond the state of Vermont; off-campus activities within the State of Vermont that involve Activities with Elevated Risks, and/or overnight stays in non-University lodging.

Recognized Student Organizations: The University of Vermont recognizes official governance and advisory groups including, but not limited to, the Faculty Senate, the Student Government Association, the Staff Council, the Graduate Student Senate, the University Council, and other student, faculty and staff organizations in accordance with procedures and criteria set forth in the [Group and Organization Policy](#)

Remote environment: Unpopulated wilderness locations more than one hour, or 1 ½ miles of foot travel, from emergency and medical facilities. Terrain and environmental conditions present special challenges that increase the potential risk to the group. Emergency response and medical support will certainly be delayed.

University-supported Activities: Any academic, research, co-curricular or extra-curricular event sponsored, supported, or organized by the University, including its administrative offices, academic units and recognized student organizations. The use of University funds, personnel, transportation, equipment, and resources constitutes such University support.

## Procedures

- 1) Prior to leading Domestic Travel Involving Students as defined above, faculty and staff must receive approval from the sponsoring department head, sponsoring Dean or Vice President, and then register this travel with Risk Management.
- 2) All Domestic Travel Involving Students must have the following designated leadership roles:
  - a. Trip Organizer – The person with planning and management responsibilities who has complete knowledge of participants and activities and holds ultimate responsibility for the events that occur. This person may, or may not, join the group and simultaneously fill the role of Trip Leader.
  - b. Trip Leader – A designated faculty, staff or student who will be with the student group and serve as the primary point of contact during the experience. The Trip Leader is required to accompany students on the University sponsored trip. In the case of single-person travel, that individual is the Trip Leader. In some cases, that person may also be the Trip Organizer. In all cases, this person has familiarity with trip plans and the ability to seek outside support if needed.
  - c. Emergency Contact - A staff or faculty member that is not traveling with students but has complete trip information and is prepared to respond if emergencies arise. This person will be the first contact if external support is needed.

- i. For academic and research programs, the organizing departmental dean or their designee will serve as emergency contact.
  - ii. For registered SGA student organizations (RSO), fraternities and sororities, the Associate Director of Student Life or their designee will serve as emergency contact.
  - iii. For LCOM Student Groups, the Associate Dean of Students or their designee will serve as emergency contact.
  - iv. For Graduate Senate and post-doctoral groups, the Dean of the Graduate College or their designee will serve as emergency contact.
  
- 3) All Domestic Travel Involving Students must be registered with the Department of Risk Management at least two weeks before departure. Travel that will be ongoing throughout the semester or academic year (such as field work) may be registered in whole two weeks prior to the commencement of the first trip and does not need to be re-registered prior to each excursion provided that there are no major adjustments. The Trip Organizer or Trip Leader can learn more on the [Risk Management travel website](#), and will notify Risk Management via email ([risk.management@uvm.edu](mailto:risk.management@uvm.edu)). The information will include:
  - a. Trip Organizer and Trip Leader, with contact information
  - b. On-campus Emergency Contact
  - c. Beginning and End Dates
  - d. Location
  - e. Number of student participants
  - f. Transportation plan
  - g. Risk management plan
    - i. Identify the primary risks that could be encountered.
    - ii. Comment on the likelihood and consequential severity of the identified risks.
    - iii. Describe the plans and procedures to minimize these risks.
  - h. For ongoing travel:
    - i. Date range trips will take place in
    - ii. Frequency of travel
  
- 4) All registered Domestic Travel Involving Students will be reviewed by the Department of Risk Management, with consultation by the Domestic Travel Advisory Group (DTAG) as needed. The role of DTAG will primarily be to advise and support such travel, notifying the Trip Organizer of any risk management concerns and necessary steps to proceed forward. If the proposed travel is deemed to be excessively risky or unacceptable, DTAG will notify the Provost's Office and UVM central administration. In rare cases, the Provost and Senior Vice President or the President retain the right to modify or cancel travel.

The following individuals are members of DTAG:

- Director of Risk Management
  - Director of Environmental Health and Safety
  - UVM Office of General Counsel representative
  - Vice Provost for Academic Affairs or their designee
  - Risk Management Analyst
  
- 5) Before trip departure, the Trip Organizer or Trip Leader will provide these details, updated for accuracy, to the Designated Emergency Contact. Risk Management and DTAG understand that logistics and travel plans sometimes do change unexpectedly. Alterations that do not elevate risk significantly, or minor logistical adjustments (date changes of a few days or an additional participant joins) do not need to be communicated to Risk Management. Major changes in elevated-risk activities, geographical location, or in the designated leadership roles (Trip Leader, Organizer, Emergency Contact) must be communicated

to Risk Management and DTAG. In all cases, the Emergency Contact should have updated and accurate information.

- 6) For any Domestic Travel involving Students in remote environments, including any location where emergency response may be delayed or limited by area resources, the Trip Leader must ensure that there is an emergency response plan that includes a reliable communication device (ex: cell phone with service, satellite phone, satellite texting device), a medical kit, at least one group member with medical training to manage injury and illness in the field, and familiarity with evacuation procedures. If there are concerns about access to any of the above training or equipment, the Trip Organizer/Trip Leader should reach out to the Department of Risk Management prior to the submission deadline for consultation of the design of a risk management plan.
- 7) When applicable, the Trip Organizer or Trip Leader will complete any Incident Reports within 48 hours of an injury, illness, or emotional incident that involves more than basic first aid. Incident report forms are found on the [Risk Management website](#).
- 8) Vehicle Procedures: To transport students in any vehicles, whether these be University fleet, rental vehicles, or personal vehicles - all staff, faculty, and student drivers must have a current UVM driver certification status and follow the regulations specified in the [Driver Safety and Motor Vehicle Use Policy](#).

## Contacts

<b>Questions concerning the daily operational interpretation of this policy should be directed to the following (in accordance with the policy elaboration and procedures):</b>	
<b>Title(s)/Department(s):</b>	<b>Contact Information:</b>
Risk Management	<a href="mailto:risk.management@uvm.edu">risk.management@uvm.edu</a>

## Forms/Flowcharts/Diagrams

- [Incident Report Form](#)

## Related Documents/Policies

- [Amorous Relationships with Students Policy](#)
- [Campus Safety and Security: Clery Act Policy](#)
- [Driver Safety and Motor Vehicle Use Policy](#)
- [Group and Organization Recognition Policy](#)
- [International Travel Involving Students Policy](#)
- [UVM Travel Policy](#)

## Regulatory References/Citations

- None

## Training/Education

Training will be provided on an as-needed basis as determined by the Approval Authority or the Responsible Official.

## About this Policy

<b>Responsible Official:</b>	Provost and Senior Vice President	<b>Approval Authority:</b>	Provost and Senior Vice President
<b>Policy Number:</b>	V. 2.34.1	<b>Effective Date:</b>	February 20, 2024
<b>Revision History:</b>	New policy		

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