

# Plymouth State UNIVERSITY

OF THE UNIVERSITY SYSTEM OF NEW HAMPSHIRE

## Student Travel

### POLICIES



2019 v8.3

---

## Table of Contents

1. Purpose & Scope.....	1
2. Guidelines for Travel.....	1
4. MVR Evaluation Criteria.....	3
5. Curtailed Operations & Travel.....	4
6. Risk & Liability.....	4
<b>7. Reporting Accidents &amp; Travel Emergencies.....</b>	<b>4</b>
<b>Exhibit A: Trip or Off-Campus Event Participant Informed Consent Form.....</b>	<b>5</b>
<b>Exhibit B: Student Use of Personal Vehicle Waiver.....</b>	<b>8</b>
<b>Exhibit C: Defensive Driving Online Course Tips.....</b>	<b>9</b>

---

## 1. Purpose & Scope

- 1.1. PSU students travel for a variety of academic and extra-curricular reasons and at varying frequencies as part of their participation in more than 100 student clubs, organizations, and activities; 20 athletic teams; several study abroad programs; and numerous faculty-led field trips, as well as mandatory internship programs required by both the teaching and nursing programs. The trips vary in distance traveled, duration, and amount of planning and organization ahead of time. Methods of travel also vary and include travel by air or chartered bus, and students or employees driving themselves and/or others in personal vehicles or rented cars or passenger vans.
- 1.2. PSU supports and encourages off-campus travel as a learning tool. With each trip, safety and accountability are vital. The purpose of the Student Travel Policy is to limit risk areas and issues related to the safety and well-being of students traveling domestically and abroad.
- 1.3. Plymouth State adheres to the University System of New Hampshire (USNH) [Travel Policy](#) (Please use PSU login)

## 2. Guidelines for Travel

### 2.1. Academic Travel

#### 2.1.1. PSU Academic Travel is defined as:

- 2.1.1.1. Travel that is funded in any part by Plymouth State University and
- 2.1.1.2. Travel that has an interaction with a PSU academic program, or
- 2.1.1.3. Travel that is undertaken under the scope, direction or election of a department, class, University office, Study Abroad program, faculty member or their representative(s).

#### 2.1.2. There are two types of academic travel,

- a) Faculty-led travel.
- b) Internship, Exchanges and Study Away travel.

Obtaining authorizations for each type of travel are as follows:

- 2.1.2.1. Faculty-Led academic travel that is course-based must be authorized by the Provost Office.
- 2.1.2.2. Internship, Exchanges and Study Away travel must be authorized by the [Global Education Office](#) and prerequisites must be met.

### 2.2. Student Organization Travel

#### 2.2.1. PSU Student Organization travel is defined as:

- 2.2.1.1. Travel or event that is funded in any part by Plymouth State University, and
- 2.2.1.2. Travel or event that is sponsored by a recognized student organization, or

2.2.1.3. Travel that is undertaken under the scope, direction or election of a recognized student organization, or their representative(s).

**2.2.2. Obtaining approval for Student Organization travel:**

2.2.2.1. The [Student Activities Office](#) (SAO) must approve all Student Organization travel.

**2.3. International Travel**

**2.3.1. PSU International Travel is defined as:**

2.3.1.1. Travel that is funded in any part by Plymouth State University

2.3.1.2. Travel that is related to an academic program or a student organization

2.3.1.3. Travel to a destination in a foreign country

**2.3.2. Obtaining approval for International Travel:**

2.3.2.1. The [Global Education Office](#) (GEO) must approve all International Travel.

**3. Use of Vehicles – [USNH Travel / Vehicle Safety](#) (Please use PSU login)**

**3.1. Driver Qualifications - [USNH Vehicle Safety Policy](#) (Please use PSU login)**

**3.1.1.** In order to meet USNH insurance requirements, **MVR (motor vehicle record)** checks must now be performed. USNH has provided a list of minimum standards that must be followed in order for any person to be authorized to drive on USNH related business. All drivers of USNH owned, leased or rented vehicles must be at least 18 years of age and have a valid driver's license. Verification of the valid license must be on file with the respective authorizing department.

**3.1.2.** The following guidelines are to be considered *minimum* standards for vehicle use, individual institutions may have more restrictive policies or additional procedures for certain departments, types of vehicles or drivers. **USNH vehicle** is defined as any vehicle owned, leased or rented by or on behalf of one of the institutions of USNH.

**3.1.3. MVR checks are required for the following:**

- Employees who have a vehicle assigned to them
- Regular drivers – defined as any employee/volunteer whose job description includes driving as a responsibility, or who frequently drives a USNH owned or rented vehicle (frequently defined as **more than 3 times month**)
- Those driving distances greater than 200 miles per trip in a USNH owned or rented vehicle
- Any employee driving a van or bus designed to carry more than 9 passengers
- **All employees who transport students** regardless of distance or vehicle type
- **All students** driving a USNH owned or rented vehicle
- Any contractor or non-employee given permission to drive a USNH vehicle

## 4. MVR Evaluation Criteria

### 4.1.1. Unacceptable Major violations within **the last five years include:**

- Criminal conviction or guilty plea for the following types of offenses: negligent homicide, manslaughter, hit and run, drag racing, driving with suspended or revoked license, fleeing police in a motor vehicle, or related offenses;
- Driving under the influence of drugs or alcohol;
- Reckless driving;
- Passing a stopped school bus; or
- Assault involving a motor vehicle

### 4.1.2. Anyone with the following moving violations or accidents within **the last three years** on their motor vehicle record are subject to additional review by their authorizing department or campus designee and may be ineligible to drive, considered **conditional** and have their driving privileges suspended or restricted, or be required to participate in further training such as defensive driving.

- 3 or more moving violations (such as speeding, improper or excessive lane changes, following too closely, running a red light or stop sign, failure to yield, texting while driving, etc.)
- 2 or more At-Fault accidents
- 1 At-Fault accident and 1 Moving Violation within the last 3 years, when not the same incident

## 4.2. Personal Vehicles

4.2.1. PSU discourages the use of personal vehicles for all types of group travel, but depending on location and duration of travel, it may be deemed the most appropriate mode of transportation. However, if a student needs to use their personal vehicles for transportation, the Student Use of Personal Vehicle Waiver ([Exhibit B](#)) must be signed annually which acknowledges the individual has read PSU's travel policies and that they have adequate liability insurance, a clean driving record and a valid driver's license.

## 4.3. USNH Vehicles defined

- 4.3.1. **USNH vehicle or University vehicle** is defined as any vehicle owned, leased or rented by or on behalf of one of the institutions of USNH.
- 4.3.2. Cars, vans or buses may be rented through PSU-authorized [vehicle rental companies](#), or any other approved charter bus vendor. Vehicles must be rented through a contracted supplier.

## 4.4. Defensive Driver Program

4.4.1. Prior to renting any vehicle, faculty, staff and students must take an approved [Defensive Driving Online Course](#). Tips for completing the online course can be found on [Exhibit C](#):

## 5. Curtailed Operations & Travel

### 5.1. PSU's inclement weather policy is as follows:

- 5.1.1. It is the University's policy to declare curtailed operations when the most severe weather conditions are expected or experienced. You may call the PSU Storm Hotline at (603) 535-3535 to learn if the University is open or if curtailed operations are in effect. Any events scheduled for a day when curtailed operations have been declared will be postponed until the next business day at the same time as originally scheduled. In the event of inclement weather, a student should not drive if the student feels it is unsafe.
- 5.1.2. Students traveling for internships should not report to the internship location during curtailed operations, even when the internship sponsor's location is under normal operations. Students must notify the internship on-site supervisor of curtailed operations and not attempt to attend the internship until normal operations resume.
- 5.1.3. Internship sponsors and on-site supervisors are made aware of PSU's inclement weather policy in advance and will allow excused absences to PSU interns during curtailed operations.

## 6. Risk & Liability

- 6.1. PSU adheres to all [USNH Travel Policies](#)
- 6.2. All drivers who are deemed PSU Students must agree to abide by PSU's [Code of Conduct](#)
- 6.3. All travel must include each member of the trip completing the [Trip or Off-Campus Event Participant Informed Consent Form](#)
  - 6.3.1. Academic Travel – these forms must be collected and housed in the Provost's office.
  - 6.3.2. Student Organization Travel (domestic) – these forms must be collected and housed in the Student Activities Office
  - 6.3.3. International Travel – these forms must be collected and housed in the Global Education Office.

## 7. Reporting Accidents & Travel Emergencies

- Report all travel emergencies to University Police at (603) 535-2330, who will then notify the appropriate offices on campus.
- If an accident occurs while driving of behalf of the USNH, you must immediately report it the local police, and to the designated campus office within 24 hours. Accident reporting procedures and forms will be provided.
- All automobile accidents and damage must be reported to Debbie Grotheer, Business Analyst at (603) 535-2429 or [dgrotheer@plymouth.edu](mailto:dgrotheer@plymouth.edu).

## Exhibit A: Trip or Off-Campus Event Participant Informed Consent Form

---

### PLYMOUTH STATE UNIVERSITY (“PSU”) TRIP OR OFF-CAMPUS EVENT PARTICIPANT INFORMED CONSENT, ASSUMPTION OF RISK, AND RELEASE OF LIABILITY FORM (“RELEASE FORM”)

**Group Name/Trip Description:** [Click here to enter text.]

**Destination(s)**

**Event Location:** [Click here to enter text.]

**Hotel Location:** [Click here to enter text.]

**Departure Date and Time:** [Click here to enter text.]

**Return Date and Time:** [Click here to enter text.]

**Student Trip Leader**

**Name:** [Click here to enter text.]

**Email:** [Click here to enter text.]

**Phone:** [Click here to enter text.]

**Faculty/Staff Advisor**

**Name:** [Click here to enter text.]

**Email:** [Click here to enter text.]

**Phone:** [Click here to enter text.]

**Student Activities Travel Contact:**

**Name:** [Click here to enter text.]

**Email:** [Click here to enter text.]

**Phone:** [Click here to enter text.]

This document sets out responsibilities, obligations and liability of students traveling for authorized Plymouth State University (“PSU”) activities (“Trips”) and provides a certification of acceptance of those responsibilities and obligations, and a release and waiver of liability against Plymouth State University (“PSU” or “University”). A Trip is defined as any student outing that requires transportation where the members of the group are representing the University or could be perceived as representing the University (e.g. PSU or organization shirts/paraphernalia being worn, University funds are expended to facilitate the trip). This form must be read completely, all information completed or written legibly, signed, and turned in to the Trip Leader(s) **at least one (1) week prior** to departure.

**Participant Personal and Contact Information**

**Name:** [Click here to enter text.]

**Birth Date:** [Click here to enter a date.]

**Local Address (Street/Town/Zip):** [Click here to enter text.]

**Cell Phone:** [Click here to enter text.]    **University ID#:** [Click here to enter text.]

**Emergency Contact Name:** [Click here to enter text.]

**Emergency Contact Phone:** [Click here to enter text.]

**I [Click here to enter text.] (full legal name completed or written legibly) by signing this TRIP PARTICIPANT INFORMED CONSENT, ASSUMPTION OF RISK, AND RELEASE OF LIABILITY FORM do hereby agree to and/or acknowledge the following:**

1. I **voluntarily elect to participate** in all activities associated with this Trip.
2. I **do not have any** physical or mental health problems or **limitations** that would restrict my active participation, or the safety of other participants, during the Trip.
3. I am **fully aware of the risks and hazards** associated with this Trip, including inherent risks, and any activities in which I may participate while traveling. **I HEREBY ACKNOWLEDGE, ACCEPT, AND ASSUME ALL RISKS AND RESPONSIBILITIES IN ANY WAY ARISING FROM MY PARTICIPATION ON THIS TRIP INCLUDING BUT NOT LIMITED TO INJURY TO MYSELF OR OTHERS AND/OR DAMAGE TO PROPERTY.**
4. All arrangements, including but not limited to, **financial responsibilities for travel, lodging and meals** have been explained to me and I understand my obligations. Special information is as follows [include if applicable]: \_\_\_[Click here to enter text.]\_\_\_
5. **Safety Requirements.** As a participant on this Trip I agree to:
  - a. Follow all safety and other instructions provided by the staff contact listed above overseeing the Trip,
  - b. Share in the responsibility for my own safety and the safety of others while on the Trip,
  - c. Immediately report any unsafe acts and dangerous conditions to the trip leader and the staff member listed above overseeing the Trip,
  - d. Immediately report all injuries to the Trip Leader and the staff member listed above, overseeing the Trip,
  - e. Provide my own health insurance coverage and/or be fully responsible for my medical needs and/or expenses while on the Trip and
  - f. Consent to emergency medical treatment by professional medical personnel in the case of an emergency, accident or illness requiring immediate medical attention and I agree to assume financial responsibility for all costs associated with emergency medical treatment and/or transportation.



6. **Compliance with Laws, Rules and Regulations.** I agree to:
  - a. **COMPLY WITH ALL PSU RULES, REGULATIONS, AND PROCEDURES REGARDING STUDENT CONDUCT, including but not limited to consumption of alcohol and other substances, legal and illegal. If I violate these standards of conduct, I may be sent home at my own expense.**
  - b. Comply with the laws and regulations of the jurisdictions to which I travel. If I am found guilty of violating any law I will be solely responsible for the consequences and
  - c. Immediately report all violations of University policies, procedures and regulations to staff member listed above, overseeing the Trip.
7. I understand that an authorized SAO or PSU representative may deny my request to participate in the Trip on reasonable grounds.
8. **I HEREBY RELEASE, HOLD HARMLESS, AND INDEMNIFY PLYMOUTH STATE UNIVERSITY, THE UNIVERSITY SYSTEM OF NEW HAMPSHIRE, AND THEIR TRUSTEES, EMPLOYEES, STAFF, VOLUNTEERS, AUTHORIZED AGENTS AND CONTRACTORS (COLLECTIVELY “INDEMNITEES”) FROM ALL OBLIGATIONS, LIABILITIES, CLAIMS, DEMANDS, SUITS, ACTIONS, COSTS, AND EXPENSES, INCLUDING ATTORNEY’S FEES, RESULTING FROM ANY LOSS, DAMAGE, INJURY TO PERSONS (INCLUDING DEATH) OR PROPERTY RESULTING FROM OR ARISING OUT OF MY PARTICIPATION IN THIS TRIP.**
9. I affirm that I am giving up, among other things, all rights to sue, Plymouth State University, the University System of New Hampshire, and their trustees, employees, staff, volunteers, authorized agents and contractors for injuries, damages or losses I may incur as a participant in this Trip.

This document contains the entire understanding between me, the undersigned participant, and Plymouth State University with respect to participation in this Trip.

I, the undersigned, further state that I am legally competent to sign this release; that I understand the terms herein; and that I have signed this document of my own free will.

\_\_\_\_\_  
 (Participant’s Signature)

\_\_\_\_\_  
 (Print Name)

Date: [Click here to enter a date.]

## Exhibit B: Student Use of Personal Vehicle Waiver

---

### Acknowledgement – Student Use of Personal Vehicle for Off-Campus Educational & Co-Curricular Experiences Student Transportation

The richness of a Plymouth State University education may be enhanced through the participation in one or more educational experiences. These experiences are both curricular and co-curricular and may take place on or off campus. Several degree programs include one or more of these experiences as a graduation requirement. Students should check with their advisor and/or department chair to determine if this is a requirement for their major area.

While PSU discourages the use of personal vehicles for all types of group travel, it may be deemed the most appropriate mode of transportation depending on location and duration of travel. When a student does need to use his/her personal vehicles for transportation, Plymouth State University and the University System of New Hampshire (USNH) assume no responsibility for transportation of students to the site of an experience. Students participating in an off-campus educational experience will be responsible for all costs related to travel.

Personal vehicles should be **adequately insured for public liability insurance protection**. Students are responsible for insuring their own vehicles. Students will not be reimbursed by USNH for collision losses that occur during business use of a personal vehicle. In the event of an accident, the owner's personal insurance provides coverage and the owner is personally responsible for any deductible payable and passengers. USNH does **not** provide any coverage or comprehensive or collision insurance for personal vehicles. A student must possess a valid drivers' license (not under suspension or expired) and have it with them at all times while on the trip.

I acknowledge that I have read and understand the student transportation policies and will abide by them.

\_\_\_\_\_  
Student Name – Signature

[\[Click here to enter a date.\]](#)  
Date

\_\_\_\_\_  
Student Name – Printed

[\[Click here to enter a date.\]](#)  
Date

\_\_\_\_\_  
Student Advisor / Program Director / Chair – Signature

[\[Click here to enter a date.\]](#)  
Date

## Exhibit C: Defensive Driving Online Course Tips

---

To begin training, follow these steps:

- 1) Go to [PSU Driver Training](#)
  
- 2) Complete the Registration form.
  - a. Enter your first name, last name, and email address and click Register.
  - b. You will receive a welcome email with your username and a temporary password.
  - c. Follow the link in the email to sign on.
  - d. You will be prompted to:
    - i. Enter your temporary password
    - ii. Create a new password
    - iii. Create and answer a security question
  
- 3) Once you are logged in, be sure to complete all courses assigned to you.
  
- 4) A history of your completed courses is available in “My Completions.” You will also receive an email containing a link to your completion certificate, upon successful completion of the course.

### Tips for Completing Courses

- Pop-up blocker must be disabled for [ue.blackboard.com](http://ue.blackboard.com)
- Ensure your computer meets all System Requirements [specified here.](#)