

# TRANSPORTATION MANAGEMENT

## Student Travel Guidelines



**Student Services**

**Regulation No: CJ**

**Effective Date: 9.1.2025**

### 1. PURPOSE

This Regulation provide guidelines for COM related student travel. The guidelines apply to all faculty, staff, and administrators who organize or supervise off-campus activities requiring student transportation for academic or student development purposes.

### 2. DEFINITIONS

N/A

### 3. REGULATION

The College will use leased or chartered vehicles for the transportation needs of students and staff on college business and student travel as follows below. In exceptional cases where personal cars are used for student travel, the drivers shall be regular faculty and exempt staff of the College, and the driver shall ensure that the vehicle meets state safety standards and has standard seatbelts. The College Police should be notified prior to and after the transport in a personal vehicle is complete.

- A. All college employees planning activities that involve student transportation must arrange for college leased vehicles or chartered transportation with professional drivers.
- B. A *Request and Authorization for Travel with Students* form shall be submitted a minimum of 30 business days in advance of any COM sponsored trip with students.
- C. A driver shall only transport students in a College District owned or leased vehicles and must:
  - 1) Be an employee of the college (or be approved in advance by a college administrator.)
  - 2) Complete driver safety training approved by the college.
  - 3) Hold a valid driver's license appropriate for the vehicle to be driven. A driver of a commercial motor vehicle must have a commercial driver's license.
  - 4) Have an acceptable driving record.
- D. Additional Requirements
  - 1) The driver shall ensure that the number of passengers does not exceed the designed capacity of the vehicle.
  - 2) Each passenger must have access to a safety belt.

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- 3) The driver or the employee authorized to travel with students shall consider travel distance, the number of students travelling and event time to determine if a charter service or other modes of travel shall be arranged, or multiple drivers are needed.
- 4) A charter service is recommended for travel distances requiring 2 or more hours of driving and/or driving a vehicle larger than a 15-passenger van.

E. The College will maintain a list of approved transportation vendors that meet safety, insurance, and service quality standards.

- 1) All charter services must be arranged through vendors on the college approved list.

F. Exceptions to these guidelines may be granted only in the following circumstances:

- 1) Activities within walking distance of campus.
- 2) Activities accessible by public transportation (with prior approval).
- 3) Travel for class assignments.
- 4) Special circumstances approved in writing by the appropriate Vice President.

#### **4. REGULATION OWNER**

Vice President Student Services

#### **5. FORMS/REFERENCE/EXHIBITS**

[Request and Authorization for Travel with Students](#)