

PROCEDURES AND GUIDELINES FOR OFF-CAMPUS STUDENT TRAVEL AND ACTIVITIES

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- i) providing all necessary support to the Activity Coordinator and participating in the event of an incident or an emergency;
- j) assessing whether continuing the activity entails unmanageable risk and should therefore be terminated, in the event that a critical incident or event occurs;
- k) receiving and reviewing the

3.5 Participants

Each participant is responsible for:

- a) understanding and complying with all relevant College policies
- b) acknowledging and being familiar with the risks of the off-campus activity;
- c) providing written acknowledgement and consent to participate in the activity;
- d) providing emergency contact information;
- e) in the case of a person with a medical need or disability, bringing to the attention of the Activity Coordinator any special needs requiring accommodation;
- f) attending preparatory briefings, orientation sessions or training sessions;
- g) providing evidence of a satisfactory state of health, immunization status, and health insurance, prior to undertaking the activity, if required;
- h) in the case of international travel, possessing a valid passport with an expiration date longer than the one required by the destination country and preferably one that is more than six months after the date of the scheduled return to Canada, obtaining a travel visa where applicable, possessing a valid permanent resident card or study permit if appropriate, and informing the Activity Coordinator of any potential obstacles that could affect his or her ability to cross borders (e.g. dual citizenship, criminal record, etc.)
- i) making copies of important personal documents and entrusting them to the person designated as an emergency contact;
- j) using the appropriate protective equipment and following the appropriate safety procedures as necessary;
- k) acting in accordance with the rules and regulations of Dawson College including, but not limited to, the Student Code of Conduct as well as the laws of the countries visited;
- l) acting safely and in a responsible manner and exercising good judgment to prevent harm to self and to others;
- m) informing the Off-campus Activity Leader of any significant changes in health, or of any concerns in this regard;
- n) promptly advising the Off-campus Activity Leader, the Activity Coordinator, the Person in Authority, or any other Dawson College official of any concern that appropriate safety preparations have not been made, or that an off-campus activity is not being conducted with due regard to safety;
- o) immediately reporting any incidents or newly identified hazards to the Off-campus Activity Leader;
- p) providing post-activity feedback informally or, if requested, by completing a Feedback/Evaluation Form;
- q) submitting any required course assignment, if applicable.

4. APPROVAL PROCESS

In order to ensure that the Off-

To request authorization, members of the faculty or staff must complete a *Travel Request Form*, along with the required documents and information, and submit the request to the appropriate Person in Authority for approval. This request must be submitted to the Person in Authority responsible for the trip, and be approved, before any financial commitment is made and before any student is recruited.

A travel proposal request will normally contain the following items:

- name of the faculty/staff members making the proposal;
- pedagogical objectives, if appropriate;
- a tentative itinerary;
- a preliminary risk assessment;
- cooperating organizations or institutions abroad, if applicable;

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- determining how to manage the risks effectively.

Dawson College has a duty to exercise reasonable care in protecting students from foreseeable harm, particularly in events where the college has significant control. The college and its academic departments are responsible for planning and implementing field trip experiences for students that will not place the students in harm's way and expose the college to liability. Listed below are definitions of relevant liability terms

Negligence

5.1 Manageable risk

5.1.1 Low risk

Any activity that takes place within a metropolitan area in Québec and entails hazards no greater than those encountered by the participants in their everyday lives is low risk. Minimal planning and preparation are required for such activities and an organizational unit may opt to approve some of these activities in accordance with article 14.

Examples of low risk activities include but are not limited to:

- field trips within the Montreal region
- athletic team and club events

This definition does not include off-campus learning activities such as internships, clinical placements, or extracurricular assignments for students to visit specified sites where a student acts independently of a group excursion.

Procedure for low risk activities

Where possible, the site of an off-campus activity should be visited in advance by the Activity Coordinator to evaluate potential risks, such as physical hazards, etc., and to minimize, through

If an advisory is posted after the initial Safety Planning Record has been approved, the Activity Coordinator must inform the Person in Authority so that the Safety Planning Record can be reassessed. If the travel is classified as entailing unmanageable risk, campus activity must be modified appropriately.

The list below indicates the current relevant categories of Foreign Affairs, Trade and Development Canada (FATD) warning and advisories.

Level One

Exercise normal security precautions	Exercise a high degree of caution	Avoid nonessential travel	Avoid all travel
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There are no significant security concerns.

Level Two

Exercise normal security precautions	Exercise a high degree of caution	Avoid nonessential travel	Avoid all travel
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There are identifiable security concerns; travellers should be alert and vigilant to their surroundings.

Level Three

Exercise normal security precautions	Exercise a high degree of caution	Avoid nonessential travel	Avoid all travel
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There are specific security concerns; travellers should reconsider their need to travel at this time.

Level Four

Exercise normal security precautions	Exercise a high degree of caution	Avoid nonessential travel	Avoid all travel
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There is an extreme risk to personal safety; Canadians should not travel at this time.

Levels 3 and 4 (Avoid nonessential travel and Avoid all travel) constitute official Government of Canada Travel Advisories. Dawson College will not authorize student trips in regions under official travel advisories. The assessment will be made during the collaboration of the project and be

organization of the activity. As with low-risk activities, moderate-risk off-campus activities of a pedagogical nature which have associated student fees must be clearly identified as having a fee in the timetable. In addition, the course outline distributed at the beginning of the semester must provide detailed information about the activity including the date, time, location and means of transportation. In the first week of the term, the instructor must discuss with students in appropriate detail any risks associated with the off-campus activity, expectations for behaviour during the trip and the consequences of misconduct, as well as

The Activity Coordinator is expressly prohibited from proceeding with an off-campus activity that the Person in Authority has deemed to have an unmanageable risk. In such a case, the Activity Coordinator will have an opportunity to decide whether the activity should be abandoned altogether or if it should be modified to eliminate the unmanageable risk.

6. USE OF VEHICLES

The use of private vehicles for transporting students during off-campus activities is prohibited except in emergency situations. The use of rental vehicles for transporting students may be permitted under exceptional circumstances and requires the prior authorization of the Person in Authority.

6.1 Drivers

All drivers of vehicles rented for transporting students during off-campus activities must consent to provide a driving record (, available from the Société de l'assurance automobile du Québec <http://www.saaq.gouv.qc.ca/saaqlic/en/public/drivingrecord/index.php>), which meets the following conditions:

- a valid driver's licence that is appropriate for the class of vehicle;
- no more than one driving offence committed in the past two years
- no more than three demerit points in the past two years.

If a trip is over four hours one way, there must be at least two drivers, and no one may drive more than four hours at a time; no one may drive more than eight hours in one day.

6.2 Rental vehicles

The largest vehicle allowable for rental is an 8-passenger van. The rental of 12 and 15 passenger vans is prohibited.

When renting vehicles for off-campus activities, Activity Coordinators are responsible for ensuring full insurance coverage including collision, comprehensive and liability. The minimum third party liability insurance coverage is \$2,000,000. All drivers, whether employees of the College or not, should be listed on the rental contract.

7. STUDENT RECRUITMENT, BEHAVIOUR, PERMISSIONS AND ORIENTATION

7.1 Student recruitment

The selection of participants in an activity is critical to its success. Each activity has its own characteristics and the selection criteria will vary accordingly. In general, students selected should be open-minded, patient, cooperative, respectful, willing to follow instructions and flexible and be in good or, at least, stable health. Students who have violated the Student Code of Conduct in the past, including misbehaviour during previous off-campus activities, may be excluded from participation in the activity. For each activity a set of minimum selection criteria must be developed and, in the event

proceed. The participant who is being sent home is responsible for paying for the necessary travel arrangements

Foreign laws

When travelling or living in a foreign country, students must:

- Respect that country's laws and culture
- Respect local dress codes. In many countries, appropriate attire for both sexes is very important and may even be legislated. Penalties for disobeying local laws can be severe.
- Be especially respectful of religious sites such as temples, mosques, churches and synagogues. Many religious sites are off limits to foreigners or people who are not members of that faith. Students should ask permission before taking photographs of religious artifacts, buildings or local people.
- Never take photographs of military facilities, a harbour where naval vessels are docked or industrial installations such as oil refineries. A student's camera could be confiscated, and the student could even come under suspicion of espionage.

Judicial process outside Canada

The legal systems of other countries can be very different from that in Canada, and ignorance of the law is no defence when a crime is committed. While in a foreign country, students are subject to its laws and regulations; a student's Canadian citizenship offers no immunity from prosecution. Students should not assume that the legal system of another country is the same as in Canada; "innocent until proven guilty" is not a universal principle. If a student is accused of a crime, he or she may be detained for an indefinite period, with no opportunity for bail, pending a trial and verdict. In certain countries, the student may not have a right to legal representation or to a trial in his or her own language.

Some countries do not recognize or respect religious freedom; freedom of association, speech or the press; or equality of the sexes. For instance, guilt by association is often presumed, and a student could be charged simply for being in the company of a person suspected or found guilty of a crime.

7.3 Permissions, waivers and emergency contacts

Participants involved in an off-campus activity must be advised of the known and reasonably foreseeable risks inherent in the activity, and they must acknowledge that they consent to the assumption of these risks. All participants in an off-campus activity that takes place off the island of Montreal must therefore complete in full, sign and date an appropriately worded form before being allowed to participate in the activity. Other forms may be developed specifically to meet the needs of individual off-campus activities, following consultation with the College's legal counsel.

Where a participant in an activity is a minor, all documents requiring the signature of the participant must also be signed by the parent(s) or a legal guardian confirming their agreement to the participation of the minor in the activity. A participant who is a minor may only leave an activity in progress with the express written permission of a parent or guardian, which permission must be communicated directly to the Off-Campus Activity Leader. A participant who is a minor may elect to return with the group following the completion of the activity provided that he or she has the prior written permission of a parent or guardian.

Participants must provide emergency contact information in the event that a serious situation arises during an activity.

7.4 Orientation and training

Student participants in an off-campus activity must be provided with appropriate orientation and briefing prior to embarking on the activity. The briefing should be tailored to the nature of the activity and the experience of the participants, and must be presented by individuals with the requisite level of knowledge and expertise.

Participants in an activity must be given advance information about the activity, the travel plan, the chain of leadership and any safety procedures that have been established. The scope and timing of the delivery of such information should reflect the nature of the activity and the experience of the participants. Orientation materials should include the trip destination and purpose, a travel itinerary, information about rest and meal stops, lodging and transportation information, appropriate clothing or gear and the established rules and protocols specific to the activity. Materials should also include a summary of activities and physical requirements for participants. In addition, there should be a list of any known or unusual circumstances that would require advance preparation and any known unique hazards. The information will normally be provided by the Activity Coordinator, whether through oral briefings or in writing. Participants who so request should have the opportunity for a face-to-face briefing.

It may be appropriate or necessary for the Activity Coordinator to call upon the services of an external consultant or agency to provide trainings. Participants must take all required training (e.g. first aid), or show proof of competence by presenting current certifications, before they may participate in the activity.

immunizations are required or recommended, participants must visit a [travel health clinic](#) at least eight weeks before the departure date, or earlier, if the vaccination protocol so requires. Participants who refuse to be immunized must sign a waiver indicating that she or he was informed of the requirements.

Further information about vaccination and travel is available at <http://www.voyage.gc.ca>

A participant who suffers from a chronic health condition or disease, such as, an allergy, asthma, diabetes, epilepsy, must take the necessary precautions to travel safely and minimize risks. For example, in a case where a strong allergic reaction could endanger a participant's life, it is incumbent

10. TRAVEL DOCUMENTS

Travel inside Québec or outside Québec but within Canada generally requires no additional travel documents other than the student's consent and acknowledgement of risk and health insurance card; a photo identification card issued by a government authority as well as a Dawson student ID card may also be required. The consent form for travel outside Québec also provide proof of supplemental medical insurance and contact information for each student in case of emergency.

For Canadian citizens who travel outside Canada, a passport is the reliable and universally accepted travel identification document, and it proves that the student has a right to return to Canada. The passport must have an expiration date longer than the one required by the destination country and preferably

10.2 Nationality and legal issues affecting student travel

The Activity Coordinator must also consider a number of issues that might affect a student's ability to travel through or to certain countries, or to return to Canada.

Each participant is required to inform the Activity Coordinator of any potential obstacles that could affect his or her ability to cross borders (e.g. citizenship, criminal record, etc.). These include, but are not limited to, the following:

Nationality or citizenship of a participant:

- **Foreign student:** A foreign student who travels outside Canada during his or her studies must have a valid passport or travel document, a valid study permit to return to study in Canada, and a valid visitor visa, if so required.
- **Refugee status:** An individual in Canada with protected person status must use a refugee travel document for travel outside Canada. This document allows the person to travel anywhere except the country the person is a citizen of or the country of claimed persecution.
- **Permanent resident:** A Canadian permanent resident, that is, a person who has been given

In situations where there is an insufficient number of available suppliers, the Person in Authority must seek the authorization of the Director General to waive the rules detailed in clause 6.03 of Bylaw 10 regarding the threshold for competitive and directed bids for services.

11.1 Procedure

1. Establish parameters to be communicated to the bidders.

Some examples:

- destination(s)
- dates and whether or not they are flexible
- departure/arrival times
- transit times/number of stops
- approximate number of participants
- desired activities
- quality of accommodations
- number of participants per room;
- meals to be included
- preferred mode(s) of transportation;
- need for guides
- modes and terms of payments
- travel agent registered with [CATA](#) (Canadian Association of Travel Agencies) and with the Québec Government and the
- ~~article 5.08 of the 2016 CATA T3 / TT0 1 T scnT* (2.)3(f)10(e)3hj(n)-3(eed)~~

Damage or loss of property

In the event of other incidents or accidents resulting in the damage or loss of property, the Off-Campus Activity Leader must first notify the appropriate authorities at the location of the incident and then report the incident, in a timely fashion, to the ~~Off~~ ^{Site} in Authority.

Other incidents

In the case of any other incident, participant misconduct or circumstance that might affect the scheduled travel itinerary or ~~welfare~~ ^{welfare} of the participants, the Off