

CLOUD COUNTY COMMUNITY COLLEGE

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TOPIC:  
Student Travel - Procedures

Policy Number:  
E11

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A Travel Request form must be completed, and all required signature approvals obtained prior to any travel that utilizes college transportation including: all college-owned vehicles (cars, mini vans, full size vans, pickups and bus) as well as all commercial and personal vehicle travel.

The travel request form can be found in the Information Center or an electronic form is sent out on a regular basis. The form must be completed and returned to the Transportation Director.

The Transportation Director will provide a trip ticket and assigned vehicle keys to the sponsor in their mailbox prior to the approved trip.

**In Case of Emergency Contacts**

To be prepared for unexpected accidents and for insurance purposes, an "In Case of Emergency" Contact Names and Phone #'s list must be provided to the Transportation Director prior to the trip.

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Adopted:	Revised	Revised/Reviewed	Revised/Reviewed	Revised/Reviewed
4/26/11	3/29/22			

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