

# McLennan Community College

## POLICIES AND PROCEDURES

Reference:	E-XIII	Effective Date	11/26/2007
Subject:	Transportation Management		
Source:	Board of Trustees		
Approval Authority:	Board of Trustees	Approval Date	11/26/2007
History:	Previously effective 11/26/2007, replaced policy dated 04/29/2003		
Remarks:	Policy updated to new format.		

### Modes of Transportation

The modes of transportation used for all campus travel (including student travel) includes, but is not limited to the following: airplanes, cars, vans, and buses. Travel arrangements for student groups will be made in accordance with administrative regulations. All travel outside the College's service area by students acting as members of a student organization will require advance approval through the appropriate administrative channels, as provided in the College's "Guidelines for Organizations." A faculty advisor shall accompany the students on each trip, except as approved by the Vice President of Student Services. A Travel Liability Release Form, which specifies that the College is released from liability of any loss, damage, or injury to property or to person, shall be signed by each student before departing on an out-of-service area trip. In addition, Policies for General Conduct shall apply to all college sponsored travel.

### Driver Requirements

A driver who is transporting students in College-owned or leased vehicles must:

- I. Be an employee of the College\*. *NOTE: Exceptions to "employee" status (e.g., volunteer) may be approved by the President of the College or one of the vice presidents as long as permitted by the insurance carrier and the driver meets other driver requirements as listed in this section.*
- II. Hold a valid driver's license appropriate for the vehicle to be driven.
- III. Have an acceptable driver's record as validated by the insurance carrier.
- IV. Have completed the college's driver safety course (available upon request from Campus Police) before driving a college van.

\* A student who meets other requirements of this section and who is 22 years of age may be the driver if accompanied by a non-student employee who is at least 22 years of age riding in

# McLennan Community College

## POLICIES AND PROCEDURES

the front passenger seat. This supervisory responsibility may not be delegated to a student or any other person who is not an employee of the College.

### Safety Standards

The driver shall ensure that the number of passengers does not exceed the designed capacity of the vehicle and that each passenger is secured by a safety belt, if provided. The number of passengers should be considered in determining an appropriate load and excessive loading must be avoided. Luggage/cargo carried inside a van should be packed as close to the floor as possible and may not be stacked above the level of the seat backs. No loading may be done on the roof of the vehicle. (NOTE: For 12-15 passenger vans, the College has designated 9 including the driver as the capacity.)

When the college is closed due to inclement weather, college-owned vans are not available for use. Neither are employees authorized to rent or lease vans in lieu of college vehicle availability during times when the college is closed or to return to campus from out-of-town destinations in college-owned vans when road conditions have caused the college to close. Safety of passengers is the first concern in all college-related travel

### Driver Fatigue

A driver shall not drive for more than four consecutive hours without taking a twenty-minute break or relief from driving.

### Modes of Transportation

The modes of transportation used for all campus travel (including student travel) includes, but is not limited to the following: airplanes, cars, vans, and buses. Travel arrangements for student groups will be made in accordance with administrative regulations. All travel outside the College's service area by students acting as members of a student organization will require advance approval through the appropriate administrative channels, as provided in the College's "Guidelines for Organizations." A faculty advisor shall accompany the students on each trip, except as approved by the Vice President, Student Services. A Travel Liability Release Form which specifies that the College is released from liability of any loss, damage, or injury to property or to person, shall be signed by each student before departing on an out-of-service area trip. In addition, Policies for General Conduct shall apply to all college sponsored travel.

### Driver Requirements

A driver who is transporting students in College-owned or leased vehicles must:

# McLennan Community College

## POLICIES AND PROCEDURES

- I. Be an employee of the College\*. *NOTE: Exceptions to "employee" status (e.g., volunteer) may be approved by the President of the College or one of the vice presidents as long as permitted by the insurance carrier and the driver meets other driver requirements as listed in this section.*
- II. Hold a valid driver's license appropriate for the vehicle to be driven.
- III. Have an acceptable driver's record as validated by the insurance carrier.
- IV. Have completed the college's driver safety course (available upon request from Campus Police) before driving a college van.

\* A student who meets other requirements of this section and who is 22 years of age may be the driver if accompanied by a non-student employee who is at least 22 years of age riding in the front passenger seat. This supervisory responsibility may not be delegated to a student or any other person who is not an employee of the College.

### Safety Standards

The driver shall ensure that the number of passengers does not exceed the designed capacity of the vehicle and that each passenger is secured by a safety belt, if provided. The number of passengers should be considered in determining an appropriate load and excessive loading must be avoided. Luggage/cargo carried inside a van should be packed as close to the floor as possible and may not be stacked above the level of the seat backs. No loading may be done on the roof of the vehicle. (NOTE: For 12-15 passenger vans, the College has designated 9 including the driver as the capacity.)

When the college is closed due to inclement weather, college-owned vans are not available for use. Neither are employees authorized to rent or lease vans in lieu of college vehicle availability during times when the college is closed or to return to campus from out-of-town destinations in college-owned vans when road conditions have caused the college to close. Safety of passengers is the first concern in all college-related travel

### Driver Fatigue

A driver shall not drive for more than four consecutive hours without taking a twenty-minute break or relief from driving.

### **Excerpt from General Conduct Policy, Article VII**

All persons shall conduct themselves on college premises, or while engaging in college-sponsored activities, in a manner consistent with:

## POLICIES AND PROCEDURES

- I. All local, state, and federal laws, and all rules, regulations, and policies of the Board of Trustees and administrative officials of MCC.
- II. The lawful exercise of the rights and freedoms of others.

### A. Rules and Regulations

Any student found to have committed the following misconduct is subject to the disciplinary sanctions outlined in Article VIII of the General Conduct Policy. All other persons found to have committed the following misconduct are subject to administrative sanctions as determined by the President or the President's designee.

1. Violation of any federal, state and local laws or ordinances.
2. Violation of any rules or policies of MCC.
3. Disruption or obstruction, or attempting to disrupt or obstruct, any lawful activity of the college.
4. Interfering with, or attempting to interfere with, the lawful exercise of freedom of speech, freedom of movement, freedom of peaceable assembly, or other rights of individuals or groups.
5. Acts of dishonesty, including, but not limited to, the following:
  - a. Cheating, plagiarism, or other forms of academic dishonesty.
  - b. Furnishing false information to any MCC official, faculty member or office.
  - c. Forgery, alteration, or misuse of any MCC document, record, or instrument of identification.
  - d. Tampering with the election of any MCC recognized student organization.
6. Attempted or actual theft of or damage to the property of the College, any person, or any other entity.
7. Hazing, defined as an act which endangers the mental or physical health or safety of a student, or which destroys or removes public or private property, for the purpose of initiation, admission into, affiliation with, or as a condition for continued membership in a group or organization.
8. Failure to comply with lawful directions of MCC officials or law enforcement officers acting in the performance of their duties or in the enforcement of these

## POLICIES AND PROCEDURES

policies and/or failure to identify oneself to one of these persons when requested to do so.

9. Unauthorized possession, duplication, or use of any keys to any MCC premises or unauthorized entry to or use of MCC premises.
10. Possession, use, sale, delivery to another person or being under the influence of any alcoholic beverage \* (as defined by Section 1.04, Alcoholic Beverage Code). See Highlander Guide, Penalties under Federal Law. \*Alcoholic beverages may be served, upon the approval of the President, at the Bosque River Stage, The Northwood House at McLennan Community College, The Conference Center at MCC, McLennan House and Gardens, Highlander Ranch and other designated areas, and subject to all Federal, State and local laws and regulations regarding possession, use and sale of alcoholic beverages. This policy does not apply to leased residential facilities and the Art Center.
11. Possession, use, sale, delivery to another person or being under the influence of marijuana, a controlled substance (as defined by Chapter 481, Health and Safety code, or by 21 USC Section 801 et seq.), or a dangerous drug (as defined by Chapter 483, Health and Safety Code). See Highlander Guide, Penalties under Federal Law.
12. Except for licensed police officers, possession or use on the college campus of any weapon, specifically including firearms, explosive weapons, clubs, illegal knives, and other weapons as defined by Chapter 46, Texas Penal Code.
13. Physical abuse, verbal abuse, threats, intimidation, harassment, coercion and/or other conduct which threatens or endangers the health and safety of any person or which interferes with the privacy rights of any individual.
14. Engaging in any obscene, profane, reckless, tumultuous, or destructive conduct.
15. Conduct which is disorderly, lewd, indecent, or constitutes a breach of peace. Aiding, abetting, or procuring another person to breach the peace on MCC premises or at functions sponsored by, or participated in by MCC.
16. Incurable or persistently irresponsible behavior.
17. Sexual assault (as defined by the Sexual Assault Policy E-XXVIII-a, Institutional Policies and Procedures Manual).
18. Sexual harassment (as defined by Policy F-V-k, 1, Institutional Policies and Procedures Manual).

## POLICIES AND PROCEDURES

19. Participation in a campus demonstration which disrupts the normal operations of MCC and infringes on the rights of the members of the MCC community; leading or inciting others to disrupt schedules and/or normal activities within the campus building or area; intentional obstruction which unreasonably interferes with the freedom of movement, either pedestrian or vehicular, on campus or at MCC sponsored or supervised functions.
20. Advocating the overthrow of any legally constituted governmental body or system by force or violence, or advocating violation of any local, state, or federal law, or any rule, regulation or policy of the MCC Board of Trustees and administrative officials of the College.
21. Malfeasance or misuse of elective or appointive offices in a student organization which is injurious to the organization, its members, or the welfare of the college community.
22. Unapproved assembly of persons or groups.
23. Use of personal portable sound amplification equipment (e.g., radios and/or CD players), cellular phones or beepers in a manner that disturbs the privacy of other individuals and/or the instructional program of the College.
24. Use of tobacco products in classrooms or other campus areas where such use is unauthorized.
25. Theft or other abuse of computer time or equipment, including but not limited to:
  - a. Unauthorized entry into a file to use, read or change the contents, or for any other purpose.
  - b. Unauthorized transfer of a file.
  - c. Unauthorized use of another individual's identification and password.
  - d. Use of computing facilities or equipment to interfere with the work of another student, faculty member or MCC official.
  - e. Use of computing facilities or equipment to post, send, display or manufacture obscene or abusive material or messages.
  - f. Any action that results in interference with the normal operation of the MCC computing system.

## POLICIES AND PROCEDURES

26. Abuse of the Judicial System, including, but not limited to:
  - a. Failure to obey the summons of a judicial body or MCC official.
  - b. Falsification, distortion, or misrepresentation of information before a judicial body.
  - c. Disruption or interference with the orderly conduct of a judicial proceeding.
  - d. Attempting to discourage an individual's proper participation in, or use of, the judicial system.
  - e. Attempting to influence the impartiality of a member of a judicial body to and/or during the course of the judicial proceeding.
  - f. Failure to comply with the sanction(s) imposed under the General Conduct Policy.
  - g. Influencing or attempting to influence another person to commit an abuse of the judicial system.
27. The violation of the terms of disciplinary probation or the infraction of any part of the General Conduct Policy during the disciplinary action.
28. Group conduct: Student societies, clubs, and other student organizations are responsible for conducting their activities in a manner that reflects favorably upon themselves and the College. Such responsibilities include the following:
  - a. Compliance with all college regulations and policies.
  - b. Taking reasonable steps as a group to prevent violations of the law or college regulations and/or policies by members of the group.
  - c. A willingness to deal individually with those members of the group whose behavior reflects unfavorably upon that group or the College.

### **B. Violation of Law and MCC Disciplinary Proceedings**

1. MCC disciplinary proceedings may be instituted against a student charged with a violation of law, which is also a violation of this General Conduct Policy. For example, if both violations result from the same factual situation, without regard to the pendency of civil litigation in court or criminal arrest and prosecution proceedings under this General Conduct Policy may be carried out prior to, simultaneous with, or following civil or criminal proceedings off campus.

# McLennan Community College

## POLICIES AND PROCEDURES

2. When a student is charged by federal, state, or local authorities with a violation of law, MCC will not normally request or agree to special consideration for that individual because of his or her status as a student. MCC will cooperate fully with the law enforcement and other agencies in the enforcement of criminal law and in the conditions imposed by criminal courts for the rehabilitation of student violators without regard to the pendency of a proceeding before the MCC Judicial System. Individual students acting in their personal capacities remain free to interact with governmental representatives as they deem appropriate.

**I have read and will abide by this policy.**

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

# McLennan Community College

## POLICIES AND PROCEDURES

### LIABILITY RELEASE FORM "B"

THIS FORM MUST BE COMPLETED AND IN THE HANDS OF A SPONSOR, BEFORE A STUDENT MAY PARTICIPATE IN AN OFF-CAMPUS COLLEGE SPONSORED ACTIVITY.

I, \_\_\_\_\_ have read the conduct policies (on the reverse side of this form) and am aware of the consequences if my actions do not confirm with said policies while I participate in a College sponsored activity. Also, I, my heirs, and assigns do hereby release McLennan Community College, the staff, faculty, administration, and the Board of Trustees of McLennan Community College and \_\_\_\_\_.

Campus Organization

And its sponsors from any loss, damage, or injury to my property or to my person during the travel to and the return from, or while at the destination of the trip to \_\_\_\_\_  
\_\_\_\_\_ on \_\_\_\_\_.

\_\_\_\_\_  
Signature of Participant

\_\_\_\_\_  
Signature of Parent, Guardian or Spouse  
(17 or under)

\_\_\_\_\_  
Witness

\_\_\_\_\_  
Date