



COLLEGE ADMINISTRATIVE PROCEDURE MANUAL

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Safety Standards	CJ - I	2	08/26/2025

BASED ON BOARD POLICY

Section	Policy Title	Policy Number	Date Adopted:
Section C – Business and Support Services	Transportation Management	CJ	08/26/2025

PURPOSE

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

PROCEDURE

Driver Requirements

A driver who is transporting students in College-owned or leased vehicles must meet all requirements as outlined in related legal and local policies. Additionally, drivers must 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.

Violation of Law and MCC Disciplinary Proceedings

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.

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.