

## Off-Campus Activity Notification Form

- 1) Question: Who should complete the off-campus activity notification form?

Answer: The College employee who coordinates an off-campus where personal vehicles are used for transport.

- 2) Question: Where can I get this form?

Answer: Forms may be downloaded from the Tompkins Cortland website (<http://www.tompkinscortland.edu/faculty/forms.asp>) or obtained from the Provost's Office, room 229.

- 3) Question: Do the forms also need to be filled out for vehicles owned by the College or other rental vehicles?

Answer: Yes

- 4) Question: Who should complete the Driver Information Form?

Answer: The driver(s) of any vehicles which will be used to transport staff or students.

- 5) Question: Who is responsible for reviewing requests for off-campus activities?

Answer: The Dean of Operations and Enrollment Management is responsible for assuring College compliance with this policy. However, approvals for specific requests will be as follows:

- A. For field trips or off-campus activities related to credit or noncredit courses: After reviewing information forms submitted by the college employee, the Provost's office will forward them to the Office of Public Safety.
- B. For off-campus activities related to student organizations or activities sponsored under the auspices of the Faculty Student Association. After reviewing information forms submitted by the faculty or staff advisor, the Director of Student Activities shall submit them to the Dean of Student Life for final review. Copies of the completed forms shall then be forwarded to the Office of Public Safety. (Please use forms designated for student clubs and activities).

- 6) Question: Do courses that are regularly scheduled at the various extension centers or at the area hospitals require completion of forms under this policy?

Answer: No. Courses that are regularly scheduled as outlined in the Course Schedule shall not be subject to this policy. However, if instructors of courses that are regularly scheduled at one of these locations (or on campus) subsequently, during the semester, hold one or more classes at a different location for whatever reason, they must then complete these forms.

7) Question: If an off-campus event occurs at the same location for more than one session, will these forms need to be resubmitted each time the event takes place?

Answer: No. Simply attach a brief outline that lists the various dates of the event along with your completed forms.

8) Question: What if the location of the event changes?

Answer: The off-campus activity notification form will have to be updated to reflect this change.

9) Question: What if different drivers are used?

Answer: Additional driver information forms will need to be submitted.

10) Question: What is the procedure for activities that are scheduled to meet at different locations?

Answer: Again, if the dates and locations of the event are known, you need only attach a brief outline listing this information along with your completed forms.

11) Question: Suppose the various dates and locations are not readily available?

Answer: The Activity Notification form will have to be updated each time a change occurs.

12) Question: Would a student who drives a personal vehicle to an off-campus event and then casually offers a ride to another student be required, under this policy, to complete a Driver Information Form?

Answer: No. Only organized groups that use a personal vehicle(s) for transport are required to complete these forms.