College-Related Vehicle Travel Guidelines (effective 5.26.2021)

College related vehicle travel is an integral part of the teaching and learning environment for students and employees in many programs. With updated guidance from the CDC and subsequent revision of NIC’s practices and expectations related to COVID, NIC Rebounds proposes adoption of the following for instructional travel, effective June 1, 2021 until further notice.

Assessment of the need for travel:

Each program is expected to consider if there is a viable alternative to travel to support student and employee outcomes for a course or program, particularly in light of experience in Academic Year 20-21. Whenever in-person and budgetarily supported travel activity is best suited, following established college authorization processes, programs will adhere to the practices below for NIC vehicles and arrangements. In all other situations that involve NIC employees and students for domestic and international travel and public transportation, current CDC guidelines will apply: https://www.cdc.gov/coronavirus/2019-ncov/vaccines/fully-vaccinated-guidance.html#anchor_1617376530945 (as of 5.18.21, and updated when revised by CDC, subject to regional, state, or college practices as adopted.)

Health self-assessments:

All participants, whether students, staff, or faculty, will monitor whether they have any illness or symptoms consistent with COVID and seek testing if warranted to determine if they should travel.

Vehicle travel:

- All occupants using campus vehicles **must wear a mask, and maintain at least 3 feet of distance in a vehicle.**
- If carpooling in personal vehicles for college-related activities, all occupants **must wear a mask, and maintain at least 3 feet of distance in a vehicle.**
- In all cases, whenever practical (given weather conditions), vehicle windows should be open for air circulation, or if air conditioning is needed, with venting to bring in fresh air.
- Per Transportation Services, the carrying capacity per the 3 feet of minimum distance between occupants is **(carrying capacities updated 7.13.21):**

  - No. 1 Explorer – 4 total passengers including driver
  - No. 2 Mini Van – 4 total passengers including driver
  - No. 4 Mini Van – 5 total passengers including driver
  - No. 12 to No. 22 Large Passenger Vans – 8 total passengers including driver

The faculty or staff member(s) overseeing these activities are expected to abide by that occupancy limit for the duration of travel.
Travel Log:

In all cases a travel log of participants will be maintained by the program or office arranging the travel to assist with contact tracing, if needed.

Cost and CARES funding:

When reserving vehicles from Transportation Services, please indicate the amount of funds spent to comply with COVID Travel Restrictions. These will be forwarded to the business office for CARES funds reimbursement.

Risk documentation and individual travel regarding students:

If permitted by the program, self-transportation may be used, with the following provisos:

- In all cases, travelers will in advance, during a course orientation, or early in the semester, sign an acknowledgement of their responsibility for and understanding of the potential risk for COVID-19 exposure with self-transportation. Any such waiver will follow college guidance as to the language and form of the document, which will be saved in the division office and if requested, provided to the college business office.
- Those choosing to transport themselves to activities, when approved by the program, are still subject to any course fees established for student travel and will not be refunded those fees.

Exceptions:

- Any exceptions to the guidance above need to be requested at least one week in advance, through the respective director or chair, forwarded to the reporting dean for consideration, and approved by the appropriate Vice President before such alternative arrangements occur.