

Oberlin Conservatory Off-Campus Travel Risk Management Program

Please read the following information carefully.

To register your trip, complete STEP ONE using the link below under “Procedure”.

Statement of Purpose

This program supports off-campus travel, safety, and the health and wellness of faculty, staff, and students in Conservatory-related activities that further the mission of the institution. It is the Conservatory’s policy to require registration and compliance with the off-campus travel risk management program prior to any trip, while promoting responsible trip planning and the safeguarding of college resources.

Scope

The requirement to register an off-campus Oberlin Conservatory-sponsored activity applies to all **domestic** off-campus performances, activities, or events, including one-off performances and tours. (For international travel, coordination should be made through the [Study Away Office](#).)

An Oberlin Conservatory-sponsored event refers to any off-campus event, both curricular and co-curricular, organized by and/or supported by the Conservatory, in part or whole. Examples include performances and tours, presentations, workshops, conferences, or festivals, and any instance where Oberlin has issued funding for an off-campus activity (grants supporting travel, or funds received through the student assistance budget).

Off-campus is defined as anywhere outside of College-owned facilities. The Hotel at Oberlin and The Apollo are examples of on-campus facilities. Kendal at Oberlin and the Oberlin Public Library are examples of off-campus facilities.

Students must be in good academic standing to be eligible for Conservatory-sponsored travel. A student that is on leave (be it medical or a voluntary leave), is withdrawn, or is suspended, is not eligible and can not participate.

For more information and questions regarding international travel, please consult the Conservatory’s Associate Dean for Artistic Programming & External Relations (stakada@oberlin.edu x58034) or the Dean’s Office (x58200).

Trip Registration

Prior to any off-campus Oberlin Conservatory-sponsored activity, it is the responsibility of the faculty member sponsoring, overseeing, directing, or accompanying students to register the

activity with the Conservatory Dean's Office by completing the online form located [HERE](#). **After registering the event, the sponsoring faculty member is fully responsible for ensuring the completion, for all travelers, of necessary risk management documents and coordinating approved travel. *It is the responsibility of the sponsoring faculty member to ensure the compliance of these requirements prior to travel.***

Plans for such performances, activities, or events should normally be completed one semester in advance.

Procedure

STEP ONE - Trip Registration:

- To be completed by the Oberlin faculty/staff sponsoring and/or overseeing the event.
- Click [HERE](#) to be directed to the Trip Registration form.
- Please note to complete this step, you must
 - log in using your Oberlin email and password.
 - have the T#s of each traveler ready to input as you complete the trip registration form.
 - have your proposed mode of transportation plans.

STEP TWO - Completion of Risk Management Documents:

- Once Step One has been submitted and approved by the Conservatory Dean's Office, all travelers will receive an email with a link to submit their individual Risk Management Documents.

STEP THREE - Pre-Trip Preparation:

- After Step Two is complete, the trip sponsor will receive final instructions for travel and a report with all student emergency contact information.

Transportation Assistance

I. For travel **reimbursements**, including mileage reimbursement, please contact Irene Harris (iharris@oberlin.edu, x55530). You must have valid receipts.

II. To coordinate **group bus transportation** or to rent a **College/Enterprise vehicle**, contact the [Oberlin Facilities Office](#) (x58445). You will need a FOAP to make a reservation.

III. To be **approved as a College-insured driver** (in order to rent a College/Enterprise vehicle, or to drive others in a personal vehicle), complete the online background check (<https://oberlin.trackingtalent.com/opportunities/annual-mvr---enterprise-rental-vehicles>)

and, if the driver does not have an Ohio driver's license, the driver will need to take a written driving test at the Facilities Office.

IV. For **additional questions**, contact the Associate Dean for Artistic Programming & External Relations (stakada@oberlin.edu , x58034).