

國立高雄餐旅大學學生校外活動安全輔導要點

National Kaohsiung University of Hospitality and Tourism Guidelines for Student Off-Campus Activity Safety Guidance

98年2月19日第195次行政會議審議通過

Approved by the 195th Administrative Meeting on February 19, 2009

98年2月26日教育部台軍(二)字第0980029011號函備查

Acknowledged by the Ministry of Education in Letter No. 0980029011 of the Department of Military Training on February 26, 2009

99年9月16日第228次擴大行政會議修正通過

Revised and approved by the 228th Expanded Administrative Meeting on September 16, 2010

99年10月26日教育部台軍(二)字第0990184424號函備查

Acknowledged by the Ministry of Education in Letter No. 0990184424 of the Department of Military Training on October 26, 2010

99年11月4日99學年度第1學期第2次臨時校務會議修正通過(授權統一修正校名)

Revised and approved by the 2nd Extraordinary University Council Meeting of the 1st semester of the 2010 academic year on November 4, 2010 (authorized for the unified correction of the university name)

103年2月27日第299次擴大行政會議修正通過

Revised and approved by the 299th Expanded Administrative Meeting on February 27, 2014

103年4月1日教育部臺教學(五)字第10300475802 號函備查

Acknowledged by the Ministry of Education in Letter No. 10300475802 of the Department of Student Affairs and Special Education on April 1, 2014

105年8月10日第357次行政會議修正通過(授權統一修正應更新之單位名稱或職稱)

Revised and approved by the 357th Administrative Meeting on August 10, 2016 (authorized for the unified correction of updated department names or job titles)

106年12月13日配合本校組織規程教育部台教技(二)字第1060179646號函核定修正(原職稱、組織名稱)

Revised on December 13, 2017, in accordance with the university's Organic Regulations as approved by the Ministry of Education in Letter No. 1060179646 of the Department of Technological and Vocational Education (original job titles and organizational names)

一、本要點特依據教育部函頒「加強維護學生安全及校區安寧實施要點」及教育部90年11月19日台(九〇)訓(二)字第90164066 號函訂定之。

Article 1 These guidelines are specifically formulated in accordance with the "Implementation Guidelines for Strengthening the Maintenance of Student Safety and Campus Tranquility" issued by the Ministry of Education and the Ministry of Education's letter dated November 19, 2001 (Ref. No. Tai (90) Xun (2) Zi No. 90164066).

二、本要點之目的為維護本校學生校外活動安全、防止意外事件發生、加強學生災害防救之應變能力及各項安全教育之持續宣導。

Article 2 The purpose of these guidelines is to maintain the safety of the University's students during off-campus activities, prevent accidents, strengthen students' disaster prevention and emergency response capabilities, and

continuously promote various safety education initiatives.

三、本要點所稱舉辦學生校外活動，係指本校各行政單位及各科、系、所、班或學生社團舉辦學生校外教學、訓練、競賽及展覽、旅遊等活動。

Article 3 The term "student off-campus activities" as used in these guidelines refers to off-campus teaching, training, competitions, exhibitions, tours, and other activities organized by the University's administrative units, departments, institutes, classes, or student organizations.

四、本校為增進師生緊急應變能力，維護校外活動安全，應採取下列作為：

Article 4 To enhance the emergency response capabilities of faculty and students and maintain the safety of off-campus activities, the University shall take the following actions:

- (一)利用各種集會時間、軍訓課或其他相關研習活動時機，請專人教導各種防護知能，加強全體師生應變急救能力。
- (1) Utilize various assembly times, military training classes, or other relevant workshop opportunities to invite experts to teach protective knowledge and skills, strengthening the emergency response and first-aid capabilities of all faculty and students.
- (二)於學期開始時，要求社團負責人及班代表參加學校社團幹部研習活動，課程應包含校外活動安全注意事項、防災觀念、災後緊急應變措施及校外活動可能觸法之行為，並將課程內容放置於學校網站上供全體師生查閱，受訓人員亦應於受訓後於社團或班級集會時宣導週知。
- (2) At the beginning of each semester, require heads of student organizations and class representatives to participate in leadership workshops. The curriculum shall include safety precautions for off-campus activities, disaster prevention concepts, post-disaster emergency response measures, and potential illegal behaviors during off-campus activities. The course content shall be posted on the University website for access by all faculty and students. After training, attendees shall disseminate the information during organization or class meetings.

五、舉辦學生校外活動應遵守下列規定：

Article 5 The following regulations must be observed when organizing student off-campus activities:

- (一)辦理活動前，應提出活動計畫書或行程表，並經相關單位審核通過。活動之申請必須在一週前提出（含辦妥手續），申請表須檢附下列有關證明文件，審核備查。
- (1) Before conducting an activity, an activity plan or itinerary must be submitted and approved by the relevant units. Applications must be submitted at least one week in advance (including completion of procedures). The application form must be accompanied by the following supporting documents for review and record-keeping:
1. 家長同意書（未滿二十歲者）。
 1. Parental Consent Form (for those under 20 years of age).

2. 活動計畫書或行程表。

2. Activity plan or itinerary.

3. 保險憑證（參加人員及車輛均應投保平安保險，每人保額至少新台幣二百萬元以上）。

3. Insurance certificates (participants and vehicles must be covered by accident insurance, with a minimum coverage of NT\$2 million per person).

4. 遊覽車行車執照及駕駛執照、車輛及乘客強制責任險，上述證件不得超過有效時間。

4. Tour bus vehicle license, driver's license, and compulsory liability insurance for the vehicle and passengers; none of the aforementioned documents shall be expired.

(二)各項校外活動實施，均須有老師（班級、社團指導老師）帶隊，負責活動安全指導事宜。

(2) All off-campus activities must be led by a teacher (class or organization advisor) who is responsible for activity safety guidance.

(三)活動實施前一週應持續注意活動地區之天候，活動前如因天候等因素致活動可能發生危險時，應取消或延期舉行。如於活動期間遇發布颱風、地震、土石流...等重大天然災害警報時應立即中止活動，如無法立即返家應與學校聯絡，使學校瞭解所處位置及狀況，以提供必要之協助。

(3) Weather conditions in the activity area should be monitored continuously for one week prior to the activity. If the activity poses potential danger due to weather or other factors before it begins, it should be cancelled or postponed. If a major natural disaster warning (such as a typhoon, earthquake, or mudslide) is issued during the activity, it must be terminated immediately. If participants cannot return home immediately, they must contact the University to report their location and status so that necessary assistance can be provided.

(四)活動應依計畫行程實施，所經過之路線應特別注意安全。活動結束後應依計畫時間返回，如有事先離隊者應向帶隊老師報准。

(4) Activities should be carried out according to the planned itinerary, with special attention to safety along the routes taken. Participants should return as scheduled after the activity; any individual wishing to leave the group early must obtain permission from the leading teacher.

(五)活動申請核准後，應將參加同學名冊及申請表乙聯交由校安中心值勤人員管制校外活動返校回報情形。

(5) Once an activity application is approved, a list of participating students and a copy of the application form shall be submitted to the Campus Security Center duty personnel to monitor the return reporting status of the off-campus activity.

六、學生於校外活動發生意外事故或有發生意外事故之可能時，應立即向學校回報，使學校能立即協助同學處理意外事件，讓學生獲得妥善之照料。

Article 6 When an accident occurs or is likely to occur during a student off-campus activity, it must be reported to the University immediately so that the University can provide prompt assistance and ensure

students receive proper care.

七、學生校外活動(含團體及個人)不得進入已由災害應變中心指揮官公告限制或禁止人民進入或命其離去之地區，如違反規定，除由主管機關依災害防救法第三十九條規定處新台幣五萬元以上二十五萬元以下之罰鍰外，並應視情節輕重依本校「學生獎懲辦法」處理。

Article 7 Student off-campus activities (including groups and individuals) are prohibited from entering areas that have been officially restricted, prohibited, or ordered for evacuation by the commander of the Disaster Response Center. In case of violation, in addition to fines ranging from NT\$50,000 to NT\$250,000 imposed by the competent authority in accordance with Article 39 of the Disaster Prevention and Protection Act, the case shall also be handled according to the University's "Student Rewards and Punishments Regulations" based on the severity of the circumstances.

八、本要點經完成法定程序後，編入新生始業輔導手冊並放置於學校網站，供學生應用；並加強對家長及學校老師之宣導，使學校能夠結家家長、老師之力量，共同輔導學生校外活動之安全。

Article 8 After completing the legal procedures, these guidelines shall be included in the Freshman Orientation Handbook and posted on the University website for student use. Promotion to parents and teachers shall be strengthened to integrate the efforts of the University, parents, and teachers in jointly guiding the safety of student off-campus activities.

九、本要點經行政會議通過後，陳請 校長核定後實施，修正時亦同。

Article 9 These guidelines shall be implemented after being approved by the Administrative Meeting and ratified by the President. The same applies to any future amendments.

本規章負責單位：學生事務處生活輔導組
Responsible Unit: Life Guidance Section, Office of Student Affairs