

## **STANDARD ADMINISTRATIVE PROCEDURE**

### **13.04.99.L1.01 Student Travel Procedures**

Drafted-November 3, 2010

Updated – July 20, 2011

#### **Standard Administrative Procedure Statement:**

This Standard Administrative Procedure (SAP), in conjunction with University Rule 13.04.99.L1: Student Travel is the minimum standard for a University sponsored and/or organized student activity or event located more than 25 miles from the University.

#### **Definitions:**

**Entity** – a recognized student organization, academic program, University department  
Trip Leader

**Recognized Student Organization** – a student organization that is officially recognized with the Office of Student Affairs as defined in The Leader

**Travel** – organized student travel

**Organized Student Travel** – travel funded by the University or coordinated by a recognized student organization

**Primary Contact** – the person coordinating travel for the entity

#### **1 Official Rule/Responsibilities/Process:**

Departments and/or recognized student organizations may mandate additional standards as deemed necessary to address the unique requirements associated with a particular type of University sponsored travel. The entity should submit proposals for additional standards through the chain of command to the appropriate Vice President. Recognized student organizations should consult with the organization's advisor and the Office of Student Affairs prior to implementing any additional standards.

- 1.1 Organized student travel may require use of various modes of transportation. Each form of transportation requires students to follow common and mode-specific safety precautions (e.g. use of seatbelts whenever available). In addition to following applicable international, federal and/or state laws and using sound judgment when traveling, students must follow the provisions of this procedure according to the specific mode of travel involved and travel conditions.
- 1.2 Only University employees may drive vehicles leased or owned by the University (See TAMUS Auto Liability Plan). Students may not drive any University leased or owned vehicles.
- 1.3 Complete the Student Travel Form.
  - 1.3.1 University employees are responsible to submit completed form to the Office of Safety and Risk Management.
  - 1.3.2 Recognized Student Organizations are responsible to submit completed form to the Office of Student Affairs.

## 2 RESPONSIBILITY

- 2.1 It is the responsibility of the entity that sponsors the organized student travel to ensure compliance with these procedures.
- 2.2 Employees who use any University owned vehicle must complete all driver training required by the University and pass the Motor Vehicle Record Check.
- 2.3 Employees who use, or lease, a 12-15 passenger van must complete all driver training required by the University, pass the Motor Vehicle Record Check and receive approval from the President.
- 2.4 Primary contact whose travel is outside the United States is required to complete a pre-departure briefing to provide training on safety, emergency procedures, crisis management, and resources available to the group while abroad. This briefing can be obtained through the Office of Student Affairs.
  - 2.4.1 The pre-departure briefing is required whether or not the trip is credit or non-credit bearing.
  - 2.4.2 Entities sponsoring travel outside the United States are restricted from traveling to countries with a [State Department Travel Warning](#).
  - 2.4.3 It is highly recommended that all students traveling abroad receive a pre-departure briefing.

## 3 PROCEDURES

### 3.1 Documentation

- 3.1.1 Travel Notification. The Student Travel Form must be completed by primary contact and submitted to the sponsoring University department for all organized domestic student travel. The sponsoring University department must deliver original documents to the Office of Safety and Risk Management at least ten (10) business days prior to departure. Recognized Student Organizations are responsible to submit completed form to the Office of Student Affairs.

- 3.1.1.1 If traveling internationally, travelers must complete the International Education Waiver and Emergency Forms available from the Office of Student Affairs.

### 3.1.2 Waiver, Indemnification, and Medical Treatment Authorization Form

Students participating in elective activities and programs requiring travel (e.g. student organization travel, study abroad, optional academic field trips) will be required to complete a Waiver, Indemnification, and Medical Treatment Authorization Form verifying that they understand and accept the risks involved in participating in the travel activity and assume responsibility for their behavior. Students under the age of eighteen (18) must have a release form signed by their parents or legal guardian. The sponsoring entity must submit original Waiver, Indemnification, and Medical Treatment Authorization Form together with the Student Travel Form.

3.1.2.1 University NCAA athletic team travel does not require submission of the Waiver, Indemnification, and Medical Treatment Authorization Form

### 3.1.3 Document Retention

The Office of Safety Risk Management is responsible for maintaining the Student Travel Form and the Waiver, Indemnification, and Medical Treatment Authorization Forms for domestic travel for a period of 3 years following the current fiscal year or 3 years following the 18<sup>th</sup> birthday of the youngest traveler, whichever is longer.

The Office of Student Affairs is responsible for maintaining the International Education Waiver and Emergency Forms for a period of 3 years following the current fiscal year or 3 years following the 18<sup>th</sup> birthday of the youngest traveler, whichever is longer.

## 3.2 Modes of Travel

### 3.2.1 Vehicles owned or leased by the University.

A driver operating University-owned or leased vehicles must:

- a) be a University employee
- b) be at least 18 years of age;
- c) possess personal automobile insurance coverage as mandated by the state or country the individual is traveling in;
- d) possess a valid Texas or other state, or international driver's license; and
- e) be approved in accordance with procedures established by Physical Plant.

3.2.1.1 If an employee who has been approved to drive a University vehicle has restrictions added an endorsement removed from his/her driver's license, that employee must report this change to the TAMIU Police Department.

3.2.1.2 Travel involving large-capacity vans must be in compliance with the provisions of Standard Administrative Procedure [24.01.01.M0.01](#); Van Safety Procedures.

### 3.2.2 Privately Owned Vehicles.

Primary contacts driving privately owned vehicles for organized student travel within the United States must:

- a) have a valid Texas or other state driver's license; and
- b) possess personal automobile liability insurance coverage as mandated by the State of Texas

3.2.2.1 Students driving privately owned vehicles for organized student travel taking place outside the United States must have all appropriate licenses, certificates, and insurance as required by the country in which the travel occurs.

### 3.2.3 Commercial Travel. Students traveling by commercial transportation, whether domestic or international, must comply with all laws regulating travel and the rules of the specific carrier.

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**Comment [1]:** Whose is this? Ours or A&M???

3.3 Safety Requirements: Drivers and passengers must act responsibly and use sound judgment when traveling. Further, drivers must:

- 3.3.1 Obey all traffic laws and regulations, including posted speed limits.
- 3.3.2 Not drive under the influence of alcohol or illegal drugs or transport or possess alcoholic beverages, illegal drugs, unauthorized firearms or other types of weapons.
- 3.3.3 Wear seat belts at all times. The number of occupants in the vehicle must not exceed the number of seat belts (may not be applicable in some foreign destinations).
- 3.3.4 Not exceed the vehicle manufacturer's recommended load capacity (see owner operating manual for specific instructions).
- 3.3.5 Avoid, horseplay, racing or other distracting or aggressive behavior.

3.4 Safety Recommendations: Drivers are encouraged to follow the safe driving practices provided below:

- 3.4.1 Begin the trip well rested.
- 3.4.2 Notify a designated contact person upon departure and arrival.
- 3.4.3 Avoid driving when conditions are hazardous (this includes but is not limited to fog, heavy rain, snow or ice conditions). Be prepared to stop the trip and check into a hotel when fatigue or travel conditions warrant.
- 3.4.4 Plan routes in advance and carpool and caravan when possible.
- 3.4.5 Divide the trip into segments, stopping for rest as necessary.
- 3.4.6 Carry at least one cellular telephone or other two-way communication device in each vehicle for emergency use. Driver should not use a cell phone while driving.
- 3.4.7 Establish a reasonable departure and arrival time to and from the activity or event.
- 3.4.8 Avoid driving between midnight and 6 a.m.
- 3.4.9 Whenever possible, on extended trips using University vehicles, have at least one other approved University driver in the vehicle. It is recommended that drivers rotate every two hours. A passenger or second driver should ride in the front passenger seat and remain awake at all times to help the driver maintain alertness.
- 3.4.10 Carry a flashlight and approved fire extinguisher.
- 3.4.11 Avoid taking medication prior to driving, especially if the label warns against operating a vehicle while taking the medication.

**Related Statutes, Policies, or Requirements**

*Supplements University Rule 13.04.99.L1*

REFERENCE

Statute Texas Education Code, §51.950

**Contact Office**

OFFICE OF RESPONSIBILITY: Safety and Risk Management