

## STANDARD ADMINISTRATIVE PROCEDURE

### 13.04.99.M1.01

### Student Travel Procedures

*Approved February 8, 2002*

*Revised November 4, 2002*

*Revised September 20, 2006*

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*Revised June 6, 2011*

*Revised June 11, 2018*

*Next scheduled review: June 11, 2023*

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#### Standard Administrative Procedure Statement

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This Standard Administrative Procedure (SAP), in conjunction with the University Rule 13.04.99.M1, *Student Travel*, is considered to be a minimum standard for University organized or sponsored student travel, as defined in 13.04.99.M1.

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#### Official Procedure/ Responsibilities/ Process

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##### 1. RESPONSIBILITY

- 1.1. It is the responsibility of the entity (e.g., University department, student organization, academic program, etc.) that organizes or sponsors the student travel to have a monitoring process to ensure student travel procedures in this SAP are followed.
- 1.2. Departments, units, and/or student organizations may mandate additional standards as deemed necessary to address the unique requirements associated with a particular type of University organized or sponsored student travel. Departments or units should submit proposals for additional standards through the chain of command to the appropriate Vice President. Student organizations should consult with the organization's advisor and the Department of Student Activities, or equivalent branch campus entity, prior to implementing any additional standards.
- 1.3. Records including but not limited to travel notifications, waiver and release forms, and training completions must be retained by the responsible entity in accordance with record retention requirements.

## 2. PROCEDURES

2.1. Travel Notification. Written notification of student travel must be provided prior to departure as outlined in 13.04.99.M1, *Student Travel*, Section 2. Written notification should include:

- a) name(s) of the student(s) traveling;
- b) the name of the University department, unit or student organization,
- c) names and contact information of individuals in charge of the travel activity,
- d) travel route, destination(s), and itinerary,
- e) names and emergency contact information for travelers, and
- f) in-route and destination contact information.

### 2.2. Waiver and Release Forms

2.2.1. An undergraduate, graduate, or professional student who participates in travel related to academic course requirements (e.g. field trips, study abroad), or their assigned duties as a University employee, (e.g. research data collection) shall not be required to sign a waiver or release in relation to that travel.

2.2.2. Students voluntarily participating in elective activities and programs requiring travel (e.g. student organization travel, international travel (non-credit bearing), optional academic field trips) will be required to complete a waiver and release 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. (Click here for an Office of General Counsel approved [voluntary travel waiver](#).) Completed waiver release forms must be retained in accordance with the Records Retention Schedule.

### 2.3. Additional International Travel Requirements

2.3.1. Departments, units, and student organizations organizing or sponsoring student travel outside the United States are responsible for complying with 21.01.03.M0.02, *Foreign Travel*, which includes procedures on requesting approval to travel to an extreme risk country or region, as identified on the Texas A&M University Travel Advisory List, and 15.02.99.M1, *Export Controls*.

2.3.2. Training. Trip leaders from the departments, units, or student organizations sponsoring or organizing student travel outside the United States who travel with the student(s) are required to complete training, prior to departure, to provide the trip leaders with information on best practices in international travel and export controls. This training is required whether the trips are credit or non-credit bearing.

2.3.2.1. Faculty, Staff, and Student Trip Leaders. Training and other information on international travel safety guidelines and health insurance can be obtained through the Study Abroad Programs Office or designee.

3. REQUIREMENTS BY MODE OF TRAVEL - Student travel may require use of various modes of transportation. Each form of transportation requires students to follow common and mode-specific safety precautions. 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.

3.1. Travel by Vehicles Owned, Rented, or Leased by the University

University employees who authorize students and student employees to operate vehicles owned, leased, or rented by the University for student travel are responsible for ensuring compliance with these procedures. Please note students not employed by the University are not allowed to drive University owned vehicles.

3.1.1. Operators of University-owned, leased, or rented vehicles must:

- a) possess personal automobile insurance coverage as mandated by the state or country the operator is traveling in;
- b) possess and carry a valid operator's license for the vehicle they are operating and the location in which the travel occurs;
- c) attend all driver training required by the University; and
- d) be approved to operate the vehicle in accordance with applicable procedures as determined by Transportation Services (see 24.01.01.M0.01, *Van Safety Procedures*).

3.1.2. Operators of University owned vehicles must comply with fleet regulations (<http://transport.tamu.edu/fleet/regulations.aspx#safety>).

3.1.3. If an operator approved to drive a University vehicle has restrictions added or endorsements removed from his/her driver's license, that individual must report this change to the sponsoring or organizing department or student organization.

3.1.4. Travel involving large-capacity vans must be in compliance with the provisions of 24.01.01.M0.01, *Van Safety Procedures*.

3.2. Travel by Privately Owned Vehicles.

3.2.1. Operators of privately owned vehicles being used for student travel must:

- a) possess and carry a valid operator's license for the vehicle they are operating and location in which the travel occurs;

- b) possess personal automobile insurance coverage as mandated by the state or country in which the travel occurs and their vehicles must have a current state inspection and registration;
- c) for student travel taking place outside the United States, have all appropriate licenses, certificates, and insurance as required by the country in which travel occurs.

3.2.2. University employees who authorize students to drive privately owned vehicles are responsible for ensuring compliance with these procedures.

3.3. 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.

4. **VEHICLE SAFETY REQUIREMENTS FOR STUDENT TRAVEL** - Operators and passengers must act responsibly and use sound judgment when traveling, including wearing 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 institutions). Further, operators must:

4.1. Obey all traffic laws and regulations, including posted speed limits.

4.2. Not operate vehicles under the influence of alcohol or illegal drugs or transport or possess alcoholic beverages, illegal drugs, unauthorized firearms or other types of weapons.

4.3. Not exceed the vehicle manufacturer's recommended load capacity (see owner operating manual for specific instructions).

4.4. Avoid horseplay, racing or other distracting or aggressive behavior.

5. **SAFETY RECOMMENDATIONS** - Operators are encouraged to follow the safety practices provided below:

5.1. Begin the trip well rested.

5.2. Notify a designated contact person upon departure and arrival.

5.3. Avoid operating a vehicle when conditions are hazardous (this includes but is not limited to fog, heavy rain, snow or ice conditions). Be prepared to stop the trip when fatigue or travel conditions warrant.

5.4. Plan routes in advance, and carpool and caravan when possible.

5.5. Divide the trip into segments, stopping for rest as necessary.

- 5.6. Carry at least one cellular telephone or other two-way communication device in each vehicle for emergency purposes. Operators shall not text or talk (other than hands free) on a cell phone while driving.
- 5.7. Establish a reasonable departure and arrival time to and from the activity or event.
- 5.8. Avoid driving between midnight and 6 a.m.
- 5.9. Whenever possible, on extended trips using University vehicles, have at least one other approved University operator in the vehicle. It is recommended that operators rotate every two hours. A passenger or second operator should ride in the front passenger seat and remain awake at all times to help the operator maintain alertness.
- 5.10. Carry a flashlight and approved fire extinguisher.

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### **Related Statutes, Policies, or Requirements**

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*Supplements* University Rule [13.04.99.M1, Student Travel](#)  
SAP [24.01.01.M0.01 Van Safety Procedures](#)  
SAP [21.01.03.M0.02 Foreign Travel](#)

#### REFERENCE

Statute Texas Education Code, §51.950

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### **Contact Office**

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[Provost and Executive Vice President](#)

[TAMU - Department of Student Activities](#)

[TAMU – Study Abroad Office](#)

[TAMUG – Department of Student Activities](#)

[TAMUQ – Department of Student Affairs](#)