

# STANDARD ADMINISTRATIVE PROCEDURE

## 13.04.99.M1.01

### Student Travel Procedures

*Approved February 8, 2002*

*Revised November 4, 2002*

*Revised September 20, 2006*

*Revised March 15, 2010*

*Revised June 6, 2011*

*Next scheduled review: June 6, 2014*

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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 organized student travel.

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#### Official Rule/ Responsibilities/ Process

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1. Departments, units, and/or student organizations may mandate additional standards as deemed necessary to address the unique requirements associated with a particular type of organized 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 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. seatbelts when 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 University employees who authorize students to drive vehicles leased from the University for organized student travel are responsible for ensuring that the students have a valid Texas, other state, or international driver's license and are approved to drive University vehicles in accordance with applicable procedures as determined by the Office of Transportation Services. (See also Standard Administrative Procedure [24.01.01.M0.01: Van Safety Procedures](#))
  - 1.3 University employees who authorize students to drive non-university vehicles are responsible for ensuring that the students have appropriate licenses or other documentation required to drive these vehicles.

## 2. RESPONSIBILITY

- 2.1 It is the responsibility of the entity (e.g., University department, recognized student organization, academic program, etc.) that sponsors the organized student travel to assure compliance with these procedures.
- 2.2 Departments that use any University owned or leased vehicle are responsible for assuring that the drivers of the vehicle attend all driver training required by the University and have been approved to drive University owned or leased vehicles.
- 2.3 Departments, units, and student organizations sponsoring organized travel outside the United States are responsible for complying with [University Rule 21.01.03.M1: Foreign Travel](#) that restricts undergraduates from traveling to countries with a State Department Travel Warning.
- 2.4 Leaders from the departments, units, or student organizations sponsoring organized travel outside the United States are required to complete a pre-departure briefing to provide the trip leaders with training on safety, emergency procedures, crisis management, and resources available to the group while overseas. The training and other information on international travel safety guidelines and health insurance can be obtained through the Study Abroad Programs Office.
  - 2.4.1 This training will be required for all faculty and staff leading organized student travel overseas whether the trips are credit or non-credit bearing.
  - 2.4.2 A faculty or staff member needs this training if:
    - a) he/she has a departmental expectation of oversight of students(s), and
    - b) he/she is with the student(s) outside the U.S., and
    - c) the travel abroad is part of an organized university activity.

## 3. PROCEDURES

### 3.1 Documentation

- 3.1.1 Travel Notification. Written notification for all student travel (as defined in section 1 of 13.04.99.M1, Student Travel) 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, 3) names and emergency contact information for travelers, and f) in-route and destination contact information.

The notification of travel must be provided prior to departure to the following:

3.1.1.1 The University department, unit, or student organization advisor, and,

3.1.1.2 The Critical Incident Response Team (CIRT). Adherence to the following procedures will provide notification to the Critical Incident Response Team.

3.1.1.2.1 If traveling internationally, travel notification and submission of required documentation should be completed through the Study Abroad Programs Office (<http://studyabroad.tamu.edu>).

3.1.1.2.2 If traveling domestically, travel notification should be completed utilizing the Travel Notification Form provided by the Department of Student Activities (<https://studentactivities.tamu.edu/online/forms/cirt/index>).

3.1.2 Waiver and Release Forms.

**An undergraduate or graduate student who participates in travel related to academic course requirements (e.g. field trips), 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.**

Students voluntarily 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 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 a minimum of two years after completion of the travel activity.

3.2 Modes of Travel

3.2.1 Vehicles Owned or Leased by the University. All drivers operating University-owned or leased vehicles must comply with this SAP:

- a) be at least 18 years of age;
- b) possess personal automobile insurance coverage as mandated by the state or country the individual is traveling in;
- c) possess a valid Texas or other state, or international driver's license; and
- d) if obtaining a vehicle through the Office of Transportation Services, the driver must be approved in accordance with their procedures.

- 3.2.1.1 If an individual who has been 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 organization of the organized student travel activity immediately.
- 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. Students driving privately owned vehicles for organized student travel within the United States must have a valid Texas or other state driver's license and possess personal automobile insurance coverage as mandated by the State of Texas, and their vehicles must have a current state inspection and registration. 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 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.
- 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 motel 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 purposes. 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.

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**Related Statutes, Policies, or Requirements**

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*Supplements [University Rule 13.04.99.M1](#)*

**REFERENCE**

Statute Texas Education Code, §51.950

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**Contact Office**

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OFFICE OF RESPONSIBILITY: [Department of Student Activities](#)