

UNIVERSITY RULE

13.04.99.M1 Student Travel

Approved January 20, 2002

Revised September 20, 2006

Revised February 18, 2013

Next Scheduled Review: February 18, 2018

Rule and Reason Statement

The purpose of this rule is to promote the health and welfare of Texas A&M University students by regulating travel that is undertaken by one or more students presently enrolled at the University to reach an activity or event organized or sponsored by the University that is located more than 25 miles from the University and that is:

- funded by the University and students use a vehicle owned or leased by the University; or
- required by a student organization recognized at the University; or
- undertaken under the scope, direction, or election of a college, department, class, university office, learning community, study abroad program, recognized student organization, or their representatives.

Official Rule/ Responsibilities/ Process

1. TRAVEL SAFETY GUIDELINES FOR STUDENT USE OF MOTORIZED VEHICLES

During travel situations specified above, students must abide by the following safety guidelines.

- 1.1 In accordance with state law, drivers must use seat belts or other available safety restraints and require all passengers to do likewise.
- 1.2 Drivers, occupants, and their luggage should not exceed the vehicle manufacture's recommended capacity.
- 1.3 Drivers must be at least 18 years old and possess a valid driver's license that is appropriate for the classification of vehicle being driven.

1.4 Operator fatigue should be considered when selecting drivers. On lengthy trips, alternate drivers should be used to avoid fatigue.

2. TRAVEL SAFETY GUIDELINES FOR STUDENTS TRAVELING INTERNATIONALLY

2.1 All foreign travel regulations must be followed, most notably 21.01.03.M1 which states that undergraduate students will not be approved to any foreign country that is under a Travel Warning from the U.S. Department of State.

2.2 If traveling internationally, travel notification and registration must be completed through the Study Abroad Programs Office to facilitate the required training, crisis management planning, and procurement of health insurance and emergency service coverage.

3. ADDITIONAL PROCEDURES

This rule is considered to be a minimum standard. Departments, units, and/or student organizations may mandate additional standards as deemed necessary to address the unique requirements associated with a particular type of student travel.

This rule enables tracking of certain high-impact educational experiences for TAMU students.

Related Statutes, Policies, or Requirements

[System regulation 13.04 Student Travel](#)

[University SAP 13.04.99.M1.01 Student Travel Procedures](#)

Forms

Travel information form:

https://studentactivities.tamu.edu/app/form_travel/index

Assumption of Risk form:

<http://studentactivities.tamu.edu/wp-content/uploads/2014/10/riskrelease.pdf>

Contact Office

[Vice President for Student Affairs](#)

Provost and Executive Vice President