

Rule No. 13.04.99.T1 Student Travel



Approved: December 7, 2001
Revised: January 19, 2012
Revised: November 20, 2017
Reviewed: March 29, 2019
Next Scheduled Review: March 29, 2024

Rule Statement

Students presently enrolled at the Tarleton State University are required to follow travel safety guidelines and register travel when participating in 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 are authorized to use a university owned or leased vehicle; 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. This rule does not apply to academic course requirements.
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Reason for Rule

The purpose of this rule is to promote the health, safety and welfare of Tarleton State University students. This rule is required by System Policy 13.04, *Student Travel*.

Procedures and Responsibilities

1. GENERAL

- 1.1. 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 Involvement prior to implementing any additional standards.
- 1.2. 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.

- 1.3. University employees who authorize students to drive university owned or leased vehicles 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 owned or leased vehicles in accordance with applicable procedures as determined by Transportation Services.
- 1.4. University employees who authorize students to drive non-university owned or leased 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 are documented to drive university owned or leased vehicles.
- 2.3. If foreign travel is involved, travel notification and registration must also be completed as outlined in the university's [Foreign Travel Procedure](#) and all Office of International Program requirements for university sponsored foreign travel must be met.

3. MODES OF TRAVEL

Organized student travel may require various modes of transportation. Each form of transportation requires students to follow common safety and mode-specific safety precautions.

- 3.1. *Vehicles owned or leased (including rental) by the university.* All drivers operating university-owned or leased vehicles must:
 - Be an employee (faculty, staff, student employee, etc.) of Tarleton;
 - Be at least 18 years of age;
 - Possess personal automobile insurance coverage as mandated by the state or country the individual is traveling in;
 - Possess a valid Texas or other state, or international driver's license;
 - If obtaining a vehicle through Transportation Services, the driver must be approved in accordance with department procedures; and
 - 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 university, organization or entity of the organized student travel activity immediately.
- 3.2. *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.

3.3. *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. TRAVEL SAFETY

4.1. *Safety Requirements*

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

- Obey all traffic laws and regulations, including posted speed limits.
- 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.
- 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).
- Not exceed the vehicle manufacturer's recommended load capacity (see owner operating manual for specific instructions).
- Avoid horseplay, racing or other distracting or aggressive behavior.

4.2. *Safety Recommendations*

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

- Begin the trip well rested.
- Notify a designated contact person upon departure and arrival.
- 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.
- Plan routes in advance, and carpool and caravan when possible.
- Divide the trip into segments, stopping for rest as necessary.
- 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.
- Establish a reasonable departure and arrival time to and from the activity or event.
- Avoid driving between midnight and 6 a.m.
- Whenever possible, on extended trips using university owned or leased 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.
- Carry a flashlight, medical supply kit, and approved fire extinguisher.
- Avoid taking medication prior to driving, especially if the label warns against operating a vehicle while taking the medication.

4.3. *Training Requirements*

- Drivers of 15 passenger vans must complete university-required training. The 15-passenger van driver training is an online module managed by the university's Department of Transportation Services (DTS). DTS maintains a master list of individuals who have completed the training.
- 15-passenger van driver training is valid for 3 years.

Students participating in university sponsored foreign travel are required to complete additional training as outlined in the university's [Foreign Travel Procedure](#).

5. TRAVEL REGISTRATION

5.1. *Travel Notification*. Written notification for all student travel (as defined in the Rule Statement) should include:

- Name(s) of the student(s) traveling;
- The name of the university department, unit or student organization;
- Names and contact information of individuals in charge of the travel activity;
- Travel route, destination(s), and itinerary with addresses of lodging facilities;
- Names and emergency contact information for travelers; and
- In-route and destination contact information.

5.2. The notification of travel must be submitted online through the web portal prior to departure to the following:

- The university department, unit, or student organization advisor, and, Campus Assessment Response and Evaluation (CARE) Team and the Department of Risk Management and Compliance (RMC). Adherence to the following procedures will provide notification to the CARE Team and RMC.
- If foreign travel is involved, travel notification and submission of required documentation should be completed as outlined in the university's [Foreign Travel Procedure](#).
- If traveling domestically, travel notification should be completed utilizing the Travel Notification Form provided by the Department of Student Involvement.

5.3. *Foreign Travel*

- Students, faculty and staff participating in a university sponsored study abroad program must complete a program application and meet all International Program Department requirements.
- Individuals representing the university, recognized student organization or university-sponsored programs traveling abroad must have university approval through the appropriate department head.
- Students, faculty and staff are required to complete required trainings as outlined in the university's [Foreign Travel Procedure](#).
- Faculty, staff and students must obtain university approval to travel abroad a minimum of 45 days prior to proposed travel dates through the Request for Foreign Travel form found on the university's website at

<http://www.tarleton.edu/FINADMINWEB/safety/forms/request-for-foreign-travel.pdf> if receiving university funds or representing the university.

- Foreign student travel not associated with a university study abroad program must be registered using the process outlined in section 5.

6. WAIVER, INDEMNIFICATION, AND MEDICAL TREATMENT AUTHORIZATION FORMS

- 6.1 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.
- 6.2 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, 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 trip leader should have copies of the completed waiver release forms for each participant. A copy of the form should be given to the department head and/or organization advisor. A copy of the waiver release form must be retained a minimum of two years after completion of the travel activity in the sponsoring department or Department for Student Involvement for recognized student organizations.

7. EMERGENCY NOTIFICATION

In the case of an emergency:

- Immediately call local authorities;
- Notification of an accident or other emergency should be made to the department head or organization advisor and Student Affairs by calling the University Control Center at 254.968.9265 as soon as possible.
- An incident report must be filed with Department of Risk Management and Compliance upon return to the university.

Additional information may be required by the university depending on the situation.

Related Statutes, Policies, or Requirements

Supplements:

[System Policy 13.04, Student Travel](#)

[Texas Education Code 51.950](#)

[Tarleton Foreign Travel Procedure](#)

[Waiver, Indemnification, and Medical Treatment Authorization](#) Form

Contact Office

Student Affairs
254.968.9081

Risk Management and Compliance
254.968.9415