

Rule 13.04.99.T1 Student Travel



Approved:	December 7, 2001
Revised:	January 19, 2012
Revised:	November 20, 2017
Revised:	December 14, 2022
Revised:	August 1, 2024
Next Scheduled Review:	August 1, 2029

Rule Summary

This rule is required by and supplements Texas A&M University System (system) Policy 13.04, *Student Travel*, and establishes requirements and guidelines for student travel at Tarleton State University (Tarleton).

Rule

1. GENERAL

- 1.1. This rule addresses requirements and guidelines for travel involving Tarleton enrolled students, hereinafter referred to as student travel, that is:
- to an activity or event that is organized and sponsored by the university or required by a registered organization of the university; and
 - more than 25 miles from the originating campus location, center, institute, or facility.

See sections 2.2. and 2.3 for exceptions.

- 1.2. In addition to following all applicable international, federal and/or state laws and using sound judgment when traveling, student travel participants must also follow all provisions of system policies and regulations and provisions outlined in this rule.

2. RESPONSIBILITY

It is the responsibility of the university entity (e.g., college, department, student organization, academic program, employee, advisor, etc.) that sponsors student travel to assure compliance with requirements and guidelines set forth in this rule.

Student Travel Responsibilities Matrix

Travel	Requirements/Forms		
	Trip Registration (See Section 5)	Travel Profile and Waiver (See Section 6)	Profile and Waiver with Parental Signature
If travel involving students is...			
To a destination outside of the United States	Yes	Yes	*
To a destination less than 25 miles from campus location	Optional	Optional	Optional
To a destination more than 25 miles from the originating campus location <u>and</u>			
Funded by the university	Yes	Yes	*
In a university owned, leased or rented vehicle	Yes	Yes	*
Organized and/or sponsored by a Tarleton student organization	Yes	Yes	*
Part of a course of study, academic program or part of NCAA athletic program requirement not relying on the use of a university leased, owned or rented vehicle. (defined in 2.2 and 2.3 below)	No	No	
Any other activity organized and/or sponsored by a university college, department, student organization, academic program, employee, advisor, etc.	Yes	Yes	*

*Participant is under 18 years of age

2.2 Student travel registration and waiver requirements outlined herein do not apply when students are responsible for providing their own transportation to and from a location(s) as part of a course of study, academic program or part of an NCAA athletic program requirement (i.e., an off-campus site where a class is meeting, practicum/internship, practice, field study, clinical, student teaching site, activities required by an on-line course or other similar activities) or the student is traveling within the course and scope of their employment with the university. Travel conducted by recognized student organizations and club sports must adhere to the travel registration process in Section 5.

2.3 Division of Intercollegiate Athletics and Rodeo Team Travel

Due to the complexity of travel related to athletic and rodeo team programs, the following standards must be followed.

- a) Each team member must complete a signed profile/waiver as part of the electronic student travel process with participant information updated annually.

- b) Each program will file a trip roster prior to each out-of-town event and supply a list of participants for the upcoming competition.
- c) Programs will provide each student participant with information concerning:
 - (1) emergency notifications in case any travel-related emergency results in serious injury to the student or to the student's livestock; and
 - (2) driving directions and suggestions specific to travel; and any supplemental insurance information.

3. MODES OF STUDENT TRAVEL

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

3.1. *Vehicles owned, leased or rented by the university.* All drivers operating university owned, leased or rented vehicles for student travel must:

- a) be an employee (faculty, staff, student employee, etc.) of Tarleton;
- b) be at least 18 years of age;
- c) possess a valid Texas or other U.S. state issued driver's license or possess a valid international driving permit and a valid Texas or other U.S. state issued driver's license;
- d) complete training requirements outlined in section 4.3 of this rule;
- e) follow and abide by applicable procedures when renting a university owned vehicle through [Texan Motor Pool](#) or using another university owned vehicle;
- f) meet all requirements outlined herein when renting or leasing a vehicle directly through a vendor; and
- g) obtain approval by the responsible department when driving a university-owned vehicle and meet all university requirements for operating a university-owned vehicle.

3.2. *Privately Owned Vehicles.* Drivers of a privately-owned vehicle for student travel are responsible for their compliance with the following:

- a) be at least 18 years of age;
- b) possess a valid Texas or other U.S. state issued driver's license or possess a valid international driving permit and a valid Texas or other U.S. state issued driver's license;
- c) complete training requirements outlined in section 4.3 of this rule;
- d) possess personal automobile insurance coverage as mandated by the state or country in which the student travel occurs;
- e) have a current vehicle inspection and registration;
- f) have all appropriate licenses, certificates, and insurance when traveling outside the United States that is required by the country in which student travel occurs;
- g) review and adhere to the Student Travel Safety Requirements in Section 4; and

- h) be aware that personal insurance will be primarily responsible for any liability that may arise during use of their privately-owned vehicle.

3.3. *Commercial Travel.* When traveling on student travel by commercial transportation, whether domestic or international, travelers must comply with all laws regulating the mode of commercial travel and the rules of the specific carrier.

4. STUDENT TRAVEL SAFETY

4.1. *Student Travel Safety Requirements*

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

- a) obey all traffic laws and regulations, including posted speed limits;
- b) 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.
- c) wear seat belts always. The number of occupants in the vehicle must not exceed the number of seat belts (may not be applicable in some foreign destinations);
- d) not exceed the vehicle manufacturer's recommended load capacity (see owner operating manual for specific instructions);
- e) carry no more than 10 passengers (including the driver) in vans with a standard maximum capacity of 15 passengers and limit cargo to the rear of the vehicle, stacked on the floor, and stacked no higher than seat-level with the weight of passengers and cargo distributed evenly throughout the van;
- f) avoid horseplay, racing or other distracting or aggressive behavior; and
- g) not use electronic devices while operating a vehicle.

4.2. *Student Travel Safety Recommendations*

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

- a) begin the trip well rested;
- b) notify a designated contact person upon departure and arrival;
- c) avoid driving when conditions are hazardous (this includes but is not limited to fog, heavy rain, snow or ice conditions);
- d) be prepared to stop the trip and check into a hotel when fatigue or travel conditions warrant;
- e) plan routes in advance, and carpool and caravan when possible;
- f) divide the trip into segments, stopping for rest as necessary;
- g) carry at least one cellular telephone or other two-way communication device in each vehicle for emergency purposes. Driver should not use electronic devices while operating a vehicle;
- h) establish a reasonable departure and arrival time to and from the activity or event;
- i) avoid driving between midnight and 6 a.m.;

- j) whenever possible on extended trips, have one or more additional driver(s) in the vehicle that meet(s) the requirements of this university rule. 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 and to assist with navigating route of travel;
- k) carry a flashlight, medical supply kit, and approved fire extinguisher; and
- l) avoid taking medication prior to driving, especially if the label warns against operating a vehicle while taking the medication.

4.3. *Student Travel Training Requirements*

- 4.3.1 Regardless of vehicle type, all employees transporting students for student travel, as defined by this rule, must complete, or have completed within the last year, TrainTraq Course 211.4203: *Driver and Travel Safety Training – Tarleton* before travel commences.
- 4.3.2 Students transporting other students for student travel, as defined by this rule, will complete driver safety training when completing the travel profile and waiver required in section 6 of this rule.
- 4.3.3 Training required in sections 4.3.1 and 4.3.2 is valid for one year.
- 4.3.4 It is the duty of the responsible university college, department, student organization, academic program, employee or advisor to ensure and verify training requirements of this rule have been completed before student travel commences.

5. STUDENT TRAVEL REGISTRATION

- 5.1. Student travel, as defined by this rule, that is **NOT part of a Study Abroad Program**, requires written notification to the university by registering the travel in accordance with all university student travel requirements and procedures located on the university's [Student Travel webpage](#).
- 5.2. Student travel, as defined by this rule, that **IS part of a university sponsored Study Abroad Program**, requires written notification to the university by registering the travel in accordance with all requirements and procedures located on the [Study Abroad webpage](#).
- 5.3. Student travel registration and applicable requirements must be completed before travel commences.
- 5.4. *Student Travel Registration Record Retention.* Student travel registration documents are considered state records and should be retained in accordance with System Regulation 61.99.01, *Retention of State Records*, and Tarleton Standard Administrative Procedure 61.99.01.T0.01, *Records Management*.

6. STUDENT TRAVEL PROFILE AND WAIVER, INDEMNIFICATION, AND MEDICAL TREATMENT AUTHORIZATION FORMS

- 6.1 Students and guests involved in student travel will be required to complete a Travel Profile and Waiver, Indemnification, and Medical Treatment Authorization (profile and waiver) to provide necessary traveler information and to verify that they understand and accept the risks involved in participating in the travel activity and assume responsibility for their behavior. Student and guest travelers under the age of 18 must have a completed profile and waiver signed by their parents or legal guardian on file with the university.
 - 6.1.1 The link to the online travel portal to complete a profile and waiver required for student travel that is **NOT part of a Study Abroad program** may be found on the [Student Travel webpage](#).
 - 6.1.2 Information and instructions related to completing a profile and waiver required for travel that **IS part of a Study Abroad program** may be found on the [Study Abroad webpage](#).
- 6.2 Trip coordinators will have access to completed and signed profile, waiver and registration information for each student and guest traveler.
- 6.3 Completed waivers will be retained by the university for four years from the last date of travel, except when required to be retained longer due to potential or ongoing litigation.

7. STUDENT TRAVEL EMERGENCY NOTIFICATION

In the case of an accident or other emergency during student travel, the trip leader must:

- a) Immediately call local authorities, when necessary;
- b) Immediately, or as soon as reasonably possible, call the university Control Center at 254.968.9265 to provide notification to the university. The on-duty Control Center operator will immediately make appropriate university notifications according to protocols established by the university;
- c) File an [Incident Report](#) with the Department of Risk Management and Safety immediately, or as soon as reasonably possible, upon return to the university; and
- d) Provide all additional information about the accident or emergency requested by the university.

8. ADDITIONAL REQUIREMENTS

In addition to ensuring the safety and welfare of university students, requirements and procedures outlined herein are also designed to aid the university in required compliance with the *Jeanne Clery Act (Clery Act)*. Certain student travel information collected by the university during the student travel registration process is necessary for required *Clery Act*

reporting. Therefore, timely and complete required documentation and information outlined herein is necessary for the university's compliance with the *Clery Act*.

Related Statutes, Policies, or Requirements

[System Policy 13.04, Student Travel](#)

[Texas Education Code 51.950](#)

[System Regulation 61.99.01, Retention of State Records](#)

[Tarleton SAP 61.99.01.T0.01, Records Management](#)

[The Jeanne Clery Act](#)

Contact Office

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254.968.9415