

13.04.99.D1 Student Travel

Approved: May 28, 2010
Revised: June 17, 2013
Revised: February 12, 2016
Revised: August 5, 2019
Next Scheduled Review: August 5, 2024



Rule Summary

Texas A&M University-Central Texas (A&M-Central Texas) is supportive of student activities both on and off campus and recognizes the safety of its students is of utmost importance. The purpose of this rule is to promote the health and welfare of A&M-Central Texas undergraduate, graduate, and professional students by regulating student travel.

Definitions

An **event or activity organized by the university** is one that is initiated, planned and organized by a University faculty or staff member or by a recognized student organization and approved in accordance with applicable university requirements.

An **event or activity sponsored by the university** is one the university sponsors by providing funding or sending students to participate as official representatives of the university.

Student travel shall be defined as travel undertaken by one or more students enrolled in the university at the time of travel to reach an activity organized, sponsored, required, and/or funded, in whole or in part, by the university that is located more than 25 miles from the university.

Rule

1. GENERAL

- 1.1. Students traveling on behalf of A&M-Central Texas must obtain prior approval through the Office of Student & Civic Engagement that is:
- (a) Funded, in whole or in part, by the university; and,
 - (b) Travel is undertaken using a vehicle owned or leased by the university; or
 - (c) Required by a student organization recognized at the University; or
 - (d) Any international travel for a university purpose, regardless of credit or funding.

Types of activities and events covered by this rule include course-related field trips, activities of sponsored student organizations, campus recreation sport club trips, and meetings of academic organizations where a student is officially representing the university.

This rule does not apply to student travel to engage in student teaching, internships, clinical rotations, practicums, observations or research, unless the research is organized by a member of the faculty. However, in these cases, students are encouraged to follow the safety provisions set out in this rule and SAP 13.04.99.D1.01, *Student Travel Procedures*.

2. TRAVEL NOTIFICATION

To ensure the university has necessary information in the event of a critical incident, written notification of student travel must be provided prior to departure to the following:

2.1. The university department, unit, or student organization advisor, and

2.2. The applicable University Student Engagement Database.

- Travel notification and request should be completed utilizing the Travel Information Form provided by Student & Civic Engagement
 - All domestic student travel by members of a recognized student organization must be entered into the student engagement database.

3. SAFETY GUIDELINES

3.1. 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 set forth in 13.04.99.D1.01 *Student Travel Procedures*, according to the specific mode of travel involved and travel conditions.

3.1.1. Possible Modes of Travel

- Rental vehicles: Students traveling using rental vehicles must comply and abide with all university and rental provider rules, regulations, and stipulations.
- Vans: Only vans with a standard maximum capacity of 10 passengers or fewer shall be approved for travel. Nothing may be loaded on top of the van and all cargo should be loaded evenly, not to be stacked higher than seat level.
- Personal Vehicles: The driver must have adequate motor vehicle insurance and the vehicle must meet all state safety and registration requirements.
- Commercial Carrier: Students traveling by commercial transportation must comply with all rules specific to the carrier. This includes laws and regulations regarding carry-on luggage and weight restrictions.

3.2. Operators and occupants must abide by all federal and state laws. In accordance with state law, drivers and passengers must use seat belts or other available safety restraints.

3.3. Operators must possess a valid state issued driver's license that is appropriate for the classification of vehicle that is driven.

3.4. Operators must be at least 18 years old. If traveling by rental vehicle, operators must be age eligible.

- 3.5. Operators transporting students must have completed A&M-Central Texas driver training program.
- 3.5.1. The driver training program must be completed annually and in the presence of Office of Student & Civic Engagement staff.
- 3.6. Drivers, occupants, and their luggage should not exceed the vehicle manufacturer's recommended capacity.
- 3.7. Operator fatigue should be considered when selecting operators and drivers should drive no more than 10 hours during a 24-hour period. On lengthy trips, alternate drivers should be used to avoid fatigue.
- 3.8. Due to liability for personal injury, the university strongly discourages the use of personal vehicles when transporting students. It is the university preference that a rental vehicle be used to transport students and the drivers must have taken the driver safety course (DST). Contact the Office of Student Engagement 254-519-5496 to register for the DST course.

4. ADDITIONAL STANDARDS

- 4.1. This rule, in conjunction with University Procedure 13.04.99.D1.01 *Student Travel Procedure*, is considered to be a minimum standard for organized student travel. Division, department, 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.

Related Statutes, Policies, or Requirements

System Policy [13.04, Student Travel](#)
University Procedure 13.04.99.D1.01 *Student Travel Procedure*
Texas Education Code § 51.590

Contact Office

Office of Student & Civic Engagement
(254) 519-5496