



## UP 13.04.99.H1.01 Student Travel

Approved: October 2014

Revised: 3/28/2022

Next Scheduled Review: March 2027

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### Procedure Summary

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Texas A&M University-Texarkana (A&M-Texarkana) is committed to providing students a safe university experience and requires safe conduct when traveling to and from university activities or events. This procedure has been developed to provide guidance and clear instruction for students, faculty, and staff members involved in student travel. This procedure also ensures that all necessary information is collected to monitor Student Travel activities for compliance with Clery reporting.

This procedure implements [System Policy 13.04, Student Travel](#) and [University Rule 13.04.99.H1, Student Travel](#).

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### Definitions

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**Student Travel** – Travel by an enrolled A&M University-Texarkana student that exceeds 25 miles from campus for an activity that is organized, sponsored by the university AND is either funded by the university using a vehicle owned or leased by the university OR required by an organization properly registered at the university including, but not limited to, travel under the scope direction or election of a college, department, class, university office athletic team, learning community, study abroad program, student organization or their representatives. This Procedure does NOT apply to student travel for student teaching, internships, clinicals, practicums, observations, or research where the normal educational activity occurs away from the A&M University – Texarkana campus unless the actual travel is organized by the University.

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### Procedures and Responsibilities

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#### 1. GENERAL

This document serves to provide procedures and general safety expectations for student travel as defined in Definitions with the exception of the Athletic Department. Procedures for Athletic Travel can be found in [University Procedure 13.04.99.H1.02, Athletic Travel](#).

## 2. RESPONSIBILITIES

- 2.1 The Director of the university department sponsoring the student travel is responsible for appointing a Travel Coordinator.
- 2.2 The Travel Coordinator may be a university employee or student and may serve as an approved Driver for the same trip. The Travel Coordinator shall assume the following responsibilities:
  - 2.2.1 If for a Student Organization - completing and submitting the university [Student Travel Worksheet](#) via DocuSign a minimum of two weeks prior to travel commencement;
  - 2.2.2 Arranging logistics for the trip. For trips using Concur, the Travel Classification must be selected as 'Student – Domestic Travel;'
  - 2.2.3 Completing the [Clery Travel Form](#) for any overnight travel and forwarding to the Clery Coordinator.
  - 2.2.4 Ensuring that pre-travel conditions designated in the [A&M System Policy 13.04, Student Travel](#), the [University Rule 13.04.99.H1, Student Travel](#), and these student travel procedures are followed prior to commencement of travel. This includes all insurance and training documentation.
  - 2.2.5 Ensuring that the Participant Waiver of Indemnification, Medical Treatment, and Medical History (See Appendix) is completed for each student traveler
    - 2.2.5.1 For Student Organization travel: this form must be on file in the Student Life Department office prior to the commencement of travel;
    - 2.2.5.2 For travel arranged by any other department: this form must be on file in that department or attached to the Concur trip record for record keeping
  - 2.2.6 For travel arranged by any department outside of student life, attaching a full roster of travelers to the Concur trip record
  - 2.2.7 Ensuring that each Travel Coordinator/approved Driver transporting students is equipped with:
    - 2.2.7.1 A copy of this Texas A&M University-Texarkana Student Travel Procedures
    - 2.2.7.2 A cell phone that includes the cell telephone number of the A&M-Texarkana University emergency number
    - 2.2.7.3 A copy of the completed Participant Waiver of Indemnification, Medical Treatment, and Medical History for student passengers (See section 4 below)

2.2.7.4 Car registration and insurance information (for university-owned vehicles)

2.3 University employees and students may be approved as Drivers. **However, students may not be approved as Drivers of university-owned vehicles.** In the case of emergency circumstances that render an approved Driver unable to drive while on student travel, this requirement may be waived by the Travel Coordinator or the A&M-Texarkana University Chief of Police. For trips exceeding 500 miles one way, a minimum of two approved Drivers are required for each vehicle. When multiple Drivers of a vehicle are appointed, one shall be named as Lead Driver.

2.3.1 Employees and students who are approved as Drivers must meet the following requirements:

2.3.1.1 Be at least 18 years of age;

2.3.1.2 Possess a valid driver's license; (Any change in an approved driver's license endorsements or restrictions that are not reflected on the hard copy must be reported to the Travel Coordinator during the approval process or prior to commencement of travel, as applicable.)

2.3.1.3 Provide proof of personal automobile insurance coverage required by the State of Texas; and

2.3.1.4 Pass a driver's history check conducted by the A&M-Texarkana University Police. (Any changes to the driver's history that occur after the history check but prior to the commencement of the trip must be reported to the Travel Coordinator for reevaluation of the driver's history).

2.3.2 Student Drivers who transport other students in personal vehicles must meet the requirements outlined in 1.1-1.4 and show proof of current automobile registration and safety inspection prior to commencement of travel.

2.4 As representatives of A&M-Texarkana, all Students are expected to conduct themselves in an appropriate manner during university-sponsored trips. Any report of student code of conduct violations will be subject to applicable disciplinary actions.

### 3. APPROVED MODES OF TRANSPORTATION

University-sponsored student travel may be conducted via university-owned, personal, contracted, and/or commercial modes of travel:

3.1 Listed below are the traditional means of travel available to students:

3.1.1 University-owned vehicles (*only University employees may be approved as Drivers*)

3.1.2 University leased or rented vehicles, including charter vehicles

3.1.3 Personal or Privately-owned vehicles

Use of personal or privately-owned vehicles is discouraged and must be approved in advance of the trip. Personal vehicles should only be considered when necessary to fulfill the mission of the trip.

3.2 Students traveling by contracted transportation must comply with all conditions set forth in the contract between the university and the carrier.

3.3 Students traveling by commercial transportation must comply with all laws regulating travel and the rules of the specific carrier.

#### **4. WAIVER AND RELEASE FORMS**

Students who participate in travel related to academic course requirements (e.g. field trips), or their required assigned duties as a University employee (e.g. research data collection, off site training) shall not be required to sign a waiver or release in relation to that travel.

Students who voluntarily participate in elective university-sponsored travel must complete the Participant Waiver of Indemnification, Medical Treatment, and Medical History (See Appendix) verifying that they understand and accept the risks involved in participating in the travel activity and assume responsibility for their behavior. The form requires the signature of the parent or guardian of a student under the age of eighteen (18). If not attached to the Concur Travel Record, originals of completed forms shall be retained in the office of the department sponsoring the travel for a minimum of two years after completion of the travel activity.

#### **5. VEHICLE SAFETY PROCEDURES**

5.1 All Drivers shall abide by the following safety procedures:

5.1.1 Do not use cell phones while operating a moving vehicle;

5.1.2 Allow only approved Drivers to drive the vehicle except under emergency situations; (See Section 1.3)

5.1.3 Obey all local, state, and federal traffic laws. (Drivers are responsible for any and all traffic or parking tickets.)

5.1.4 Remain free from the influence of alcohol or illegal drugs;

5.1.5 Do not possess or transport alcohol, illegal drugs, firearms, or weapons within the vehicle;

- 5.1.6 Seat belts are required to be worn by all passengers at all times while the vehicle is in motion, thereby limiting the number of passengers to the number of seat belts;
- 5.1.7 Avoid distracting or aggressive behavior (e.g., racing, horseplay);
- 5.1.8 Avoid driving when conditions are hazardous (e.g., fog, heavy rain, snow, ice, etc.);
- 5.1.9 Plan routes in advance. Stop every 2-2½ hours for a driver's rest break. Avoid driving between the hours of midnight and 6 a.m.;
- 5.1.10 Alternate drivers no less frequently than every 500 miles;
- 5.1.11 Avoid taking medication prior to driving, especially if the label warns against operating a vehicle while taking medication; and
- 5.1.12 Require a passenger or a second Driver to ride in the front passenger seat and remain awake at all times.

## **6. EMERGENCY PROCEDURES**

- 6.1 If the vehicle is involved in an accident, the Lead Driver is responsible for following designated emergency procedures:
  - 6.1.1 Stop immediately and notify the local police or call 911.
  - 6.1.2 Notify the A&M-Texarkana University Police Department at 903-334-6611 or the A&M Texarkana University Chief of Police at 903-278-3709 as soon as the situation is stable and safe.
  - 6.1.3 Complete a police report (necessary for insurance purposes).
  - 6.1.4 Obtain the names and addresses of all witnesses.
  - 6.1.5 Do not make any statement regarding who is at fault, nor should you make any offers to pay damages. Fault or legal liability will be determined by the appropriate authorities.
  - 6.1.6 If a leased vehicle is involved in an accident, contact the rental company immediately.
- 6.2 If someone is injured in the accident:
  - 6.2.1 Call 911 immediately and obtain medical attention.

- 6.2.2 Consult an injured passenger's medical release form (See Participant Waiver of Indemnification, Medical Treatment, and Medical History) for any special needs.
- 6.3 If a vehicle breakdown occurs, call the DPS Non-Emergency Roadside Assistance at 800-525-5555 (also \*DPS on many wireless phones).

## **7. ADDITIONAL STUDENT TRAVEL GUIDELINES**

Departments, units, and/or student organizations may request that additional student travel standards or guidelines be enforced to address the unique requirements associated with a particular type of organized student travel. Any additional standards or guidelines must be shared with the Travel Coordinator and provided to the Lead Driver as part of the information required to be carried during travel.

## **8. WAIVER TO STUDENT TRAVEL GUIDELINES**

Any waivers to the A&M-Texarkana Student Travel Guidelines must be approved by the appropriate Vice President or President.

## **9. INTERNATIONAL TRAVEL**

- 9.1 All international student travel must adhere to this procedure and must also be registered in the International Studies Office.
- 9.2 Students traveling internationally must participate in destination-specific travel safety orientation.
- 9.3 Students traveling internationally must purchase specific travel insurance including political and natural disaster evacuation coverage.
- 9.4 Students traveling internationally must carry information providing them the location of the nearest U.S. Embassy and/or Consulate and hospital to the destination(s).

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## Related Statutes, Policies, or Requirements

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[System Policy 13.04, \*Student Travel\*](#)

[University Rule 13.04.99.H1, \*Student Travel\*](#)

[University Procedure 13.02.99.H1.02, \*Athletic Student Travel\*](#)

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## Appendix

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[Student Travel Worksheet](#)

[Clery Travel Form](#)

[Participant Waiver of Indemnification, Medical Treatment, and Medical History](#) (located in DocuSign templates for routing)

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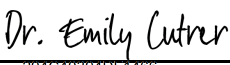
## Contact Office

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Assistant Vice President of Student Affairs  
(903) 223-3062

Department of Risk Management  
(903) 334-6755

Approved:

DocuSigned by:  


3/28/2022

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Emily F. Cutrer, Ph.D.  
President, Texas A&M University-Texarkana

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Date