



## 13.04.99.H1 Student Travel

Approved	June 2013
Revised	March 31, 2022
Next Scheduled Review	March 31, 2027

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### Rule Summary

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Texas A&M University-Texarkana is supportive of student travel and recognizes that the safety of students is of the utmost importance. Drivers of vehicles in which students are transported for official university business must adhere to specific safety guidelines.

As required by [System Policy 13.04, Student Travel](#), this rule provides safety expectations for all student travel that exceeds 25 miles from campus for an activity that is organized and sponsored by the University and that is:

- funded by the University and travel is undertaken using a vehicle owned or leased by the University; or
- required by an organization properly registered at the University.

This rule applies to travel by car, truck, van, bus, and airplane. It must be read in conjunction with [University Procedure 13.04.99.H1.01 Student Travel](#) or [University Procedure 13.04.99.H1.02, Athletic Student Travel](#), as appropriate.

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### Procedures and Responsibilities

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#### 1. GENERAL

This document serves as a minimum standard for basic safety guidelines. Departments, units, and/or student organizations may mandate additional standards as necessary to address unique requirements of the particular travel conditions and situations.

University employees who authorize students to drive non-university owned or leased vehicles are responsible for ensuring students have the appropriate licenses, insurance, and other documents required to drive the particular vehicle.

If foreign travel is involved, travel notification and registration must be completed with the International Studies Office.

## 2. 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.

a. **Personal or University Owned/Leased/Rented Motor Vehicle** – All drivers operating vehicles must follow the specific requirements for the particular vehicle as outlined in University Procedure 13.04.99.H1.01 *Student Travel*. At a bare minimum, all drivers must:

- Possess a valid government issued driver's license
- Possess personal automobile insurance coverage
- Ensure that the vehicle in use has a current state inspection and registration as required by the state of its registration.

b. **Commercial Travel** – Students traveling by commercial transportation (motor coach, airliner, train, boat, ferry, etc) whether domestic or international, must comply with all laws regulating travel and the rules of the specific carrier.

## 3. TRAVEL SAFETY

Drivers and riders shall abide by the following safety guidelines.

- 3.1. In accordance with state law, drivers must use seat belts or other available safety restraints and require all passengers to do likewise.
- 3.2. Drivers, occupants and their luggage must not exceed the official maximum capacity of the vehicle used.
- 3.3. Drivers must possess a valid driver's license that is appropriate for the classification of vehicle being driven.
- 3.4. Operator fatigue must be considered when selecting drivers. On trips over 500 miles one-way, alternate drivers must be used to avoid fatigue.

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## Related Statutes, Policies, or Requirements

[System Policy 13.04 Student Travel](#)

[University Procedure 13.04.99.H1.01 Student Travel](#)

[University Procedure 13.04.99.H1.02, Athletic Student Travel](#)

[Texas Education Code §51.950](#)

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## Contact Offices

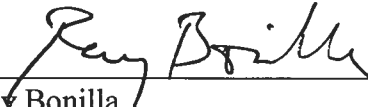
Office of Risk Management  
903-334-6755

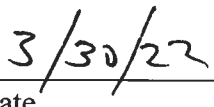
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## System Approvals

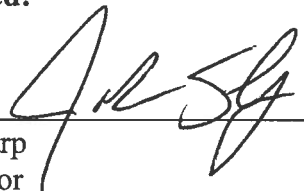
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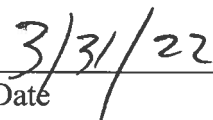
### Approved for Legal Sufficiency:

  
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Ray Bonilla  
General Counsel

  
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Date

### Approved:

  
\_\_\_\_\_  
John Sharp  
Chancellor

  
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Date