



## 13.04.99.H1 Student Travel

Approved  
Next Scheduled Review

June 2013  
June 2018

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### Rule Statement

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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.

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### Reason for Rule

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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
- 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 Student Travel Procedures.

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### Procedures and Responsibilities

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#### 1. TRAVEL SAFETY GUIDELINES

Drivers and riders shall abide by the following safety guidelines.

- 1.1. In accordance with State law, drivers must use seat belts or other available safety restraints and require all passengers to do likewise.
- 1.2. Drivers, occupants and their luggage must not exceed the official maximum capacity of the vehicle used.
- 1.3. Drivers must possess a valid driver's license that is appropriate for the classification of vehicle being driven.

- 1.4. Operator fatigue must be considered when selecting drivers. On trips over 500 miles one way, alternate drivers must be used to avoid fatigue.
  - 1.5. Drivers must have completed A&M-Texarkana's driver training program.
  - 1.6. Drivers must notify the University of any change in driving record within five business days.
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## **Related Statutes, Policies, or Requirements**

[System Policy 13.04 Student Travel](#)  
[Texas Education Code §51.950](#)

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## **Contact Offices**

Student Life  
903-223-3116

Office of Environmental Health & Safety  
903-334-6618

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