

Texas A&M University-San Antonio

13.04.99.01 Student Travel

Approved: May 28, 2010 (Board of Regents Approval)

Reviewed: January 2013

Revised: February 2015

May 13, 2021

Next Scheduled Review: May 13, 2026

Rule Statement

This rule is designed to promote the health and safety of Texas A&M University-San Antonio (A&M-SA) students by regulating travel that occurs by one or more currently registered university students that are enrolled at the university to reach an event organized or sponsored by the university and that is located more than 25 miles from the university.

Reason for Rule

This rule is required by System Policy [*13.04, Student Travel*](#).

Procedures and Responsibilities

1. GENERAL

- 1.1. Organized 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 of this procedure according to the specific mode of travel involved and travel conditions.
- 1.2. Divisions, departments, units, university programs, and student organizations sponsoring organized student travel are responsible for ensuring that the students have a valid Texas, other state, or international driver's license.

2. INTERNATIONAL TRAVEL

- 2.1. All international travel/study abroad related travel must be coordinated and approved through the Study Abroad Office. All international student travel paperwork must be submitted to that office according to their deadlines. The Study Abroad Office will assist departments, programs, and organizations in complying with all travel guidelines and/or international travel warnings from the State Department during the planning process to ensure all safety and additional travel steps are completed.

- 2.2. The trip organizer should inform travelers of all international travel guidelines regarding immunizations, political conditions, and other health and safety issues before traveling. All travelers are responsible for ensuring compliance with these requirements. It is important to remember that all international students will need visas to enter another country or to return to the United States. If traveling to sites near the border, international students must bring their passports and visas as there will be border checkpoints.
- 2.3. For more information on international travel, it is recommended that groups visit the U.S. Department of State's web site regarding international travel: http://travel.state.gov/travel/travel_1744.html

3. DOMESTIC TRAVEL

- 3.1. In compliance with state law and System Policy 13.04, Student Travel, the following provisions apply to any student who travels more than 25 miles from campus to an activity or event that is organized or sponsored by the university (including, but not limited to, travel under the scope and/or direction of a college, department, class, office, learning community, study abroad program, registered organization, or their representatives) which meets at least one of the following criteria:
 - 3.1.1. (a) The travel is organized through or funded by the university; or
 - 3.1.2. (b) The travel will use a vehicle owned or leased by the university; or
 - 3.1.3. (c) The travel is organized and/or funded by a student organization registered at the university.
- 3.2. These provisions apply to faculty, staff and students who engage in transporting students off campus on any university business or related travel activities, except as noted in 3.3 and 3.4, below. It is the responsibility of the entity (e.g., university department, recognized student organization, academic program, etc.) that sponsors the organized student travel to assure compliance with these procedures.
- 3.3. This rule is not applicable to students who are responsible for their own transportation to an off campus site (e.g., internships, practicum experiences, clinical and/or student teaching sites).
- 3.4. This rule is not applicable to students traveling due to participation on an intercollegiate athletic team or support personnel. Athletic team related travel is coordinated monitored and tracked through the Department of Athletics' policies and procedures.
- 3.5. These regulations are considered a minimum standard; departments may mandate additional procedures to address the unique requirements associated with a particular type of organized student travel. Departments or units should submit proposals for additional standards through the chain of command to the appropriate vice president.

4. TRAVEL SAFETY GUIDELINES

- 4.1. Students must comply with the Student Code of Conduct at all times.

- 4.2. Drivers and passengers 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.
- 4.3. Drivers and passengers must comply with all applicable traffic laws and regulations. Drivers should act responsibly and use sound judgment. General Driving Safety Recommendations
 - 4.3.1. Plan routes in advance, and carpool/caravan when possible.
 - 4.3.2. The length of the trip should be considered when selecting the number of drivers needed. See 4.5 (Driver Fatigue) below for more details.
 - 4.3.3. Notify a designated contact person upon departure and arrival.
 - 4.3.4. Drivers must be 18 years of age or older (or meet the rental company's age requirement) and possess a valid driver's license that is appropriate for the classification of vehicle being driven. Vehicles must have all insurance coverage as mandated by the State of Texas, and must have a current state inspection and registration.
- 4.4. Vehicle operation Safety:
 - 4.4.1. Drivers and passengers must wear seat belts at all times. The number of occupants in the vehicle must not exceed the number of working seat belts in the vehicle.
 - 4.4.2. Drivers must not smoke or drive under the influence of alcohol or illegal drugs. Possession and/or transportation of alcoholic beverages, illegal drugs, unauthorized firearms or other types of weapons are prohibited.
 - 4.4.3. Loading of the vehicle should be done in accordance with the vehicle manufacturers' recommendations. Drivers, occupants, and luggage shall not exceed the vehicle manufacturer's recommended capacity.
 - 4.4.4. Occupants and driver of the vehicle must comply with all the university travel guidelines.
 - 4.4.5. Drivers will comply with all applicable traffic laws, posted speed limits and regulations at all times, avoid horseplay, racing and/or other aggressive behavior.
 - 4.4.6. The driver shall confront rowdy or disorderly behavior by the passengers that may cause driver distractions.
 - 4.4.7. Use of radar/laser detection devices is prohibited in the vehicle.
 - 4.4.8. Use of headphones or earphones by the driver is prohibited.
 - 4.4.9. Use of a cellular/mobile phone must be limited by the driver, and must comply with all applicable local laws/ordinances.
- 4.5. Driver fatigue should be considered when selecting drivers. On lengthy trips, alternate drivers should be used to avoid fatigue. To avoid driver fatigue, follow the below guidelines:
 - 4.5.1. Begin the trip well rested.
 - 4.5.2. If there are two or more drivers per vehicle, drivers should rotate every two hours, and divide the trip into segments to allow for stops to rest [limiting travel to ten (10) hours in a twenty-four (24) hour period].
 - 4.5.3. If a driver is traveling alone or is a sole driver, the driver should consider limiting the distance traveled to 400 miles and/or 8 hours per day and taking a thirty (30) minute rest break for every four (4) hours of driving.

- 4.5.4. Schedule trips during normal waking hours. Establish a reasonable arrival time to the activity or event. Should avoid traveling between the hours of 11:00 p.m. and 6:00 a.m. unless there is an emergency (including, but not limited to, a health concern, injury, accident, natural disaster).
- 4.5.5. Avoid medication before driving, especially if the label warns against operating vehicles while taking medication.
- 4.5.6. Avoid taking any type of drug to stay awake.
- 4.5.7. If traveling with others, it is recommended that a passenger ride in the front seat and remain awake at all times.
- 4.5.8. It is recommended that drivers of all vehicles, including privately owned vehicles used on official business, travel with an Emergency Road Kit (first aid kit, flashlight, fire extinguisher, and traffic control devices such as roadside reflectors and flares). It is further recommended that groups traveling have someone who is certified in CPR/First Aid, have emergency supplies of food and water, have access to physical maps for the area in which they are traveling, and have a cellular phone.
- 4.5.9. Avoid driving when conditions are hazardous (this includes but is not limited to fog, heavy rain, snow or ice conditions), and be prepared to pause the trip or check into a motel should fatigue and travel conditions warrant. If travel time/driving hours are more than ten (10) hours to reach the point of destination, the driver should obtain and use overnight lodging in an appropriate hotel/motel to avoid driver fatigue.

5. MODES OF TRAVEL

Mode of transportation will be determined by the sponsor and will be the most cost effective for the University. Listed below are the traditional means of travel available to students:

- 5.1. Rental Vehicles: Students traveling using rental vehicles must comply and abide with all University and rental provider rules, regulations, and stipulations.
- 5.2. Vans: Vans with a standard maximum capacity of 10 passengers must carry no more than 10 passengers (including the driver). Nothing may be loaded on top of the van, and all cargo should be loaded evenly not to be stacked higher than seat level.
- 5.3. Personal or Privately-owned Vehicles
 - 5.3.1. Students driving personal or privately owned vehicles for organized student travel within the United States must have a valid Texas or other state driver's license and possess personal automobile insurance coverage as mandated by the state of Texas, and their vehicles must have a current state inspection and registration.
 - 5.3.2. Students must comply with all laws regulating travel. This includes, but is not limited to local, federal, international laws and regulations assigned by median of transportation.
- 5.4. Commercial Carrier (air travel, charter travel, boat, ferry and/or rail travel): Students traveling by commercial transportation must comply with all international, federal, state and/or local laws regulating the mode of travel and the rules specific to the carrier. This includes laws

and regulations regarding carry-on luggage and weight restrictions. When arranging commercial travel, an official state travel card should be used for the purposes of the additional insurance coverage provided by the travel card.

6. TRAVEL REQUIREMENTS

- 6.1. It is recommended that a designated advisor, staff member(s) and/or faculty accompany each student travel group. In the event that an advisor, staff member(s) and/or faculty cannot attend the function with the student group, the group should become familiar with expectations for behavior and all procedures pertaining to student travel. Travelers must adhere to all federal, state and local laws and ordinances, as well as adhere to the Student Code of Conduct. The group should plan its itinerary in a manner that divides the trip into reasonable segments, avoids driver fatigue, and incorporates the necessary safety precautions.
- 6.2. The following documents are required for all student travel. These forms can be found on the JagSync portal under Forms. <https://tamusa.campuslabs.com/engage/>
 - a. Trip Itinerary
 - b. Travel Passenger List
 - c. Clery Act Student Travel Form (for overnight travel)
 - d. Emergency Information for each participant
 - e. Assumption of Risk Indemnification Agreement form for each participant
 - f. Proof of insurance (international travel)
 - g. Copy of passport (international travel)
- 6.3. Access to Student Travel Forms
 - 6.3.1. Student Travel forms can be submitted online via the student engagement portal JagSync.
 - 6.3.2. Faculty and/or staff accompanying students as part of their university duties must complete and submit their travel request in Concur.
- 6.4. Travel Notification – Divisions, departments, units, university programs, and student organizations sponsoring student travel must submit the required documentation online via JagSync at least ten (10) business days in advance of the trip.

7. EMERGENCY PROCEDURES

In all emergencies, including Minor Emergencies (no one seriously injured) and Major Emergencies (serious injuries and deaths), the following must be adhered to by the organizer of the trip or advisor of the student organization:

- 7.1. Contact local Emergency Medical Services. In the United States contact 911 and local law enforcement.
- 7.2. If possible and you have appropriate training, render appropriate medical aid until local authorities arrive.

- 7.3. The following information will need to be obtained from the other driver in the event of an automobile accident:
 - 7.3.1. Driver's name & contact information (phone number, email, etc.);
 - 7.3.2. Year of vehicle;
 - 7.3.3. Make and model of vehicle;
 - 7.3.4. Color of vehicle;
 - 7.3.5. License plate number;
 - 7.3.6. Driver's license number;
 - 7.3.7. Insurance information; and
 - 7.3.8. Name, phone number and address of all witnesses.
- 7.4. Do not make any statement, oral or written, as to who was at fault. Any admission of fault may impair the insurer's ability to defend a case of questionable legal liability. The appropriate legal authority will decide fault or liability.
- 7.5 Contact the University Police Department (210) 784-1900 with details of the incident, state of the victim(s), location of accident, location of hospital(s), etc. The University Police will contact the Vice President for Student Success and Engagement or designee and the Vice President for Business Affairs. The Vice President for Student Success and Engagement or designee will contact all appropriate individuals to include the President and Vice President for Advancement and External Relations.
- 7.6 The Emergency Contact Person must be notified of the incident.
- 7.7 Contact insurance carrier as soon as possible.
- 7.8 At all times refer all questions from the media to the Office of Marketing and Communications
- 7.9 Upon return to campus, meet with University Police Department personnel to discuss details of the incident. Complete an Incident Report to the office of Student Engagement and Success.
- 7.10 If a university vehicle is involved in an accident and it is inoperable, the driver should contact the University Police Department at (210)-784-1900 for instructions.
- 7.11 If a rental vehicle is in an accident, contact the rental agency for instructions.
- 7.12 If a vehicle in an accident must be towed, remove any keys, fuel/credit cards and all personal property, which might be lost or stolen.

Related Statutes, Policies, or Requirements

TAMUS Policy [13.04, Student Travel](#)

[Tex. Educ. Code 51.950](#)

Definitions

Student Organization - a group of currently enrolled students sharing a common goal or interest, who have properly completed the necessary recognition forms and agree to adhere to all policy established by the University.

Student Organization Event - any event coordinated, facilitated, and/or funded by a recognized student organization at the University. The event is widely associated with the organization and may or may not be open to non- members of the organization.

University Event - any event coordinated, facilitated, and/or funded by an entity/department of the University. The event may or may not be open to non- members of the organization.


Sponsored - if attendance at events is contingent on student status with the University then this Procedure applies.

Contact Office

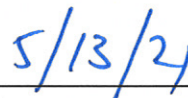
Office of the Vice President for Student Success and Engagement 210) 784-1371

System Approvals

Approved for Legal Sufficiency:

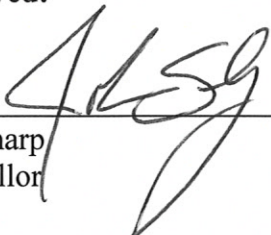


Ray Bonilla
General Counsel



Date

Approved:



John Sharp
Chancellor



Date