

# Student Travel Policy for Registered Student Organizations

<b>Section:</b>	II: Student Affairs
<b>Chapter:</b>	12
<b>Date Updated:</b>	December 9, 2016

## 12.1 Policy Statement

It is the policy of the University to promote safe travel by members of its registered student organizations to certain events and activities.

## 12.2 Scope

This policy applies to the travel of student members of a registered student organization when:

- a. the organization requires its student members to attend an activity or event; and
- b. the activity or event occurs more than twenty-five (25) miles from the campus of the University.

## 12.3 Trip Approval Requirements

12.3.1 Registered student organizations whose student members travel to and from events or activities that are covered under this policy must comply with all applicable federal or State law or regulations or guidelines promulgated by the University, including yet not limited to those policies and procedures established in the Student Travel Policy for University Organized or Sponsored Events of the University Handbook of Operating Procedures.

12.3.2 Registered student organizations whose student members travel to and from events or activities that are covered under this policy must obtain prior approval for such travel from the Student Engagement and Leadership Center (SELC) with final approval by the Dean of Students.

12.3.3 To obtain approval, the registered student organization must submit a completed Student Travel Request Authorization Form to the Student Engagement and Leadership Center (SELC). Whenever possible, the request should be submitted at least five (5) working days prior to the proposed travel.

12.3.4 The following information/documents must be submitted along with the Student Travel Request Authorization form:

- a. A list with the names, local addresses, phone numbers and the name and number of an emergency contact for each Student participant;

- b. The name and phone number for the responsible University employee(s) who will be available to the students at all time during the travel and activity regardless of the responsible University employee(s) intent to attend the activity or event.
- c. Copies of valid driver's licenses issued by the state where the licensees permanently reside that are not currently suspended or revoked for any students who will operate motor vehicles;
- d. Copies of current medical insurance certificates, or a copy of both sides of a current group insurance membership card valid for use at medical facilities in the United States for domestic travel, for each person who wishes to participate in the activity or event, or statements that individual students do not have medical insurance. The purchase of a short-term Student Field Trip Insurance for domestic travel can be arranged by the Student Engagement and Leadership Center (SELC) and the Dean of Students on behalf of students who do not have, or cannot verify, current medical coverage or for students who wish to have a secondary medical insurance policy for the activity or event. Information concerning this coverage is available from the [Office of Vice President for Business Affairs](#).
- e. Completed and signed [Release and Indemnification Agreements](#) for each participant.

## **12.4 Travel by Motor Vehicle**

### 12.4.1 Compliance with Laws and Policies

12.4.1.1 Motor vehicles used for travel or activities covered by this policy must carry current auto liability insurance that meets the minimum requirements in the state in which the vehicle is registered.

12.4.1.2 Motor vehicles used for travel or activities covered under this policy must comply with the requirements of [The University of Texas System Administration Policy UTS157, Automobile Insurance Coverage for Officers and Employees and General Requirements for the Use of Vehicles \(U.T. System Policy UTS157\)](#).

### 12.4.2 Vehicle Operator Requirements

12.4.2.1 All students who may operate vehicles while engaged in travel or activities covered under this policy must have a valid driver's license issued by the state where they permanently reside that is not currently suspended or revoked and be trained as required by law to drive the vehicle that will be used, as well as comply with applicable requirements of [U.T. System Policy UTS157](#).

12.4.2.2 Operators of motor vehicles shall comply with all laws, regulations and posted signs or directions regarding speed and traffic control and shall not operate the vehicle for a continuous period that is longer than the maximum provided guidelines promulgated by federal law or the regulations and guidelines promulgated by the University below, whichever is lower, without scheduled rest stops or overnight stops.

12.4.2.3 Operators shall take a mandatory 30 minute rest break every four hours of driving time;

12.4.2.4 Operators shall drive no more than ten hours in any 24 hour period;

12.4.2.5 Trips requiring more than ten hours of driving time to reach a point of destination shall include overnight lodging.

12.4.2.6 A navigator shall be assigned for all trips that are scheduled to take more than two hours; and the navigator shall remain awake while on duty.

#### 12.4.3 Safety Requirements for Both Operators and Passengers

12.4.3.1 Seat Belts. Occupants of motor vehicles shall use seat belts or other approved safety restraint devices required by law or regulation at all times when the vehicle is in operation.

12.4.3.2 Alcohol and Illegal Substances. Occupants of motor vehicles shall not possess, consume, or transport any alcoholic beverages or illegal substances.

12.4.3.3 Passenger Capacity. The total number of passengers in any vehicle at any time it is in operation shall not exceed the manufacturer's recommended capacity, or the number specified in applicable federal or State law or regulations, or applicable U. T. System policy, whichever is lower.

12.4.3.4 Insurance, Inspection, and Safety Devices. Each motor vehicle must have a current proof of liability insurance card and State inspection certification, be equipped with all safety devices or equipment required by federal or State law or regulation, and comply with all other applicable requirements of federal or State law or regulations and any applicable University and/or U.T. System Policy.

#### 12.5 Travel by Airplane

12.5.1 Student travel funded wholly by the University must comply with [University Travel Policy](#) related to the use of Contracted Travel Agencies for the purchase of airfare.

12.5.2 Student travel not funded wholly by the University is not bound to comply with the elements of the University Travel policy related to the use of Contracted Travel Agencies for the purchase of airfare.

#### 12.6 International Travel

12.6.1. In accordance with U.T. System policy, registration with International SOS is required, prior to departure, for all Students who travel internationally to an activity or event covered under this policy. Enrollment in International SOS triggers automatic enrollment in the international health coverage plan for students

12.6.2 Information regarding International SOS may be found at: <http://admin.utep.edu/Default.aspx?tabid=74205> .

12.6.3 Students must adhere to the University's International Travel Policy and Procedures. This includes submitting requests for exceptions to travel to destinations where the U. S. Department of State has issued a country-wide travel warning.