13.04.99.O1 Student Travel
Approved: May 28, 2010 (Board of Regents Approval)
Reviewed: January, 2013
Next Scheduled Review: January, 2015

Rule Statement

To establish rules necessary to regulate student travel and comply with applicable
system policy and the Texas Education Code.

Official Rule/ Responsibilities/ Process

1. GENERAL

1.1 Texas A&M University-San Antonio (TAMU-SA) is supportive of student
activities both on and off campus, but also recognizes that the safety of
its students is of the utmost importance. The requirements outlined in
this rule apply to travel that is more than 25 miles from campus to an
activity that is organized, sponsored and/or funded by the University or
by an organization properly registered at the University. Students
traveling on behalf of TAMU-SA must obtain prior approval through the
appropriate department. This rule applies to travel by car, truck, van,
bus, and airplane.

1.2 TAMU-SA may develop specific standard administrative procedures
regarding student travel in order to provide additional details to the
requirements listed below.

2. TRAVEL SAFETY GUIDELINES

2.1 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.

2.2 Drivers must be 18 years of age or older and possess a valid driver's
license that is appropriate for the classification of vehicle being driven.

2.3 Drivers, occupants, and their luggage should not exceed
the vehicle manufacturer's maximum recommended
capacity.
2.4. Driver fatigue should be considered when selecting drivers. On lengthy trips, alternate drivers should be used to avoid fatigue.

3. VEHICLE OPTIONS

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

3.1 Rental Vehicles: Students traveling using rental vehicles must comply and abide with all University and rental provider rules, regulations, and stipulations.

3.2 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.

3.3 Personal or Privately-owned Vehicles: 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. TAMU-SA employees may not transport students or student groups in their personal or privately-owned vehicles.

3.4 Commercial Carrier: Students traveling by commercial transportation must comply with all rules specific to the carrier. This includes laws and regulations regarding carry-on luggage and weight restrictions.

4. ADDITIONAL STANDARDS

4.1 This rule is considered to be a minimum standard. Divisions, departments, units, and/or student organizations may adopt additional standards as deemed necessary to address the unique requirements associated with a particular type of student travel.

Related Statutes, Policies, or Requirements

- System Policy 13.04 Student Travel
- TAMU-SA Procedure 13.04.99.O1.01 Student Travel

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