

## ***Texas A&M University-San Antonio***

### **13.04.99.O1.01 Student Travel**

Approved: May 4, 2012

Revised: June, 2014

Revised: February, 2015

Next Scheduled Review: February, 2020

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### **Procedure Statement**

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Texas A&M University-San Antonio must adopt a Procedure in conjunction with University Rule 13.04.99.O1 *Student Travel* to govern all academic and university sponsored student travel.

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### **Reason for Procedure**

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Texas A&M University-San Antonio (A&M-San Antonio) recognizes that the safety of its students is of the utmost importance. This Procedure governs organized student travel by one or more students in good standing presently enrolled at the University to an activity or event located more than 25 miles from the University or outside of the San Antonio metropolitan area, when the activity is sponsored and/or funded by the University or coordinated by a student organization properly registered at the University

This Procedure in conjunction with A&M-San Antonio Rule 13.04.99.O1 *Student Travel* is considered to be a minimum standard for organized student travel. Departments, units, and/or student organizations may mandate additional standards as deemed necessary to address the unique requirements associated with a particular type of organized student travel.

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### **Official Procedure**

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#### **1. RESPONSIBILITY**

- 1.1 It shall be the responsibility of the entity (e.g. the officially recognized student organization, academic program, University department, etc.) that sponsors the organized student travel to ensure compliance with this Procedure and associated Rule.
- 1.2 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.

- 1.3 Student organizations, University programs, and University departments sponsoring organized student travel outside the United States are responsible for ensuring that no State Department Travel Advisories exist which restrict travel by U.S. citizens to the destination. Information on travel safety can be obtained through the Office of Safety Risk and Emergency Management.
- 1.4 Those receiving funding from the University must comply with A&M-San Antonio Procedure 21.99.99.00.01 *Travel Procedure*. The sponsor is responsible for coordinating all travel as outlined with 21.99.99.00.01 *Travel Procedure* and complying with section 4.11.
- 1.5 Faculty and Staff will not transport any student or student group in their privately owned vehicle. Under certain circumstances staff and faculty may transport a student or student group in their privately owned vehicle with the approval from their division or department Vice President or Executive Team member. Faculty and Staff are authorized to transport a student in a University vehicle or a vehicle rented by the University.
- 1.6 These procedures do not apply to students who are responsible for their own transportation to an off-campus site where a class is meeting, who participate in travel related to academic course requirements (e.g., internships, field trips, clinical or student teaching sites).

## 2. TRAVEL REQUIREMENTS

- 2.1 The following documents are required for all organized student travel:
  - 2.1.1 Trip Itinerary
  - 2.1.2 Travel Passenger List
  - 2.1.3 Emergency Information for each participant
  - 2.1.4 Assumption of Risk Indemnification Agreement form for each participant
  - 2.1.5 Proof of insurance (international travel)
  - 2.1.6 Copy of passport (international travel)
- 2.2 Travel Notification – Organizations must turn in all required documentation at least ten (10) business days in advance to Student Engagement & Success.
- 2.3 Modes of Travel – Mode of transportation will be determined by the sponsor and will be the most cost effective for the University. The following are the most common modes of organized travel:
  - 2.3.1 Vehicles rented by the University

### 2.3.2 Student privately owned vehicles

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.

## 2.4 Travel Safety Guidelines

2.4.1 Drivers and passengers must comply with all applicable traffic laws and regulations. Drivers should act responsibly and use sound judgment.

2.4.2 Drivers must not drive under if impaired or under the influence or transport or possess alcoholic beverages, illegal drugs, unauthorized firearms or other types of weapons.

2.4.3 Drivers and passengers must wear seat belts at all times. The number of occupants in the vehicle must not exceed the number of seat belts.

2.4.4 Drivers must have a valid Texas driver's license. Vehicles must have all insurance coverage as mandated by the State of Texas, and must have a current state inspection and registration.

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

## 3. INTERNATIONAL TRAVEL RECOMMENDATION

3.1 The person organizing the trip 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.

3.2 Students participating in travel for curricular purposes (i.e. study abroad) must comply with procedures outlined by this procedure and any other international travel guidance.

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](http://travel.state.gov/travel/travel_1744.html)

## 4. EMERGENCY PROCEDURES

In all emergency situations, including Minor Emergency (no one seriously injured) and Major Emergency (serious injuries and deaths), the following must be followed:

- 4.1 Contact local Emergency Medical Services. In the United States contact 911 and local law enforcement.
- 4.2 Render appropriate medical aid until local authorities arrive.
- 4.3 The following information will need to be obtained from the other driver in the event of an automobile accident:
  - 4.3.1 Driver's name & contact information (phone number, email, etc.)
  - 4.3.2 Year of vehicle
  - 4.3.3 Make and model of vehicle
  - 4.3.4 Color of vehicle
  - 4.3.5 License plate number
  - 4.3.6 Driver's license number of the other driver
  - 4.3.7 Insurance information of other driver

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.

- 4.4 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 Affairs or designee and the Vice President for Finance & Administration. The Vice President for Student Affairs or designee will contact all appropriate individuals to include the President and Associate Vice President for University Communications.
- 4.5 The Emergency Contact Person must be notified of the incident.
- 4.6 Contact insurance carrier as soon as possible.
- 4.7 At all times refer all questions from the media to the Office of University Communications.
- 4.8 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.

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## Related Statutes, Policies, or Requirements

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TAMUS Policy [13.04 Student Travel](#)

A&M-San Antonio Rule [13.04.99.O1 Student Travel](#)

A&M-San Antonio Procedure [21.99.99.O0.01 Travel Procedure](#)

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## Forms

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Student Travel Packet - [See Student Engagement & Success](#)

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## Definitions

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**Campus** - all University-owned or leased property located in Bexar County, Texas, including Main, Brooks City-Base, TEEX, Educational Cultural Art Center (ECAC) and the Alamo University Center.

**Student Organization** - a group of students and/or alumni 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.

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## Contact Office

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Student Affairs, Student Engagement & Success (210) 784-1329

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