Texas A&M University-San Antonio

13.04.99.O1 Student Travel
Approved:  May 28, 2010 (Board of Regents Approval)
Reviewed:  January, 2013
Revised:    February, 2015
Next Scheduled Review: February, 2020

Rule Statement

To establish a Rule governing all academic and non-academic student travel and to comply with Texas A&M University System Policy 13.04 Student Travel and Texas Education Code § 51.950. Texas A&M University-San Antonio Procedure 13.04.99.O0.01 Student Travel supplements this Rule.

Official Rule

1. GENERAL

   1.1 Texas A&M University-San Antonio (A&M-San Antonio) is supportive of student co-curricular 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 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 A&M-San Antonio must obtain prior approval from (i) Student Activities if travel is in connection with a student organization, (ii) the appropriate academic department if travel is in connection with a class or (iii) the Study Abroad Office where international travel is involved. This Rule applies to travel by car, truck, van, bus, or airplane.

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 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

3.3.1 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.

3.3.2 Under normal circumstances, faculty and Staff may not transport any student or student group in their privately owned vehicle. However, under certain circumstances and with the approval from their division or department Vice President or Executive Team member, faculty and staff may transport a student or student group in their privately owned vehicle. Faculty and staff are authorized to transport a student in a University vehicle or a vehicle rented by the University.

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

TAMUS Policy 13.04 Student Travel

A&M–San Antonio Procedure 13.04.99.O1.01 Student Travel
Contact Office

Office of the Vice President for Student Affairs (210) 784-1371