

13.04.99.R1 Student Travel Rule

Revised October 9, 2024
Next Scheduled Review: October 9, 2029



Rule Summary

Texas A&M University-Commerce (A&M Commerce) is supportive of student activities both on and off campus, but also recognizes that the safety of its students is of utmost importance.

The safety guidelines in this rule apply to students who travel more than 25 miles from campus to an activity or event that is organized, sponsored, and/or funded by A&M-Commerce. This applies to those using a vehicle owned or leased by the institution (vehicles rented by the University through commercial agencies); or travel that is required by an organization registered with A&M-Commerce. Students traveling on behalf of A&M-Commerce must obtain approval through the sponsoring department and, for student organization travel, through the Sam Rayburn Student Center.

Procedures and Responsibilities

1 RESPONSIBILITY

- 1.1 It is the responsibility of the entity (e.g., university department, registered student organization, academic program, etc.) that sponsors the organized student travel to ensure compliance with this rule
- 1.2 Departments that use any university-owned or leased vehicle are responsible for ensuring that the drivers of the vehicle are approved and documented by the Transportation Office to drive university-owned or leased vehicles.

2 MODES OF TRAVEL

Organized student travel may require various modes of transportation. Each form of transportation requires operators and passengers to follow common mode-specific safety precautions.

- 2.1 Vehicles owned or leased (including rented) by the University. All operators must:
 - 2.1.1 Be an employee of the University;
 - 2.1.2 Be at least 18 years of age or meet rental agency requirements;
 - 2.1.3 Possess a valid driver's license;

2.1.4 Be approved by the Transportation Office in accordance with office procedures;
and

2.1.5 If an operator who has been approved to drive a university vehicle has restrictions added or endorsements removed from their driver's license, that operator must report their change to the department, recognized student organization, or academic program that sponsors the organized student travel.

2.2 Privately Owned Vehicles. All operators must:

2.2.1 Possess a valid driver's license;

2.2.2 Possess personal automobile insurance coverage as mandated by the state of Texas;
and

2.2.3 The vehicle must have current registration.

2.3 Commercial Travel

Students traveling by commercial transportation, whether domestic or international, must comply with all laws regulating travel and the rules of the specific carrier.

3 TRAVEL SAFETY

3.1 Safety Requirements

Operators and passengers must act responsibly and use sound judgement when traveling. Further, operators must:

3.1.1 Wear seat belts at all times. The number of occupants in the vehicle must not exceed the number of seat belts;

3.1.2 Not exceed the vehicle manufacturer's recommended load and/or passenger capacity (see owner operating manual for specific instruction).

3.1.3 Consider operator fatigue with selecting operators. On lengthy trips, alternate operators should be used to avoid fatigue.

3.2 Training Requirements

Operators of 15-passenger vans must complete university-required training every three years. The Transportation Office maintains a master list of individuals who have completed the training.

4 TRAVEL NOTIFICATION AND APPROVAL

To ensure the University has necessary information in the event of a critical incident, notification of student travel must be provided prior to departure:

4.1 To the Department head, registered student organization advisor, or academic program director (via email).

4.2 To the Transportation Office, the University Police Department, and the Clery Coordinator by submitting an Event Travel Risk Assessment Form containing a travel itinerary and complete roster that is filed prior to the trip's start.

5 WAIVER, INDEMNIFICATION, AND MEDICAL TREATMENT AUTHORIZATION FORMS

5.1 An undergraduate, graduate, or professional student who participates in travel related to academic course requirements (e.g., field trips, study abroad), or their assigned duties as a university employee, (e.g., research data collection) will not be required to sign a waiver or release in relation to that travel.

5.2 Students voluntarily participating in elective activities and programs requiring travel (e.g., student organization travel, international travel (non-credit bearing), optional academic field trips) will be required to complete The Texas A&M University System [*Agreement for Waiver, Indemnification, assumption of Risk and Medical Treatment Authorization form*](#) verifying that they understand and accept the risks involved in participating in the travel activity, and assume responsibility for their behavior. Students under the age of eighteen (18) must have a release form signed by their parents or legal guardian. Completed waiver release forms must be retained in accordance with the Records Retention Schedule.

6 RULE REVIEW PROCESS

6.1 Prior to the submission to the president of any revision of the rule, a draft copy must be forwarded to the Faculty Senate and the Student Government Association Senate for their timely advice and comment. All advice and comments must be reviewed by the contact office for possible inclusion in the revised rule.

6.2 Departments may have their own specific guidelines for student travel in addition to the above requirements. These guidelines should be easily accessible to all students and should be coordinated through the appropriate departments. Department-specific guidelines may not be less stringent than what is stated in this rule.

Related Statutes, Policies, or Requirements

System Policy [*13.04, Student Travel*](#)

Suspends University Procedure *13.04.99.R1.01 Student Travel Procedure*

Revision History

Approved December 6, 2001

Revised June 9, 2008

Revised August 18, 2014

Revised October 9, 2024

Contact Office

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