

UNIVERSITY PROCEDURES
TEXAS A&M UNIVERSITY-CORPUS CHRISTI

13.04.99.C1.01 Student Travel Procedures

Supplements University Rule 13.04.99.C1

Approved June 11, 2008

1. GENERAL

- 1.1 Texas A&M University-Corpus Christi has a vested interest in promoting the safety and welfare of University students. These procedures govern organized student travel by one or more students presently enrolled at the University to an activity or event located more than 25 miles from the University when the activity is sponsored and/or funded by the University or required by a student organization properly registered at the University.
- 1.2 These procedures, in conjunction with University Rule 13.04.99.C1: Student Travel, are 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. Departments or units should submit proposals for additional requirements to the appropriate Vice President. Student organizations should consult with the organization's advisor and the Department of University Center and Student Activities prior to implementing any additional standards.
- 1.3 Departments, units, and student organizations sponsoring organized travel outside the United States are responsible for assuring that no State Department Travel Advisory restricts travel by U.S. citizens to the destination country as per System Regulation 25.02.01.

2. RESPONSIBILITY

- 2.1 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.
- 2.2 University departments that authorize students to drive University vehicles for organized student travel are responsible for ensuring that the students follow all University rules and procedures. Departments that use any University owned or leased vehicle are responsible for assuring that the drivers of the vehicle attend all driver training required by the University and have been approved to drive University owned or leased vehicles.
- 2.3 These procedures do not apply to undergraduate or graduate 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.,

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internships, field trips, clinical or student teaching sites), or completing their assigned duties as a University employee, (e.g., research data collection).

3. TRAVEL INFORMATION

3.1 Required Documentation

The following documents are required for all organized student travel:

- 1) Trip Itinerary
- 2) List of Travelers
- 3) Student Activity Release form for each participant (if appropriate)
- 4) Emergency Information for each participant
- 5) Driver Release and Vehicle Information for each driver agreeing to abide by risk management policies for travel.
- 6) Copy of driver's license, license plate number, and proof of insurance.

All forms can be found on-line at: <http://ucso.tamucc.edu/forms.htm>. Forms are due at least three (3) business days in advance to appropriate departmental office.

3.2 Travel Notification

Organizations must turn in the Trip Itinerary, List of Travelers, and Emergency Information for each participant to the University Police Department prior to departure.

3.3 Modes of Travel

The following are the most common modes of organized travel:

- 1) Vehicles owned or leased by the University.
- 2) Privately owned vehicles
- 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.

3.4 Safety Requirements

3.4.1 Drivers and passengers must act responsibly and use sound judgment when traveling.

3.4.2 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.

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- 3.4.3 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.
- 3.4.4 Drivers must obey all traffic laws and regulations, including posted speed limits.
- 3.4.5 Drivers must not drive under the influence of alcohol or illegal drugs or transport or possess alcoholic beverages, illegal drugs, unauthorized firearms or other types of weapons.
- 3.4.6 Drivers must ensure that the vehicle manufacturer's recommended load capacity is not exceeded. (See owner operating manual for specific instructions).
- 3.4.7 Drivers are encouraged to follow the safe driving practices provided below:
- 1) Begin the trip well rested.
 - 2) Plan routes in advance; carpool and caravan when possible.
 - 3) Divide the trip into segments, stopping for rest as necessary.
 - 4) Establish a reasonable departure and arrival time.
 - 5) Whenever possible on extended trips, have at least one other approved driver.
 - 6) Avoid driving when conditions are hazardous. Be prepared to stop the trip and check into a motel when fatigue or travel conditions warrant.
- 3.4.8 If an individual who has been approved to drive a University vehicle has restrictions added or endorsements removed from his/her driver's license, that individual must report this change to the sponsoring organization or department.
- 3.5 As of Fall 2005, the university's standard insurance minimums were:

Coverage	Amount of Liability
Bodily Injury	\$40,000 per person
	\$80,000 per accident
Property Damage	\$50,000 per accident

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4. INTERNATIONAL TRAVEL RECOMMENDATIONS

4.1 Mexican law requires travelers entering Mexico, via state or personal vehicle, to furnish the following documents at the border:

- 1) Notarized photocopies of vehicle title
 - 2) Photocopies of declaration page of University liability insurance coverage
 - 3) Signed affidavit that the vehicle will be returned
 - 4) Proof of citizenship (passport)
 - 5) Driver's license
 - 6) Proof of Mexico Tourist Insurance
 - 7) Vehicle's registration receipt
 - 8) Departure tax (currently \$20.00)
- (Updates may be found on University Center Website.)

4.2 Additionally, 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.

5. EMERGENCY PROCEDURES

In all emergency situations, including Minor Emergency (no one seriously injured) and Major Emergency (serious injuries and deaths), follow these procedures:

- 5.1 Contact local Emergency Medical Services (911) and local law enforcement for them to take necessary action at the scene.
- 5.2 Contact the University Police Department **(361) 825-4444** with details of the incident, state of the victim(s), location of accident, location of hospital(s) etc. The University Police will contact the Executive Vice President for Finance and Administration, and the Vice President for Student Affairs or their designees. The Vice President for Student Affairs or designee will contact the Assistant Vice President for Marketing and Communications.
- 5.3 At all times, refer all questions from the media to the University's Public Information Office at (361) 825-2335.
- 5.4 Complete an Incident Report and upon return to campus submit the Incident Report to the University Police Department and sponsoring department.

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- 5.5 Upon return to campus, meet with the appropriate university personnel to discuss details of the incident.

REFERENCE

Statute Texas Education Code, §51.949

Contact for Interpretation: Department of University Center and Student Activities