13.04.99.C1 Student Travel

Revised: July 1, 2024
Next Scheduled Review: July 1, 2029
Revision History

Rule Summary

Texas A&M University-Corpus Christi (TAMU-CC) is supportive of student travel and has a vested interest in promoting the safety and welfare of university students while traveling as part of their education. University-sponsored student travel is defined as one or more students traveling to represent the university or their recognized student organization. This rule governs 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 registered student organization. This rule does not supersede any international restrictions.

Rule

1. GENERAL

1.1. This rule is a minimum standard for organized student travel. Departments, units, and/or student organizations may mandate additional requirements as deemed necessary to address the unique circumstances 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 Student Activities prior to implementing any additional requirements.

1.2. Departments, units, and student organizations sponsoring organized travel outside the United States are responsible for ensuring that no U.S. Department of State Travel Advisory restricts travel by U.S. citizens to the destination country.

1.3. This rule does not apply to undergraduate or graduate students who are responsible for their own domestic travel or transportation to an off-campus site for a class meeting, academic course requirement (e.g., internships, field trips, clinical or student teaching sites), cocurricular activity (e.g., athletic practice, service project), or completing their assigned duties as a university

employee (e.g., research data collection). Additional information may be found in the Travel Guidebook located in the Appendix section of this rule.

2. RESPONSIBILITY

2.1. Organized student travel requires students to follow safety precautions outlined in this rule.

2.2. University departments that authorize employees to drive university vehicles (see university procedure *33.04.99.C0.02, Use of University Vehicles*) for university-related business are responsible for ensuring that the students follow all university rules and procedures.

2.3. Additional Insurance When Renting State-Contracted Vehicles

2.3.1. A Lost/Damage Waiver (L/DW) or comprehensive coverage, which covers any damage that might occur to the rental vehicle and primary liability for persons and property outside the rental vehicle, are included in the state-contracted rental vehicle rate.

2.3.2. A L/DW is not included in the rate when vehicles are rented from non-state contracted vendors. A L/DW must be purchased, and the vendor exception form completed (refer to the Travel Guidebook in the Appendix section of this rule for additional information).

3. TRAVEL SAFETY GUIDELINES

3.1. TAMU-CC regulates travel that is undertaken by one or more students presently enrolled at the university to reach an activity or event organized or sponsored by the university that is located more than 25 miles from the university and that is:

(a) funded by the university and students use a vehicle owned or leased by the university; or

(b) required by a recognized student organization; or

(c) undertaken under the scope, direction, or election of a college, school, department, class, university office, learning community, study abroad program, recognized student organization, or their representatives.

3.2. Safety Requirements

3.2.1. Drivers and passengers must abide by all federal and state laws, including posted speed limits.

3.2.2. Drivers must be at least 18 years old and possess a valid driver's license that is appropriate for the classification of the vehicle being driven. Vehicles must have all insurance coverage as mandated by the State of Texas, and copies should be submitted to University Police Department (UPD) for verification as a part of the travel packet.

3.2.3. Operator fatigue should be considered when selecting drivers. On lengthy trips, alternate eligible drivers should be used to avoid fatigue.

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

3.2.5. In accordance with state law, drivers and passengers must always wear seat belts or other available safety restraints. The number of occupants in the vehicle must not exceed the number of seat belts.

3.2.6. 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.

3.2.7. Drivers, occupants, and their luggage should not exceed the vehicle manufacturer's maximum recommended capacity. Drivers must ensure that the vehicle manufacturer's recommended load capacity is not exceeded. (See owner operating manual for specific instructions.)

3.2.8. Drivers are encouraged to follow the safe driving practices provided below:

(a) Begin the trip well rested.

(b) Plan routes in advance.

(c) Carpool and caravan when possible.

(d) Divide the trip into segments, stopping for rest as necessary.

(e) Establish reasonable departure and arrival times.

(f) Whenever possible, have at least one other approved driver on extended trips.

(g) Avoid driving when conditions are hazardous.

(h) Be prepared to stop the trip and check into a hotel when fatigue or travel conditions warrant.

3.2.9. If an individual who has been approved to drive a university vehicle has restrictions added or endorsements removed from the driver's license, that individual must report this change to the sponsoring organization or department.

4. VEHICLE OPTIONS

The basic means of travel available to students are listed below.

4.1. Rental Vehicles: Students traveling using a rental vehicle must comply with all university and rental provider rules, procedures, regulations, and stipulations.

4.2. Vans: 15 passenger vans may be used; however, only nine occupants, including the driver, may ride in the van. Nothing may be loaded on top of the van, and all cargo should be loaded evenly. Cargo limits must meet safety requirements. It is preferred that a university employee drives the van.

4.3. Personal Vehicles: Students driving privately owned vehicles for organized student travel within the United States must have a valid 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.

4.4. Commercial Carriers (e.g., airplane, bus, train): 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.

5. DOMESTIC TRAVEL GUIDELINES

5.1. All university-sponsored student travel requires that a completed Student Travel Checklist (see Appendix section of this rule) and all related documentation are submitted to the Travel Office before travel.

5.2. All student travel forms can be found online on the Travel Office's website. It is recommended that completed travel packets are submitted to the appropriate office at least five business days in advance to allow for processing. A Group Travel number will be assigned for university-organized or -funded student travel. It is recommended to use the Student Travel Checklist for all other travel that is organized/funded by student organizations, but it is not required by the Travel Department. The checklists can be kept in the department for internal use.

5.3. The sponsoring department must notify the University Police Department (UPD) via email at universitypolicefrontdesk@tamucc.edu indicating the name of the group(s) traveling, dates of travel, and that the completed travel

packet is available for review.

6. INTERNATIONAL TRAVEL GUIDELINES

6.1. Travel Warnings

6.1.1. International travel by undergraduate students will not be approved when the travel is to any foreign country that is wholly or in part under a U.S. State Department Travel Warning. Warnings are published at Travel Warnings & Alerts.

6.1.2. International travel by graduate students to a foreign country that is wholly or in part under a U.S. State Department Travel Warning must be approved in advance by the university President. To be approved, the sponsoring university unit must complete a travel safety plan and the student must have signed and submitted an International Travel Questionnaire for Extreme Risk Countries form. This form can be found on the Travel Office's website and in the Appendix section of this rule.

6.2. Departments, units, or student organizations sponsoring international student travel are responsible for complying with all university and The Texas A&M University System travel regulations and requirements. 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.

6.3. All international students will need visas to enter another country and to return to the United States. This may also be the case for US citizens. If traveling to sites near the border, international students must bring their passports and visas as there may be border checkpoints.

6.4. Export Control

6.4.1. International travel requests must be reviewed for compliance under United States export control laws and related university rules and procedures; and to provide export control clearance on applicable items associated with the travel request packet and Student Travel Checklist.

6.4.2. The university's travel process will also provide the traveler with export control clearance through the campus Export Control Officer regarding applicable items associated with the travel request packet and Student Travel Checklist.

6.4.3. Changes in travel plans and/or international activities after export control clearance has been granted are to be reported to the Travel Office and Export Control Officer for further review and to determine if the traveler is still in compliance.

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

(a) Notarized photocopies of vehicle title

(b) Photocopies of declaration page of university liability insurance coverage

(c) Signed affidavit that the vehicle will be returned

(d) Proof of citizenship (passport)

(e) Driver's license

(f) Proof of Mexico Tourist Insurance

(g) Vehicle's registration receipt

(h) Departure tax

7. EMERGENCY PROTOCOLS

In all emergency situations, including minor emergencies (no one seriously injured) and major emergencies (serious injuries or death), these protocols should be followed:

7.1. Contact local Emergency Medical Services (911) and local law enforcement to take necessary action at the scene.

7.2. Contact the UPD 361.825.4444 with details of the incident, state of the victim(s), location of incident, location of hospital(s), etc. The UPD will contact the Vice President for Finance and Administration, the Vice President for Student Engagement and Success, and the Senior Vice President for Institutional Advancement or their designees.

7.3. In emergency situations, refer all questions from the media to the university's Office of Communications at 361.825.6705.

7.4. Complete an Incident/Accident Report form and return it to the UPD and sponsoring department immediately upon return to campus. The Incident/Accident Report form can be found on the Travel Office's website

and in the Appendix section of this rule. If possible, email the incident report prior to returning to campus, especially in emergencies during longer trips.

7.5. Upon returning to campus and submitting the Incident/Accident Report form, meet with the appropriate university personnel to discuss details of the incident.

Related Statutes, Policies, or Requirements

Statute Texas Education Code, §51.950
System Policy *13.04, Student Travel*
University Procedure *33.04.99.C0.02, Use of University Vehicles*

This rule supersedes:

- *13.04.99.C1.01, Student Travel*

Appendix

International Travel Questionnaire for Extreme Risk Countries
Incident/Accident Report form
Student Travel Checklist
Travel Guidebook

Contact Office

Contact for clarification and interpretation:	Vice President for Student Engagement and Success and Intercollegiate Athletics 361.825.3404 (For Student Travel) Procurement & Disbursements 361.825.3034 (For non-student travel)