

<b>Policies of the University of North Texas</b>	Chapter 7
<b>07.001 Student Travel</b>	<b>Student Affairs</b>

**Policy Statement.** To promote the health and safety of students by regulating travel that is taken in conjunction with enrollment at the University of North Texas.

**Application of Policy.** All University.

**Definitions.** None.

**Procedures and Responsibilities.**

**1.0 Policy.**

It is the policy of the University to promote safety and to encourage students to engage in safe conduct when traveling to and from university activities or events. Accordingly, in addition to encouraging students to use good judgment, the university has adopted this policy and authorized the university Office of Risk Management to approve rules designed to encourage safe behavior on the part of students presently enrolled at the university.

**2.0 Application.**

This policy applies to all students enrolled in the university who travel to an activity or event that is organized and sponsored by the university when:

1. the activity or event is located more than 25 miles from the campus from which travel originates; and
2. the travel is:
  - (a) required by a student organization properly registered at the university; or
  - (b) funded by and requires use of a vehicle owned or leased by the university.

For purposes of this policy, an activity or event is organized and sponsored by the university when it has been planned, funded and properly approved by the appropriate university official.

This policy generally does not apply to travel to and from field trips, internships and service-learning activities. However, students are encouraged to follow the guidelines set out in this policy and the safe travel rules established by the university Office of Risk Management whenever travel is university-related.

### **3.0 General.**

Students traveling to and from university organized and sponsored activities or events may be required to use various modes of travel and travel under different conditions. Each form of travel requires the student to follow common and mode-specific safety precautions. In addition to following federal and state laws that encourage safe travel, using sound judgment, and following this policy, students traveling to and from events covered under this policy must follow the safe travel rules approved by the university Office of Risk Management. At a minimum, these rules must include provisions concerning:

- a. Use of Seat Belts and Other Safety Devices. Seat belts and other safety devices must be used at all times.
- b. Passenger Capacity. Travel in vans with a capacity to hold 15 passengers must be approved by the university Office of Risk Management. Passenger capacity in 15-passenger vans is strictly restricted to no more than ten (10) individuals, including the driver.
- c. Required Qualifications and Training. All students who operate vehicles owned or leased by the university must be over eighteen (18) years of age, possess a valid driver's license, have current automobile liability insurance, and have a good motor vehicle driver history, as determined by the Office of Risk Management. Additionally, these students must satisfy other qualifications and training requirements as established by the Office of Risk Management.
- d. Fatigue and Time of Travel. Students traveling to and from activities or events covered under this policy should obtain a minimum of six (6) hours sleep before traveling and drive no more than five hundred (500) miles in a twenty-four (24) hour period. Students may not drive between the hours of 10:00 p.m. and 6:00 a.m. unless authorized by the organization advisor or department head.
- e. Privately Owned Vehicles. Students who travel to and from events and activities covered under this policy using privately owned vehicles or any vehicles other than those owned or leased by the university are required to follow the safe travel rules approved by the Office of Risk Management and applicable state law.

- f. Air and Other Modes Commercial Transportation. Students traveling by air and other modes of commercial transportation must comply with all federal laws regulating the specific mode of travel and the rules of the specific commercial carrier.
- g. International Travel. Students traveling to locations outside the United States are responsible for satisfying all international travel requirements, including obtaining a valid passport, obtaining health and other insurance, establishing safe points of contact in the host country and following travel advisories issued by the United States Department of State, the host country or other recognized international organizations. Students can find information about international travel at the university Study Abroad Center.
- h. Alcohol, Illegal Drugs and Weapons Prohibited. Possession or consumption of alcohol or illegal drugs, and possession or transportation of a weapon is prohibited during all travel covered under this policy.
- i. Travel Authorization. Registered student organizations that require their members to travel to events and activities covered under this policy must obtain written approval for the travel from its faculty or staff advisor or the department head responsible for funding or organizing the travel before the date of the event or activity. When the university provides transportation, students traveling to events must return in the university provided vehicles unless authorized to do otherwise by the appropriate university official. Students under eighteen (18) years of age are not authorized to return in a vehicle other than one provided by the university.

#### 4.0 **Compliance and Enforcement.**

Departments that encourage or require one or more students to travel to events and activities covered under this policy are responsible for verifying that students are aware of this policy and the safe travel rules approved by the Office of Risk Management. Departments that permit students to drive any vehicle owned or leased by the university are responsible for ensuring the student meets the driving requirements established by the Office of Risk Management. Departments must report violations of this policy and safe travel rules to the Office of Risk Management.

University employees who authorize students to drive vehicles rented for any university-related business or activities are responsible for ensuring the student meets driving requirements established by state law and the Office of Risk Management. Faculty and staff employees who fail to comply with this policy are subject to disciplinary action in accordance with applicable provisions of university policy.

Individual students and student organizations who violate this policy and the safe travel rules approved by the Office of Risk Management are subject to disciplinary action, in accordance with the applicable provisions of the Student Code of Conduct which may include disciplinary action and loss of funding.

**Responsible Party:** Office of Risk Management

**References and Cross-references.**

Texas Education Code, §51.949 (Senate Bill 263, 77th Legislature, 2001)

Approved: 11/1/2001

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