



**Policy Chapter:** Chapter 7 Student Affairs

**Policy Number and Title:** 07.001 Student Travel

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**I. Policy Statement**

The University of North Texas (UNT) promotes safety and requires students to engage in safe conduct when traveling to and from university activities or events covered by this policy.

**II. Application of Policy**

All Students, Faculty and Staff

**III. Policy Definitions**

**A. Registered Student Organization**

“Registered Student Organization,” in this policy, means a student organization that has completed the requirements of registration with the Student Activities Center.

**B. Student**

“Student,” in this policy, means anyone actively enrolled in at least one semester credit hour (SCH) during a given enrollment term. Student also includes individuals between academic terms who completed the most recent term and registered for the upcoming term.

**C. University Organized Event**

“University Organized Event,” in this policy, means an activity initiated or arranged by a UNT employee or a registered student organization and approved by an appropriate university official.

**D. University Sponsored Event**

“University Sponsored Event,” in this policy, means an activity endorsed by UNT through financial support or by sending students to participate as official representatives of the university.

**IV. Policy Responsibilities**

**A. Student Travel Requirements**

1. This policy applies to all student travel for activities or events that are:
  - a. University organized or University sponsored; and
  - b. located more than twenty-five (25) miles from the university campus where the travel originates.
2. Students engaging in travel covered by this policy may be required to use various modes of transportation and travel under different conditions. Each form of travel requires the student to follow common and mode-specific safety precautions. Students traveling to and from events under this policy must follow federal and state laws that encourage

safe travel, using sound judgment, and follow safe travel rules. Students must also follow the Student Code of Conduct. At a minimum, these rules include:

*a. Use of Seat Belts and Other Safety Devices*

Seat belts and other safety devices must be used at all times by drivers and passengers in accordance with state laws.

*b. Passenger Capacity*

Travel in 15-passenger vans must be approved by the university Risk Management Services. 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 Risk Management Services. Additionally, these students must satisfy other qualifications and training requirements as established by Risk Management Services.

*d. Fatigue and Time of Travel*

No student can drive more than four (4) consecutive hours without a thirty (30) minute break or more than eight (8) hours in a twenty-four (24) hour period. Students may not drive between the hours of midnight 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 these safe travel rules and applicable federal and state laws. Students driving privately owned vehicles for events and activities covered under this policy 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.

*f. Air and Other Modes of Commercial Transportation*

Students traveling by air and other modes of commercial transportation must comply with all federal and state laws regulating the specific mode of travel and the rules of the specific commercial carrier.

*g. International Travel*

Students planning to engage in travel to locations outside the United States for activities and events covered under this policy are responsible for satisfying all international travel requirements, including registering their travel prior to departure with Risk Management Services, 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 and Illegal Drugs Prohibited*

Possession or consumption of alcohol is prohibited by the person(s) responsible for operating a motor vehicle at any point until the final destination for the day is reached. Possession or consumption of illegal drugs is prohibited during all travel covered under this policy.

*i. Weapons Prohibited*

Possession or transportation of a weapon, not to be utilized in an officially sanctioned competition, is prohibited during all travel covered under this policy, unless authorized by the Vice President for Student Affairs and Risk Management Services. This section does not apply to carrying concealed handguns by license holders as described in UNT Policy 04.001 Carrying of Concealed Handguns on Campus.

*j. 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 organization 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 University Organized or Sponsored 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, unless authorized to do so by their parent or guardian.

3. This policy generally does not apply to travel to and from internships, NCAA events, and service-learning activities. However, students are encouraged to follow the safe travel rules outlined in this policy for all university related travel.

**B. Compliance and Enforcement**

Departments and registered student organizations 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. Departments and registered student organizations 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 Risk Management Services.

Students and Registered Student Organizations who fail to comply with this policy are subject to disciplinary action in accordance with the Student Code of Conduct. Faculty and staff who fail to comply with this policy will face disciplinary action in accordance with UNT policies including termination.

**V. References and Cross-References**

[Texas Education Code, §51.950 \(Senate Bill 263, 77th Legislature, 2001\)](#)  
[UNT Policy 04.001, Carrying of Concealed Handguns on Campus](#)

**VI. Revision History**

Policy Contact:	Associate VP, Student Affairs
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