

STUDENT TRAVEL

A. Purpose

The purpose of this policy is to set forth The University of Texas Permian Basin rules and procedures regarding student travel and to comply with The University of Texas System policy and state law (Texas Education Code Section 51.950) relating to student travel.

B. Persons Affected

This policy applies to UT Permian Basin students. This policy excludes dual credit students.

C. Definitions

1. *Appropriate Administrator*: a dean, department chair, or director of an administrative unit, or their delegate, who is authorized to approve university student travel.
2. *Organized Event*: an event that is initiated, planned, and arranged by a member of the UT Permian Basin's faculty or staff, or by the members of a registered student organization, and is approved by an appropriate administrator.
3. *Sponsored Event or Activity*: an event or activity that UT Permian Basin endorses by supporting it financially, or by sending students to participate in it as official representatives of UT Permian Basin.
4. *Student*: a person who
 - a. is currently enrolled at UT Permian Basin;
 - b. has been enrolled at UT Permian Basin in a prior semester or summer session and is eligible to continue enrollment in the semester or summer session that immediately follows;

D. Policy

It is the policy of UT Permian Basin to promote the safe travel by students to and from events and activities covered in this policy. Accordingly, travel to an organized or sponsored event by a student(s) that is located more than 25 miles from the UT Permian Basin campus must be approved by an appropriate administrator and comply with the requirements of this policy.

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Examples of UT Permian Basin student travel include, but are not limited to, class field trips; attendance at a scholarly or professional conference where a student is attending or participating due to their affiliation with UT Permian Basin; University-funded student organization travel; class trips for educational or cultural enrichment; athletic, student publication, dramatic, music, or forensic competition or performances; and student leadership conferences.

Examples of student travel this policy does not apply to include travel undertaken by a student not associated with the athletic team to attend an out of town athletic event, and travel undertaken by a student to engage in student-teaching, internships, practicums, observations or research, unless the research is organized by a member of the UT Permian Basin faculty.

E. Procedures

1. *Registration and Prior Approval:*

Each participant in student travel, as described above, must be registered with the Office of the Dean of Students at least **two weeks** prior to the trip, in accordance with procedures established by that office. The Dean of Students or their designee must approve all student travel prior to the date of travel for the trip to proceed.

A faculty member supervising a student(s) and sponsoring student travel in connection with a faculty member's UT Permian Basin work is responsible for ensuring that the student(s) registers, obtains prior approval for travel, and is informed of travel rules and regulations.

2. *Safety and Mode of Travel:*

a. All Motor Vehicle Travel

i. Seat Belts

Occupants of motor vehicles shall use seat belts or other approved safety restraint devices, required by law or regulation, at all times when the vehicle is in operation. The number of occupants in a vehicle cannot exceed the number of working seatbelts in the vehicle.

ii. Alcohol, Tobacco Use, and Illegal Substance Prohibited

Occupants of motor vehicles shall not consume, possess, or transport, any alcoholic beverages or illegal substances. Operators shall not drive while under the influence of drugs or alcohol; this includes over the counter or prescription medication that may impair the driver's ability. In compliance with HOP ADM 04-108 [Tobacco-Free Campus Policy](#) the use of all tobacco substances, including electronic cigarettes, is prohibited in all UT Permian Basin vehicles.

iii. Passenger Capacity

The total number of passengers in any vehicle at any time it is in operation shall not exceed the manufacturer's recommended capacity or the number specified in applicable federal or State law or regulations, whichever is lower. Twelve and 15 passenger vans shall not be used to carry more than nine occupants (including the driver) at any one time. Consideration should be given to decreasing the number of passengers if luggage is to be transported in the same vehicle; luggage should be stored under seats or in the rear storage area and in a manner that does not obstruct the view of the driver.

iv. License and Training

Each operator of a motor vehicle shall have a valid operator's license, be at least 18 years of age, be trained as required by law to drive the vehicle that will be used, and comply with applicable requirements of the University of Texas System Administration Policy [UTS 157](#), Automobile Insurance Coverage for Officers and Employees and General Requirements for the Use of Vehicles. Persons who drive a 12 or 15 passenger van must successfully complete a van driving training course at least once every three years. Van driving training is available through the Office of Environmental Health and Safety.

v. Proof of Insurance, Inspection, and Safety Devices

Each motor vehicle to which this policy applies must have a current proof of liability insurance card and display a current State inspection certificate, be equipped with all safety devices or equipment required by federal or state law or regulation, and comply with all other applicable requirements of federal or state law or regulations and any applicable UT Permian Basin or UT System policy.

vi. Legal Operation of Vehicle and Driving Schedule

Operators of motor vehicles shall comply with all laws, regulations, and posted signs regarding speed and traffic control and shall not operate the vehicle for a continuous period that is longer than the maximum provided by guidelines promulgated by federal or state law or regulations or guidelines promulgated by the university, whichever is lower, without scheduled rest stops or overnight stops. A driver may not drive longer than four continuous hours without a scheduled rest stop. The rest stop must last a minimum of 30 minutes before that same driver may resume driving. Total driving time within a 24-hour period may not exceed eight hours per authorized driver.

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Driving shall not occur between the hours of 11:00 PM and 6:00 AM without prior approval from The Office of Environmental Health and Safety.

b. Travel Using a Vehicle Owned, Rented, or Leased by the University

i. Service and Maintenance

Each vehicle owned or leased by the University must be subject to scheduled periodic service and maintenance by qualified persons and comply with all applicable requirements of [UTS 157](#), Automobile Insurance Coverage for Officers and Employees and General Requirements for the Use of Vehicles.

ii. Operators of Vehicles

All operators of vehicles owned or leased by UT Permian Basin shall be employees of the University and be an approved driver. An approved driver shall have a valid operator's license for the operation of the particular vehicle and shall have a current Motor Vehicle Record on file with the University Physical Plant. Drivers must have a rating of three points or less for the preceding 36 months, as required by [UTS 157](#).

iii. Travel by Common Carrier

When a common carrier is used for student travel covered by this policy, the University shall take reasonable steps to assure the travel is undertaken in conformance with this policy. Common carriers utilized to transport students must have the minimum UT System insurance requirements for the specific vehicle used to transport students.

iv. Rental Vehicles

All vehicles are required to be rented via procedures as defined by HOP ADM 10-602 Travel Policy. All drivers of rental vehicles must be listed on the vehicle rental agreement.

c. Travel Using a Personal or Privately-Owned Vehicle

i. The use of personal vehicles by students for travel to events covered by this policy is strongly discouraged and shall be in accordance with all applicable federal or State law or UT Permian Basin and UT System rules, regulations, and policies, including yet not limited to [UTS 157](#). Prior authorization is required.

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- ii. When requesting authorization for travel that involves the use of personally owned vehicles, the requestor shall submit a copy of a current auto insurance certificate for any vehicle and driver to be used for the proposed travel.
- iii. The person(s) responsible for the proposed activity and travel under this policy must inform students who will drive their privately-owned vehicles that their personal auto insurance will be the primary insurance at all times when their own vehicle is used for the proposed travel under this policy. This notification must be made in writing and in advance of travel to the activity or event.

3. *Business Procedures Memorandum:*

For additional information regarding insurance, safety, and mode of travel, refer to the UT System Administration Policy, [UTS 157](#).

4. *Travel Guidelines:*

- a. Each group must designate a travel coordinator, who is responsible for submission of all travel documents, as well as for carrying all necessary documents on the trip.
- b. When possible, the advisor or group sponsor should travel with the group and serve as travel coordinator.
- c. In case of an accident, the travel coordinator or designee will contact the UT Permian Basin Police Department, who will notify appropriate personnel. All students involved in a vehicle accident are required to visit the contracted medical facility covered by student medical service fees upon their return to UT Permian Basin regardless of the extent of any injury incurred.
- d. Prior to leaving, each group must receive a pre-trip orientation, which will include:
 - i. Applicable rules of conduct as per UT Permian Basin's Student Code of Conduct and this Student Travel Policy;
 - ii. Itinerary and contact information;
 - iii. Safety issues while traveling and while at the destination point.
- e. All students who travel with a group are required to stay with that group throughout the duration of the trip.

F. Related Statutes or Regulations, Rules, Policies, or Standards

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University of Texas System Administration Policy [UTS 157](#), Automobile Insurance Coverage for Officers and Employees and General Requirements for the Use of Vehicles

[University of Texas System Regents' Rules and Regulations Rule 50601, Student Travel](#)

[Texas Education Code Section 51.950, Policy Regulating Student Travel](#)

[UT Permian Basin Tobacco-Free Campus Policy](#)

G. Dates Reviewed or Amended

Amended on 6 May 2020