



UNIVERSITY OF
ST. THOMAS

University of St. Thomas - Houston, Texas
Office of Student Affairs

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STUDENT TRAVEL GUIDELINES & DOCUMENTATION:
University Organized or Sponsored Club Event

I. PURPOSE

The University of St. Thomas has developed the following guidelines and procedures for UST students traveling to a university sponsored or university supported activity. These guidelines and procedures are designed to ensure the safety of all university members attending events, outline university expectations for student behavior at events, and minimize the liability and risk associated with student travel. These guidelines and procedures apply regardless of funding for the event (i.e. even if student activity fee money is not used, this policy remains in effect).

II. CLERY COMPLIANCE REPORTING

The University of St. Thomas is required by the Jeanne Clery Act to gather and report crime statistics for student travel of trips more than one night and/or repeated use of a location for a school-sponsored yearly trip. The definitions below are from the 2016 Handbook for Campus Safety and Security Reporting governed by the Department of Education (DOE):

Short-stay "away" trips: are institutional trips of more than one night for its students, all locations used by students during the trip, controlled by the institution during the trip and used to support educational purposes.

Study abroad programs: are trips whereby the institution rents or leases space for your students in a hotel or student housing facility, you are in control of that space for the time period covered by your agreement.

Repeated use of a location for school-sponsored trips: are trips whereby the institution sponsors students on an overnight trip every year and the students stay in the same hotel each year.

III. GENERAL GUIDELINES

Organized student travel refers to students carpooling and traveling beyond 60 miles from campus for a university event, academic or otherwise.

Can the university vans be used?

If a university van is being used to provide the means of transportation, these guidelines and procedures are effective. There are specific van procedures that can be obtained from the University Police Department, which include having a university approved driver.

What is needed by a student driver?

If students drive their own vehicles for the organized student travel, they must have a valid state driver's license and possess personal automobile insurance coverage as mandated by the State of Texas. Copies of both will need to be submitted to the Office of Student Affairs. Vehicles must also have a current state inspection and registration.

Can a student group travel out of the country?

Yes. All rules within this packet apply to both domestic and international student travel.

Can a student group stay in an AirBnB?

No. All travelers must stay at a hotel/motel.

What do we need to do to organize a trip?

Each student trip will need to identify a "trip coordinator" who will be the primary contact for the organization. This person may be a student or faculty/staff advisor. The trip coordinator is responsible for completing all paperwork at least 3 business days prior to the planned trip. A pre-trip meeting is recommended prior to your trip. This meeting could be attended by the "trip coordinator" and/or the Advisor/Coach.

Organized Student Travel Paperwork Includes:

- UST Student Travel Form and Driver Information (if applicable)
- Signed travel release, waivers, and indemnity forms for each participant
- Copies of the drivers' automotive insurances and licenses
- Complete emergency contact information on every student traveling

Copies of paperwork should be provided to the Office of Student Affairs a minimum of 3 business days prior to the departure date. Originals will stay with trip coordinator during the trip.

What is expected of students participating in student events away from campus?

As a Catholic university, we expect the students will act in accordance with our core values and Catholic mission at all times. As representatives of the University, students are expected to abide by the Code of Student Conduct while attending or participating in activities that represent the University of St. Thomas. Students may be subject to disciplinary action should these expectations be violated.

IV. UST SAFETY GUIDELINES FOR DRIVERS AND OCCUPANTS

Drivers and occupants participating in a UST organized student travel trip are expected to act responsibly and use sound judgment while traveling:

Drivers must:

- Possess a valid driver's license
- Obey all traffic laws and regulations, including posted speed limits
- 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
- Confirm that the vehicle in which the group or individual is traveling has appropriate insurance as mandated by the State of Texas, as well as a current state inspection and registration

Drivers and occupants must:

- Wear seat belts at all times; the number of people in the car cannot exceed the number of seat belts
- Confirm that the vehicle's recommended capacity is not exceeded
- Avoid any distractions (i.e. texting, talking on the cell phone, horseplay, racing, etc.) or aggressive behavior

Drivers are encouraged to follow these safe driving and traveling practices:

- Begin the trip well rested
- Notify Advisor upon departure and arrival
- Avoid driving when conditions are hazardous; stop the trip and find lodging if weather conditions or fatigue prevent the trip from continuing safely
- Plan routes in advance; if carpooling, ensure that all drivers are aware of the route prior in advance
- Divide the trip into segments and stop for rest as needed

- Make sure at least one person in each vehicle has a charged cell phone for emergency purposes
- Establish a reasonable departure and arrival time to and from the activity or event (i.e. avoid driving between Midnight and 6:00 a.m.)
- A passenger should remain awake with the driver at all times
- Carry a flashlight, fire extinguisher and other recommended travel safety items
- Avoid taking medication that may harm your ability to drive safely

I, _____ (Trip Coordinator / Organization Representative), have read and understood the UST Student Travel Guidelines and will abide by these guidelines for the trip specified in the attached travel forms.

Trip Coordinator Signature: _____ **Date:** _____

UST Student Travel Form

Will the lodging require more than a one night stay?

Yes No (see section II)

Is this an overnight trip at the same location as the previous year?

Yes No (see section II)

Club/Organization Name _____

Trip Coordinator Name _____ Email _____ Cell Phone _____

Advisor/Coach Name _____ Department _____ Office Phone _____

Total Number of Travelers: UST Students _____ Non-UST Students _____ UST Employees _____ Parents _____

Was this trip booked through Travel Leaders? Yes ____ No ____

Purpose of Trip _____

Destination: (USA) City _____ State _____

Destination: (Abroad) Country _____ Providence _____

Select those that apply: Car Airplane Bus (Charter/Commercial) Ship Train

Lodging (Hotel or other accommodations): Name _____

Address _____

Number of rooms booked: _____ City/State/Zip _____

Number of persons per room: _____ Phone _____ Fax _____

Authorized UST Driver (check one): Personal UST Van Rented Vehicle

Departure Date _____ Airline _____ # _____ Time Leaving _____ Time Arriving _____

Arrival Date _____ Airline _____ # _____ Time Leaving _____ Time Arriving _____

Name of UST employee / advisor available in the event of emergency _____

Phones: Office _____ Home _____ Cell _____

Include any additional information you feel the Office of Student Affairs should know:

Driver Information

Driver #1 _____ Phone Number _____

UST ID# _____ Driver License # _____ State _____ Vehicle Make & Model _____

Insurance Provider: _____ Effective Dates: _____ Vehicle Inspection Current/Valid _____

Driver #2 _____ Phone Number _____

UST ID# _____ Driver License # _____ State _____ Vehicle Make & Model _____

Insurance Provider: _____ Effective Dates: _____ Vehicle Inspection Current/Valid _____

Driver #3 _____ Phone Number _____

UST ID# _____ Driver License # _____ State _____ Vehicle Make & Model _____

Insurance Provider: _____ Effective Dates: _____ Vehicle Inspection Current/Valid _____

Driver #4 _____ Phone Number _____

UST ID# _____ Driver License # _____ State _____ Vehicle Make & Model _____

Insurance Provider: _____ Effective Dates: _____ Vehicle Inspection Current/Valid _____

Driver #5 _____ Phone Number _____

UST ID# _____ Driver License # _____ State _____ Vehicle Make & Model _____

Insurance Provider: _____ Effective Dates: _____ Vehicle Inspection Current/Valid _____

Driver #6 _____ Phone Number _____

UST ID# _____ Driver License # _____ State _____ Vehicle Make & Model _____

Insurance Provider: _____ Effective Dates: _____ Vehicle Inspection Current/Valid _____

Driver #7 _____ Phone Number _____

UST ID# _____ Driver License # _____ State _____ Vehicle Make & Model _____

Insurance Provider: _____ Effective Dates: _____ Vehicle Inspection Current/Valid _____

Emergency Contact Information / Trip Roster

Club/Department:										Reason for Trip:									
Trip Coordinator:										Cell Phone Number:									
Destination:					Departure Date:					Return Date:									

Traveling Members (include faculty or staff advisor if applicable):

Emergency Contact (Cell #)																				
Emergency Contact (Name)																				
UST Affiliation (Student, Staff)																				
Full Name																				
UST ID Number																				

Release, Waiver & Indemnity Form

Participant Name _____ ID Number _____

Cell Number _____ Email Address _____

UST Organization _____ Activity _____

Location of Activity (city and state) _____

Emergency Contact Name and Number _____

THIS FORM MUST BE SIGNED PRIOR TO PARTICIPATION IN THE ABOVE ACTIVITY

I wish to participate in the above-described activity. I understand that I do so at my own risk. In exchange for being permitted to participate in this activity, I hereby release and waive any and all claims I may now or hereafter have against the University of St. Thomas, its directors, officers, faculty, staff, employees and agents ("Released Parties") from any and all loss, damage, injuries, claims, demands, lawsuits, expenses and any other liability of any kind, of or to me or any other person, directly or indirectly arising out of or in connection with my participation in or attendance in the above-described activity.

I further agree to hold harmless, indemnify and reimburse the Released Parties from and for any sums, costs, or expenses incurred by any of the Released Parties or paid by them to any person (including without limitation me and my insurers) in connection with any accident, loss, damage, or injury sustained by me or others in connection with my attendance at or participation in the above-described activity. This means that I will reimburse the Released Parties if anyone makes a claim against them based on damages or injuries I or others may suffer.

As a participant, I agree that I will:

1. Review all material and information pertaining to activity prior to participation
2. Comply with all rules of participation, emergency procedures, and other requirements set forth in such materials and information
3. Obtain and maintain appropriate insurance coverage
4. Understand and comply with UST's Code of Student Conduct and University policies
5. Obey the law (i.e. speed limit, underage drinking, etc.)
6. Update the University of pertinent trip information (studentaffairs@stthom.edu)
7. I have read and agree to the UST Safety Guidelines for Drivers and Occupants in section IV

Participant's Signature _____ Date _____