

STUDENT TRAVEL

Policy Number: S.04.02

SCOPE

All Students.

PURPOSE

Due to recent State of Texas legislation, the University of St. Thomas has developed the following policies and procedures for UST students traveling to a university sponsored or university supported activity. These procedures are designed to minimize the liability and risk associated with student travel. These procedures apply regardless of funding for the event (i.e. even if student activity fee money is not used for the event, these procedures remain in effect).

DEFINITIONS

Organized student travel

Organized student travel refers to students carpooling and traveling beyond 60 miles for a university event. It also refers to students traveling by plane or bus to out-of-town events (including but not limited to sport clubs or intramurals). This policy includes students traveling to a conference or to another professional development opportunity.

POLICY/PROCEDURE

1. Use of university vehicles

If a university van is being used to provide the means of transportation, this policy is effective. There are specific van procedures that can be obtained from the Security Office (Moran Center parking garage), including having a university approved driver.

2. Student drivers

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

3. Student travel outside of the country

Should the organized student travel take students out of the country, the same rules will apply (including that students must have appropriate licenses, certificates and insurance as required by the country where the student is traveling). Additional paperwork will also be required.

4. Travel Forms?

The appropriate forms can be obtained from the Director of Student Activities and will need to be completed prior to travel.

5. Process for organizing 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 14 days prior to the planned trip. **A mandatory pre-trip meeting will be required prior to your first trip. This**

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meeting will be attended by a member of the Campus Life team, the “trip coordinator” and/or the Advisor/Coach. The meeting will coordinate the paperwork and review the policy for each student making the trip.

Organized Student Travel Paperwork includes:

- Club/Organization Travel Authorization Form (includes trip itinerary)
- All signed travel waivers
- All necessary insurance information from any one who may be driving during the trip
- Copies of any drivers’ registration and a notation of any vehicle’s inspection expiration date
- Complete emergency contact information on every student traveling Confirmation that all students traveling have an updated medical insurance card with them on the trip
- Copies of the “UST Travel Policy Participant Responsibilities” form to be distributed at the mandatory pre-trip meeting
- Copies of the “Safety Guidelines for Drivers and Occupants” form to be distributed at the mandatory pre-trip meeting

Copies will be left with the Director of Student Activities. Originals will stay with trip coordinator during the trip.

APPROVED: Dr. Robert Ivany

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