

Texas Woman's University
University Policy Manual

Policy Name:	Procedures for Student Travel & Off-Campus Activities
Policy Number:	2.28
Date Passed:	July 2002
Date Reviewed:	March 2012
Next Review:	March 2015
Signed By:	Chancellor and President

GENERAL

These procedures pertain to travel for students who participate in an off-campus activity or even that is organized or sponsored by the institution, funded by the institution, using a vehicle owned, leased, or rented by the University; or travel required by a student organization registered at the University. The following procedures are considered to be the minimum standard; departments may mandate additional procedures.

TRAVEL REQUIREMENTS AND PLANNING

A designated staff member(s) and/or faculty member should accompany each student travel group. An exception to this can only be made by the appropriate Vice President or Dean. The advisor or faculty member overseeing the off-campus activity shall be identified as the Responsible University Official (RUO). The RUO is responsible for compliance with these procedures. In the event that a RUO cannot attend the function with the student group, the organization member(s) should be advised regarding the expected behavior from each student.

The University Disclaimer of Liability/Student Agreement must be completed by each participant and retained by the sponsoring department for one year.

A mandatory orientation must be provided for participants prior to the program and as needed on site. Information on safety, health, legal, environmental, political, cultural and/or religious conditions as they relate to the specific activity and appropriate emergency response measures must be included. Participants should be informed of as much detail about the trip as possible, including any known risks. Expected behavior and provisions for transportation accommodations must be clearly expressed.

Travel using University owned vans can only be driven to destinations within a 100 mile radius of the Denton and Dallas Centers or from the Houston Center. Travel beyond a 100 mile radius requires the use of a University bus with a University Driver employed by Facilities Management or a rented vehicle. A University bus can only be used within a 300 mile radius of the Denton Campus. Rented vans or buses can be used for trips within the continental US and within 300 miles radius of the

campus. Rented vans can be driven by an authorized University driver or in the case of a bus, a driver from the company where the vehicle is rented.

MODES OF TRAVEL

Listed below are the basic means of travel to students:

1. Vehicle owned, leased or rented by the University: Only University employees (including student employees) may be authorized to drive University owned, leased, or rented vehicles. The use of University owned, leased, or related vehicles is the preferred mode of transportation for most off-campus travel.
2. Air Travel: Students traveling by air transportation must comply with all federal laws regulating air travel and the rules of the specific airline. This includes rules regulating carry-on baggage and baggage weight restrictions.
3. Transportation Options: If the above-mentioned transportation options are not used, it is the responsibility of the student to get to the off-campus activity.

ISSUES RELATED TO STUDENT TRAVEL IN UNIVERSITY OWNED, LEASED OR RENTED VEHICLES

- Driver Authorization

To become an authorized driver of a University owned, leased, or rented a vehicle operator must possess a valid Texas Vehicle Operator's License and be added to the approved driver's list maintained by the University's Safety Officer. Before being placed on the approved drivers' list, the Safety Officer will verify an employee's driving record through the Texas Department of Public Safety. Driving records will be checked on an annual basis. A good driving record must be maintained in order to drive a University owned, leased, or rented vehicle. Authorized drivers must be 18 years of age or older. Refer to the TWU Policy on Vehicle Operations concerning specific requirements for driver authorization.

- Passenger Capacity

The number of occupants in a van or car will not exceed the number of seat belts in the vehicle.

- Vehicle Operator Conduct and Responsibility

- a. It is the responsibility of the authorized driver to comply with the University Policy on Vehicle Operation requirements.
- b. Drivers will comply with all applicable traffic laws and regulations.
- c. The driver will confront rowdy or disorderly behavior of passengers that may cause driver distractions.
- d. Smoking or driving while under the influence of impairing drugs or alcohol is prohibited.
- e. Use of radar/laser detection devices is prohibited.
- f. Use of headphones or earphone is prohibited.
- g. Possession of weapons in a University owned or leased vehicle is prohibited.

- h. The driver should ensure that there is an operating cell phone on all trips.

- Operator Fatigue

The maximum number of hours that a driver may drive in any twenty-four period is eight consecutive hours. Each operator, at his or her discretion should stop and take 15-minute breaks every two hours.

Operators should recognize that driving a vehicle long hours is challenging and therefore should practice certain safety precautions to stay alert and safe. To help reduce fatigue operators should:

- a. Get enough sleep prior to the trip.
- b. Schedule trips during normal waking hours.
- c. Avoid medication especially if the label warns against operating vehicles while taking the medication.
- d. Keep the vehicle cool.
- e. When drowsy, stop the vehicle in a safe place and rest.
- f. Avoid any type of drug to stay awake.

- In the Event of an Accident

The following procedures should be followed whenever a University owned, leased, or rented vehicle is involved in an accident, regardless of the extent of the damage.

- a. Stop immediately; take necessary steps to prevent another accident.
- b. Obtain medical aid for the injured, if necessary.
- c. If a collision occurs on campus property, immediately notify the Denton TWU DPS at (940) 898-2911. In Dallas, notify the TWU DPS at (214) 689-6666, and Houston Center, notify the TWU DPS at (713) 794-2222.
- d. If a collision occurs off campus property, immediately notify the local law enforcement agency and notify the TWU DPS within 24 hours. The University driver shall note the police agency, which investigated the collision and the other driver's name, driver license number, insurance information and vehicle license number.
- e. Furnish the police agency with the automobile liability insurance card located in the visor or car pocket.
- f. The following information will need to be obtained from the other driver in the event of an accident; (1) year of vehicle, (2) make and model of vehicle, (3) color of vehicle, (4) license plate number, (5) name, address, telephone number and driver's license number of the other driver, (6) insurance information of the other driver.
- g. DO NOT make any statement, oral or written, as to who was at fault.
- h. Record the name, address, and phone number of all witnesses.
- i. Provide all required information to the law enforcement officer.
- j. If the vehicle must be towed, those arrangements will be made by the Denton Facilities Management Office who will in turn inform the University's Public Safety Department.

k. Remove all property that might be lost or stolen before the vehicle is towed.

- Property and Equipment

University vehicles and the contents must be handled with proper care. Responsible participants and/or departments will be charged a fee to replace lost or damaged contents or vehicle equipment.

REVIEW

The Vice President for Finance and Administration will review this Policy with recommendations forwarded through normal administrative channels to the Chancellor and President.