

**PRAIRIE VIEW A&M UNIVERSITY
UNIVERSITY RULE**



13.04.99.P1 Student Travel

Approved December 7, 2001

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Next Scheduled Review: February 2024

Rule Statement

Prairie View A&M University (PVAMU) established this university rule to promote student safety when traveling to an activity or event that is organized or sponsored by the university or a registered student organization.

Reason for Rule

This university rule is required in accordance with Texas Education Code [§51.950 Policy Regulating Student Travel](#) and Texas A&M University System Policy [13.04 Student Travel](#).

Official Procedures and Responsibilities

1. GENERAL

- 1.1 PVAMU is supportive of student activities both on and off campus but also recognizes that the safety of its students is of utmost importance.
- 1.2 For purposes of this university rule, student travel is defined as travel that is undertaken by one or more students currently enrolled at the university to reach an activity or event organized or sponsored by the university (including, but not limited to, travel under the scope, direction, or election of a college, department, class, university office, learning community, study abroad program, registered student organization, or their representatives) that is located more than 25 miles from the university and meets at least one of the following criteria:
 - 1.2.1 The travel is funded by the university; or,
 - 1.2.1.1 Please note that student travel is generally not allowed on state funds with the exception of the Academy of Collegiate Excellence and Student Success Program, Research Apprenticeship Program, and Prairie View A&M Undergraduate Medical Academy as allowed by Texas Government Code – Section 660.004.
 - 1.2.2 The travel will use a vehicle owned or leased by the university; or,

- 1.2.3 The travel is required by a student organization registered at the university.
- 1.3 An event or activity organized by the university is one that is initiated, planned and organized by a university faculty or staff member or by a recognized student organization and approved in accordance with applicable university requirements.
- 1.4 An event or activity sponsored by the university is one that the university provides funding or sends students to participate as official representatives of the university.
- 1.5 Types of activities and events covered by this university rule include, but are not limited to, course-related field trips, activities of recognized student organizations, recreational sports club trips, and meetings of academic organizations where a student is officially representing the university.
- 1.6 This university rule does not apply to student travel to engage in student teaching, internships, clinical rotations, practicums, observations or research unless a member of the faculty organizes the research or observation. However, in these cases, students are encouraged to follow the safety provisions set out in this university rule.

2. RESPONSIBILITY

- 2.1 It is the responsibility of the entity (e.g., university department, student organization, academic program, etc.) that organizes or sponsors the student travel to have, and utilize, a monitoring process to ensure compliance with this university rule.
- 2.2 Departments that use university-owned or leased vehicles are responsible for ensuring that the drivers are approved to drive university-owned or leased vehicles in accordance with applicable procedures as determined by [Transportation Services](#).
- 2.3 If traveling internationally, the entity organizing or sponsoring the student travel must coordinate the travel through the Office of International Programs and the Export Controls Officer. For further detail, see Section 3 below.
- 2.4 Failure to comply with these requirements may result in the suspension of student travel for the entity responsible for arranging the trip.
- 2.5 Students traveling are required to abide by the PVAMU [Code of Student Conduct](#) at all times.

3. INTERNATIONAL TRAVEL

- 3.1 All international/study abroad related travel for students must be coordinated and approved through the Office of International Programs in conjunction with the Export Controls Officer. All international student travel paperwork must be submitted in accordance with their published deadlines. The Office of International Programs will assist departments, programs, and organizations in complying with all travel guidelines and/or international travel warnings from the [State Department](#) and the [System Office of Risk Management](#) during the planning process to ensure that all safety and additional travel approval steps are met.

Information related to international travel can be found at <http://studyabroad.pvamu.edu/>.

- 3.1.1 The International Travel Export Control Screening Checklist must be completed and submitted to the Office of International Programs for an evaluation of export control travel concerns at least 15 business days prior to international travel. Information related to international travel and export controls can be found at <https://www.pvamu.edu/research/office-of-research-compliance/export-controls/concerns-for-faculty-staff-and-students/>.

4. MODES OF TRAVEL

- 4.1 Student travel may require the use of various modes of transportation. Each form of transportation requires students to follow common safety and mode-specific safety precautions. Listed below are the means of travel typically available to students:
 - 4.1.1 University Owned or Leased (including rental) Vehicles: Only university employees (including student employees) may be authorized to drive university-owned vehicles. Students using rental vehicles must comply with, and abide by all PVAMU and rental provider rules, regulations, and stipulations. Drivers must be at least 18 years of age and possess a valid driver's license that is appropriate for the classification of the vehicle being driven.
 - 4.1.1.1 Operators of university-owned vehicles must comply with the [Vehicle Fleet Management Operational Guide](#).
 - 4.1.1.2 Rental car companies may have minimum age requirements for drivers. Students driving rental vehicles, who are seeking reimbursement from the university, must include the optional insurance coverage from the rental company when leasing a vehicle, except when a student employee is renting the vehicle as a function of their employment.
 - 4.1.2 Privately Owned Vehicles: Students and/or employees driving privately owned vehicles for student travel, as defined in this university rule, are expected to follow the safety requirements related to student travel set out in this university rule. Drivers must possess a valid driver's license that is appropriate for the classification of the vehicle being driven; possess personal automobile insurance coverage as mandated by the State of Texas; and, their vehicles must have a current state inspection and registration.
 - 4.1.2.1 For student travel taking place outside the United States, drivers must have all appropriate licenses, certificates, and insurance as required by the country in which travel occurs.
 - 4.1.3 Commercial Carrier: Commercial travel includes, but is not limited to, travel by airplane, bus, boat, train, etc. Students traveling by commercial transportation, whether domestic or international, must comply with all laws

regulating the specific mode of travel and the rules specific to the carrier. This includes laws and regulations regarding carry-on luggage and weight restrictions.

5. TRAVEL PLANNING AND DOCUMENTATION REQUIREMENTS

- 5.1 It is recommended that a designated advisor, staff member(s) and/or faculty member(s) accompany each student travel group. In the event that an advisor, staff member(s) and/or faculty member(s) cannot attend the function with the student group, the group must become familiar with expectations for behavior and all procedures pertaining to student travel.
- 5.2 The following documents are required for all domestic student travel:
 - 5.2.1 [Student Travel Itinerary](#);
 - 5.2.2 [Travel Passenger List](#);
 - 5.2.3 [Driver Checklist](#), if applicable; and,
 - 5.2.4 [Waiver, Indemnification, and Medical Treatment Authorization Form](#)
 - 5.2.4.1 Students voluntarily participating in elective activities and programs requiring travel (e.g., student organization travel, study abroad, optional academic field trips) will be required to complete a Waiver, Indemnification, and Medical Treatment Authorization Form verifying that they understand and accept the risks involved in participating in the travel activity, and assume responsibility for their behavior. Students under the age of eighteen (18) must have a release form signed by their parent(s) or legal guardian. The completed form must be given to the department head and/or organization advisor.
 - 5.2.4.2 A student who participates in travel related to their assigned duties as a university employee shall not be required to sign a waiver or release in relation to that travel.
- 5.3 The Student Travel Itinerary and Driver Checklist Forms must be turned in to the university department, program, or student organization advisor no later than 15 business days before the trip is to begin for submission to the University Police Department and inclusion with the travel request documentation within Concur. The Assistant Vice President for Student Engagement or the Dean of Students or their designee must approve any exceptions to the deadline. All paperwork will be reviewed for compliance with the travel rules. The Travel Office and/or the University Police Department will notify departments, programs and/or student organizations of any areas of non-compliance with the paperwork. All areas of non-compliance must be rectified prior to the travel departure. Repeated non-compliance with completed travel paperwork, guidelines or deadlines may result in the suspension of student travel for the department, program and/or student organization until re-training on proper procedures occurs. Travel paperwork must be completed on each person making the trip. Driver record checks will be

conducted by the University Police Department, in advance, on all individuals who may be operating a vehicle during the trip.

- 5.4 To ensure the university has the necessary information in the event of a critical incident, the university department, program, or student organization advisor must turn in the Travel Passenger List Form to the University Police Department prior to departure.

6. TRAVEL SAFETY GUIDELINES

- 6.1 Efforts should be made, in advance, to identify and minimize risks associated with a student travel trip, including, but not limited to, travel safety, event safety, lodging safety, etc. Students must act responsibly and use sound judgment when traveling. Students shall be required to follow all provisions of this university rule.
- 6.2 General Driving Safety Recommendations
 - 6.2.1 Plan routes in advance, and carpool and caravan when possible.
 - 6.2.2 The length of the trip should be considered when selecting the number of drivers needed. Refer to Section 6.4 below for more details.
 - 6.2.3 Notify a designated contact person upon departure and arrival.
 - 6.2.4 Drivers must have valid drivers' licenses for the types of vehicles they are operating.
 - 6.2.5 A driver record check will be conducted (verification will be based upon a Motor Vehicle Records check by the University Police Department). Driver checks are valid for one calendar year after the date of verification.
- 6.3 Vehicle Operation Safety
 - 6.3.1 Drivers will comply with all applicable traffic laws, posted speed limits and regulations at all times, avoid horseplay, racing and/or other aggressive behavior.
 - 6.3.2 All occupants must use seat belts and remain seated when the vehicle is in motion. The number of occupants in a vehicle shall not exceed the number of working seat belts in the vehicle.
 - 6.3.3 Loading of the vehicle must be done in accordance with the vehicle manufacturers' recommendations. Drivers, occupants, and luggage shall not exceed the vehicle manufacturer's recommended capacity. In regards to large-capacity vans, nothing may be loaded on top of the van, and all cargo must be stacked evenly, and stacked no higher than seat back, excluding the headrest. Only university faculty and staff are allowed to drive 15-passenger vans.
 - 6.3.4 Occupants and drivers of vehicles must comply with all university travel guidelines. Drivers must have completed the university's Driver Travel Safety Training Course conducted by the Office of Risk Management and Safety.

- 6.3.4.1 The Driver Travel Safety Training Course must be completed every two years.
- 6.3.5 Smoking or driving while under the influence of impairing substances or alcohol is prohibited.
- 6.3.6 Use of radar/laser detection devices is prohibited in the vehicle.
- 6.3.7 No texting is allowed while driving. Texting means manually entering alphanumeric text into, or reading text from, an electronic device. This includes, but is not limited to, short message service, e-mailing, instant messaging, a command or request to access a Web page, or pressing more than a single button to initiate or terminate a voice communication using a mobile phone or engaging in any other form of electronic text retrieval or entry, for present or future communication.
- 6.3.8 Drivers who must use a mobile phone while driving shall stop the vehicle until their phone call is complete.
- 6.3.9 No alcohol, controlled substances, unauthorized firearms or other types of weapons are to be in the vehicle at any time.
- 6.3.10 Drivers must be at least 18 years of age (or meet the rental company's age requirement).
- 6.3.11 Any rental/leased vehicle must carry the optional insurance at the time of rental. Refer to Section 4.1.1.2 above for more details.
- 6.4 Minimizing Driver Fatigue
 - 6.4.1 Drivers should recognize that driving a vehicle for long hours is challenging; and therefore, should practice certain safety precautions to stay alert and safe. To help reduce fatigue, drivers should:
 - 6.4.1.1 Begin the trip well rested.
 - 6.4.1.2 On lengthy trips, utilize an approved alternate driver. The alternate driver must have completed the required Driver Travel Safety Training Course and submitted all required travel forms to the University Police Department prior to departure.
 - 6.4.1.2.1 The maximum number of hours a driver may drive in a 24-hour period is eight hours followed by a 12-hour rest period, subject to a weekly maximum of forty-eight hours.
 - 6.4.1.2.2 The maximum number of hours that a passenger car, van, or shuttle bus shall be driven in a 24-hour period is 12 hours.
 - 6.4.1.3 Schedule trips during normal waking hours. Establish a reasonable arrival time to the activity or event.

6.4.1.4 Avoid driving when weather conditions are hazardous (including, but not limited to, fog, heavy rain, snow or ice conditions), and be prepared to pause the trip or check into a hotel should fatigue or travel conditions warrant.

6.4.1.5 Avoid medication before driving, especially if the label warns against operating vehicles while taking the medication.

6.4.1.5.1 If you take medication that makes you drowsy, do not drive.

6.4.1.6 Avoid taking any type of stimulant to stay awake.

7. EMERGENCY NOTIFICATION

7.1 The following procedures must be followed in the event of an emergency:

7.1.1 Immediately call local authorities (911).

7.1.2 Notification of an accident or other emergency must be made immediately to the University Police Department at 936.261.1375. In addition, notify the department head or organization advisor and the Office of Student Affairs at 936.261.3550 as soon as possible.

7.1.2.1 Do not call the family members of the injured university student(s) and/or employee(s). The University Police Department will do this in accordance with university procedures.

7.1.3 Upon returning to campus, contact the appropriate university personnel to discuss details of the incident (i.e. Office of Risk Management, Transportation Services, sponsoring entity).

8. ADDITIONAL STANDARDS

8.1 This university rule sets the university's standard for organized student travel. Divisions, departments, units, and/or student organizations may adopt additional standards as deemed necessary to address the unique requirements associated with a particular type of organized student travel.

8.1.1 Departments or units should submit proposals for additional standards through the chain of command to the appropriate vice president. Student organizations should consult with the organization's advisor and the Office of Student Engagement prior to implementing any additional standards.

8.2 In accordance with the university's [Record Retention Schedule](#), the responsible entity must retain proof of all records, including, but not limited to, travel notifications, waiver and release forms, and training completions.

8.2.1 All documents will be destroyed in accordance with the university's [Records Destruction Process](#).

Related Statutes, Policies, Regulations and Rules

[Texas Education Code § 51.950](#)

[System Policy 13.04 Student Travel](#)

[University Rule 15.02.99.P1 Export Controls](#)

[University Administrative Guideline 21.01.08.P0.G1 PVAMU Vehicle Fleet Management Operational Guide](#)

Forms

[Driver Checklist](#)

[Travel Passenger List](#)

[Student Travel Itinerary](#)

[Waiver, Indemnification, and Medical Treatment Authorization Form](#)

[International Travel Export Control Screening Checklist](#)

[A&M System Office of Risk Management – International Travel Questionnaire For Extreme Risk Countries](#)

Appendix

[Office of Travel Services - Travel Procedures Manual](#)

[Student Conduct Code](#)

Contact Office

Office of Student Affairs 936-261-2130
