

**Texas Southern University**  
**POLICY AND PROCEDURES REGULATING STUDENT TRAVEL**  
**Adopted by the Board Regents on June 14, 2002**

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**1.0 Purpose**

In accordance with Texas Higher Education Code Section, 51.949, Student Travel, Texas Southern University has adopted policies and procedures to govern travel by student and student groups. These policies and procedures apply to students and student groups traveling to an event or activity both more and less than twenty-five (25) miles from the University campus.

- 1.1 It is the policy of Texas Southern University (TSU) to assure that all student groups who travel on its behalf do so under conditions that assure their safety and that they are effective representatives of the university.
- 1.2 The University will inform students and student groups and their sponsors of these procedures in writing and will provide ongoing training for faculty and staff on the expectations, regulations, and procedures that govern student travel at Texas Southern University.

**2.0 Definitions**

2.1 Authorization to Travel Form:

2.3 Certification: A signed statement by the Responsible Party indicating that a student or participant in a student travel group is properly enrolled in the university at the time the student travel occurs.

2.4 Driver Certification: Certification received by a University employee after completing the driver certification program. Employees receive a driver certification card upon successful completion of the certification program.

2.5 Enrolled Student: Any person who is identified as enrolled at the University during the current semester. Enrollment can be confirmed through inquiry of the university's registration system.

2.6 Representing the University: Each student and/or member of a student group, faculty and staff member will be considered to be representing the University when attending University-organized or sponsored activities or events. When traveling with a student group, each member of the group is considered to be representing the University by virtue of inclusion on a list relating to the specific student travel.

2.7 Responsible Party: The faculty or staff member who certifies that the student group is official and that each group member's enrollment status is current. The Responsible Party is also responsible for ensuring that the travel is being funded from the proper funding sources and for verifying that the intended travel is in the interest of the university. The Responsible Party must be from the administrative level of Dean of the College/School or Department Head or higher.

2.8 Student Group or Organization:

2.9 Student Travel: Trips by students or student groups to University-organized or sponsored activities or events; activities or events that require students to be away from the Texas Southern University campus as representatives of the university.

2.10 Travel Sponsor: The person who is directly responsible for all the individuals participating in the travel. The Travel Sponsor's responsibilities include proper preparation of the participants on appropriate behavior and guidelines for travel. This party is also responsible for ensuring that the travel has been properly approved. The Travel Sponsor will accompany the students at all times

during the student travel.

### **3.0 Objectives**

The objectives of this policy are as follows:

- 3.1 To ensure that all students or members of student groups who travel as representatives of the University are clearly identified as such.
- 3.2 To ensure that students who travel are properly enrolled at the university.
- 3.3 To ensure that the responsibility for student travel is affixed to the responsible person.
- 3.4 To ensure that the university has complete and clearly written documentation on all travel by student groups.

### **4.0 Student Travel Guidelines**

- 4.1 Students are not permitted to drive University-owned or leased vehicles. Faculty or staff members who have been certified to drive University vehicles must drive on any University-organized or sponsored trip involving the transport of students.
- 4.2 Alcohol and drug use is prohibited during any University-organized or sponsored travel.
- 4.3 Students are governed by the Student Code of Conduct as outlined in the Student Handbook and Student Code of Conduct while on University-organized or sponsored travel. This includes attendance at conferences, workshops, programs, events, and activities.
- 4.4 All student groups traveling for the purpose of attending conferences, workshops, programs and events representing either their student organizations or the university must follow the procedures as prescribed herein. Students shall:
  - 4.4.1 Conduct themselves in a manner that positively reflects upon themselves and Texas Southern University.
  - 4.4.2 Participate fully in the conference or workshop by attending all programs and events as outlined by the conference, workshop, programs, activities, and events as outlined by the hosts or sponsors. If participating as a group, the group will seek to attend as many different sessions as possible in order to obtain the greatest amount of information and/or resources.
  - 4.4.3 Dress appropriately for the conference or event based on the guidelines provided by the conference or event organizers. Any questions regarding dress should be directed to the advisor(s) or the conference organizers prior to leaving.

### **5.0 Procedures**

These procedures shall govern all student travel to an event or activity that is organized and sponsored by the university shall adhere to the following procedures:

- 5.1 The travel sponsor will obtain a student travel information package from the Associate Provost for Student Services. The package will contain the necessary forms and guidelines for travel by student groups.
- 5.2 All requests for approval of travel involving student groups must be submitted to the office of the Associate Provost for Student Services at least two (2) weeks in advance of the travel date.

- 5.3 The Associate Provost for Student Services may approve the request for travel when all required documents have been received.
- 5.4 The Dean of Students' approval must be obtained before submitting the completed authorization to travel form to the Purchasing Department for processing.
- 5.5 The authorization to travel form will be used to document student group travel. The form must state:
- 5.5.1 the intended destination;
  - 5.5.2 the purpose of the trip;
  - 5.5.3 the nature of activities during the trip;
  - 5.5.4 the length of stay, and name of lodging if the trip is an overnight stay;
  - 5.5.5 the name of the faculty/staff person accompanying the student(s);
  - 5.5.6 the mode of transportation;
  - 5.5.7 the list of students who will participate in this trip, and;
  - 5.5.8 the appropriate funding sources, whether or not paid for by the University.
- 5.6 The Associate Provost for Student Services must approve the authorization to travel form.
- 5.7 The Fiscal Office will not process the authorization to travel form for student travel unless the form is signed by the Department Head, Vice President or Dean of the College/School and the Dean of Students.
- 5.8 The University considers failure of employees to comply with these procedures a direct violation of established policy. Violation of some provisions by a University faculty or staff member may be of such seriousness that it will result in disciplinary action ranging from reprimand to termination. Any such disciplinary action will be taken through normal established procedures.
- 5.9 Exceptions to the procedures will require written approval from the Vice President or Dean of the college/school.

## **6.0 Faculty or staff operation of motor vehicles to transport students**

- 6.1 Any faculty or staff driver who transports students must comply with the University's policy relating to operation of motor vehicles. He or she must have a valid Texas Driver's License to operate the vehicle being driven and be certified to drive under the University's driver certification plan. He or she shall have a driver's license and certification card in his or her possession at all times while transporting students. All drivers shall notify the University's Safety Officer of any changes in license status.
- 6.2 Any driver operating a University-owned or leased vehicle to transport students, or operating his or her personal vehicle to transport students, must comply with the following:
- 6.2.1 Each vehicle shall be loaded in accordance with vehicle manufacturers' recommendations. Vehicles may not be loaded with more passengers than manufacturers' recommended passenger load. The number of occupants in a vehicle shall not exceed the number of working seat belts in the vehicle.
  - 6.2.2 All passengers must be seated and required to wear seat belts while the vehicle is in motion.
  - 6.2.3 Drivers shall not transport passengers such as hitchhikers, family members or friends for unauthorized use.
  - 6.2.4 Drivers shall turn the vehicle ignition off, remove the keys, and lock the vehicle when it is left unattended.

- 6.2.5 Drivers should never drive the vehicle at speeds that are inappropriate for the road, weather or traffic conditions.
- 6.2.6 Drivers should not smoke.
- 6.2.7 Drivers should not eat, drink, use a cellular telephone or operate any equipment that may distract or interfere with the safe operation of the vehicle.
- 6.2.8 Use, possession or transporting of weapons, illegal substances and/or alcohol is forbidden on University-organized or sponsored trips.
- 6.2.9 Drivers should not use radar/laser detection devices or wear headphones/earphones while operating University-owned or leased vehicles.
- 6.2.10 Drivers should observe state and municipal traffic laws at all times.
- 6.2.11 Drivers should drive courteously and defensively.
- 6.3 A driver shall assume responsibility for any and all fines or traffic violations associated with his or her use of a University-owned or leased vehicle.
- 6.4 Operators should recognize that driving a vehicle for long hours is challenging and should practice certain safety precautions for staying safe and alert. Student trips should be planned in accordance with the following restrictions:
  - 6.4.1 The maximum number of hours that a driver may drive in any calendar day is eight (8) hours.
  - 6.4.2 The maximum number of hours a driver may drive in a week is forty-eight (48) hours.
  - 6.4.3 Every driver must take a rest period of a least twelve (12) hours between his/her driving period.
  - 6.4.4 The maximum number of hours any passenger car or van may be driven during any calendar day is twelve (12) hours.
  - 6.4.5 Drivers should get enough sleep prior to the trip.
  - 6.4.6 Avoid medication before driving, especially if the label warns against operating vehicles while taking the medication.
  - 6.4.7 Keep the vehicle well ventilated.
  - 6.4.8 Divide the trip in reasonable segments and take frequent short breaks.
  - 6.4.9 When drowsy, stop for the night or pull off at a safe place and rest.
  - 6.4.10 Avoid any type of drug to stay awake.

## **7.0 Student Organizations**

- 7.1 This procedure shall be on file in the department requesting the vehicle(s). When more than one vehicle goes on a trip outside the Houston area and only a university faculty or staff member is along, the vehicles shall travel as a caravan. There shall be two faculty or staff drivers who are certified to drive each vehicle.
- 7.2 In the event a Transportation Center vehicle is not available, the appropriate Department Head, or his

or her representative, may authorize the use of a personal vehicle or the lease of a vehicle from a local rental agency on a per trip basis.

- 7.3 Registered student organizations are free to make such off-campus trips as are deemed worthwhile by the membership and sponsors of the organization. Students and their parents should understand that participation in such off-campus trips and activities is at the student's own risk. If personal injury or accident should occur to students or other persons during such activities, Texas Southern University will assume no responsibility, financial or otherwise.
- 7.4 Faculty and staff sponsors and organizations officers are urged to take all possible precautions to ensure the safety and well being of all persons participating in the off-campus activity.
- 7.5 There are no official registration procedures for official off-campus trips, and there are no official class absences for students who participate in off-campus trips by student organizations. Students will be responsible for making their own individual arrangements with instructors for class work missed while participating in an off-campus trip. Instructors will be free to set their own requirements for class work missed under such circumstances; they must grant students an opportunity to make up all course work missed while participating in an official off-campus trip.

## **8.0 Reporting Accidents**

Texas Southern University employees driving University-owned or leased vehicles are required to report all accidents or other losses in accordance with these guidelines. In the event of an accident:

- 8.1 Stop immediately, take the necessary steps to prevent another accident, and report the accident to the local police department and/or emergency medical services so that an official report can document the accident.
- 8.2 Render aid to the injured until help arrives.
- 8.3 Call the Texas Southern University Police Department at (713) 313-7000.
- 8.4 Obtain the following information from the other driver in the event of an accident:
  - 8.4.1 year of the vehicle,
  - 8.4.2 make and model of the vehicle,
  - 8.4.3 color of the vehicle,
  - 8.4.4 vehicle license plate number, and
  - 8.4.5 driver's license number of the other driver.
- 8.5 Do not make any statement, oral or written, as to who was at fault. Any admission of fault may impair the insurer's ability to defend a case of questionable legal liability. The appropriate legal authority will decide fault or liability.
- 8.6 Record the names, addresses, and phone numbers of all witnesses.
- 8.7 Provide all required information to law enforcement officers.
- 8.8 If the vehicle is inoperable, the driver should contact the Police Department at (713) 313-7000 for towing instructions. When towing a vehicle, remove the logbook, keys, fuel cards and all property, which might be lost or stolen.
- 8.9 Upon return to campus, immediately contact the Environmental Health and Safety Department to complete a Vehicle Accident Report form.

WAIVER OF LIABILITY AND HOLD HARMLESS AGREEMENT  
FOR  
TEXAS SOUTHERN UNIVERSITY

1. In consideration for receiving permission to participate in the \_\_\_\_\_, I hereby RELEASE, WAIVE, DISCHARGE AND COVENANT NOT TO SUE Texas Southern University, The Board of Regents, The State of Texas. Their officers, agents, servants, or employees (hereinafter referred to as RELEASEES) from any and all liability, claims, demands, actions, and causes of action whatsoever arising out of or related to any loss, damage, or injury, including death, that may be sustained by me, or any of the property belonging to me. WHETHER CAUSED BY THE NEGLIGENCE OF THE RELEASEES, or otherwise, while participating in such activity, or while in, on or upon the premises where the activity is being conducted.

2. I am fully aware of the risks and hazards connected with this activity, including but not limited to travel risks and/or \_\_\_\_\_. I hereby elect to voluntarily participate in said activity with full knowledge that said activity may be hazardous to me and my property. I VOLUNTARILY ASSUME FULL RESPONSIBILITY FOR ANY RISKS OF LOSS, PROPERTY DAMAGE OR PERSONAL INJURY, INCLUDING DEATH, that may be sustained by me, or any loss or damage to property owned by me, as a result of being engaged in such an activity, WHETHER CAUSED BY THE NEGLIGENCE OF RELEASEES OR otherwise

3. I further hereby AGREE TO INDEMNIFY AND HOLD HARMLESS the RELEASEES from any loss, liability, damage or costs, including court costs and attorney fees, that they may incur due to my participation in said activity, WHETHER CAUSED BY NEGLIGENCE OF RELEASEES or otherwise.

4. I understand that Texas Southern University does not maintain any insurance policy, other than fleet insurance coverage, covering any circumstances arising from my participation in this event or any activity associated with or facilitating that participation. As such, I am aware that I should review my personal insurance portfolio.

5. It is my express intent that this Waiver of Liability and Hold Harmless Agreement shall bind the members of my family and spouse, if I am alive, and my heirs, assigns and personal representative, if I am deceased, and shall be deemed as a RELEASE, WAIVER, DISCHARGE AND COVENANT NOT TO SUE the above-named RELEASEES. I hereby further agree that this Waiver of Liability and Hold Harmless Agreement shall be construed in accordance with the laws of the State of Texas.

6. IN SIGNING THIS RELEASE, I ACKNOWLEDGE AND REPRESENT THAT I have read the foregoing Waiver of Liability and Hold Harmless Agreement, understand it and sign it voluntarily as my own free act and deed; no oral representations, statements, or inducements, apart from the foregoing written agreement, have been made; I am at least eighteen (18) years of age and fully competent; and I execute this Release for full, adequate and complete consideration fully intending to be bound by same.

Signed on this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_

PARTICIPANT

Printed Name \_\_\_\_\_ Signature \_\_\_\_\_

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If Participant is under the age of 18, Parent/Guardian consents to the minor's participation in the event, consents for Texas Southern University to seek reasonable and necessary medical treatment for participants during such event or associated activities, and agrees to be responsible for any cost such treatment.

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Parent/Guardian Signature

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Date

**TEXAS SOUTHERN UNIVERSITY  
HOUSTON, TEXAS**

**AUTHORIZATION FOR STUDENT TRAVEL**

\_\_\_\_\_ Date

☐ Texas    ☐ U.S.    ☐ International

**TO:** Associate Provost for Student Services  
And Dean of Students

**RE:** Authority for Student Travel

College/School: \_\_\_\_\_

Department Head: \_\_\_\_\_

Dean: \_\_\_\_\_

Provost: \_\_\_\_\_

President: \_\_\_\_\_

Requested by: \_\_\_\_\_

Title: \_\_\_\_\_

Phone: \_\_\_\_\_

**Destination:**

Place of Destination	Address	Telephone Number	Contact Person at Destination

**Schedule of Activities:**

Nature of Activity	Departure Date	Departure Time	Return Date	Return Time

☐ Overnight Stay    ☐ Day Trip

**Length of Trip:** ☐ 1 Day    ☐ 2 days    ☐ 3 days    ☐ 4 days    ☐ 5 days    ☐ Other, explain \_\_\_\_\_

**If trip is overnight stay, list the place of lodging:**

Name	Phone	Address

Name of person Accompanying Students	Title	Address	Cell Phone

**Purpose:** \_\_\_\_\_

If this trip is a part of a class, identify the class \_\_\_\_\_

Name of instructor of the class \_\_\_\_\_

Meeting time and day of the class \_\_\_\_\_

**Mode of Transportation:** ☐ Charter Public Carrier    ☐ Non-chartered Public Carrier

☐ University Vehicle    ☐ Staff Automobile (Name of Driver and DL# \_\_\_\_\_)

☐ Student Automobile (Name of Driver and DL# \_\_\_\_\_)

**If mode of transportation is by airline, please provide the following information:**

1.1 Name of Airline	Date of Departure	Time of Departure

**Funding Sources:**

Fund	Organization	Program	Account

**Attach a list identifying all students who will participate in this activity.**

**TEXAS SOUTHERN UNIVERSITY  
HOUSTON, TEXAS**

**AUTHORIZATION FOR STUDENT TRAVEL**

Name of Student \_\_\_\_\_ SS# \_\_\_\_\_

Classification: \_\_\_\_\_ Major: \_\_\_\_\_

On Campus Address	Phone	Off Campus Address	Phone

**In Case of emergency, notify:**

Name	Relationship to Student	Address	Phone

**I must take the following item(s) or required documentation:**

- ☐ Personal Identification
- ☐ Personal Health Insurance Card
- ☐ Personal Vehicle Insurance Card (if driving)
- ☐ Personal Prescribed medication

**Reason for participating In this activity:** \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**I have reviewed a copy of the Policy Regulating Student Travel and agree to abide by the rules of good behavior while attending off campus activities.**

Good conduct is expected on and off campus. Any student who fails to adhere to the standards of good conduct while participating in off campus activities is subject to disciplinary action as outlined in the Student Handbook and Code of Conduct.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date