

<b>The University of North Texas at Dallas Policy Manual</b>	Chapter 7.000
<b>7.014 Student Travel</b>	<b>Student Affairs, Education and Funding</b>

**Policy Statement.** The University of North Texas at Dallas encourages students to travel safely to and from UNTD sponsored activities or events.

**Application of Policy.** This policy applies to the travel of enrolled students to attend UNTD organized or sponsored events that occur more than 25 miles from the UNTD campus and the travel is either required by a registered student organization or requires the use of a vehicle that is owned or leased by UNTD.

Sponsored activities or events may include but are not limited to course-related field trips, recreational sports club trips, the activities of registered student organizations and meetings of academic organizations where a student is officially representing UNTD.

This policy does not apply to individual student travel to engage in student teaching, internships, practicum, observations or research, unless the research is organized by a member of the UNTD faculty.

**Definitions.**

1. **Appropriate administrator.** “Appropriate administrator” means a dean, department chair or their designee in regard to travel for academic programs or the designated official within the Office of Student Life and Success for travel related to registered student organizations.
2. **Enrolled student.** “Enrolled student” means a student who has been admitted to and is attending classes at UNTD.
3. **Organized event.** “Organized event” means an event that is initiated, planned and arranged by a member of the UNTD faculty or staff, or by the members of a registered student organization, and is approved by an appropriate administrator.
4. **Sponsored event.** “Sponsored event” means an activity or event that UNTD endorses by supporting it financially, or by sending student to participate in as an official representative of UNTD.

## **Procedures and Responsibilities:**

1. **Travel Authorization.** Travel undertaken in accordance with this policy must be authorized in advance by the appropriate administrator and is subject to additional requirements as established in guidelines developed by the Office of Student Life and Success. A request for authorization to travel must be accompanied by:
  - a. A list of all student travelers including their names, local addresses, phone numbers and phone number of persons to contact in the case of an emergency.
  - b. The name and phone number of the responsible UNTD employee(s) who will be available to assist the student travelers at all times during travel.
  - c. Copies of valid driver's licenses for any student who will operate the vehicle.
  
2. **Guidelines for Safe Travel.** The Office of Student Life and Success will work with appropriate risk management professionals to develop guidelines to protect the safety of enrolled students when traveling to and from university sponsored and/or organized events. At a minimum the guidelines must include provisions addressing:
  - a. **Use of seat belts and other safety devices.** Students must use seat belts and all other vehicle safety devices at all times when traveling in a vehicle that is owned or leased by UNTD.
  - b. **Passenger capacity.** Travel in vans with a capacity to hold 15 or more passengers must be approved in advance by the Director of Student Life and Success. Actual passenger capacity in a 15 passenger van is restricted to 10 or fewer passengers, including the driver.
  - c. **Driver training and qualification.** All students who operate vehicles that are owned or leased by UNTD must be at least 18 years of age, possess a valid driver's license, have current automobile liability insurance, and have a good motor vehicle driver history. Additionally, student drivers must satisfy all other qualifications and training requirements established by the Office of Student Life and Success.
  - d. **Fatigue and time of travel** - Students traveling to and from university sponsored events and/or activities should have a minimum of six (6) hours of sleep before traveling and drive no more than 500 miles in a 24-hour period. Students may not drive between the hours of 10:00 p.m. and 6:00 a.m. unless authorized by the organization advisor or the Office of Student Life and Success.
  - e. **Privately owned vehicles.** Students who travel in a privately owned vehicle or any vehicle other than those owned or leased by UNTD when traveling to and/or

from a sponsored event or activity must follow the guidelines established by the Office of Student Life and Success and all applicable state law.

- f. Travel by air and other modes of commercial transportation. Students traveling by air or other modes of commercial transportation must comply with all federal laws regulating the specific mode of travel and rules of the specific common carrier, including laws and rules regarding carry-on baggage and baggage weight restrictions.
- g. International travel. Students must comply with UNTD policies and procedures related to international travel. Students engaged in international travel are responsible for satisfying all international travel requirements, including obtaining a valid passport, obtaining appropriate health and other insurance, establishing safe points of contact in the host country, and following travel advisories issued by the United States Department of State, the host country or other recognized international organization.
- h. Alcohol, illegal drugs and weapons prohibited. All students traveling to and from sponsored activities and/or events are prohibited from consuming or possessing alcohol or illegal drugs and transporting weapons in vehicles owned or leased by UNTD.
- i. Travel authorization. Registered student organizations that require students to travel to sponsored events or activities must obtain advance written approval for such travel from the Office of Student Life and Success. When transportation is provided by UNTD, students traveling to events on the UNTD provided transportation must return in the UNTD provided transportation unless authorized in advance by the Office of Student Life and Success to do otherwise. Students under the age of eighteen (18) will not be authorized to return in a vehicle other than the vehicle provided by UNTD.
- j. Travel to areas declared a natural disaster. All registered student organizations wishing to travel to areas that have been declared a natural disaster or under a travel warning, must seek advance written approval from the Office of Student Life and Success. If travel is approved, students must assure that all emergency contact information is updated in the Office of the Registrar, and must confirm approval of the absence in accordance with UNTD attendance policies.

3. **Compliance and enforcement.** UNTD departments that encourage or require travel to sponsored events or activities must verify that students are familiar with the requirements of this policy and the guidelines issued by the Office of Student Life and Success. Any violation of this policy must be reported to the Office of Student Life and Success.

University employees who authorize students to drive leased vehicles to any sponsored event or activity must verify that the student meets the requirements of state law and the Office of Student Life and Success for the operation of a leased vehicle.

Students and student organizations that violate this policy or the guidelines established by the Office of Student Life and Success may be subject to disciplinary action in accordance with the Code of Student's Rights, Responsibilities and Conduct.

**References and Cross-references.** None.

Approved: 8/25/2010

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Revised: