

**HEALTH SCIENCE CENTER HANDBOOK OF OPERATING PROCEDURES**

Chapter 14	Student Policies and Procedures	Effective:	June 2002
Section 14.2	Other Student Policies	Revised:	March 2012
<b>Policy 14.2.1</b>	<b>Student Travel</b>	Responsibility:	Vice President for Academic, Faculty and Student Affairs

## STUDENT TRAVEL

---

### Policy

The Health Science Center sponsors numerous off-campus activities involving students. In order to effectively manage these activities while minimizing institutional liability risks, this student travel policy must be followed.

---

### Definitions

**STUDENT TRAVEL**: In accordance with *Texas Education Code* Section 51.949, student travel is defined as follows:

1. The trip is undertaken by one or more currently enrolled students to reach and activity or event that meets all of the following criteria:
  - a. An activity or event organized and sponsored by the Health Science Center. The event shall be planned and funded by the institution and approved by a designated administrator.
  - b. The activity or event is located more than 25 miles from Health Science Center campuses.
  - c. Travel to the activity or event is funded and undertaken using a vehicle owned or leased by Health Science Center, or attendance at the activity, or event is required by a registered student organization and has prior written approval by the Appropriate Institutional Officer.

**DESIGNATED ADMINISTRATOR (DA)**: The designated administrator shall be the respective Associate Dean of Student Affairs of each School.

**APPROPRIATE INSTITUTIONAL OFFICER (AIO)**: For purposes of this document, any Health Science Center employee overseeing the off-campus activity shall be identified as the Appropriate Institutional Officer (AIO). The AIO is responsible for compliance of this policy.

**HEALTH SCIENCE CENTER HANDBOOK OF OPERATING PROCEDURES**

Chapter 14	Student Policies and Procedures	Effective:	June 2002
Section 14.2	Other Student Policies	Revised:	March 2012
<b>Policy 14.2.1</b>	<b>Student Travel</b>	Responsibility:	Vice President for Academic, Faculty and Student Affairs

---

**Procedures**

1. Appropriate Institutional Officer (AIO). At least one AIO must accompany students on any off-campus activity. AIO is responsible for knowing the University Standard of Conduct and policies as outlined in this document. AIO must make clear to all participants the consequences or non-compliance, and the AIO must take appropriate action when aware that participants are in violation. All AIO's are trained regarding the sexual harassment policy, and ADA guidelines.
2. Assessment. AIO's shall assess all health and safety conditions for each activity and all information shall be provided for prospective participants so the participants can make informed decisions concerning preparation, participation and behavior while on the trip.
3. Trip Participation Forms. Each participant or the participant's parent/guardian in the case of a minor must complete, sign and return the [Student Travel Information and Release Form](#) to the AIO prior to the trip. The AIO is responsible for maintaining these records in a manner that ensures timely access to the medical information for each participant in case of an accident or health-related emergency. The AIO shall also complete a [Student Travel Authorization](#) form and submit copies to the respective DA (Associate Dean of Student Affairs) and University Police prior to each trip.
4. Medical Insurance. All enrolled Health Science Center students are required by State Law to have continuous medical insurance coverage. A copy of the student's proof of insurance shall be attached to the [Student Travel Information and Release Form](#).
5. Weapons, Illegal Substances and Alcohol. Use, possession or transporting of weapons, illegal substances and/or alcohol is forbidden while on a University sponsored trip.
6. University Owned Vehicles/Rental Vehicles/Commercial Carriers. All operators of University owned or leased vehicles shall be employees of Health Science Center who must be trained as required by law to drive the vehicles and have valid operators' licenses to drive the vehicle that will be used.

**HEALTH SCIENCE CENTER HANDBOOK OF OPERATING PROCEDURES**

Chapter 14	Student Policies and Procedures	Effective:	June 2002
Section 14.2	Other Student Policies	Revised:	March 2012
<b>Policy 14.2.1</b>	<b>Student Travel</b>	Responsibility:	Vice President for Academic, Faculty and Student Affairs

---

In addition, operators shall have a current “Motor Vehicle Record” on file with the individual department’s personnel administrator. All operators of motor vehicles shall comply with all laws, regulations, and posted signs regarding speed and traffic control and shall not operate the vehicle for a continuous period that is longer than the maximum provided by federal or state law or regulations or guidelines promulgated by the Health Science Center, whichever is lower, without scheduled rest stops or overnight stops. There should be no driving between the hours of 11:00 p.m. and 6:00 a.m. without prior approval of the AIO.

When rental cars are used, the same policy applies and all applicable requirements of the state contracts for rental cars and the University of Texas System Business Procedure Memoranda apply.

All Health Science Center owned or leased motor vehicles must have current proofs of liability insurance coverage and state inspection certification, be equipped with all safety devices or equipment required by federal or state law or regulation, and comply with all other applicable requirements of federal or state law or regulations.

In addition, all Health Science Center owned or leased vehicles must have scheduled periodic service and maintenance by qualified persons and comply with all applicable requirements of the University of Texas System Business Procedure Memoranda.

All occupants of motor vehicles shall use seat belts or other approved safety restraint devices required by law or regulation at all times when the vehicle is in operation.

The total number of passengers in any vehicle at any time it is in operation shall not exceed the manufacturer’s recommended capacity or the number specified in applicable federal or state law or regulations, whichever is lower. In addition, when the luggage load is excessive, it is highly recommended the passenger load be reduced accordingly. The weight of the passengers and luggage should be distributed evenly throughout the vehicle.

**HEALTH SCIENCE CENTER HANDBOOK OF OPERATING PROCEDURES**

Chapter 14	Student Policies and Procedures	Effective:	June 2002
Section 14.2	Other Student Policies	Revised:	March 2012
<b>Policy 14.2.1</b>	<b>Student Travel</b>	Responsibility:	Vice President for Academic, Faculty and Student Affairs

---

When commercial carriers are used, the same policies apply and all participants shall observe the carrier's safety guidelines.

7. Emergency Procedures. All AIO's are to follow the pre-determined emergency notification procedures while on trips.
8. Monitoring. When any incident relating to students occurs on the trip, the AIO's are to notify the supervisors as soon as possible, and the supervisors shall notify the respective DA (Associate Dean of Student Affairs). Following the trip a report shall be submitted by the AIO's to the respective DA (Associate Dean of Student Affairs) documenting the incident so appropriate actions could be taken.
9. Side Trips/Early and Late Departures. Students traveling on institutionally approved trips must arrive at and depart the site at the same time as the AIO's unless prior approvals are given by the AIO's for special circumstances. Side trips from the pre-determined itineraries are at the discretion of the AIO's.