Travel

(University Rule 13.04.99.C1) – Proposed May 9, 2005

1. OVERVIEW
Texas A & M University – Corpus Christi is supportive of student activities both on and off campus, and recognizes that the safety of its students is of utmost importance. The requirements outlined in this section apply to student travel that is more than 25 miles from campus to an activity that is organized, sponsored and funded by an A&M-CC component, using a vehicle owned or leased by the university, or student travel that is required by an organization registered with an A&M-CC component. Students traveling on behalf of A&M-CC must obtain prior approval through the appropriate university department. This section applies to travel by cars, trucks, vans or buses.

2. TRAVEL SAFETY GUIDELINES
During travel situations specified above, students must abide by the following safety guidelines

2.1 Drivers and passengers must abide by all federal and state laws.
2.2 Drivers must possess a valid driver’s license that is appropriate for the classification of vehicle being driven.
2.3 Drivers, occupants and their luggage should not exceed the official maximum capacity of the vehicle used.
2.4 On lengthy trips, alternate drivers should be used to avoid driver fatigue.

DIVISION OF STUDENT AFFAIRS PROCEDURES

PAPERWORK

All forms are due at least three (3) business days in advance to appropriate departmental office. Organizations must turn in the following forms (all are in the appendix):
1. Trip Itinerary
2. List of Travelers
3. Student Activity Release for each participant
4. Emergency Information for each participant
5. Driver Release (if driving) for each driver agreeing to abide by risk management policies for travel.
6. Drivers will provide driver’s license, license plate number, and proof of insurance to department for copying before being authorized.
7. The organization must keep a copy of all Emergency Information sheets, a copy of the Incident Report and List of Participants in the event of an emergency.
8. A copy of the Trip Itinerary, List of Participants, Emergency Information Forms, and the Student Activity Release Forms will be hand carried to UPD.

RISK MANAGEMENT & TRAVEL

1. Travelers must abide by all federal and state laws.
2. Clubs cannot drive for over 14 hours in any given 24-hour period. The majority of the hours must be during daylight.
3. Clubs may not depart after 4 p.m. for trips exceeding 8 hours.
4. Drivers must change every 4 hours to avoid driver fatigue and ensure the safety of the passengers.
5. Drivers must be at least 18 years old.
6. If a breakdown occurs, immediately notify a member of the department sponsoring the travel activity.
7. No alcoholic beverages are allowed in vehicles at any time. All drivers must have refrained from alcohol and drug use for at least 12 hours before a trip departure.
8. A first aid kit must be taken for the trip, along with copies of Emergency Information forms, a blank Incident/Accident Report and List of Travelers.
9. Only organization members and the advisor may travel together. Family, friends and other non-members may not travel in the same vehicle due to liability issues.

VEHICLE OPTIONS

Student organizations should be aware of the advantages and disadvantages of various modes of travel. Listed below are the basic means of traveling available to students groups and the advantages/disadvantages associated with each:

2. **Fifteen (15) Passenger Vans**: Fifteen passenger vans may be used only under the following conditions: only nine occupants or less may ride in a van. The driver must be a university employee. Nothing may be loaded on the top of the van. Cargo limit must meet safety requirements.

3. **Personal Vehicles**: most flexible method, least expensive, fewer arrangements necessary, individual driver is responsible for passengers, drivers must carry own insurance to cover liability. If a university staff member drives their personal vehicle regularly for business purposes, it is recommended that you investigate changing your insurance to reflect this, although the costs will be increased.

4. **Enterprise on campus**: Enterprise has a branch on campus that will rent to student organizations at a discounted rate. All guidelines and procedures set forth by Enterprise must be followed, in addition to all university requirements. The Optional Personal Accident Insurance (PAI) and Optional Supplement Liability Plan (SLP) need to be accepted, and the Optional Damage Waiver (DW) can be declined. The driver must be a university employee.

5. **Commercial Carrier (bus, car rental, etc.)**: carrier provides own insurance and assumes liability, most expensive, usually must pay in advance or make deposit, must arrange early and usually requires written agreement. This is the lowest level of liability both for the organization and the driver. Insurance coverage can vary. Inquire about what responsibilities the company assumes.

Please consider these options carefully as you plan your trips. Having more control over the total trip may be worth a little more money. If personal cars are to be used, make sure drivers have a good driving record, have adequate insurance coverage and that the cars are in good running condition.

LONG DISTANCE AND INTERNATIONAL TRAVEL

For travel more than 500 miles or eight hours from campus:
1. A representative from the organization must meet with either the UCSO Coordinator or Sports Club Director to discuss travel plans and ensure that the organization is taking steps to reduce the likelihood of an accident or other problems associated with long distance travel at least one week prior to travel.

2. For international travel (including Mexico & Canada)
   a. A representative from the organization must meet with the department head of Student Activities or Recreational Sports at least **two weeks prior to travel**. This includes day trips into either country, even if walking across the border.
   b. If driving into Mexico, the following items are needed:
      1) Notarized photocopies of vehicle title
      2) Photocopy of declaration of liability insurance
      3) Use of a credit card to make a deposit
      4) Signed affidavit that the vehicle will be returned
      5) Proof of citizenship (birth certificate or passport)
      6) Proof of Mexico Tourist Insurance (Gonzales & Bogard Insurance Agency at 888-8882 is the preferred company by A&M-CC because they meet the minimum requirements)
      7) The vehicle’s receipt proving registration
      8) Please check international travel guidelines regarding immunizations, political conditions and other health and safety issues before traveling to a foreign country.

   **EMERGENCY PROCEDURES**

   A) In the event of a minor emergency:
      a. Handle the emergency on site with 911, Emergency Medical Services and local law enforcement.
      b. Upon return to campus, file an Incident Report with appropriate sponsoring department.

   B) In the event of a serious emergency:
      a. Handle the emergency on site with **911**, Emergency Medical Services and local law enforcement.
      b. Contact **A&M-Corpus Christi University Police (825-4444)** with details of the incident. Based on the situation (state of the victim, location of accident, etc.), determine who will contact the individual listed as the emergency contact for the victim. Initiate contact. In the event of a death, refer to section C.
      c. Determine with the police who will contact the organization's advisor. Initiate contact. (If the organization's advisor can not be reached, the University Police will contact the appropriate department director or chair who will fulfill the duties of the advisor in his/her absence.)
      d. Do not talk to the media about the event. Refer all questions to the university.
      e. Complete an **Incident Report** and return it to the sponsoring department. Upon return to campus, meet with the organization's advisor to discuss details of the incident.

   C) In the event of a death:
      a. Handle the emergency on site with **911**.
b. Contact the **University Police** with details of the incident **825-4444**. The University Police will contact a university official (i.e. Vice President of Student Affairs, Provost, or President). The university official will notify the family of the victim.

c. Do not talk to the media about the event. Refer all questions to the university.

d. Complete an Incident Report and return it to the department sponsoring the travel. Upon return to campus, meet with the organization's advisor to discuss details of the incident.

**PROCEDURES FOR ON-CAMPUS UNIVERSITY PERSONNEL**

A. University Police will be the initial contact for the student organizations in the event of an emergency. The police will have the hand carried copy of the **Trip Itinerary, List of Participants, Emergency Information Forms, and the Student Activity Release Forms** on file.

B. The student organization or University Police will contact the advisor based on the severity of the situation. In a serious or life threatening situation, the advisor should be contacted. If the advisor cannot be reached, the University Police will contact the appropriate department director or chair who will fulfill the duties of the advisor in his/her absence.

C. The advisor will act as a liaison between the student organization and the appropriate offices on campus.

D. Upon return to campus, the advisor will meet with a club representative to discuss the details of the incident and document all information. The advisor will forward all information to the appropriate campus offices.