1. GENERAL

1.1 Texas A&M University-Corpus Christi has a vested interest in promoting the safety and welfare of University students. These procedures govern organized student travel by one or more students presently enrolled at the University to an activity or event located more than 25 miles from the University when the activity is sponsored and/or funded by the University or required by a student organization properly registered at the University.

1.2 These procedures, in conjunction with University Rule 13.04.99.C1: Student Travel, are considered to be a minimum standard for organized student travel. Departments, units, and/or student organizations may mandate additional standards as deemed necessary to address the unique requirements associated with a particular type of organized student travel. Departments or units should submit proposals for additional requirements to the appropriate Vice President. Student organizations should consult with the organization’s advisor and the Department of University Center and Student Activities prior to implementing any additional standards.

1.3 Departments, units, and student organizations sponsoring organized travel outside the United States are responsible for assuring that no State Department Travel Advisory restricts travel by U.S. citizens to the destination country as per System Regulation 25.02.01.

2. RESPONSIBILITY

2.1 Organized student travel may require use of various modes of transportation. Each form of transportation requires students to follow common and mode specific safety precautions.

2.2 University departments that authorize employees to drive university vehicles for university related business are responsible for ensuring that the students follow all university rules and procedures.

2.2.1 Additional Insurance When Renting State Contracted Vehicles

Personal Accident Insurance (PAI) must be purchased when renting state contracted vehicles. Lost/Damage Waiver or comprehensive (L/DW) which
covers any damage that might occur to the rental vehicle and primary liability for persons and property outside the rental vehicle are included in state contracted rental vehicle rate.

L/DW is not included in the rate when vehicles are rented from non-state contracted vendors. L/DW and PAI must be purchased and the vendor exception form completed (refer to the travel handbook for additional information).

2.3 These procedures do not apply to undergraduate or graduate students who are responsible for their own transportation to an off campus site where a class meeting, who participate in travel related to academic course requirements (e.g., internships, field trips, clinical or student teaching sites), or completing their assigned duties as a University employee, (e.g., research data collection) [link].

3. TRAVEL INFORMATION

3.1 Individual Student or Student University sponsored Group Travel Packet Checklist is required documentation.

All forms can be found online at: [link]. Forms are due one (1) week in advance to appropriate departmental office.

3.2 Travel Notification

The sponsoring department must notify the University Police Department via email at universitypolicefrontdesk@tamucc.edu indicating the name of the group(s) traveling, dates of travel, and that travel packet is available for review in Laserfiche.

3.3 Modes of Travel

The following are the most common modes of organized travel:
1) Vehicles owned or leased by the University.
2) Privately owned vehicles
3) Commercial travel. Students traveling by commercial transportation, whether domestic or international, must comply with all laws regulating travel and the rules of the specific carrier. (For International Travel check International Travel rules and procedures.)

3.4 Safety Requirements
3.4.1 Drivers and passengers must act responsibly and use sound judgment when traveling.

3.4.2 Drivers and passengers must wear seat belts at all times. The number of occupants in the vehicle must not exceed the number of seat belts.

3.4.3 Drivers must have a valid driver’s license. Vehicles must have all insurance coverage as mandated by the State of Texas, and must have a current state inspection and registration.

3.4.4 Drivers must obey all traffic laws and regulations, including posted speed limits.

3.4.5 Drivers must not drive under the influence of alcohol or illegal drugs or transport or possess alcoholic beverages, illegal drugs, unauthorized firearms or other types of weapons.

3.4.6 Drivers must ensure that the vehicle manufacturer’s recommended load capacity is not exceeded. (See owner operating manual for specific instructions).

3.4.7 Drivers are encouraged to follow the safe driving practices provided below:
1) Begin the trip well rested.
2) Plan routes in advance; carpool and caravan when possible.
3) Divide the trip into segments, stopping for rest as necessary.
4) Establish a reasonable departure and arrival time.
5) Whenever possible on extended trips, have at least one other approved driver.
6) Avoid driving when conditions are hazardous. Be prepared to stop the trip and check into a motel when fatigue or travel conditions warrant.

3.4.8 If an individual who has been approved to drive a University vehicle has restrictions added or endorsements removed from his/her driver’s license, that individual must report this change to the sponsoring organization or department.

3.5 Drivers should have the suggested insurance state limits.

4. INTERNATIONAL TRAVEL RECOMMENDATIONS

4.1 Travel Warnings
4.1.1 Travel by undergraduate students will not be approved when the travel is to any foreign country that is under a Travel Warning by the U.S. Department of State, [http://travel.state.gov/travel/cis_pa_tw/tw/tw_1764.html](http://travel.state.gov/travel/cis_pa_tw/tw/tw_1764.html).

4.1.2 Graduate students traveling to a country under a Travel Warning must have approval in advance by the university President and be accompanied by a completed Acknowledgement of Risk Form.

4.2 Mexican law requires travelers entering Mexico, via state or personal vehicle, to furnish the following documents at the border:
1) Notarized photocopies of vehicle title
2) Photocopies of declaration page of University liability insurance coverage
3) Signed affidavit that the vehicle will be returned
4) Proof of citizenship (passport)
5) Driver’s license
6) Proof of Mexico Tourist Insurance
7) Vehicle’s registration receipt
8) Departure tax

4.3 Additionally, the person organizing the trip should inform travelers of all international travel guidelines regarding immunizations, political conditions and other health and safety issues before traveling. All travelers are responsible for ensuring compliance with these requirements.

It is important to remember that all international students will need visas to enter another country or to return to the United States. If traveling to sites near the border, international students must bring their passports and visas as there will be border checkpoints.

5. EMERGENCY PROCEDURES

In all emergency situations, including Minor Emergency (no one seriously injured) and Major Emergency (serious injuries and deaths), follow these procedures:

5.1 Contact local Emergency Medical Services (911) and local law enforcement for them to take necessary action at the scene.

5.2 Contact the University Police Department (361) 825-4444 with details of the incident, state of the victim(s), location of accident, location of hospital(s) etc. The University Police will contact the Executive Vice President for Finance and Administration, and the Vice President for Student Engagement and Success or their designees. The Vice President for Student Engagement and Success or designee will contact the Director of Communication and Public Affairs.
5.3 In Emergency situations, refer all questions from the media to the University’s Public Affairs Office at (361) 825-2420.

5.4 Complete an Incident Report and upon return to campus submit the Incident Report to the University Police Department and sponsoring department.

5.5 Upon return to campus, meet with the appropriate university personnel to discuss details of the incident.

REFERENCE
Statute Texas Education Code, §51.950

Contact for Interpretation: Vice President for Student Engagement and Success.