

Policies of the University of North Texas Health Science Center	Chapter 07 – Student Affairs, Education and Funding
07.130 Student Travel Policy	

Policy Statement.

It is the policy of the university to promote safety and to encourage students to engage in safe conduct when traveling to and from university activities or events. Accordingly, in addition to encouraging students to use good judgment, the university has adopted this policy and authorized the university Office of Facilities Management to approve procedures to encourage safe behavior on the part of students presently enrolled at the university.

Application of Policy.

This policy applies to all UNTHSC students who travel to an activity or event that is organized and sponsored by the university when:

- a. the activity or event is located more than 25 miles from the campus from which travel originates; and
- b. the travel is:
 - (1) required by a student organization properly registered at the university; or
 - (2) funded by and requires use of a vehicle owned or leased by the university.

For purposes of this policy, an activity or event is organized and sponsored by the university when it has been planned, funded and properly approved by the appropriate university official.

Definitions.

Procedures and Responsibilities.

1. General. Students traveling to and from university organized and sponsored activities or events may be required to use various modes of travel and travel under different conditions. Each form of travel requires the student to follow common and mode-specific safety precautions. In addition to following federal and state laws that encourage safe travel, using sound judgment, and following this policy, students traveling to and from events covered under this policy must follow the University Driver Safety Requirements approved by the university Office of Facility Management, and available on their website. At a minimum, these rules must include provisions concerning:

- a. Use of Seat Belts and Other Safety Devices. Seat belts and other safety devices must be used at all times. Students are encouraged to act responsibly and to use sound judgment when traveling.
- b. Passenger Capacity. Travel in vans must be approved by the university Office of Facility Management. Passenger capacity is strictly restricted based on the type of van reserved (i.e. Turtle Van only holds 13 passengers, including the driver).
- c. Required Qualifications and Training. All students who operate vehicles owned or leased by the university must be over eighteen (18) years of age, possess a valid driver's license, have current automobile liability insurance, and have a good motor vehicle driver history. Additionally, these students must satisfy other qualifications and training requirements established by the university Office of Facility Management.
- d. Fatigue and Time of Travel. Students traveling to and from activities or events covered under this policy should obtain a minimum of six (6) hours sleep before traveling and drive no more than five hundred (500) miles in a twenty-four (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 department head.
- e. Privately Owned Vehicles. Students who use a privately owned vehicle or any vehicle other than those owned or leased by the university when traveling to and from events and activities covered under this policy must follow the safe travel rules approved by the Office of Facility Management and applicable state law.
- f. Air and Other Modes of Commercial Transportation. Students traveling by air and other modes of commercial transportation must comply with all federal laws regulating the specific mode of travel and the rules of the specific commercial carrier, including laws and rules regarding carry-on baggage and baggage weight restrictions.
- g. International Travel. Students must comply with university policies and procedures for scheduling for credit international clinical and educational experiences. Students traveling to locations outside the United States are responsible for satisfying all international travel requirements, including obtaining a valid passport, obtaining 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 organizations. Students can find information about international travel at the International Student Services Office.
- h. Alcohol, Illegal Drugs and Weapons Prohibited. All students traveling to and from events or activities covered under this policy are prohibited from consuming or

possessing alcohol or illegal drugs and transporting weapons in vehicles owned or leased by the university.

- i. Travel Authorization. Registered student organizations that require their members to travel to events and activities covered under this policy must obtain written approval for the travel by the appropriate university official before the date of the event or activity. When the university provides transportation, students traveling to events must return in the university provided vehicles unless authorized to do otherwise by the appropriate university official. Students under eighteen (18) years of age are not authorized to return in a vehicle other than one provided by the university.
- j. Travel to areas declared a natural disaster. All registered student organizations wishing to travel to areas declared a natural disaster or under a travel warning must seek approval by the Office of Student Affairs. If approved, students are required to update all emergency contact information in EIS, as well as getting permission from their respective schools for the absence. If the absence is unexcused, the student will not be allowed to make up missed work.
- k. Other Policies. Students must comply with all other applicable university policies.

Responsible Party: UNTHSC Student and Academic Department

2. Student travel not related to a registered student organization or campus sponsored event. All students traveling to a natural disaster site or an area under a travel advisory during an academic semester for which they are enrolled should contact the Office of Student Affairs to notify the institution of their absence and provide contact information to be used during the trip. The student is responsible to update all emergency contact information in EIS should there be a need to notify their next of kin. Students must get permission from their respective school prior to their departure. If the absence is unexcused, the student will not be allowed to make up missed work.

Responsible Party: UNTHSC Student and Academic Department

3. Compliance and Enforcement. Departments that encourage or require one or more students to travel to events and activities covered under this policy are responsible for verifying that students are aware of this policy and the safe travel rules approved by the Office of Facilities Management. Departments that permit students to drive any vehicle owned or leased by the university are responsible for ensuring the student meets the driving requirements established by the Office of Facilities Management. Departments must report violations of this policy and safe travel rules to the Office of Facilities Management.

University employees who authorize students to drive vehicles rented for any university-related business or activities are responsible for ensuring the student meets driving requirements established by state law and the Office of Facilities Management. Faculty and staff employees who fail to comply with this policy are subject to disciplinary action in accordance with applicable provisions of the faculty handbook and the staff personnel manual.

Individual students who violate this policy and the safe travel rules approved by the university Office of Facilities Management are subject to disciplinary action, to include suspension. Student organizations that violate this policy and the safe travel rules are subject to disciplinary action, to include suspension, loss of privileges and loss of funding.

Responsible Party: UNTHSC Student and Academic Department

References and Cross-references.

Texas Education Code, §51.950

Board of Regents Rule 07.108: Student Travel Policy

Forms and Tools.

All student related policies can be found online at

<http://www.hsc.unt.edu/policies/PoliciesList.cfm>

UNTHSC Catalog: <http://www.hsc.unt.edu/catalog/>

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