



13.04.99.D1

Student Travel

Approved: May 28, 2010

Revised: June 17, 2013

February 12, 2016

Next Scheduled Review: February 12, 2019

Rule Statement

Texas A&M University-Central Texas (A&M-Central Texas) is supportive of student activities both on and off campus but also recognizes that the safety of its students is of utmost importance.

Reason for Rule

The Texas Education Code and The Texas A&M University System require the adoption of a rule for student travel meeting certain criteria.

Procedures and Responsibilities

1. GENERAL

- 1.1. The requirements outlined in this rule apply to travel that is more than 25 miles from campus to an activity that is organized, sponsored, and/or funded by the university or by an organization properly registered at the university. Students traveling on behalf of A&M-Central Texas must obtain prior approval through the appropriate department.
This rule applies to all modes of travel.
- 1.2. Additional details to the requirements listed below and specific procedures regarding student travel are listed in University Procedure 13.04.99.D1.01 *Student Travel* and should be read in conjunction with this rule.

2. TRAVEL SAFETY GUIDELINES

- 2.1. Drivers and passengers must abide by all federal and state laws. In accordance with state law, drivers and passengers must use seat belts or other available safety restraints.

- 2.2. Drivers must possess a valid state issued driver's license that is appropriate for the classification of vehicle that is driven.
- 2.3. Drivers must be at least 18 years old. If traveling by rental vehicle, drivers must be age eligible.
- 2.4. Drivers transporting students must have completed A&M-Central Texas driver training program.
 - 2.4.1 The driver training program must be completed annually and in the presence of Office of Civic & Student Engagement staff.
- 2.5. Drivers, occupants, and their luggage should not exceed the vehicle manufacturer's recommended capacity.
- 2.6. Operator fatigue should be considered when selecting drivers and drivers should drive no more than 10 hours during a 24 hour period. On lengthy trips, alternate drivers should be used to avoid fatigue.

3. VEHICLE OPTIONS

Listed below are the traditional means of travel available to students:

- 3.1. Rental vehicles: Students traveling using rental vehicles must comply and abide with all university and rental provider rules, regulations, and stipulations.
- 3.2. Vans: Only vans with a standard maximum capacity of 10 passengers or fewer shall be approved for travel. Nothing may be loaded on top of the van and all cargo should be loaded evenly, not to be stacked higher than seat level.
- 3.3. Personal Vehicles: The driver must have adequate motor vehicle insurance and the vehicle must meet all state safety and registration requirements.
- 3.4. Commercial Carrier: Students traveling by commercial transportation must comply with all rules specific to the carrier. This includes laws and regulations regarding carry-on luggage and weight restrictions.

3.5. 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)

Due to liability for personal injury, the university strongly discourages the use of personal vehicles when transporting students. It is the university preference that a rental vehicle be used to transport students and the drivers must have taken the driver safety course (DST). Contact the Office of Student Engagement 254-519-5496 to register for the DST course.

4. ADDITIONAL STANDARDS

- 4.1. This rule, in conjunction with University Procedure 13.04.99.D1.01 *Student Travel*, is considered to be a minimum standard for organized student travel. Division, department, units, and/or student organizations may mandate additional standards as deemed necessary to address the unique requirements associated with a particular type of student travel.

Related Statutes, Policies, or Requirements

System Policy [13.04 Student Travel](#)
University Procedure 13.04.99.D1.01 *Student Travel*
Texas Education Code § 51.590

Contact Office

Office of Civic & Student Engagement
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