RSO Traveling Policies

It is the policy of Schreiner University to promote safe travel by students to and from events and activities.

This policy applies to the travel of enrolled undergraduate or graduate students to attend activities or events that are

- Organized and/or sponsored by Schreiner University
- Occur more than 100 miles from the University campus.
- Funded in whole or in part by the University
- Initiated and conducted or promoted by an officially registered student organization, university department, faculty member or employee for the benefit of or on behalf of Schreiner University

The types of activities and events covered by this policy include course related field trips, Recreational Sports club trips, the activities of sponsored student organizations, and meetings of academic organizations where a student is officially representing the University.

This policy does not apply to travel undertaken by students to attend out-of-town athletic events, or to engage in student teaching, internships, practicum’s, observations, or research.

Definitions

An **organized event** is one that is initiated, planned and arranged by a member of the University’s faculty or staff, or by the members of a sponsored student organization, and is approved by the Director of Student Activities.

A **sponsored event or activity** is one that the University endorses by supporting it financially, or by sending students to participate in it as official representatives of the University.

An **enrolled student** is one who has been admitted to and is attending classes at the University.

Travel Authorization

In order to assure that the events or activities that involve student travel are within the course and scope of the University’s mission, and that student safety issues have been addressed, travel undertaken pursuant to this policy must be authorized in advance by the Director of Student Activities and the Dean of Students.

1. To request authorization of the sponsored student organization must submit a completed Request for Authorization for Student Travel Form, along with the required documents and information, to the Director of Student Activities for approval. The request should be submitted 10 business days in advance of travel to the activity or event.

2. The following information/documents must be submitted along with the Request for Authorization for Student Travel form:
   A. A list of participants including their names, local address (if they do not live on campus) and phone numbers.
B. Each participant must complete a Waiver Form that has the names and phone numbers of persons to contact in case of an emergency, health and accident insurance information.

C. The name and phone number for the responsible University employee(s) who will be available to the students at all times during the travel and activity.

D. Copies of valid drivers licenses for any students who will operate vehicles. If using the University passenger vans they must have completed the Van Driving Training given by University Security and a copy of the certificate of completion must be submitted.

3. When leading group trips, the faculty or staff members should carry a copy of each students Waiver Form that indicates emergency contact and health insurance information for each student.

4. If a student group would like to stay overnight at a conference then the University will require that an advisor/University volunteer accompany them.

5. If an student group is unable to have their appointed University Advisor travel and stay the night with them a university volunteer may serve as an advisor upon the approval of the Director of Student Activities, Dean of Students or V.P. of Finance and Administration. The Advisor/Volunteer will have to sign the Travel Advisor’s Agreement which outlines the university’s expectations. The University will conduct background checks on all Schreiner non-employee’s.

**Travel by Privately Owned Vehicles**

When requesting authorization for travel that involves the use of personally owned vehicles must have current liability insurance. When using privately owned vehicles personal liability insurance will be looked to cover any liability that may result in the use of the vehicle for the proposed travel.

**Vehicle Operator Requirements**

A. All students who will operate vehicles while engaged in travel for a sponsored activity of event must have a valid driver’s license.

B. Operators shall comply with all laws, regulations and posted signs or directions regarding speed and traffic control.

C. Operators shall take a mandatory 15 minute rest break every 4 hours.

D. Operators shall drive no more than ten hours in any 24 hour period.

E. Trips requiring more than 10 hours of driving time to reach a point of destination shall require overnight lodging.

F. A navigator shall be assigned for all trips scheduled to take more than 2 hours. Trips requiring more than 10 hours of driving time to reach a point of destination shall require overnight lodging.

G. A navigator shall be assigned for all trips scheduled to take more than 2 hours.

H. Occupants of motor vehicles shall use seatbelts at all times when the vehicle is in operation.

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I. Occupants of motor vehicles shall not possess, consume or transport any alcoholic beverages or illegal substances.

J. 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 by University policy, federal or state law or regulations, whichever is lowest.

K. It is required that all 15-passenger vans be operated only by authorized drivers. They must have completed the University’s van driving training.

L. 15-passenger vans shall not carry more than 12 occupants (including the driver) at any one time.