Section 7	Student Policies	07/03/02 - Originated
Subject 7.1	Student Services and Activities	06/16/14 - Reviewed w/ changes - Reviewed w/o changes
Policy 7.1.4	**Student Travel Policy**	07/15/14 - Effective COD -Author

Student Travel Policy

Definition

Registered Student Organization: An organization whose members consist of current UTMB students, faculty and/or staff that has completed the necessary registration criteria as outlined in the Student Organizations Handbook, published by the Office of Student Life. The organization may be profession and discipline specific, cultural, religious or social.

Policy

This policy does not pertain to clinical or academic assignments. Registered student organizations that require their members to travel 25 miles or more from UTMB to attend an activity or event covered by this policy must obtain prior written approval for the proposed travel by the Associate Vice President for University Student Services or his/her designee with the exception of clinical rotations.

This policy regulates certain UTMB sponsored, supported, or sanctioned travel by one or more currently enrolled students to reach an activity or event that meets **all** of the following criteria:

a. The activity or event is organized and sponsored by UTMB. This includes any activity planned and funded by UTMB, and approved by a designated administrator.
b. The activity or event is located more than 25 miles from UTMB; and
c. Either:
   (i) Travel to the activity or event is funded by UTMB and accomplished using a vehicle owned or leased by UTMB; or
   (ii) Attendance at the activity or event is required by a registered student organization and approved in accordance with this policy.

Safety and Modes of Travel

All Motor Vehicle Travel

Seat Belts:
Occupants of motor vehicles shall use seat belts or other approved safety restraint devices required by law at all times when the vehicle is in operation.

Alcohol and Illegal Substances Prohibited:
Occupants of motor vehicles shall not consume, possess, or transport any alcoholic beverages or illegal substances.

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Safety and Modes of Travel (cont'd)

Passenger Capacity:
The total number of passengers in any vehicle at any time the vehicle is in operation shall not exceed either the manufacturer's recommended capacity or the number specified in applicable federal or State law or regulations, whichever is lower.

License and Training:
Each operator of a motor vehicle must have a valid operator's license and be trained as required by law to drive the vehicle that will be used.

Proof of Insurance, Inspection, and Safety Devices
Each motor vehicle must have a current proof of liability insurance card and state inspection certification, be equipped with all safety devices or equipment required by federal or state laws or regulations, and complies with all other applicable requirements of federal or state laws or regulations.

Legal Operation of Vehicle and Driving Schedules:
Operators of motor vehicles shall comply with all laws, regulations, and posted signs regarding speed and traffic control, and shall not operate the vehicle for a continuous period without scheduled rest or overnight stops that is longer than the maximum permitted by federal or state laws or regulations, or guidelines promulgated by UTMB whichever is lower.

Travel Using a Vehicle Owned or Leased by a Component Institution

Service and Maintenance:
In addition to those provisions above, each vehicle owned or leased by UTMB must undergo scheduled periodic service and maintenance by qualified persons and comply with all applicable requirements of The University of Texas System Administration Policy UTS157, Automobile Insurance Coverage for Officers and Employees and General Requirements for the Use of Vehicles.

Operators of Vehicles:
All operators of vehicles owned or leased by UTMB must be employees of UTMB and must have a valid operator's license for the operation of the particular vehicle. In addition, operators must have a current Motor Vehicle Record on file with the designated UTMB office.

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Safety and Modes of Travel (cont'd)

Travel Using Rented Vehicles

UTMB has access to contract rates through the General Services Commission (GSC). UTMB will reimburse only up to the stated contract rate unless an approved GSC exception exists and is properly documented. State funds may not be used as a funding source in this instance.

UTMB has access to contract rates negotiated through the UT System Travel Program for all UT Components. UTMB highly recommends use of the UT System contracted Rental Car agencies and will reimburse only up to the stated contract rate. See UTMB IHOP Policy 4.03.01 for more information.

Travel by Common Carrier

When a common carrier is used for student travel covered by this policy, UTMB shall take reasonable steps to ensure the travel is undertaken in conformance with this policy.

References

Texas Education Code, § 51.950, Policy Regulating Student Travel
Regents Rules 50601, Student Travel
The University of Texas Administrative Policy 157, Automobile Insurance Coverage for Officers and Employees and General Requirements for the Use of Vehicles
IHOP Policy 4.3.1, *Travel Policy*
IHOP 8.1.15 General Requirements for the Use of Vehicles