

What You Need to Know Student Group Travel / Off-Campus Activity

Note: Exhibits referenced below refer to exhibits in the [Administrative Policies and Procedures Manual, policy number B2-170.0, Travel and Risk-Related Activities](#). In addition, policies on safety requirements, insurance, etc. are taken from [UT System Business Procedures Memorandum 16-05-02, Automobile Insurance Coverage for Officers and Employees and General Requirements for the Use of Vehicles](#).

Release Forms

- The University's Release and Indemnification Agreement and Medical Information Release forms must be completed and signed by each student or member of the public prior to participating in University-sponsored travel or a risk-related activity.
- There are separate forms for adults and minors and for foreign travel.
- In the case of a minor, the parent or guardian must sign the forms.
- A minor is any person who has not yet attained the age of eighteen (18).
- A student is any person presently enrolled at UTD.
- Copies of participant Medical Information Release forms and the Emergency Procedures Guidelines must accompany the responsible faculty or staff member assigned to each vehicle used for University-sponsored travel.
- Release forms are not required for employees because they are covered under [Worker's Compensation Insurance](#) when they are performing duties in the scope of their employment.

Prior to Travel

- Prior to each travel or other risk-related activity, the administrator of the unit sponsoring the activity must provide the Police Chief with all pertinent information regarding the activity. The Student/Team/Group Travel Authorization form (Exhibit B14) and the Student Group Travel/Off-Campus Activity Checklist (Exhibit B14-A) are used for this notification.

Driver Training Required

- Driver Training is required of any employee operating a University-owned vehicle. In addition, drivers must have their Motor Vehicle Record (MVR) checked prior to any travel taking place to insure that they have a good driving record and that they are eligible to operate a University-owned vehicle. This process may take 1-2 months, so you must plan ahead. For information on driver training classes and MVR checks, please contact the Environmental Health and Safety Office at ext. 6114.
- Drivers of University-owned or rented vans must take a special driver training course offered by Environmental Health and Safety. Call ext. 6114 for more information.

Motor Vehicle Travel – Safety Precautions

- Occupants of motor vehicles must use seat belts or other approved safety restraint devices as required by law at all times when the vehicle is in operation.
- Occupants of motor vehicles must not consume, possess, or transport any weapons, alcoholic beverages, or illegal substances at any time when the vehicle is in operation.
- The total number of passengers, including the driver, in any vehicle at any time it is in operation must not exceed the manufacturer's recommended capacity. For passenger vans, no more than nine (9) people, including the driver plus gear, should be loaded on any one 15-passenger van. The weight of the passengers and their gear must be distributed evenly throughout the van. Luggage should be placed in the rear behind the last seat and is not allowed on the roof when the van is being operated.
- On long trips, each vehicle must have a minimum of two drivers certified by the UTD Safety Officer.
- Drivers must rotate periodically.
- No more than 10 hours of driving should be completed during any one day.

- No driving between the hours of 11:00 p.m. and 6:00 a.m. is allowed without prior approval of the appropriate administrative official.
- Van drivers must take a thirty-minute rest break every four hours.
- For trips scheduled for longer than 2 hours, a navigator must be assigned to assist the driver. The navigator must stay awake while on duty.
- All vehicles must have access to a cellular phone, and the number should be indicated in the notification to the Police Chief.

Emergency Procedures

- In case of an emergency involving an auto accident or mechanical breakdown, follow the procedures as outlined in the Emergency Procedures Guidelines.

Rental Vehicles and Insurance Coverage

- When renting a vehicle for UTD business, you must utilize the companies that currently have contracts with the State of Texas. UTD's travel agent will assist you with making these reservations. When an employee rents a vehicle from a rental company under state contract, liability, comprehensive and collision insurance coverages are automatically provided. However, if you will be taking a rental vehicle "off-road," which means any roads not maintained by state, county or municipal authorities, you must notify the University's fleet contact (Facilities Management administrative assistant at ext. 2545) in advance of the travel so that she can notify U. T. System and the insurance company to make special provisions for insurance coverage.
- Exceptions to using the state contract may be granted in some circumstances (see [Administrative Policies and Procedures B2-210.2 – Transportation Allowance](#)). When a state contract company is not used, employees should not waive the physical damage insurance coverage offered by the non-contract company.
- If any vehicle is to be taken off road; or if a vehicle is being rented or leased for extensive travel (travel outside of the 48 contiguous states or rented or leased for more than 30 days), the department must notify the fleet contact, Facilities Management administrative assistant at ext. 2545, who will notify U. T. System for the purpose of obtaining special insurance coverage.

University-Owned Vehicles and Insurance Coverage

- A copy of UTD's auto insurance policy should be in the glove compartment of all University-owned vehicles.
- If the document is missing, please call the fleet contact at ext. 2545 to obtain a copy.

Use of Personal Vehicles and Insurance Coverage

- Employees are strongly discouraged from using personal vehicles for conducting official University business. The University provides liability coverage only for employees using their personal vehicles while conducting official University business. **However, the liability coverage in this case applies only as a secondary coverage to the employee's personal auto policy. This means that your insurance pays first and that you must pay your deductible.**