

13.04.99.W1/SS Student Travel
Approved December 7, 2001
Supplements System Policy 13.04

1. OVERVIEW

West Texas A&M University (WTAMU) is supportive of student activities both on and off campus, but also recognizes that the safety of its students is of utmost importance. The requirements outlined in this rule apply to student travel that is more than 25 miles from campus to an activity or event that is organized, sponsored and funded by WTAMU, using a vehicle owned or leased by the university. These requirements also apply to student travel that is required by an organization properly registered at the university. Students traveling on behalf of the university must obtain prior approval through the appropriate vice president or department head.

2. TRAVEL SAFETY GUIDELINES

During travel situations specified above, student must abide by the following safety guideline.

- 2.1 In accordance with State law, drivers must use seat belts and other available safety restraints and require all passengers to do likewise.
- 2.2 Drivers, occupants and their luggage should not exceed the official maximum capacity of the vehicle used.
- 2.3 Drivers must possess a valid state driver's license that is appropriate for the classification of vehicle being driven. Drivers must be approved by the Office of the Vice President for Business and Finance to operate university-owned or leased vehicles.
- 2.4 Operator fatigue should be considered when selecting drivers. On lengthy trips, alternate drivers should be used to avoid fatigue.

3. TRAVEL SAFETY PROCEDURES

Specific procedures for student travel have been developed to augment the above requirements. These procedures are available in the Office of the Vice President for Student Services.

CONTACT FOR INTERPRETATION: Vice President for Student Services