

Oklahoma State University Policy and Procedures

STUDENT TRAVEL	1-0133 GENERAL UNIVERSITY March 2015
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1.01 Purpose

- A. To provide a framework for the safe travel of students participating in official functions of Oklahoma State University (the University) where the University controls the method of travel.
- B. To assign responsibility and accountability.

2.01 Applicability

- A. This policy applies to official functions where the University has taken the responsibility for domestic student travel.
- B. These policy standards are minimum requirements. Departments, units, divisions, classes, and/or student organizations may mandate additional standards as deemed necessary to address unique requirements associated with particular types of student travel.

3.01 Responsibility

- A. It is the responsibility of the University authority - department head, advisor to the student organization, academic program, university employee, etc - (the “sponsor”) endorsing the official function to assure compliance with this policy and associated procedures. B. The sponsor should remind students of rules and regulations regarding conduct during the function, including, but not limited to, responsibility for obligations, purchases, or damages incurred by the students/group. Students will be subject to the provisions covered in “Oklahoma State University Student Rights and Responsibilities Governing Student Behavior” and local, state, and federal laws at all times. The sponsor is expected to report disciplinary issues to the Student Conduct Office as soon as reasonably possible.
- C. The University has no responsibility to provide transportation for students traveling to university sponsored functions.
- D. Students are responsible for obtaining their own medical and travel insurance. Travel insurance is available through the Campus Life Office.

- E. Student/group international travel (such as Study Abroad programs) and athletic travel have separate requirements not covered by this policy (see International Travel and Team Travel policies).
- F The Director of OSU Risk and Property Management or his/her designee shall review this policy annually and recommend revisions as deemed appropriate in accordance with institutional guidelines on policy revisions.

4.01 Accountability - Violations to this policy may result in disciplinary action or termination.

5.01 Travel by Motor Vehicle

From time to time students may travel by passenger vehicles on University sponsored functions with the following restrictions:

- A. Each driver must have a valid and approved driver's license for the type vehicle being operated and be rested.
- B. Each driver must be insurable.
- C. Driver Minimum Age Requirements –
 - Auto/Minivan/Pickup - 18 years old
 - 12-15 passenger vans - 21 years old and must obtain a certification in Precision Driving from an approved facility in the type of vehicle they will be driving.
- D. Occupants of motor vehicles should use seat belts or other approved safety restraint devices required by law or regulation at all times when the vehicle is in operation.
- E. Drivers shall not drive impaired as defined by the laws of the State of Oklahoma and shall not use alcohol eight (8) hours prior to or during operation of motor vehicles.
- F. The total number of passengers may not exceed the number of seatbelts available.
- G. The maximum number of hours a driver may drive is ten (10) hours (including fuel and rest stops) following at least eight (8) consecutive hours of sleep/rest.
- H. Physical damage to a privately-owned vehicle would be the responsibility of the owner or owner's insurance; but, if an employee is using his/her own vehicle for official University business, and is acting within the scope of his/her employment, the Oklahoma Governmental Tort Claims Act would provide primary coverage for liability purposes.

6.01 Travel by Commercial Motor Vehicle

From time to time students may be transported in commercial motor vehicles, as defined in Federal Motor Carrier Safety Administration (FMCSA) Regulation Section 383.5, on University sponsored events with the following restrictions:

A. Each driver must hold a valid and approved commercial driver's license specific to the class of vehicle under operation.

B. All applicable requirements of the FMCSA Regulations Parts 392 and 395 for passenger-carrying vehicles must be met.

C. Each driver must be insurable.

D. Occupants of commercial motor vehicles should use seat belts or other approved safety restraint devices to the extent required by law or regulation at all times when the vehicle is in operation.

E. Drivers shall not drive impaired as defined by the laws of the State of Oklahoma and shall not use alcohol within eight (8) hours prior to or during operation of motor vehicles.

7.01 Air or Train Travel

1. Commercial air or train carriers may be used. Tickets for commercial airlines must be purchased under the travel guidelines established by the State of Oklahoma.
2. Private aircraft use is not allowed under this policy.

8.01 Other Equipment

Any group which requires special equipment, such as trailers, livestock cartage, or which fulfills other special needs as part of the group's routine travel should ensure the equipment used meets minimum safety standards.

9.01 Any employee who becomes aware of a violation of this policy shall report the violation directly to the VPAF or through EthicsPoint by completing the internet form or by calling the toll-free hotline number, 866-294-8692.

Approved: E-Team Committee, April 12, 2010
Modified and Approved: OSU Board of Regents, March 6, 2015