

SUL ROSS STATE UNIVERSITY

A Member of the Texas State University System

Student Travel and Off-Campus Activities Guidelines

APM 4.11 (Revised 5/2012)

Sul Ross State University sponsors numerous off-campus activities involving students. To effectively manage these activities, the university has developed the following guidelines. Although no set of guidelines can guarantee the health and safety needs of each individual involved in an off-campus activity these guidelines address issues that merit attention and thoughtful judgment. It is of utmost importance that prudent and responsible decisions be made whenever students are traveling on official university sponsored activities. These policies pertain to any official travel undertaken by one or more students to reach an event or activity that is located more than 25 miles from their campus. These policies are also to be in effect whenever a university vehicle is used or university funds are used to lease a vehicle. For purpose of this document, the staff advisor, coordinator, director or other persons overseeing the off-campus activity shall be identified as the Responsible University Official (RUO). The RUO is responsible for insuring compliance with this policy.

1. **RESPONSIBLE UNIVERSITY OFFICIAL.** At least one faculty or university employee acting in an official capacity must accompany students on any off-campus activity. Staff are responsible for knowing the university policies and regulations and the policies as outlined in this document. The consequences of noncompliance must be made clear to participants, and the RUO must take appropriate action when aware that participants are in violation. The appropriate vice-president can make exceptions to a university employee traveling. In addition, an exception to this policy may be made for graduate teaching or research assistants, provided they are at least 21 years of age and have the permission of the Department Chair to drive a university vehicle unaccompanied by a full-time faculty or staff member. Students who are not employed by the university are not insured under the liability policy and are not authorized to drive university owned or leased vehicles.
2. **DRIVER REQUIREMENTS.** All drivers of university vehicles or university-leased vehicles must be at least 21 years of age and a university employee. Drivers must possess a valid Texas Class C operator's license, approved driver's record for the past three years, (determined by Motor Vehicle Record check). The driver must have successfully completed a university travel safety-training course for the university vehicle being used.
3. **ASSUMPTION OF RISK AND RELEASE AGREEMENT/TEAM GROUP TRAVEL AUTHORIZATION FORM/PARTICIPANT/ RESPONSIBILITY FORM.** Each participant or the participant's parent/guardian in the case of a minor must complete and sign the Assumption of Risk and Release Agreement and Indemnity Agreement. A copy of these records must also be provided to the student affairs administrator (Alpine - Dean of Student Life Office; Rio Grande College – Director of Admissions, Records, and Student Services).
4. **UNIVERSITY POLICIES.** All university policies including use or possession of tobacco, weapons, alcohol or illegal drugs must be enforced while traveling on a University-sponsored trip.
5. **UNIVERSITY-OWNED VEHICLES/RENTAL VEHICLES/CHARTERED BUSES.** All drivers must be approved and trained for mode of transportation being used on this trip.

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6. **USE OF PERSONAL VEHICLE.** Because personal automobile insurance will be looked to first in the event of an accident, all persons who use their vehicles while conducting university business should be aware of the possibility of personal liability related to such use. No individual shall be required to use his/her vehicle to drive to official university sponsored activities. Use of personal vehicles by students to drive to official university sponsored activities is discouraged.
7. **NUMBER OF PASSENGERS.** No more than ten (10) people including driver, plus gear should be loaded on any one maxi-van. The weight of the passengers and their gear should be distributed evenly throughout the van. In any vehicle, the number of passengers shall not exceed the number of seatbelts.
8. **SEAT BELTS.** All occupants must wear seat belts when the vehicle is in motion.
9. **CELL PHONES.** All vehicles are recommended to have access to a cellular phone, and the number must be indicated on the Team/Group Travel Authorization. The driver may not use the cellular phone while the vehicle is in motion.
10. **FIRST AID.** A first aid kit and road hazard kit must be in all vehicles.
11. **CHECKING OUT VEHICLE.** A copy of the *Team/Group Travel Authorization* and *Travel Checklist* must be shown by the person checking out the vehicle when picking up the vehicle.
12. **TRAVEL TO MEXICO.** The following preparations should be made if traveling to Mexico. At the port of entry, you should have the following for the vehicle: A notarized copy of the title of the vehicle(s) which may be obtained from the Physical Plant; letter on SRSU letterhead stating your business while in Mexico and the names of all those in your party; Mexico Liability Insurance is required (this insurance can be obtained locally from Livingston Insurance Agency in Marfa, La Junta Insurance in Presidio, or at the border. The approximate cost is \$6.00 per day. It is the requesting department's responsibility to secure the appropriate insurance before the vehicle leaves the United States). Passengers will need identification, which may include passports, birth certificates, etc.
13. **EMERGENCY PROCEDURES.** The RUO must implement the following procedures in the event of an emergency.

For University-owned vehicles:

Accident:

- Stop immediately, take necessary steps to prevent another accident; and notify the proper law enforcement agency and/or emergency medical services (911) so that an official report can document the accident.
- Notify local authorities @911.
- Notify SRSU Police @ 432-837-8100 who will notify physical plant.
- Leave a phone number where the dispatcher can contact you.
- Render aid to the injured until help arrives.
- The following information will need to be obtained from the driver of the other vehicle in the event of an accident involving additional vehicles:
 - 1) Year of vehicle.

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- 2) Make and model of vehicle.
 - 3) Color of vehicle.
 - 4) License plate number.
 - 5) Drivers license number of the other driver.
 - 6) Insurance Provider
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- DO NOT make any statement, oral or written, as to who was at fault. Any admission of fault may impair the insurer's ability to defend a case of questionable legal liability. Appropriate legal authority will decide fault or liability.
 - Record the names, address, and phone numbers of all witnesses.
 - Provide all required information to the law enforcement officer.
 - If a vehicle is inoperable, the driver should contact the Physical Plant at (432) 837-8085, or the Business Services Department RGC at (830) 758-5005 for towing instructions. When towing a vehicle, remove the logbook, keys, fuel cards and all property, which might be lost or stolen.
 - When returning to campus, the driver must immediately contact the Physical Plant to follow up on the completion of the accident report forms.

Mechanical Breakdown:

- Notify the dispatcher in the UDPS @ (432) 837-8100, or the RGC Business Services Department @ (830) 758-5005 who will notify transportation services and the safety officer.
- Leave a phone number for someone to call you back.
- Wait for transportation services to call the vehicle and dispatch assistance to the breakdown location.

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TRAVEL CHECKLIST

- Assumption of Risk and Release Agreement
- Medical Information and Release Form
- Team/Group Travel Authorization Form
- Copies of Travel Authorization to Student Affairs Administrator
- Insurance/Phone # of
Provider _____
- Drivers approved
- Access to Medical/Emergency Personnel
- Credit Cards or Cash Advance

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TEAM/GROUP TRAVEL AUTHORIZATION

GROUP NAME: _____

SPONSOR: _____ DATES OF TRAVEL: _____

FROM: _____ TO: _____
DATE AND TIME OF DEPARTURE DATE AND TIME OF ARRIVAL

PURPOSE OF TRAVEL: _____

MODE OF TRANSPORTATION: _____

DRIVERS: _____

HOTEL OR OTHER ACCOMMODATIONS
NAME/LOCATION: _____ TELEPHONE # _____

TEAM/GROUP MEMBERS [INCLUDING SPONSOR(S)]:

NAME SOCIAL SECURITY NUMBER

I have read, understand, and certify that all policies regarding student travel including the items on the reverse side have been fulfilled.

Signature of Authorized Sponsor

Physical Plant

**A COPY OF THIS FORM MUST BE SHOWN BY THE PERSON CHECKING OUT
THE VEHICLE TO THE PHYSICAL PLANT STAFF MEMBER
AT THE TIME OF CHECKOUT**

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ASSUMPTION OF RISK AND RELEASE AGREEMENT

PARTICIPANT: (Name and Address)

Name (last name first - please print or type)

Social Security #

Address

City, State, Zip Code

IDENTIFYING DESCRIPTION OF ACTIVITY AND/OR TRAVEL: _____

MODE OF TRANSPORTATION: _____

PRINCIPAL LOCATION (S): _____

DATE (S): _____

TIME: _____

I voluntarily applied to participate in the above Activity and/or Travel. I am fully competent to sign this Assumption of Risk and Release Agreement, which I sign voluntarily and based upon no compulsion or representation not contained in this agreement.

I acknowledge that the nature of the Activity and/or Travel could possibly expose me to hazards or risks that could result in illness, personal injury or death and I understand and appreciate the nature of such hazards and risks. I understand and agree that if I do not comply with all the rules, university policies and regulations, and instructions relating to this Activity and/or Travel, SRSU has the right to terminate my participation in this activity without refund.

In consideration of being permitted to participate in the Activity and/or Travel, I hereby assume and accept all risk to my health, injury, or death that may result from such participation, including transportation and all other adjunct activities, and I hereby release SRSU its governing board, officers, employees and representatives from any and all liability to my personal representatives, estate, heirs, next of kin, and assign for any and all claims and causes of action for loss of or damage to property and for any and all illness or injury, including death, that may result from or occur during my participation in the Activity and/or Travel, whether or not caused by the of negligence of SRSU, its governing board, officers, employees, or representatives. I further agree to indemnify and hold harmless SRSU and its governing board, officers, employees, and representatives from liability for the injury or death of any person(s) and damage to property that may result from my negligent, grossly negligent, or intentional act or omission while participating in the described Activity and/or Travel.

I HAVE CAREFULLY READ THIS AGREEMENT AND UNDERSTAND IT TO BE A RELEASE OF ALL CLAIMS AND CAUSES OF ACTION FOR PARTICIPANT'S INJURY OR DEATH OR DAMAGE TO PARTICIPANT'S PROPERTY THAT OCCURS WHILE PARTICIPATING IN THE ABOVE DESCRIBED ACTIVITY AND/OR TRAVEL AND THAT IT OBLIGATES ME TO INDEMNIFY THE PARTIES NAMED FOR ANY LIABILITY FOR INJURY OR DEATH OF ANY PERSON AND DAMAGE TO PROPERTY CAUSED BY PARTICIPANT'S NEGLIGENT OR INTENTIONAL ACT OR OMISSION. THIS AGREEMENT SHALL BE CONSTRUED IN ACCORDANCE WITH THE LAWS OF THE STATE OF TEXAS, WHICH SHALL BE THE FORUM FOR ANY LAWSUITS FILED UNDER OR INCIDENT TO THIS AGREEMENT OR ACTIVITY.

I HAVE RECEIVED A COPY OF THE RESPONSIBILITIES OF PARTICIPANTS, UNDERSTAND THESE RESPONSIBILITIES, AND AGREE TO ABIDE BY PROGRAM AND UNIVERSITY REGULATIONS.

Signature (Parent/Guardian if under 18)

Signature of Witness

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Printed Name (Parent/Guardian if under 18)

Printed name of Witness

Date Signed: _____

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RESPONSIBILITIES OF PARTICIPANTS

Participant should:

1. Read and carefully consider all materials and/or information provided by the advisor that relates to safety, health, legal, and environmental in the area where you will be going.
2. Make available to the university official personal data that is necessary in planning for a safe and healthy trip.
3. Assume responsibility for all the elements necessary for personal preparation for the program and participate fully in orientation.
4. Obtain and maintain appropriate insurance coverage and abide by any conditions imposed by the carriers.
5. Understand and comply with the terms of participation, university policies and regulations, and emergency procedures of the program and obey the law. Remember, the use or possession of tobacco, weapons, alcohol, or illegal drugs are forbidden while traveling on a University-sponsored trip.
6. Beware of local conditions and customs that may present health or safety risks when making daily choices and decision. Promptly express health or safety concerns to the staff advisor.
7. Behave in a manner that is respectful of the rights and well being of others, and encourage others to behave in a similar manner.
8. Accept responsibility for your own decisions and actions.
9. Follow the program policies for keeping program staff informed of participant whereabouts and well being.

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