

The University of Oklahoma Norman Campus
STUDENT TRAVEL POLICY
University Sponsored or Organized Events

I. POLICY STATEMENT AND SCOPE

The safe travel of students to and from events and activities that are sponsored or organized by the University of Oklahoma is the goal of this policy.

This policy applies to the travel of currently enrolled undergraduate or graduate students to attend overnight activities or events that take place out-of-state that are sponsored or organized by The University of Oklahoma. This includes the activities of SGA or administrative organizations¹ and meetings of organizations where a student is officially representing the University of Oklahoma.

II. DEFINITIONS

A **sponsored event or activity** is one that the University of Oklahoma endorses by directly paying some or all of the travel expenses, or by sending students to participate in it as official representatives of the University of Oklahoma.

An **organized event** is one that is initiated, planned and arranged by a member of the University of Oklahoma faculty or staff, or by a SGA or administrative organization¹ that has been approved by a University of Oklahoma administrator (executive officer, academic dean, department chair or director of an administrative unit).

III. GENERAL TRAVEL REQUIREMENTS

- A. The University prefers that an OU faculty or staff member accompany students on University Sponsored or Organized events. However, if this is not possible, an OU employee must be on call and available at all times during the travel.
- B. For events sponsored by academic units, forms should be returned to the Office of the Senior Vice President & Provost (EH104). For events sponsored by non-academic units, forms should be returned to the Office of the University Vice President for Student Affairs (OMU265).
- C. To register travel, the organization must submit a completed *Student Travel Registration* form to the appropriate office at least five (5) working days prior to travel. That form affirms that the University employee responsible for the trip has acquired all of the following documents prior to submitting the *Student Travel Registration*. These documents should be retained by the OU employee serving as emergency contact. Copies of these documents should be taken on the trip. Do not submit the documents with *Student Travel Registration*.
 1. List of participants, campus addresses, local phone(s) and emergency contacts
 2. Copies of driver's licenses for all drivers (if applicable)
 3. Proof of current liability insurance (if using personal vehicles only)
 4. *Medical Information Forms* and *Waiver and Release of Liability* forms for all participants
- D. All trip participants must comply with all laws, regulations and University policies throughout the duration of the trip.

IV. MOTOR VEHICLE TRAVEL

- A. **Vehicle Requirements**
 1. Motor vehicles used for travel covered by this policy must have current liability insurance. If private vehicles are used, proof of this insurance must be verified before submitting the *Student Travel Registration*.
 2. Students traveling by van must comply with University's *15-Passenger Van Policy*.
 3. Passenger vans should not be used to transport more than 8 passengers at a time or to tow trailers or other equipment behind the vans.

B. *Vehicle Operator/Occupant Requirements*

1. Any student or non-student operating vehicles while engaged in travel covered by this policy must possess a valid operator's license, as required by law, to drive the vehicle that will be used.
2. Operators shall comply with all laws, regulations and posted signs or directions regarding speed and traffic control.
3. Operators are prohibited from engaging in text messaging. Text messaging includes reading from or entering data into any handheld or electronic device.
4. Operators shall take a mandatory 30-minute rest break every four hours.
5. Operators shall drive no more than eight hours in a 24-hour period.
6. A navigator shall be assigned for all trips scheduled to take more than two hours. The navigator must be awake and alert while on duty.
7. Trips requiring more than 16 hours driving time to reach a destination shall require overnight lodging.
8. Each operator and occupant of the vehicle must sign the *Waiver and Release of Liability* form and a *Medical Information* form.

C. *Safety Requirements*

1. **Seat Belts** - All occupants of motor vehicles shall properly use seat belts or other approved safety restraint devices required by law or regulation when the vehicle is in operation.
2. **Capacity** - The total number of passengers in any vehicle at any time it is in operation shall not exceed the manufacturer's recommended capacity, or the number specified by University policy, or federal or state law or regulations, or the number of working seat belts, whichever is lowest.

D. *Rental Vehicles*

1. **OU Fleet Services Vehicles** - If funding and policy allow, students are encouraged to rent vehicles through the University of Oklahoma Fleet Services. The guidelines for use of Fleet Services vehicles are available online at <http://fleetservices.ou.edu> The following requirements determine who may rent a University vehicle from Fleet Services:
 - a. Any staff or faculty representing a University account with adequate funds for authorized expenditures may rent a Fleet Services vehicle to conduct official business. The Account Sponsor must authorize the request and is responsible for all rentals.
 - b. Fleet Services is required to check for a valid driver's license before releasing a daily rental vehicle. Departments who own University vehicles and/or have long term lease vehicles from Fleet Services will verify that operators have a valid driver's license.
 - c. Students are not allowed to rent or drive University-owned vehicles unless it is related to a function of the department in which they are employed.
 - d. The above policy is also applicable to all department owned vehicles.
2. **Third Party Vehicles**

Individual rental car and transportation companies each have their own policies related to insurance requirements and minimum age of drivers. The University employee responsible for the trip should be familiar with these requirements before approving and paying for vehicle rental from a third party vendor.

E. *Privately Owned Vehicles*

1. The use of personal vehicles by students for travel to events covered by this policy is strongly discouraged.
2. When registering travel that involves the use of personally-owned vehicles, the University employee responsible for the trip shall verify current liability insurance for any vehicle to be used for the proposed travel.

3. The University employee responsible for the trip shall notify students who drive their privately owned vehicles that their personal liability insurance policy must cover any liability that may result from the use of the vehicle for the proposed travel. It is the driver's insurance that may be used to pay for damages to the vehicle(s) involved in an accident and/or any injuries to a passenger or occupant of another vehicle. This is a potentially large responsibility; if a student is not comfortable with this responsibility, other transportation arrangements should be made.

V. ACCIDENTS

In the event of an accident, the OU employee serving as emergency contact should be notified immediately. Any vehicle damage and injuries to participants should be reported to the emergency contact. If necessary, the OU employee serving as emergency contact will notify injured participants' Emergency Contact person listed on the *Medical Information* form.

If driving an OU Fleet Services vehicle, follow the instructions listed on paperwork in the vehicle's glove box.

All accidents should be reported to and documented by the local law enforcement agency.

¹*SGA Administrative Organizations*

SGA Administrative Organizations have one or more employees who are paid by SGA, which makes the organizations entities of OU. The events and activities of these groups are considered to be *sponsored* by OU and the groups and their advisers are generally covered by OU's insurance.

- Campus Activities Council
- Graduate Student Senate
- Housing Center Student Association
- Interfraternity Council
- Multicultural Greek Council
- National Panhellenic
- Panhellenic
- Student Bar Association
- Student Congress
- SGA Executive Branch
- SGA General Counsel