The University of Oklahoma Norman Campus
STUDENT TRAVEL POLICY
for Registered Student Organizations

I. POLICY STATEMENT AND SCOPE
The safe travel of students to and from events and activities of Registered Student Organizations (RSOs) at the University of Oklahoma is the goal of this policy.

This policy applies to the travel of currently enrolled undergraduate or graduate student members of RSOs where the organization requires its student members attend an activity or event and the activity or event takes place more than 50 miles from the campus.

II. GENERAL TRAVEL REQUIREMENTS
A. RSOs that require student members travel to and from events or activities that are covered by this policy must obtain prior authorization for such travel from their faculty or staff adviser and from the University Vice President for Student Affairs and Dean of Students or his designee.

B. To obtain authorization, the RSO must submit a completed Student Travel Authorization Request to the office of the Vice President for Student Affairs (265 OMU) at least five (5) working days prior to travel. That form affirms that the RSO’s president and adviser have acquired all of the following documents prior to submitting the Student Travel Authorization Request. The RSO’s president and adviser are responsible for maintaining these documents.
   1. List of participants, campus addresses, local phone(s) and emergency contacts
   2. Copies of all driver’s licenses for all drivers (if applicable)
   3. Proof of current liability insurance (if using personal vehicles only)
   4. Off Campus Waiver and Release of Liability forms for all participants
   5. Medical Information Forms for all participants

C. An OU employee must be on call and available at all times during the travel to serve as an emergency contact.

D. All trip participants must comply with all laws, regulations and University policies throughout the duration of the trip.

III. 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 Authorization Request.
   2. Students traveling by van must comply with the University’s 15-Passenger Van Policy.

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 shall take a mandatory 30-minute rest break every four hours.
   4. Operators shall drive no more than eight hours in a 24-hour period.
   5. 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 and sit in the front passenger seat.
   6. Trips requiring more than 16 hours driving time to reach a destination shall require overnight lodging.
   7. Each operator and occupant of the vehicle must sign Off Campus 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 – see http://fleetservices.ou.edu
      a. RSOs are not allowed to use University vehicles unless a faculty or staff (student or non-student) member will be driving the vehicle and OU Fleet Services is only allowed to release vehicles to employees of the University who are using the vehicle for a purpose which is within the scope of their employment.
      b. Students are not allowed to rent or drive vehicles unless it is related to a function of the department in which they are employed.
      c. 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 registered student organization and its faculty or staff adviser are responsible for knowing these requirements before approving and paying for vehicle rental from a third party vendor.

E. Privately Owned Vehicles
   1. When requesting 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.
   2. The RSOs adviser 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.