

**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 activities or events that take place more than 50 miles from the sponsoring campus that are sponsored or organized by The University of Oklahoma. This includes the activities of UOSA administrative organizations<sup>1</sup> 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 UOSA administrative organization<sup>1</sup> 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. 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*. Do not submit the documents with *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. 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 Authorization Request*.
- 2. Students traveling by van must comply with 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 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 *Off Campus Waiver and Release of Liability from 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.

**1. *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. Student Organizations 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.
  - d. Students are not allowed to rent or drive vehicles unless it is related to a function of the department in which they are employed.
  - e. 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.

**2. *Privately Owned Vehicles***

1. The use of personal vehicles by students for travel to events covered by this policy is strongly discouraged.

2. 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.
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.

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<sup>1</sup>***UOSA Administrative Organizations***

UOSA Administrative Organizations have one or more employees who are paid by UOSA, 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
- UOSA Executive Branch
- UOSA General Counsel