

13.04.99.W1/SA Student Travel

Approved December 7, 2001
Revised January 19, 2011
Revised October 20, 2016
Revised August 23, 2019
Next Scheduled Review: August 23, 2024
Supplements System Policy 13.04



Rule Statement

West Texas A&M University (WTAMU) is supportive of student activities both on and off campus, but also recognizes that the safety of its students is of utmost importance. The requirements outlined in this rule apply to student travel that is more than 25 miles from campus to an activity or event that is organized, registered, funded, or sponsored by WTAMU. Those traveling on behalf of the university must obtain prior approval through the appropriate vice president or department head via the approved electronic travel process.

Reason for Rule

The following rule is promulgated pursuant to The Texas A&M University System student travel policy 13.04.

Responsibilities

1. GENERAL

During travel situations specified above, students must abide by the following safety guidelines.

- 1.1 In accordance with state law, drivers must use seat belts and other available safety restraints and require all passengers to do likewise.
- 1.2 Drivers, occupants and their luggage should not exceed the official maximum capacity of the vehicle used.
- 1.3 Drivers must possess a valid state driver's license that is appropriate for the classification of vehicle being driven. Drivers must be approved by the Office of the Vice President for Business and Finance to operate state-owned vehicles or to drive students or other employees in a rental vehicle. All approved drivers must be employed by WTAMU when driving a state vehicle.

- 1.4 Vans with a standard maximum capacity of 15 passengers must carry no more than 10 passengers (including the driver). When 15-passenger vans are used, cargo must be limited to the rear of the vehicle, stacked on the floor, and stacked no higher than seat-level.
- 1.5 Operator fatigue should be considered when selecting drivers. On lengthy trips, alternate approved drivers should be used to avoid fatigue.

2. REQUIRED DOCUMENTATION AND RELATED COMPLIANCE COMPONENTS

All required documentation must be submitted through the approved WTAMU electronic travel process. This process should be completed 72 hours prior to travel. For foreign travel, this process must be completed 10 business days prior to the departure date. The approved electronic travel process is designed to be compliant with the Clery Act and to provide travel information necessary for Clery reporting.

The Clery Act requires reporting specific crimes occurring at the location of overnight travel if the location is determined to have been "frequently used by students for three or more consecutive nights" and/or a location of "repeated use - more than once in a calendar year or two consecutive years of travel." Additionally, the electronic student travel approval process provides awareness of potential Export Control issues for travelers.

Related Statutes, Policies, or Requirements

[System Policy 13.04, Student Travel](#)

[WTAMU Student Travel Procedure #13.04.99.W1.01](#)

Contact Office

Vice President for Student Enrollment, Engagement and Success
806-651-2050

Approval



President/CEO

09.02.19

Date