

Texas Woman's University Regent Policy

Regent Policy Name: Student Travel Policy

Regent Policy Number: Regent Policy: G.70000

POLICY STATEMENT

As per state law, it is the policy of the Board of Regents of Texas Woman's University ("TWU" or "University") to promote safety when traveling to and from University activities or events. Accordingly, the Board of Regents of the University has adopted this policy and authorized the Chancellor and President to approve procedures designed to encourage safe behavior while participating in off-campus activities.

APPLICABILITY

This policy is applicable to TWU Students.

DEFINITIONS

1. "Student" means a person taking courses at TWU, a person who is not currently enrolled in courses but who has a continuing academic relationship with TWU, or a person who has been admitted or readmitted to TWU.

POLICY

I. Modes of Travel

Students traveling to and from off-campus University organized and sponsored activities or events may travel by various modes of transportation. Each form of travel requires the students to follow common and mode-specific safety precautions as well as the student travel procedures of the University. Listed below are the basic means of transportation.

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| Section 1 | Vehicle owned or leased by the University. The use of University owned or leased vehicles is the preferred mode of transportation for most off-campus travel. University student travel procedures must be followed when using a vehicle owned or leased by the University. |
| Section 2 | Privately owned vehicles. Privately owned vehicles may be used as a last resort and cannot be used to transport parties other than the owner or primary operator of the vehicle. Students who use their own vehicle for travel to and from activities and events organized and |

sponsored by the University are expected to follow the University student travel procedures and comply with applicable state laws.

- Section 3 Air travel. Students traveling by air must comply with all federal laws regulating air travel, and the rules of the specific carrier, including rules regulating carry-on baggage and baggage weight restrictions.

II. Safety Issues Regarding Use of University Owned or Leased Vehicles

Section 1 Seat Belts and Other Safety Device

- 1.1 Seat belts and other safety devices must be used at all times.

Section 2 Passenger Capacity

- 2.1 The number of occupants in the vehicle will not exceed the number of working seat belts in the vehicle.

Section 3 Qualifications and Training Required to Operate

- 3.1 University Owned or Leased Vehicle. Only University employees (including student employees) may be authorized to drive University owned or leased vehicles. An authorized driver must possess a valid driver's license and have a good motor vehicle driving record. Authorized drivers must comply with applicable state laws and University student travel procedures.
- 3.2 Privately Owned Vehicles. Students who use their privately owned vehicle when traveling to and from events and activities covered under this policy must comply with applicable state laws and University student travel procedures.

Section 4 Fatigue at the Time of Travel

- 4.1 The maximum number of hours that a driver may drive in any 24-hour period is eight (8) hours; each operator, at their discretion should stop at least every four (4) hours for fifteen (15) minutes.

Section 5 Compliance and Enforcement

- 5.1 Departments responsible for organizing off-campus student activities are responsible for verifying that students are aware of this policy and the University student travel procedures.

III. University Regulations and Procedures – Student Travel

Adoption of Regulations and Procedures. TWU is committed to the health and safety of its students participating in University related travel. TWU shall adopt University Regulations and Procedures concerning student travel consistent with state and federal law.

REVIEW

This policy will remain in effect and published until it is reviewed, updated, or archived. This policy is to be reviewed once every six years. Interim review may be required as a result of updates to federal and state law or regulations, or internal processes or procedures.

REFERENCES

[Texas Education Code Section 51.950](#)

[Regent Policy B.20090: Travel Policy](#)

FORMS AND TOOLS

None

Adopted: December 08, 2001

Revised: August 12, 2022