



I. 14.2.1 Student Travel

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| Chapter 14 - Student Policies and Procedures | Original Effective Date: June 2002 |
| Section: 14.2 Other Student Policies | Date Last Reviewed: May 2022 |
| Responsible Entity: Vice President for Academic, Faculty and Student Affairs | Date Last Revised: May 2022 |

II. Purpose

The purpose of this policy is to provide the university community and specifically, students and student organizations, with requirements and safety guidelines on university-sanctioned travel and registered student organization travel that is 25 or more miles away from campus.

III. Scope

This policy applies to all UT Health San Antonio students, faculty and staff.

This policy does not apply to clinical or academic assignments or international travel, nor to travel using non-university funds or personal travel.

IV. Policy

The University of Texas Health Science Center at San Antonio (UT Health San Antonio) sponsors numerous off-campus activities involving students. In order to effectively manage these activities while minimizing institutional liability risks, the following requirements must be followed.

A. Requirements

1. Appropriate Institutional Officer (AIO)
 - a. At least one AIO must accompany students on any off-campus activity.
 - b. The AIO is responsible for knowing UT Health San Antonio's Code of Ethics and Standards of Conduct (Institutional Handbook of Operating Policies (IHOP) policy [10.1.2](#)) and requirements as outlined in this document.
 - c. The AIO must make clear to all participants the consequences for non-compliance, and the AIO must take appropriate action when aware that participants are in violation.
 - d. All AIOs must be trained regarding the University sexual misconduct policy (IHOP [4.2.2](#)), and ADA guidelines (IHOP [4.2.3](#)).

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2. Assessment

The AIO shall assess all health and safety conditions for each activity and all information shall be provided for prospective participants so the participants can make informed decisions concerning preparation, participation and behavior while on the trip.

3. Trip Participation Forms

- a. Each participant or the participant's parent/guardian in the case of a minor must complete, sign and return the [Student Travel Information and Release Form](#) to the AIO prior to the trip. The AIO is responsible for maintaining these records in a manner that ensures timely access to the medical information for each participant in case of an accident or health-related emergency.
- b. The AIO shall also complete a [Student Travel Authorization form](#) and submit copies to the respective DA.

4. Medical Insurance

All enrolled UT Health San Antonio students are required by State Law to have continuous medical insurance coverage. A copy of the student's proof of insurance shall be attached to the Student Travel Information and Release Form.

5. Weapons, Illegal Substances and Alcohol

Use, possession or transporting of weapons, illegal substances and/or alcohol is forbidden while on a University sponsored trip.

6. University Owned Vehicles/Rental Vehicles/Commercial Carriers

- a. All operators of University owned, or leased vehicles shall be employees of UT Health San Antonio who are trained as required by law to drive the vehicles and have valid operators' licenses to drive the vehicle that will be used.
- b. In addition, operators shall have a current "Motor Vehicle Record" on file with the individual department's personnel administrator.
- c. All operators of motor vehicles shall comply with all laws, regulations, and posted signs regarding speed and traffic control and shall not operate the vehicle for a continuous period that is longer than the maximum provided by federal or state law or regulations or guidelines promulgated by UT Health San Antonio, whichever is lower, without scheduled rest stops or overnight stops. There should be no driving between the hours of 11:00 p.m. and 6:00 a.m. without prior approval of the AIO.
- d. When rental cars are used, the same policy applies and all applicable requirements of the state contracts for rental cars and the University of Texas Business Procedure Memoranda apply.
- e. All University owned, or leased motor vehicles must have current proof of liability insurance coverage and state inspection certification, be equipped with all safety devices or equipment required by federal or state law or regulation and comply with all other applicable requirements of federal or state law or regulations.

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- f. All occupants of motor vehicles shall use seat belts or other approved safety restraint devices required by law or regulation at all times when the vehicle is in operation.
- g. 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 in applicable federal or state law or regulations, whichever is lower. In addition, when the luggage load is excessive, it is highly recommended the passenger load to be reduced accordingly. The weight of the passengers and luggage should be distributed evenly throughout the vehicle.
- h. When commercial carriers are used, the same policies apply, and all participants shall observe the carrier's safety guidelines.

7. Emergency Procedures

The AIO is to follow pre-determined emergency notification procedures while on trips.

8. Monitoring

If an incident involving a student(s) occurs on the trip, the AIO is to notify their supervisor as soon as possible, and the supervisor shall notify the respective Designated Administrator (DA). Following the trip, a report shall be submitted by the AIO to the respective DA documenting the incident so appropriate actions can be taken.

9. Side Trips/Early and Late Departures

Students traveling on institutionally approved trips must arrive at and depart the site at the same time as the AIO unless prior approvals are given by the AIO for special circumstances. Side trips from the pre-determined itineraries are at the discretion of the AIO.

V. Definitions

When used in this document, the following words have the meaning set forth below unless a different meaning is required by context.

Student Travel – In accordance with Texas Education Code, Section 51.949, student travel is defined as follows. The trip is undertaken by one or more currently enrolled students to reach an activity or event that meets all the following criteria:

- A. An activity or event organized and sponsored by UT Health San Antonio. The event shall be planned and funded by the institution and approved by a Designated Administrator.
- B. The activity or event is located more than 25 miles from UT Health San Antonio campuses.
- C. Travel to the activity or event is funded and undertaken using a vehicle owned or leased by UT Health San Antonio, or attendance at the activity, or event is required by a

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registered student organization and has prior written approval by the Appropriate Institutional Officer.

Designated Administrator (DA) – The respective Associate Dean of Student Affairs of each school.

Appropriate Institutional Officer (AIO) – Any UT Health San Antonio employee overseeing the off-campus activity shall be identified as the AIO. The AIO is responsible for compliance with this policy.

VI. Related References

For questions or concerns regarding this policy, contact the [Office of Student Life](#) at 210-567-2654 or studentlife@uthscsa.edu.

Office of Student Life, Student Travel site

<https://students.uthscsa.edu/studentlife/2014/02/traveling/>

UT System Board of Regents, Regents' Rules and Regulations

Rule 50601: [Student Travel](#)

Institutional Handbook of Operating Policies (IHOP)

IHOP [6.2.7 Car Rental Firms](#)

IHOP [8.2.3 Use of Alcoholic Beverages on Campus](#)

IHOP [8.8.1 Vehicle Fleet Management](#)

IHOP [8.12.1 Campus Carry](#)

IHOP [14.1.1 Procedures and Regulations Governing Student Conduct and Discipline](#)

VII. Review and Approval History

The approving authority of this policy is the University Executive Committee.

| Effective Date | Action Taken | Approved By | Approved Date |
|----------------|--------------------|-------------|---------------|
| 06/2002 | Policy Origination | | |
| 03/2012 | Policy Revision | | |
| 05/2022 | Policy Review | VP AFSA | 05/13/2022 |