



# Rule

## 13.04.99.L1 Student Travel

**First Approved:** August 17, 2006  
**Revised:** September 11, 2017  
August 27, 2019  
December 16, 2022  
**Next Scheduled Review:** December 16, 2027

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### Rule Statement and Reason for Rule

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The Texas Education Code and The Texas A&M University System (System) require the adoption of a Rule for student travel meeting certain criteria.

Student safety is of the upmost importance to Texas A&M International University (TAMIU). TAMIU's commitment to providing its students a safe experience reaches beyond the confines of TAMIU. It extends to every TAMIU-sanctioned trip. This Rule is considered the minimum standard for organized student travel.

The purpose of this Rule is to promote the safety of TAMIU students by regulating organized student travel defined as travel undertaken by one or more enrolled students to reach a TAMIU-sponsored and organized activity or event located more than 25 miles from TAMIU and is:

- funded by TAMIU and/or uses a vehicle leased/rented by TAMIU; OR
- required by a recognized student organization; OR
- under the scope, direction, or election of a college, department, class, TAMIU office, study abroad program, or their representative(s).

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### Procedures and Responsibilities

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#### 1. RESPONSIBILITY

- 1.1. It shall be the responsibility of the entity (e.g., the recognized student organization, academic program, TAMIU department, etc.) that sponsors the organized student travel to ensure compliance with this Rule.
- 1.2. TAMIU student organizations, programs, and departments sponsoring organized student travel outside the United States must coordinate travel through the Office of International Engagement.
- 1.3. Only students who are 18 years of age or above may participate in TAMIU-sanctioned student travel. Any exceptions to this provision must be approved by the President.
- 1.4. Students traveling are required to abide by the *TAMIU Student Handbook* at all times. The *Student Handbook* can be found online at <http://www.tamtu.edu/scce/studenthandbook.shtml>.

## **2. TRAVEL SAFETY GUIDELINES AND RECOMMENDATIONS**

- 2.1. Organized student travel may require use of various modes of transportation. Each form of transportation requires students to follow common and mode-specific safety precautions. Students must use sound judgment and follow all state, federal, and/or international laws when traveling. Students shall be required to follow all provisions of this Rule.
- 2.2. All drivers operating rental or personal vehicles as part of organized student travel shall abide by the following safety guidelines:
  - 2.2.1. Drivers and passengers must complete all appropriate student travel forms required by the Office of Student Orientation, Leadership, and Engagement prior to the trip. These forms may be accessed on TAMIU Presence at <https://tamtu.presence.io/forms>
  - 2.2.2. Drivers and passengers must abide by all federal and state traffic laws.
  - 2.2.3. In accordance with state law, drivers and passengers must use seatbelts.
  - 2.2.4. Drivers must be 18 years of age or older and possess a valid driver's license that is appropriate for the classification of vehicle being driven. Drivers must ensure that vehicles have a current state inspection and registration.
  - 2.2.5. Drivers must possess personal automobile insurance coverage as mandated by the State of Texas.
  - 2.2.6. Drivers must ensure that occupants and their luggage do not exceed the vehicle manufacturer's maximum recommended capacity.
  - 2.2.7. On lengthy trips, drivers must begin the trip well-rested and alternate drivers should be used to avoid fatigue.
  - 2.2.8. Drivers must adhere to all local, state, federal, and international laws where applicable.

## **3. TRAVEL SAFETY GUIDELINES FOR STUDENTS TRAVELING INTERNATIONALLY**

- 3.1. If traveling internationally, travel notification and registration must be coordinated and completed through the Office of International Engagement to facilitate the required training, crisis management planning, and procurement of insurance and emergency service coverage.
- 3.2. Travel Warnings from the U.S. Department of State will also be taken into consideration. Under certain circumstances, travel to extreme risk foreign countries/regions may be approved by executive leadership.

3.3. All foreign travel regulations must be followed.

#### 4. **MODES OF TRAVEL**

Listed below are the basic means of travel available to students:

- 4.1. **Rental Vehicles:** Students traveling using a rental vehicle must comply and abide with all TAMIU and rental agency rules, regulations, and stipulations.
- 4.2. **12-15 Passenger Vans:** Such vans may not be driven by students. Eligible drivers must complete the required training offered by the Office of Environmental Health and Safety.
- 4.3. **Personal Vehicles:** Students driving privately-owned vehicles for organized student travel within the United States must meet the guidelines specified in Section 2.2 of this Rule.
- 4.4. **Commercial Carrier:** Commercial travel includes but is not limited to travel by airplane, bus, train, etc. Students traveling by commercial transportation must comply with all rules specific to the carrier which includes laws and regulations regarding carry-on luggage and weight restrictions.

#### 5. **ADDITIONAL STANDARDS**

This Rule is considered to be a minimum standard. Colleges, departments, individual classes, TAMIU offices, study abroad programs, and/or recognized student organizations may mandate additional standards or guidelines as deemed necessary to address the unique requirements associated with a particular type of student travel. These standards or guidelines should be easily accessible to all students and should be coordinated through the appropriate departments.

#### 6. **RULE REVIEW PROCESS**

Prior to submission to the President of any revision to this Rule, a draft copy shall be forwarded to select faculty and students for their timely advice and comments. All advice and comments shall be reviewed by the contact offices for possible inclusion in the revised Rule.

The final adoption of this Rule is pursuant to the process outlined in [System Policy 13.04, Student Travel](#).

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### **Related Statutes, Policies, Regulations, or SAP's**

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[Texas Education Code § 51.950](#)  
[System Policy 13.04, Student Travel](#)

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## **Definitions**

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For the purposes of this Rule, “travel” means organized student travel and “recognized” means a student organization that is officially and currently recognized with the Office of Student Orientation, Leadership, and Engagement.

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## **Contact Office**

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Office of Environmental Health and Safety, 956-326-2194

Office of Student Orientation, Leadership, and Engagement, 956-326-2280