**Student Travel**

The Department of Housing & Residential Life will occasionally pay for educational trips off campus. We will reserve charter busses, rent mini vans, pay admissions, etc.

**Policies and Procedures**

1. It is extremely important that students attending these trips pay for part of it, or that they pay a deposit in the amount equal to what it costs us to send them. Once they show up and attend the event, they can have their deposit back.
2. University policy requires that students attending sponsored programs over 25 miles away from campus must ride together in a van or bus. For more information, visit [www.txstate.edu/effective/upps/upps-05-06-03.html](http://www.txstate.edu/effective/upps/upps-05-06-03.html).
3. A great way to get a faculty member involved is to invite them on the trip with your group. Perhaps they would be willing to drive the rental van. This can only be done by getting on the faculty member's calendar in advance.
4. Every employee of the University: full time staff, graduate staff, or faculty who is traveling outside of the San Marcos city limits must submit a University travel application to their department head three weeks prior to the date of travel. Employees from outside of the DHRL must submit this application to their own department head. Paraprofessional student staff members can’t drive rented vans.
5. We must rent 7 passenger minivans. We don’t rent 15 passenger vans and 12 passenger vans are not available through Enterprise Rent-A-Car. The state contract rate is $54/day. Six people can fit in a minivan, not including the driver.
6. The driver, regardless of if the van is rented or our own, must have a valid State of Texas driver's license.
7. If we charter a Bobcat Tram, the cost is $90.00/hour, three hour minimum. (45 can fit on a bus.)
8. Remember that all Funding Requests need to be submitted three weeks prior to the event, at the same time the Event Proposal is submitted.

**Instructions for Planning a Trip Off Campus**

1. Be Flexible
2. Become familiar with the University Policy and Procedure Statement on University-Sanctioned Student Travel
3. Propose a date & time to your immediate supervisor
4. Complete an event proposal.
5. Complete petty cash request, if needed.
6. Confirm student attendance and get deposits. Be conscious that the number of students attending will affect what size your vehicle will need to be and from where it will be rented.
7. If you have up to 18 students attending, a minivan rental reservation will need to be made for up to 3 vans. If rental vans are not available, be flexible on your dates. Also, you will need to secure one faculty or staff driver per van. The driver must have a valid State of Texas Driver's license.
license. Administrative Assistant for Residential Education can make reservations for the rental vans. Purchase Orders are generated via the driver’s Travel Tracs request.

8. If you have 19 or more students attending a charter a bus will need to be reserved with First Transit. Administrative Assistant for Residential Education can make reservations for the charter bus.

9. Note that the numbers of students per minivan or charter bus are guidelines. Exceptions to be determined on a case by case basis by your supervisor in consultation with Assistant Director, Residential Education.

10. Prior to the trip, any person who is traveling must fill out a form (faculty and staff included) which authorizes medical care in the event of an emergency. Please allow plenty of time for staff / faculty and your students to fill out (under age 18—have parents sign and fax back) all of the required paperwork. This paperwork can be obtained from Admin II.

11. Once all students traveling have completed paperwork, submit to your supervisor. Do not submit in bits and pieces. No paperwork = no trip.
ACTIVITY RELEASE AND INDEMNITY AGREEMENT (for students 18 and older)

Student’s Name: __________________________________________________________

Activity: _______________________________________________________________

Date of Activity: _________________________________________________________

Supervising Organization: ________________________________________________

Supervisors: _____________________________________________________________

On the date shown above I will be participating in the activity named above. I will be participating in this program voluntarily and upon my own initiative, risk, and responsibility.

In consideration for this service provided by the supervising organization and in further consideration for Texas State University-San Marcos facilitating this service, I (for myself, my heirs, executors, and administrators) release, discharge, and agree to indemnify the supervising organization, Texas State University-San Marcos, the supervisors named above, and all of the university’s agents and employees facilitating this program, acting officially or otherwise, from any claims on account of my death or on account of any injury to me or for damage to my property which may occur from any cause in connection with this program regardless of whether such death, injury, or damage is caused in whole or in part by the negligence of the supervising organization or Texas State University-San Marcos. I intend that the indemnity provided in this agreement is indemnity by me to indemnify Texas State University-San Marcos and its agents and employees form the consequences of their own negligence, whether that negligence is the sole or a concurring cause of the death, injury or damage.

Dated this the _______ day of __________________, 20____.

___________________________
Print Name

___________________________
Student’s Signature

(Each student who is 18 or older and going on the trip must complete this form.)
Consent to a Minor’s Medical Treatment
(Texas Family Code, § 35.02)

Date

Minor’s Name

Parents Names

Managing Conservator’s or Guardian’s Name (if appointed)

Name of Person Giving This Consent

Relationship To Minor of Person Giving This Consent

Nature of Medical Treatment To Be Given

Date Treatment May Begin

I consent to the minor’s medical treatment described above.

Also, if I cannot be contacted, or in contact is impractical, I authorize Texas State University-San Marcos or anyone acting on its behalf:

• to take the minor to any physician, dentist, hospital, or other health provider; and

• to consent to medical, surgical, hospital, or dental treatment or other health care for the minor

_________________________________
Signature of Person Giving Consent

(Each student who is under the age of 18 must have their parent or legal guardian complete this form.)
Parent’s Consent For Child’s Participation
Release and Indemnity Agreement

Child’s Name: ____________________________________________

Parent’s Name: __________________________________________

Activity: ________________________________________________

Activity Date: ____________________________________________

Today’s Date: ____________________________________________

Releasees: The Board of Regents, Texas State University System, Texas State University-San Marcos, and all regents, employees, and agents of these entities.

Consent: Understanding the risks inherent in my child’s participation in the Activity described above, I consent for my child to participate in this Activity, including travel to and from the Activity.

Release: In consideration for the Releasees facilitating my child’s participation in the Activity, I release, discharge, and agree not to sue the Releasees for any claims for injury (including death) to my child or damage to my child’s property while participating in the Activity. This release includes all claims, whether or not caused by the negligence of the Releasees, while my child is participating in the Activity or in traveling to and from the Activity.

Indemnity: I also agree to indemnify and hold the Releasees harmless from any loss, damage, liability, or costs that they may incur because of my child’s participation in the Activity, whether caused by the negligence of the Releasees or otherwise. For example, this indemnity agreement specifically includes losses that the Releasees may incur as a result of my child injuring another person or damaging another person’s property while participating in the Activity.

______________________________
Parent’s Signature

(Each student who is under the age of 18 must have their parent or legal guardian complete this form.)
Texas State University-San Marcos
Student Group Travel List

Instructions: Complete and submit, along with a copy of the driver’s license of each student who will operate one of the university-owned vehicles at any time during the trip, to the Texas State Facilities Department for university approval at least 10 working days prior to the date of departure.

Please print or type the requested information of the driver, driver’s license, and insurance for those traveling with the group.

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<tr>
<th>University Approved Driver*</th>
<th>Copy of Driver’s License</th>
<th>Copy of Insurance</th>
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Please print or type the requested information of the student organization’s members or sponsored program participants traveling with the group.

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<thead>
<tr>
<th>Name &amp; ID or SS#*</th>
<th>Relationship to Texas State</th>
<th>Emergency Contact/Phone</th>
<th>Allergies, Illness or Special Needs</th>
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*Please be advised that the students or persons whose names are listed on this form agree to allow a university representative to contact the emergency contact person in the event of an emergency or other situation requiring the need to do so.

Additional forms may be attached as needed.
Texas State University-San Marcos
Student Travel Form

To register a trip, please complete this form and submit it to sponsoring organization or department which recognizes the travel at least 10 working days prior to date of departure.

Please Print or Type

Sponsoring Organization:__________________________________________________________

Trip Coordinator:_______________________________________________________________

Destination:__________________________________________________________________

(If multiple destinations, please attach a trip itinerary)

Purpose of Trip:______________________________________________________________

_____________________________________________________________________

_____________________________________________________________________

Date and estimated time of departure from Texas State:___________________________

Date and estimated time of arrival at destination:_______________________________

Date and estimated time of return to Texas State:_______________________________

Date and estimated time of departure from destination:___________________________

Transportation

θ Airline/bus/train
   (carrier):_________________________________________________________________

θ By university vehicle

θ By university rented vehicle
By personal vehicle (license number)____________________
State:_______________

Other
(identify):________________________________________________________

Name of Driver(s):__________________________________________________
_________________________________________________________________
_________________________________________________________________

Lodging

Name of hotel/motel:__________________________________________________
(if multiple destinations, provide additional accommodation information)
Address:__________________________ Phone # ______________
Address and phone number if other than above, where trip coordinator or advisor may be reached:
_________________________________________________________________

Will your advisor or other Texas State faculty/staff member accompany you?
____________

Please provide the following information:

Name of advisor/faculty/staff:__________________________________________

Department:________________________________________________________

Campus Phone #:________________________

Home Phone#:________________________

Are University Resources being used to fund any portion of this trip?
____________
Please provide the names and phone numbers of 2 Texas State staff or faculty members who can serve as emergency contacts in the event someone from the advising office or department is unavailable for contact.

Name of emergency contact person: ____________________________________________

Department:  ________________________________________________________________

Title:  _____________________________________________________________________

Contact Phone #: ____________________________________________________________

Name of emergency contact person: ____________________________________________

Department: ________________________________________________________________

Title:  _____________________________________________________________________

Contact Phone #: ____________________________________________________________

I certify that the organization I represent has agreed to sponsor this trip and will take responsibility for conducting it according to the policies governing such matters. The sponsoring organization takes sole responsibility for all financial obligations and for the actions, activities, and products associated with this trip, unless other arrangements have been made. In addition, I certify that I will have informed others on the trip of the university’s requirements governing student travel.

Signatures

___________________________________________________________________________

Sponsoring Organization President/Representative

___________________________________________________________________________

Address    Phone    Date
Sponsoring Organization Advisor

Address
Phone
Date

*Note: This form must be submitted 10 working days prior to date of departure. In addition to completing this Travel Form you must complete the Student Group Travel List and the Trip Release and Indemnity Form. These forms can be obtained in the Dean of Students Office and the Office of Campus Activities and Student Organizations.

Date Received: _________________________________

Approval: _________________________________

Date of Approval: _________________________________

TEXAS STATE UNIVERSITY-SAN MARCOS
Student Travel Safety Checklist
1. Travel with a cellular phone.

2. Check the air pressure on the spare tire and confirm the necessary repair tools, including a lug wrench, for changing a tire are available before departure.

3. Place a copy of all emergency and insurance information on passengers and drivers in the glove box before departure.

4. Travel with a first aid kit.

5. Take a second set of keys and store them outside the vehicle, especially on long trips.

6. Check vehicle for common maintenance issues: low air pressure in tires, cracks in windshield, working lights (headlights, turn signals, interior).

7. Check the trailer hitch and light connections.

8. Drivers should: Be approved under the university/department policies; abstain from drinking alcohol for at least 12 hours prior to driving; abstain from illegal drug use.

9. Drive the speed limit or reduce speed when hauling a trailer or heavy load.

10. Use caution when driving a large vehicle (van or truck with trailer) especially in reverse.

11. Drivers break every two hours and change every four hours. Trips exceeding 14 hours should be completed in two days and have no less than three drivers.

12. The majority of driving should be during daylight hours. If travel is to exceed 8 hours, the trip should depart no later than 4 p.m. Night driving from midnight to 6 a.m. is discouraged.

13. When the trip organizer uses a university or rented van, the total number of passengers will not exceed 12.

14. If an accident occurs which involves injuries to a university student, employee or any individual in any other vehicle, the highest priority is to summon emergency medical personnel to the accident scene immediately.

15. Do not move anyone who is injured unless his or her safety is in jeopardy.

16. If an accident occurs, the appropriate law enforcement agency should be summoned to the scene for an accident report and an investigation. If possible, vehicles should not be moved, unless a significant traffic hold-up or safety hazard exists. The Texas Department of Public Safety Roadway Emergency and Stranded Vehicle number is 1(800) 525-5555.
17. If an accident occurs, the organization’s advisor should be contacted immediately and notified by the driver. If the advisor cannot be reached, a member of the CASO Office (512-245-3219) should be contacted.

18. If a university vehicle is damaged, call the Texas State Facilities Department at 1(800) 687-7076 for assistance.

19. Attention should be given in any vehicle accident situation to the safety of the persons in the traveling group. These people should be gathered well enough away from the vehicle and/or scene to ensure their safety from the vehicles around the area.

20. If an incident or breakdown occurs, the Texas State Facilities Department must be contacted at 1(800) 687-7076. You may also contact the Texas Department of Public Safety Roadway Emergency and Stranded Vehicle number at 1(800) 525-5555.

21. If a significant traffic hold-up or safety hazard exists, the vehicle must be moved out of the flow of traffic.

22. If a vehicle breaks down, the organization’s advisor must be contacted immediately and notified. In the event the advisor cannot be reached, a member of the CASO Office (512-245-3219) must be contacted.

23. Travel between the hours of 12AM and 6AM is discouraged. The majority of travel hours should be during daylight.

24. Drivers must take a “safety break” after three hours behind the wheel.

25. If travel time is to exceed twelve hours, two or more persons must share the driving responsibility and rotate time behind the wheel.

26. If inclement weather occurs, travel should be delayed until conditions are more suitable for travel. To check road and weather conditions in the State of Texas call 1(800) 452-9292.

27. A vehicle should not be loaded beyond its capacity to supply one (1) seat belt for every person in the vehicle. On extended travel trips vehicles should be underloaded.

28. Road flares, cellular phones, reflectors and first aid kits are items to carry during travel.

29. There are a number of Texas State departments that have travel regulations for departmental travel-related activities. Student organizations must check with any advising departments to obtain copies of specific departmental policies if the department sanctions the travel-related activity.