

# Amarillo College Student Travel Procedures

## Student Travel

*Approved by President's Cabinet 08/29/2023*

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### Procedure

The purpose of this document is to provide for the welfare of Amarillo College Students by regulating Student travel. These procedures supplement, but do not supersede, Board of Regents policy CJ, Transportation Management.

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### DEFINITIONS

**Student Travel** is defined as travel that is undertaken by one or more Students currently enrolled at the College to reach an event or activity organized or sponsored by the College that is located away from the campus where the Student is currently enrolled and that is:

- funded by the College and Students use a vehicle owned or leased by the College, or their personal vehicle; or
- required or recommended by a Student organization recognized at the College; or
- any international travel for a College purpose, regardless of credit or funding; or
- required or recommended for academic purposes.

**Organized Event or Activity** is one that is initiated, planned and organized by a College faculty or staff member, or by a recognized Student organization and approved in accordance with applicable College requirements.

**Sponsored Event or Activity** is one that the College sponsors by providing funding or sending Students to participate as official representatives of the College.

Types of activities and events covered by this Rule include course-related field trips, activities of sponsored Student organizations, recreational sports club trips, travel for student athletes for athletic event, and meetings of academic organizations where a Student is officially representing the College.

This policy does not apply to travel by Students to attend out-of-town athletic events in which they are not participating, or to engage in Student teaching, local internships,

practicums, observations or research, unless the research is organized by a member of the College.

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## **1. RESPONSIBILITY**

- 1.1.** It is the responsibility of the entity (e.g., College department, Student organization, academic program, etc.) that organizes or sponsors the Student travel to have a monitoring process to ensure Student travel procedures in this Rule are followed.
- 1.2.** Departments, units, and/or Student organizations may mandate additional standards as deemed necessary to address the unique requirements associated with a particular type of College organized or sponsored Student travel. Departments or units should submit proposals for additional standards through the chain of command to the appropriate Vice President. Student organizations should consult with the organization's Sponsor and the Student Life Department, or equivalent branch campus entity, prior to implementing any additional standards. All approved additional standards will be filed within the appropriate department or unit and with the Student Life office.
- 1.3.** Records including but not limited to travel notifications, student consent forms, and training completions must be retained by the responsible entity in accordance with record retention requirements.

## **2. ELIGIBILITY**

- 2.1.** Student must meet the following requirements to be eligible for Student travel:
  - 2.1.1.** Student must have a current overall GPA of 2.0 or higher, based on the last completed 8-week academic term. If a Student is in their first semester and has yet to establish a GPA and GPA is listed as 0.00, the Student may travel. When travel is for academic purposes where course credit is received, GPA restrictions do not apply, and
  - 2.1.2.** Student must be enrolled in a minimum of 6 academic credit hours per 16-week semester, with a minimum of 3 academic credit hours per 8-week term, unless enrollment in academic credit hours is restricted due to program of study or course availability. Exceptions to enrollment requirements are permitted only during the summer term, in the event a Student met enrollment requirements in the previous Spring semester and is enrolled in the upcoming Fall semester, or if a Student is in their last semester of certificate or degree of completion to which the Student may be enrolled in any amount of credit hours, and

- 2.1.3. Student cannot be on disciplinary probation. When travel is for academic purposes where course credit is received, disciplinary probation status does not apply.

### **3. PROCEDURES**

**3.1. Travel Authorization** The College seeks to ensure that the events or activities requiring Student travel are within the course and scope of the College's mission, and that Student safety issues have been addressed. Accordingly, travel covered by this policy is not permitted unless it is authorized in advance by an appropriate administrator and follows Amarillo College Travel Policies and Procedures.

**3.2.** To request authorization, members of the faculty, staff, or sponsored Student organizations who organize activities covered by this policy must submit a completed Travel Authorization form when required, along with any required documents and information, to the appropriate parties for approval. Travel Authorizations must be submitted a minimum of 10 business days prior to departure to the following:

- 3.2.1. The College department, unit, or Student organization Sponsor, and
- 3.2.2. The Department of Student Life, and
- 3.2.3. The appropriate Vice President, and
- 3.2.4. The Business Office, and
- 3.2.5. Any other necessary parties.

### **3.3. Travel Consent Forms**

- 3.3.1. Any currently enrolled Student who participates in travel organized or sponsored by the College is required to complete the Consent for Student Travel form. Students under the age of eighteen (18) must have the Consent for Student Travel form signed by a parent or legal guardian, and
- 3.3.2. Completed Consent for Student Travel forms must be submitted to the Student Life Department prior to travel.

**3.4. Training** Trip leaders from the departments, units, or Student organizations sponsoring or organizing Student travel who travel with the Student(s) are required to complete training, prior to departure, to provide the trip leaders with information on best practices in travel. This training is required whether the trips are credit or non-credit bearing.

**3.5. Travel Expense** A Travel Expense Statement must be completed, with all supporting documentation, in alignment with College policy.

## **4. REQUIREMENTS BY MODE OF TRANSPORTATION**

**4.1.** Student travel may require use of various modes of transportation. Each form of transportation requires Students to follow common and mode-specific safety precautions. In addition to following applicable international, federal and/or state laws and using sound judgment when traveling, Students must follow the provisions according to the specific mode of travel involved and travel conditions.

### **4.2. Travel by Vehicles Owned, Rented, or Leased by the College**

4.2.1. College Employees who authorize Students and Student Employees to operate vehicles owned, leased, or rented by the College for Student travel are responsible for ensuring compliance with these procedures.

4.2.2. Notwithstanding the above, the College does not allow students to drive its vehicles when they are traveling as part of their academic or extracurricular activities, even if they are also employed by the College in any capacity, such as Student workers or part-time Employees.

4.2.3. When a crisis arises, the College allows any traveler to operate a vehicle with prior approval from the president or vice president of the College.

4.2.4. **Eligibility** Operators of College-owned, leased, or rented vehicles must meet the following requirements:

4.2.4.1. Possess personal automobile insurance coverage as mandated by the state or country the operator is traveling in; and

4.2.4.2. Possess and carry a valid operator's license for the vehicle they are operating and the location in which the travel occurs; and

4.2.4.3. Attend any driver training required by the College; and

4.2.4.4. Be approved to operate the vehicle in accordance with applicable procedures as determined by the College.

4.2.4.5. If an operator approved to drive a College vehicle has restrictions added or endorsements removed from his/her driver's license, that individual must report this change to the sponsoring or organizing department or Student organization.

4.2.5. **Rental Vehicles** The College has negotiated favorable vehicle rental rates with a number of car rental companies and are required for College travel when available. Current rental agreements can be acquired from the Business Office.

4.2.6. **Safety** Operators and passengers must act responsibly and use sound judgment when traveling. Operators must:

4.2.6.1. Obey all traffic laws and regulations, including use of seat belts or other safety devices and posted speed limits.

4.2.6.2. Not operate vehicles under the influence of alcohol or illegal drugs or transport or possess alcoholic beverages, illegal drugs, unauthorized firearms or other types of weapons.

4.2.6.3. Not exceed the vehicle manufacturer's recommended load capacity (see owner operating manual for specific instructions).

4.2.6.4. Consider operator fatigue when selecting operators. On lengthy trips, alternate operators should be used to avoid fatigue.

#### **4.3. Travel by Privately Owned Vehicles**

4.3.1. It is preferred that students do not use their personal vehicles to travel to events covered by this policy.

4.3.2. When requesting authorization to travel in a personally-owned vehicle, the employee must submit a completed Personal Vehicle Waiver to the Student Life Office, accompanied by a copy of their driver's license and vehicle insurance, prior to travel departure. This must be completed for each travel occurrence.

4.3.3. The persons responsible for the proposed activity and travel shall inform students who will drive their privately-owned vehicles of the Personal Vehicle Waiver and ensure its completion.

4.4. **Commercial Travel** Students traveling by commercial transportation, whether domestic or international, must comply with all laws regulating travel and the rules of the specific carrier.

## **5. INTERNATIONAL TRAVEL**

5.1. Amarillo College recognizes the need for its Employees and Students to travel abroad on official College business.

- 5.2.** Employees and Students traveling on College business or traveling with College property are responsible for complying with domestic and international laws and regulations when traveling outside the United States.

## **6. CONDUCT**

- 6.1.** Students and Employees are expected to comply with the law, respect proper constitutional authority, and obey College policies, rules and regulations during all travel.
- 6.2.** Students are prohibited from consuming alcohol during College organized or sponsored travel, regardless of age.
- 6.3.** Employees accompanying Students on Student Travel are prohibited from consuming alcohol during the trip, regardless of age.
- 6.4.** Students and Employees are prohibited from drug use during College organized or sponsored travel, regardless of destination laws and regulations. Students and Employees must abide by federal, state, local laws and College drug use policy.
- 6.5.** Any Student violating the Student conduct policy shall be subject to disciplinary action, including suspension, in accordance with College policy.

## **7. APPEALS**

- 7.1.** Individuals wishing to appeal a denial of travel based on this Policy may submit a written appeal request.
- 7.2.** Appeal requests shall include any necessary or additional documentation and submitted to the Student Life Department and the Vice President of Student Affairs. Requests will be processed through the Vice President of Student Affairs.

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## **ADDITIONAL INFORMATION**

This document is considered to be a minimum standard. Departments, units, and/or Student organizations may mandate additional standards as deemed necessary to address the unique requirements associated with a particular type of Student travel.