



Registered Student Organization

Travel Information Packet

Simple Steps for Student Organization Travel:

The travel policy must be completed by any student organization traveling or participating in an event more than 25 miles from campus.

- 1 Appoint one member of your organization to be the travel coordinator. This person will organize all paperwork and communicate with Student Activities & Leadership Development.
- 2 They should make an appointment to discuss their travel and fill out the Travel Information Sheet.

The travel coordinator will:

- 3 Fill out part A of the Travel Worksheet that indicates to whom and when all materials must be returned.
- 4 Fill in the "Description of Activity or Trip" section found on the Release and Indemnification Agreement.

- 5 Photocopy the Travel Worksheet, Release and Indemnification Agreement and the Authorization for Emergency Medical Treatment and distribute the packet to all organization members who will be participating in the event.
- 6 Instruct each member to complete Sections B, C, and D. All students who will be driving must also complete section E.
- 7 Collect all materials at least 5 days prior to your travel. Make photocopies of all information. Take one set of forms on the trip, and leave the other in your organization's files.

Contact SALD for assistance:

Phone **471.3065**

Email **sald@uts.cc.utexas.edu**



Travel Worksheet

Check appropriate boxes.

A Travel Coordinator

Please return this form with all required information to _____
phone# _____ on ___/___/_____ by ___:_____.

Anyone who fails to complete and return this worksheet with all required information and forms **will not be eligible to participate in the trip/event.**

B Personal Information: Complete parts 1–4.

- 1 Full name:

- 2 Local address:

- 3 Phone number:

- 4 Emergency contact and their phone number:

C Medical Insurance: Complete either 1 or 2.

- 1 I have medical insurance and have attached a copy (front/back) of my card/certificate.
- 2 I do not have medical insurance and will be purchasing the Temporary Medical Insurance.
I have included \$2/calendar day and provided my birthdate ___/___/_____.

D Additional Forms: Complete both 1 and 2.

- 1 Medical Release Form which enables the participant to authorize any medical treatment necessary in case of an emergency.
- 2 Release and Indemnification Form, which acknowledges your voluntary participation in the planned event and the risks associated with such participation.

E Transportation Information: If you will be driving, please include the following:

- ◆ Copy of drivers license
- ◆ Copy of liability insurance
- ◆ Proof of Inspection

Driving Guidelines for Registered Student Organizations:

- 1 All Students who will operate vehicles while engaged in travel must have a valid operator's license and be trained as required by law to drive the vehicle that will be used.
- 2 Operators shall comply with all laws, regulations, and posted signs or directions regarding speed and traffic control.
- 3 Operators shall drive for no more than 10 hours in any 24-hour period.
- 4 A navigator shall be assigned for all trips that are scheduled to take more than 2 hours; and the navigator shall remain awake while on duty.
- 5 Operators shall take a mandatory 30-minute rest break every 4 hours.
- 6 Trips requiring more than 10 hours of driving time shall include overnight lodging.
- 7 Occupants of motor vehicles shall use seatbelts or other approved safety restraint devices required by law or regulation at all times when the vehicle is in operation.
- 8 Occupants of motor vehicles shall not possess consume or transport any alcoholic beverages or illegal substances.
- 9 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 by University Policy, or federal or state law or regulations, whichever is lowest.

Special Guidelines for 15-Passenger Vans:

- 1 It is required that all 15-passenger vans be operated only by experienced authorized drivers who understand and are familiar with the handling characteristics of the vans, especially when the van is fully loaded. This includes having the operator(s) attend van-specific training including behind the wheel, on the road training.
- 2 15-passenger vans shall not carry more than 9 occupants (including the driver) at any one time.
- 3 Require the proper loading of vehicles. Consult the owner's manual to determine the maximum safety load for the vehicle and proper distribution of that load. Passengers shall be seated only in recognized seats and in an arrangement designed to spread out the load. Luggage shall be placed in the rear and behind the last seat and shall not be allowed on the roof when the van is being operated.
- 4 Require that the tires be inspected to insure that they are properly inflated and not worn.

Please initial that you have read the driving guidelines listed above.

