

# Appendix L: Student Travel Policy for Registered Student Organizations

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## 1. Policy Statement

It is the policy of The University of Texas at Austin to promote safe travel by members of its registered student organizations to certain events and activities.

## 2. Scope

This policy applies to the travel of student members of a registered student organization when the registered student organization requires or coordinates an activity or event for its student members and the activity or event occurs overnight or more than twenty-five miles from the campus of the University. For all international travel, please also refer to Appendix N. For travel by sponsored student organizations, please refer to HOP 9-1420, Student Travel Policy for University Organized or Sponsored Events.

## 3. Trip Approval Requirements

- A. Registered student organizations that organize events or activities covered by this policy must obtain prior authorization from the Office of the Dean of Students, Student Activities.
- B. To obtain authorization to travel, the registered student organization must apply through a process prescribed by the Dean of Students. The request must be submitted at least ten business days prior to the proposed trip.
- C. Students must follow guidelines and processes set forth by the Dean of Students for all travel. Specific information of the process and requirements available on the Dean of Students website at <https://deanofstudents.utexas.edu/sa/stuorgstravel.php>.

## 4. Travel by Motor Vehicle

### A. Compliance with State Law

Each motor vehicle must have a current proof of liability insurance card 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 and any applicable UT System policy.

### B. Vehicle Operator Requirements

- i. All students who will operate vehicles while engaged in travel covered by this policy must have a valid operator's license, valid insurance, and be trained as required by law to drive the vehicle that will be used, and comply with applicable requirements of The University of Texas Systemwide Policy UTS 157, Automobile Insurance Coverage for Officers and Employees and General Requirements for the Use of Vehicles.
- ii. Operators of motor vehicles shall comply with all laws, regulations, and posted signs or directions regarding speed and traffic control.
- iii. Operators shall drive no more than four hours without a minimum rest stop of thirty minutes.
- iv. Operators shall drive no more than ten hours in any twenty-four-hour period.
- v. Members must assign a navigator for trips if more than one member is traveling. The navigator shall remain awake while

on duty. The navigator's responsibility is to assist with way finding and route planning.

- vi. Trips requiring more than ten hours of driving time shall include overnight lodging.

## C. Safety Requirements for Both Operators and Passengers

- i. **Seat Belts.** 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.
- ii. **Alcohol and Illegal Substances.** Occupants of motor vehicles shall not possess, consume, or transport any alcoholic beverages or illegal substances.
- iii. **Passenger Capacity.** 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, UT System Policy 157, or federal or state law or regulations, whichever is lowest.

## 5. Non-Compliance

Any organization that fails to comply with this policy may result in the Dean of Students initiating disciplinary proceedings under subchapter 6-500 and/or subchapter 11-500 of the *Institutional Rules*.

**For assistance:** Questions regarding this policy should be directed to the Office of the Dean of Students, Student Activities, [studentorgtravel@austin.utexas.edu](mailto:studentorgtravel@austin.utexas.edu).

Policy changes effective January 10, 2025