

## TRAVEL MEMORANDUM

### A. Procedure Statement

The University of Texas at Brownsville and Texas Southmost College (University) shall promote safe travel by students, faculty, and staff to and from events and activities covered by this Memorandum.

### B. Scope

This procedure applies to the travel of faculty, staff, and enrolled undergraduate or graduate students who attend activities or events that are:

- organized and/or sponsored by the University; and
- occur outside of Cameron County, or
- occur in Mexico more than 25 miles inland.

The types of activities and events covered by this procedure include: course related field trips, recreational sports club trips, activities of sponsored student organizations, and meetings of academic organizations where a student is officially representing the University.

This procedure applies to all University related travel by faculty and staff members.

The procedure does not apply to travel undertaken by students to engage in student-teaching, internships, practicums, observations, or research, unless the research is organized by a member of the faculty.

### C. Definitions

An organized event is one that is initiated, planned, and arranged by a member of the University's faculty or staff, or by the members of a sponsored student organization, and is approved by an appropriate administrator.

A sponsored event or activity is one that the University endorses by supporting it financially, or by sending students to participate in it as official representatives of the University.

An enrolled student is one who has been admitted to and is attending classes at the University.

An appropriate administrator is a Dean, Department Chair, or Director of an administrative unit, or their delegate.

### D. Travel Authorization

In order to assure that the events or activities that involve student travel are within the course and scope of the University's mission and that student safety issues have been

addressed, travel undertaken pursuant to this procedure must be authorized in advance by an appropriate administrator.

1. To request authorization, members of the faculty and staff who organize activities covered by this Procedure must submit a completed *Application for Official Travel* form, along with the required documents and information, to the appropriate administrator for approval. Whenever possible, the request should be submitted at least five working days in advance of travel to the activity or event.
2. If traveling with students, the following information/documents must be submitted along with the *Application for Official Travel* form:
  - (a.) A travel passenger list of participants including their names, student identification numbers, and the names and phone numbers of persons to contact in case of an emergency.
  - (b.) A travel itinerary form containing the name and phone number for the responsible University employee who will be available to the students at all time during the travel and activity or event.
  - (c.) Copies of valid operators' licenses for any students, faculty or staff who will operate vehicles.
  - (d.) Copies of current medical insurance certificates, or both sides of a current group insurance membership card, for each person participating in the activity or event.

For students over the age of 18, the purchase of a reasonably priced, short-term Special Events Policy can be arranged by academic and administrative units on behalf of students who do not have, or cannot verify, current medical coverage. Information concerning this coverage is available from the Purchasing Office. This does not apply to faculty or staff who are covered by University paid health insurance and workers compensation.

- (e.) Completed and signed *Release and Indemnification Agreements* for each participant.
- (f.) Completed and signed *Authorization for Medical Treatment* forms for each participant.

All of the above mentioned forms are located at:  
<http://www.utb.edu/ba/purchasing/travel/>

3. When leading group trips, faculty or staff should carry emergency contact information, proof of medical insurance coverage, and the *Authorization for Emergency Medical Treatment* form for each participant.

4. Faculty who teach courses that involve frequent field trips can collect the following information from students at the beginning of each semester and keep it on file with the appropriate administrator for use throughout a semester:
  - proof of current medical insurance;
  - completed and signed *Authorization for Medical Treatment* forms;
  - completed and signed *Release and Indemnification Agreements* (a single *Release and Indemnification Agreement* may be used if a single description fits all the proposed trips); and
  - proof of a valid vehicle operator's license for students who will operate vehicles.
5. One-time approval can be provided for multiple trips led by faculty or staff that involve the same locations and same participants.
6. The *Application for Official Travel*, the *Authorization for Medical Treatment* and the *Release and Indemnification Agreement* forms are available for download from the Purchasing Office Travel Web site at: <http://www.utb.edu/ba/purchasing/travel>.
7. International land and sea travel document procedures along with a complete list of acceptable documents is available at [www.cbp.gov](http://www.cbp.gov). Travelers who do not present one of these documents may be delayed while U.S. Customs and Border Protection (CBP) officers attempt to verify their identity and citizenship.

## **E. Travel by Motor Vehicle**

1. Compliance with Laws and Policies
  - (a.) Motor vehicles used for travel covered by this procedure shall have a current proof of liability insurance card and a state inspection certification.
  - (b.) Travel undertaken by means of fifteen passenger vans must comply with the requirements of the University of Texas System Policy 157 (UTS157). See <http://www.utsystem.edu/policy/policies/uts157.html>.
  - (c.) A *Vehicle Request* form must be filled out and returned to Physical Plant before any travel occurs. Form can be found at <http://www.utb.edu/ba/purchasing/travel/>.
2. Vehicle Operator Requirements
  - (a.) Any person who will operate vehicles while engaged in travel covered by this procedure must have a valid operator's license and be trained as required by law to drive the vehicle that will be used.

- (b.) Operators shall comply with all laws, regulations and posted signs or directions regarding speed and traffic control.
- (c.) Operators shall take a mandatory 30 minute rest break every four hours driven.
- (d.) Operators shall drive no more than 10 hours in any 24 hour period.
- (e.) Trips requiring more than 10 hours driving time to reach a point of destination shall require overnight lodging or a substitute driver.
- (f.) A navigator shall be assigned for all trips scheduled to take more than 10 hours. The navigator must stay awake while on duty.

3. Safety Requirements for Both Operators and Passengers

- (a.) 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.
- (b.) Alcohol and Illegal Substances. Occupants of motor vehicles shall not consume any alcoholic beverages or illegal substances prior to or during the operation of the motor vehicle.
- (c.) 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, or federal or state law or regulations, whichever is lowest.

4. Travel by Rental Vehicle

Rentals of vehicles to use for travel to activities or events covered by this procedure are governed by the following guidelines.

(a.) Vehicle Reservations

The University is a participant in the State Travel Management Program, which has negotiated favorable vehicle rental rates with a number of car rental companies. While use of the University's travel agency is not required, doing so will help assure that: 1) vehicles are rented pursuant to the State Travel Management plan whenever possible; 2) that vehicle rental agreements are valid; and 3) that necessary insurance coverage has been purchased.

(b.) Payment of Costs for Rental Vehicles

Personal credit cards shall be used to rent vehicles for travel covered by this Procedure, and cardholders will be reimbursed for appropriate and approved costs. If rentals are from companies that are not under

the state contract, the reimbursement amount will be limited to that which would have been incurred for equivalent state contract rentals.

(c.) Insurance Coverage

(i) Rentals from Companies Participating in State Travel Management Program

Loss/Damage Waiver and Primary Liability insurance coverage are automatically included in the rates charged by companies participating in the State Travel Management Program\*. That protection does not cover injuries to persons or possessions inside a rental vehicle. Therefore, it is suggested that the personal injury insurance protection and the personal effects insurance protection offered by rental companies be purchased for student travel covered by this Procedure, particularly if there will be numerous passengers in the vehicle.

\* Avis has licensee locations in Texas and throughout the U.S. that do not honor our State of Texas contract in whole. The "Avis Contract Exceptions", found at the Purchasing Office Travel Web site (<http://www.utb.edu/ba/purchasing/travel>), contains a list of these locations. If the State of Texas renters choose to rent from one of these locations, they are advised to elect the appropriate coverages to mitigate any financial risk to themselves and their employing entities.

(ii) Rentals from Non-State Contract Rental Companies

If no state contract cars are available and it is necessary to rent vehicles from non-contract companies, then both the Loss/Damage Waiver and Primary Liability Coverage must be purchased. It is suggested that the personal injury insurance protection and the personal effects insurance protection offered by rental companies be purchased for student travel covered by this procedure, particularly if there will be numerous passengers in the vehicle

5. Travel by Means of a Vehicle Owned or Leased Long-Term by the University

In addition to complying with the general rules set out above, travel by means of a vehicle that is owned or leased long-term (for a period of more than one year) by the University must comply with the following requirements:

(a.) Proof of Insurance, Inspection, and Safety Devices

Vehicle used for travel activity covered by this procedure must:

(i) have a current proof of liability insurance card;

- (ii) have a valid state inspection sticker;
- (iii) have all devices or equipment required by federal or state law or regulation; and
- (iv) comply with any other applicable federal or state law or regulation.

(b.) Service and Maintenance

A University-owned or long-term leased vehicle used for student travel under this procedure must be subject to scheduled periodic service and maintenance by qualified persons and comply with the requirements applicable to the University of Texas System Policies.

6. Travel by Privately Owned Vehicles

The use of personal vehicles by students for travel to events covered by this procedure is strongly discouraged.

- (a.) When requesting authorization for travel that involves the use of personally owned vehicles, the requestor, in addition to submitting the information described in Part D, section 2, shall also submit a copy of a current liability insurance certificate for any vehicle to be used for the proposed travel.
- (b.) The persons responsible for the proposed activity and travel shall inform students who will drive their privately owned vehicles that their personal liability insurance policy will be looked at first to cover any liability that may result from the use of the vehicle for the proposed travel.

7. Volunteer Drivers and Passengers

Non-student/non-employee passengers who accompany students on travel covered by this procedure must show proof of medical insurance, sign the *Release and Indemnification* and the *Authorization for Medical Treatment* forms prior to the trip.

**F. Travel to Mexico**

All travel more than 25 miles from the United States border into Mexico shall comply with the following rules in addition to the preceding rules for student, faculty and staff travel.

- 1. Travel to Mexico covered by this procedure shall be approved by the President prior to departure.

2. Medical Insurance

All students and non-employees shall provide copies of current medical insurance certificates, or both sides of a current group insurance membership card, for each person participating in the activity or event. The policy must specifically provide coverage in Mexico. The purchase of a reasonably priced, short-term Mexican Travel Special Events Policy can be arranged by academic and administrative units on behalf of students who do not have, or cannot verify, current medical coverage. Information concerning this coverage is available from the Purchasing Office Travel Web site.

3. Vehicle Insurance

All University owned or rented vehicles shall be covered by specially purchased Mexico Auto Insurance. All Mexico auto insurance quotes must be approved by the UT System Business and Administrative Services Office. The policy must have the following minimum coverage:

Bodily Injury Per Person:	\$100,000
Bodily Injury Per Accident:	\$200,000
Property Damage to Third Parties:	\$50,000
Medical Expense Per Person:	\$2,000
Medical Expense Per Accident:	\$2,000
Collision, Upset, Glass Breakage:	Compulsory 2% deductible subject to a minimum of \$500.
Fire, Total Theft, Natural Disasters:	Compulsory 5% deductible subject to a minimum of \$500.

All Mexico Auto Insurance Coverage for UTB/TSC Owned Vehicles and UTB/TSC Rental Vehicles shall be purchased with the named insured listed as the University of Texas System. If a student, faculty or staff member uses their own vehicle or rents a vehicle in their own name, they shall be responsible for purchase of their own Mexico Auto Insurance Policy. If a car rental agency provides the Mexico Auto Insurance Coverage as part of the rental, please make sure that the University is listed as a named insured on the policy; otherwise it is possible that only the car rental agency is covered. All Mexico auto insurance policies must be pre-approved by the UT System's Office of Business and Administration. The insurance must provide minimum coverage as listed above. See: the University of Texas System Policy 157 (UTS157) or <http://www.utsystem.edu/policy>. Additional insurance inquiries may be directed to UT System at (512) 499-4524.

4. Travel into Mexico in University owned or rented vehicles shall not extend beyond the borders of the Mexican States of Tamaulipas, Nuevo Leon or Coahuila. Travel to other Mexican States shall be accomplished by use of a common carrier. Whenever possible, travel into Mexico should not extend more than 350 miles from the United States/Mexico border.

5. A Mexico temporary import vehicle permit must be obtained by the driver of any vehicle and that permit must be cancelled upon return from Mexico. Preferably, all Mexican Travel Permits should be obtained at least one day prior to departure.
6. Whenever possible, all travel in Mexico should be conducted during daylight hours and at speeds no greater than 60 mph.
7. A mobile phone that operates in Mexico should be carried in each vehicle or at least one such device should be carried by a convoy of vehicles.

#### **G. Accident Procedure**

1. Insure that the injured receive medical attention.
2. Warn other motorists of accident site, if possible.
3. Notify local law enforcement agency(s) as appropriate.
4. Contact Campus Police at (956) 882-2222 or request others to contact Campus Police as soon as possible and file a report with them.
5. Contact your supervisor as soon as possible.
6. Refrain from making statements as to the cause of the accident and do not state that the University will pay for the damages. This is a determination to be made by the University insurance carrier.
7. Attempt to get the names, phone numbers, and addresses of any witnesses.
8. Advise other parties that the vehicle you are driving is insured and notify the insurance carrier.

Immediately following any accident all supervisors shall consult the University's Handbook of Operating Procedures (HOOP) and follow any additional procedures that may be stated therein.