

TEXAS TECH UNIVERSITY HEALTH SCIENCES CENTER

Operating Policy and Procedure

HSC OP: 77.08, **Student Travel Policy**

AUTHORITY: This policy is required by Section 51.950 of the Texas Education Code.

PURPOSE: This policy regulates any travel undertaken by one or more TTUHSC students to an activity or event that is located more than 25 miles from the campus of TTUHSC. This operating policy applies to any event or activity which is organized, sponsored and/or funded by TTUHSC, is undertaken using a vehicle owned or leased by TTUHSC or is a required event or activity by a student organization registered at TTUHSC.

Modes of travel by students to events or activities as defined above include:

1. personally-owned vehicles;
2. commercial vehicles, including but not limited to rental cars, vans, chartered buses;
3. commercial airlines; and,
4. use of TTUHSC-owned vehicle.

The purpose of this policy is to help minimize the risks of liability connected with motor vehicle travel by TTUHSC faculty, staff and students. The policy applies to the use of the above modes of travel in any activities directly related to the academic, research, and/or administrative responsibility of the department involved. This policy also applies to travel undertaken by one or more students presently enrolled at TTUHSC to reach a university-related activity located more than 25 miles from TTUHSC. It applies to travel required by a registered student organization. This HSC OP does not create a claim or cause of action against TTUHSC or its employees, and TTUHSC retains all defenses to any such action including, but not limited to, sovereign immunity.

REVIEW: This OP will be reviewed on July 1 of each even-numbered year (ENY) by the Assistant for Student Affairs, Director of the TTU System Managing Attorneys, and the Executive

- d. **TTUHSC-Related Activities.**
TTUHSC-related activities are those activities that are consistent with TTUHSC's mission and that are approved by the appropriate administrative unit. This includes activities organized or sponsored by TTUHSC, funded by TTUHSC, and using vehicles owned, rented, leased by, or loaned to, TTUHSC.

2. Travel Using TTUHSC-Owned Vehicles.

- a. **Appropriate Use.**
Only persons who are acting within the course and scope of university-related activities are permitted to use TTUHSC vehicles, owned, rented, leased by, or loaned to, the system or its components.
- b. **Drivers.**
Because of the risks of personal injury, it is required that only those persons whose names appear on the approved driver's list be asked or allowed to use any motor vehicle owned, rented, leased by, or loaned to, the system or its components. To request a driver be considered for approval and addition to the approved drivers list, the following are required:
 - (1) The requesting department or unit must submit a completed request through the Texas Tech Vehicle Operating System (<https://driverapproval.app.texas-tech.edu/>). The request must include an attached copy of the Texas Tech University System Driver Approval Request form (see Attachment C) and a copy of the driver's current license.
 - (2) Qualifications for drivers of all motor vehicles owned, rented, leased by, or loaned to TTUHSC are as follows:
 - (a) Must possess a valid Texas driver license or license from another state or District of Columbia appropriate for the class of vehicle being operated;
 - (b) Must have held a valid driver license, as defined in (a) above, for at least two years and have attained 18 years of age. The two-year experience

- (d) Must not have more than one moving violation in the last 18 months;
- (e) Must successfully pass an annual drug screen; and
- (f) Must complete the [15-Passenger Van Inspection Checklist](#) for each trip. The inspection checklist should be kept in the vehicle for the duration of the trip.

3. **Operator Conduct.**

Any operator of a TTUHSC vehicle must take a 15-minute break every 3 hours and **may drive no more than 10 hours in a 24-hour period**. When the vehicle driven is a van with passengers, h

- f. Notify the department head or supervisor. If the operator is unable to contact or reach the department head or supervisor, the operator shall contact the Texas Tech Police Department; and
- g. Refer to TTUHSC OP 76.34 for the completion of required vehicle accident documentation, summarized in the Vehicle Fleet Management Handbook, Section 1, M.

An operator may be asked to submit to a “for cause” screen in compliance with TTUHSC OP 70.39, Drug-Free Workplace Policy, when there is any accident causing injury to anyone, damage to property of TTUHSC or others, or when the operator received a traffic citation as a result of an on-the-job motor vehicle accident. If the operator refuses the screen, the individual will be subject to disciplinary action up to and including termination.

should occur to students or other persons during such activities, TTUHSC will assume no responsibility, financial or otherwise.

- c. Faculty and staff advisor(s) and organization officers are urged to take all possible precautions to ensure the safety and well-being of all persons participating in off-campus activities.
- d. There are no official excused class absences for students who participate in off-campus trips sponsored by student organizations. Students will be responsible for making their own individual arrangements in advance with instructors for class work missed while participating in an off-campus trip. Instructors may set their own requirements for class work missed under such circumstances; they must grant students an opportunity to make up all course work missed while participating in an official off-campus trip.
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