

1 Travel - Student Organizations

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26 Introduction

27 Iowa State University supports the philosophy that student activities are an integral component of the
28 collegiate experience. In an effort to assist student organizations with travel needs, the Government
29 of the Student Body and the university partner to establish travel policies and related procedures.

30
31 This policy and related procedures are designed to establish the relationship between student
32 organizations and the university for the purpose of reducing risks and providing protection for all
33 student organization travel, especially travel using **large passenger vans and vehicles towing**
34 **trailers** (see [University Vehicles](#) section).

35

36

37 **Policy Statement**

38 The Student Organization Travel Policy and procedures govern travel to reach an activity or event
39 that is sponsored by a recognized student organization and authorized by Iowa State University. All
40 student organizations must comply with the requirements for travel as outlined in this policy and the
41 related procedures (see [Resources](#) section below).

43 **Authorized Travel**

44 All travel by recognized student organizations must relate to the purpose of the organization and
45 comply with the policies of the State of Iowa; the Board of Regents, State of Iowa; and Iowa State
46 University. (The ISU policy on Fleet Safety and Vehicle Use/Rental provides information on
47 approved vehicle uses; see [Resources](#) below.) The purpose of student organization travel and
48 transportation to and from the event is reviewed and authorized by the group's advisor, group's
49 treasurer and the Office of Risk Management or Recreation Services (for Sports Clubs) prior to
50 travel. The student organization must designate a member to serve as the trip coordinator who is
51 responsible for completing trip information on the Student Organization Travel Authorization system.

53 **Eligible Organizations**

54 Student organizations eligible for use of university vehicles must be recognized student
55 organizations with the Student Activities Center within the Division of Student Affairs at Iowa State
56 University. Travel funding from student organization accounts will be allowed only for student
57 organization travel that has been approved through the Student Organization Travel Authorization
58 system.

60 **Forms**

61 All trip participants must complete a Waiver and Release of Liability form and an Emergency Contact
62 and Medical Information form.

- 63• Students under the age of eighteen (18) must have the Waiver and Release of Liability form signed
64 by their parents or legal guardian.
- 65• Students using personal vehicles for student organization travel must sign a Waiver and Release of
66 Liability form and an Emergency Contact and Medical Information form acknowledging the risks
67 involved in the travel activity and assuming responsibility for liability for themselves and the
68 passengers traveling in their vehicle.

69 University students who are participating in travel related to academic course requirements (e.g.,
70 field trips) or related to their assigned duties as a student employee (e.g., research data collection)
71 are not required to sign waiver or release forms.

72

73 **Modes of Travel**

74 Student organization leadership should consider transportation options and costs before planning a
75 trip. Organizations will be asked to identify their mode of transportation, drivers (if applicable),
76 participant(s) and/or commercial arrangements associated with their trip. Specific policies and
77 procedures as they apply to different modes of transportation are outlined below.

78

79 **Vehicles**

80 To promote safe driving practices, all student organizations must comply with the requirements for
81 drivers and vehicle use rules outlined in this policy. For the purpose of this policy, vehicles include
82 university vehicles; personal vehicles; vehicles rented, leased or hired by the university; or any
83 vehicle in university control or custody for student organization activities.

84 **DRIVER AUTHORIZATION**

85 Individuals requesting permission to drive vehicles for authorized student organization travel must
86 submit a Motor Vehicle Record Check form to Transportation Services (for Iowa driver's licenses) or
87 the Department of Public Safety (for out-of-state driver's licenses). This form is required to authorize
88 a complete check of the driver's motor vehicle driving record. The individual's motor vehicle record
89 must meet the following minimum qualifications:

- 90 • Driver must be at least 18 years old with the following exception:
- 91 • **Drivers of large passenger vans or vehicles towing trailers must be 20 years old and must**
92 **successfully complete the Transportation Services Large Passenger Van Driving**
93 **Class.** (See [Large Passenger Vans and Vehicles Towing Trailers](#) section below.)
- 94 • Driver must have a valid U.S. driver's license for the vehicle being driven with the appropriate
95 classifications, restrictions and endorsements.
- 96 • Driver must satisfactorily complete a motor vehicle record check every six months (See [Driving](#)
97 [Standards](#) section below).
- 98 • Driver must agree to operate the vehicle in a safe and prudent manner.

99 Drivers for student organization travel must be members or advisers of the organization who are
100 currently enrolled as ISU students, or ISU staff or faculty. Organizations requesting permission for
101 other drivers (e.g., volunteer coaches) must receive approval from the Office of Risk Management or
102 Recreation Services (for Sports Clubs). Drivers for student organization travel must be members or
103 advisers of the organization who are currently enrolled as ISU students, or ISU staff or faculty.
104 Organizations requesting permission for other drivers (e.g., volunteer coaches) must receive
105 approval from the Office of Risk Management or Recreation Services (for Sports Clubs).

106

107 **DRIVING STANDARDS**

108 Driving privileges for individuals will be denied or revoked if a driver's past twelve-month driving
109 record indicates any of the following:

- 110 • Two citations for a moving violation within the last 12 months.
- 111 • Two accidents within the last 12 months where the driver was at fault or contributory. The
112 definition of "at-fault accident" for this policy means an accident in which the driver is determined
113 to be 50 percent or more responsible for the accident.
- 114 • One accident where the driver was at fault or contributory and one moving violation within the
115 last 12 months.
- 116 • Any citation for blood alcohol content within the last 12 months. Cases not yet resolved in the
117 courts will be considered grounds for temporarily denying permission to drive a university
118 vehicle.
- 119 • A licensing requirement for specialized motor vehicle insurance (i.e., SR) to operate a vehicle.
- 120 • Conviction for reckless driving, driving with a suspended license, hit and run, leaving the scene
121 of an accident, license suspension or other crime(s) that results in license suspension.
- 122 • Conviction or charges pending due to a violation of statutes that affects his/her driver's license,
123 or who has his/her driving privileges suspended, revoked, or barred for violating such statutes
124 including, but not limited to, Operating While Intoxicated, vehicular homicide or habitual
125 violations, or any driving offense punishable as a felony.

126 Individual drivers approved to drive university vehicles for authorized student organization travel
127 must notify their student organization advisor and the Office of Risk Management when their driver's
128 license is suspended, revoked, cancelled or the driver is otherwise prohibited from operating a
129 university motor vehicle.

130

131 **RULES AND CRITERIA - ALL VEHICLES**

132 **Passenger Authorization:**

- 133 • Authorized passengers include members of officially recognized Iowa State University
134 student organizations, university employees, or authorized volunteers while on approved
135 university student organization travel. All passengers must be identified in the Student
136 Organization Travel Authorization system prior to departure.
- 137 • Unauthorized passengers are prohibited in university vehicles. Examples include student
138 organization members not listed on the passenger list, spouses, children or other family
139 members, friends, neighbors or the general public. Unauthorized passengers are not
140 covered by the Regents institutions' insurance.
- 141 • In extenuating circumstances, a request for authorization for passengers otherwise
142 considered unauthorized must be submitted in writing and approved by the Office of Risk
143 Management or Recreation Services (for Sports Clubs) before travel occurs.

144 **Vehicle Occupancy:** The maximum number of people in any vehicle must not exceed the
145 number of seatbelts in the vehicle.

146 **Seat Belt Use:** All vehicle occupants must wear seat belts at all times while traveling.

147 **Pick-up Truck Passengers:** Transporting people in the bed of a pick-up truck is not allowed
148 on public roads.

149 **Driving Rules:**

- 150 • The number of drivers required may vary depending on the distance and duration of the
151 trip.
- 152 • Each driver is allowed to drive a maximum of 4 continuous hours followed by a minimum
153 2-hour break.
- 154 • Each driver is permitted to drive a maximum of 10 hours over a 24-hour period.
- 155 • One person must be in the front passenger seat and awake at all times to assist with
156 navigation and trip safety such as making sure the driver remains alert.
- 157 • Drivers must obey traffic laws and regulations, including posted speed limits.
- 158 • Drivers must abide by university policies and any applicable federal or state regulations
159 that govern individual actions including, but not limited to, ethical behavior,
160 confidentiality, financial responsibility, alcohol and drug use.

161 **Alcohol:** No alcoholic beverages or beverage containers (open or closed) are allowed.
162 Consumption of alcohol by drivers and passengers is prohibited at least 8 hours before driving
163 for student organization activities.

164 **Transporting Hazardous Materials:** The unauthorized transportation, use or storage of any
165 hazardous materials is prohibited. In extenuating circumstances, a request for authorization
166 for transporting hazardous materials must be submitted in writing and approved by the
167 Department of Environmental Health and Safety and the Office of Risk Management before
168 travel occurs. In addition, the Office of Risk Management must review and authorize any
169 student organization activity that involves the use of hazardous materials.

170 **Firearms, Weapons and/or Explosives:** The unauthorized transportation, use or storage of
171 any firearms, weapons and/or explosives is prohibited. In extenuating circumstances, a
172 request for authorization for transporting firearms, weapons and/or explosives must be
173 submitted in writing and approved by the Office of Risk Management. In addition, the Office of
174 Risk Management must review and authorize any student organization activity that involves
175 weapon or gun use.

176 **Cell Phones and Other Communication Devices:** The use of cell phones and other
177 communication devices such as walkie-talkies while driving is hazardous. Only hands-free
178 units may be used while driving. Drivers are required to stop and park the vehicle to use any
179 other devices.

180 **Travel Times:** Travel is not allowed between 1:00 a.m. and 5:00 a.m.

181

182 **Weather:** In the event of adverse weather or other factors that affect the ability to drive safely,
183 drivers are expected to use good judgment and take appropriate safety measures in
184 observance of travel warnings as issued by the highway safety authorities or weather advisory
185 services.

186 **Luggage:**

- 187 • No items may be transported on the roof of a vehicle.
- 188 • Rear seats of university vans will not be removed to accommodate luggage without
189 approval from Transportation Services.
- 190 • Luggage must be dispersed evenly throughout large passenger vans to equalize the
191 load.
- 192 • When using large passenger vans (12 to 15-passengers) on extended trips,
193 Transportation Services may require a trailer to safely accommodate luggage.

194 **Trailers:**

- 195 • Trailers owned by Transportation Services must be used if available.
- 196 • Transportation Services must approve the use of all commercially rented, privately
197 owned, manufactured, home-made or donated trailers and has the authority to deny the
198 use of any trailer.
- 199 • Transportation Services must inspect all trailers after connection to the vehicle.
- 200 • University owned trailers may be pulled only by university owned vehicles.

201

202 **UNIVERSITY VEHICLES**

203 University vehicles may be used only for official student organization travel. All student organizations
204 must comply with the Iowa State University Fleet Safety policy as well as all federal or state
205 regulations that govern related actions including, but not limited to, those of drug and alcohol use,
206 ethical behavior, confidentiality, harassment and financial responsibility. Operating a university
207 vehicle is a privilege. Transportation Services or the Office of Risk Management have the authority
208 to approve or deny any request for the use of university vehicles.

209

210 Iowa State University vehicles are easily identifiable. Common sense must be used and
211 consideration must be given to public perceptions of how vehicles are operated and where they are
212 parked. The Iowa Code does not permit personal use of university vehicles and individuals who use
213 vehicles for personal purposes are subject to corrective action or disciplinary measures according to
214 the severity of the infraction and are potentially liable for accidents, injury and damages that occur
215 during unauthorized use.

216

217 **Large Passenger Vans and Vehicles Towing Trailers:**

218 Student organizations may be approved to use Iowa State University Transportation Services'
219 12- and 15-passenger vans for trips with nine to fifteen passengers and/or vehicles towing
220 trailers. Organizations may not rent 12- or 15-passenger vans from commercial rental
221 companies or use personal 12- or 15-passenger vans for authorized student organizational
222 travel.

223
224 Due to their unique handling characteristics, drivers of large passenger vans and vehicles
225 towing trailers must be at least 20 years old. In addition, driver training as described below is
226 required.

227 **Driver Training:**

- 228 • All drivers of 12- and 15-passenger vans or vehicles towing trailers must
229 complete the Large Passenger Van Driving Class offered by Transportation
230 Services. The Large Passenger Van Driving Class is a two-hour classroom
231 session that covers handling characteristics and defensive driving techniques for
232 12- and 15-passenger vans.
- 233 • Each driver must also show behind-the-wheel driving competency by driving a
234 large passenger van with a trailer attached. Competency is determined by the
235 Transportation Services instructor. Behind-the-wheel training will be scheduled
236 after the classroom training is completed.
- 237 • Each driver must have a record of successful completion of both the classroom
238 and the hands-on, behind-the-wheel training before picking up the keys for a
239 vehicle.
- 240 • Training records will be kept on file with Transportation Services.

241 **Rules and Criteria - University Vehicles:**

242 **Smoking:** Smoking is not allowed in Iowa State University vehicles.

243 **Vehicle Security:** All drivers are expected to properly safeguard university vehicles. If it
244 is determined that a vehicle is at substantially higher risk of theft or damage due to a
245 lack of reasonable precautions by the driver or the student organization; the student
246 organization will be notified by either Transportation Services, Recreation Services or
247 the Office of Risk Management to implement measures to correct the misuse. If the
248 misuse is not corrected within a reasonable time, the student organization may be
249 required to forfeit use of the vehicle and return the vehicle to Transportation Services.

250 **International Travel:** University vehicles may not be taken into Mexico or Canada
251 without the prior written consent of the Office of Risk Management. Travel into Mexico
252 requires the purchase of Mexican auto insurance and must be arranged through the
253 Office of Risk Management. In addition, the Office of Risk Management must review
254 and authorize any student organization activity that involves travel to Mexico or
255 Canada.

256 **Parking Vehicle at Private Residence or Airport:** University vehicles may be driven
257 to a private residence and parked overnight when travel is scheduled to depart early in
258 the morning. Other than short-term travel (i.e. a day or less), private or public
259 transportation should be used to access airports, as it is neither an economical nor
260 effective use of university vehicles to leave them in an airport parking lot.

261

262 **PERSONAL OR PRIVATELY OWNED VEHICLES**

263 Student organizations should minimize the use of personal vehicles for organization-related travel.
264 When a personal vehicle must be used for organization travel, the driver assumes all liability
265 associated with the trip. Drivers and passengers must comply with the Student Organization Travel
266 policy Driving Authorization, Driving Standards and vehicle use Rules and Criteria - All Vehicles.
267 Students using personal vehicles for student organization travel must sign a Waiver and Release of
268 Liability form and Emergency Contact and Medical Information form acknowledging the risks
269 involved in the travel activity and assuming responsibility for the liability for themselves and the
270 passengers traveling in their vehicle.

271

272 **Commercial Travel**

273 Student organizations who use commercial transportation for travel related to student organization
274 travel must comply with all university regulations pertaining to commercial travel and the rules of the
275 carrier. This applies to domestic as well as international travel.

276 **AIR TRAVEL**

277 Scheduled commercial flights are the most closely regulated and safest form of travel. Student
278 organizations who choose other types of flights, such as charters or private planes, must contact the
279 Office of Risk Management regarding contractual agreements and insurance provisions.

280 **CHARTERED BUS OR HIRED VEHICLE**

281 Student organizations may request the use of university contracts for chartered bus or hired vehicle
282 services by having the funding student organization contact the ISU Purchasing Department.
283 Whenever possible, student organizations should use chartered bus services for large group
284 transportation.

285 **RENTAL VEHICLE**

286 Student Organizations must rent university Transportation Services vehicles for travel originating in
287 Ames. Student organizations starting travel from another location and needing to rent a vehicle
288 commercially must contact the Office of Risk Management prior to making arrangements.

289

290

291 **International Travel**

292 International travel by student organizations requires extensive planning and preparation. Student
293 organizations that wish to travel outside of the United States must complete information in the
294 Student Organization Travel Authorization system and submit it to the Office of Risk Management at
295 a minimum of six months prior to travel for review and final approval.

296

297 **Special Circumstances**

- 298• Any use of university or student organization owned vehicles that involves specific hazards (i.e.,
299 storm chasing, Formula SAE contests, etc.) must be reviewed and approved by the Office of Risk
300 Management.
 - 301• All requests for exceptions to this policy or any changes to an approved travel itinerary must be
302 submitted to the Office of Risk Management or Recreation Services (for Sports Clubs) for approval
303 prior to departure.
 - 304• Risk Management or Recreation Services (for Sports Clubs) will review all special circumstance
305 requests and have the authority to approve or deny any request.
-

306

307 **Sanctions**

308 Reimbursement of travel expenses from a student organization account is contingent on compliance
309 with student travel organization policy and procedures. Failure to comply with any Student
310 Organization Travel policies and procedures may be subject to Judicial Affairs disciplinary
311 measures.

312

313 **Resources**

314 **Links**

- 315 • [Travel Authorization Process - Student Organizations](#)
- 316 • [Recognized ISU Student/Campus Organizations' Use of University Vehicles](#)
- 317 • [Fleet Safety and Vehicle Use/Rental Policy](#)
- 318 • [Motor Vehicle Record Checks](#)
- 319 • [Transportation Services](#)
- 320 • [Contract Assistance](#)
- 321 • [Office of Risk Management \(request Fleet Safety Policy information\)](#)
- 322 • [Recreation Services](#)
- 323 • [Campus Organizations Accounting Office](#)
- 324 • [Student Activities Center](#)