

Student Travel Policies

Student Travel Authorization and Supervision

Each college-related activity that requires student travel must be authorized by the sponsoring department's dean or director. The authorizing dean or director must designate a faculty/staff member or members to be responsible for the safety and conduct of the trip.

(Exception): Student employees, in the course of their employment, may be driven on and in the vicinity of campus.

Use of Students as Drivers

Only persons meeting this college's policies defining "Employee" and who hold an "Approved Driver Certificate" from Lamar State College-Port Arthur are eligible to drive. Students and student employees are expressly excluded from operating college vehicles.

Insurance Requirements for Transporting Student Passengers Involved in College-Related Activities

The trip sponsor is responsible for verifying health insurance coverage for each student who is to be passenger in vehicle driven on a college-related activity.

If verification of coverage cannot be provided, special event medical insurance should be purchased by the passenger through the Office of the Director of Student Activities prior to the trip.

If the students are to be transported in rental vehicles, personal injury and personal effects insurance should be purchased as part of the vehicle rental agreement. This is particularly important where vans or buses are rented to transport a large number of students in a single vehicle.

Each student who travels by motor vehicle or any other form of transportation to participate in a college-related activity, including but not limited to academically related field trips or courses, competitions or contest; or non-academic activities such as those sponsored by Student Services, must execute a copy of the Release and Indemnification Agreement and the Authorization for Emergency Medical Treatment. Copies of these documents are available from the Student Activities Director.

If students use their own vehicles to drive themselves or transport other students as passengers to college-related activities, they should be informed in advance that their personal insurance will be responsible for any liability that may arise from the trip.

Guidelines for Transporting Students Involved in College Related Activities

Loading of the vehicle shall be done in accordance with the vehicle manufacturer's recommendations. Particular attention should be paid in loading the large (3/4 ton) vans. No more than eleven (11) passengers should be transported and even with a reduced load the driver must remain cautious when maneuvering or making quick turns in order to avoid a roll-over. All occupants must remain seated with their seat belts fastened while the vehicle is in motion.

The number of occupants must never exceed the number of working seat belts in the vehicle.

The use of tobacco products is not allowed in any vehicles owned by the college.

The Trip Manifest, Itinerary and Authorization for Student Travel documents must be verified by the LSC-PA sponsor of the trip and the driver.

Each vehicle transporting students involved in college-related activities shall be equipped with the following items: a first aid kit, a fire extinguisher, a flashlight, water, a Texas state map, a cellular telephone and a Voyager Fleet credit card.

Student trips will be planned in accordance with the following restrictions:

* The maximum number of hours a driver may drive in any calendar day is eight (8) hours.

* The maximum number of hours a driver may drive in a week is forty-eight (48) hours.

* Every driver must take a rest period of at least twelve (12) hours between a driving period.

* The maximum number of hours any passenger car or van may be driven during any calendar day is twelve (12) hours.