

Travel for Students Representing the University of Arkansas

Frequently, students travel off-campus to represent the University. Some trips are made in University vehicles, some via commercial transportation, and others in private cars. It is imperative that there be adequate protection for the student and the University from claims and liability that might arise from these occasions. To ensure such protection, the following will be observed as policy and procedure:

1. Official Representation:

The University recognizes that a student travels as its official representative when, and only when, all the following requirements are satisfied:

- a. An administrative official having authority to do so authorizes a student or students to be official University representatives for the purpose of attending an event related to accomplishment of university educational purposes.
- b. The University will benefit from the representation in a substantial manner.
- c. The student or students travel by University vehicle or travel according to transportation selected for them and approved by the person authorizing the travel.
- d. The student or students meet campus requirements for participating in co-curricular activities verified by the sponsor.
- e. Before leaving the campus, the student or students and accompanying faculty or staff, if any, shall have registered according to the procedures outlined in this policy. Students attending functions on their own initiative in the guise of being from the University of Arkansas, the institution deriving benefit only from the resulting publicity, are not official University representatives. Because of the possibility of claims and liability arising from student travel, it is necessary that strict procedures be established concerning the dispatching of enrolled students off campus for University purposes.

2. The following procedure, therefore, is established:

- a. Secure authority from appropriate administrator of college division.
- b. Register by completing a [Notification of Student Travel Plans](#) form prior to leaving for the trip. Copies of this completed form shall be forwarded to the Office of the Dean of Students, to the administrative official authorizing the travel, and to the deans of the colleges in which the students are enrolled.

- c. The faculty or staff sponsor shall properly inform student representatives of the responsibility of representing the university.
- d. Any traveler expecting to be reimbursed from the university for travel-related expenses must have a BASIS Travel Authorization completed before the trip begins.

3. Travel Regulations:

- a. Students may travel on public carriers, in charter or private aircraft, in University fleet vehicles or aircraft, or by private vehicle if it is covered by an insurance policy currently in effect and purchased by the owner of the vehicle. The University's Non-Owned Aircraft Policy is applicable for students traveling in either charter or private aircraft.
- b. Any student traveling by car or van who plans to be a driver at any time during the trip, whether it is a personal car, a rental car or a University fleet vehicle, must attend a mandatory driver safety program prior to driving on the first trip that falls under this policy (unless there is a change to the driver safety program, students only need to attend it once while here at the university). At least seven (7) working days prior to driving the first time on a trip each school year, student drivers shall be required to complete an Authorization to Operate a Motor Vehicle form which acts as a release to permit the University to check the student's driving record. Information on the days, times and means of the driver safety program and completing the Authorization form is available in the Dean of Students Office and the Office of Student Activities.
- c. Anyone found to have an unacceptable driving record as defined by the University will not be allowed to drive under this policy.
- d. In the event of an accident, full disclosure should be made of name, address, registration number of vehicle, driver's license, and University status of individual involved, but liability should not be admitted because not all facts may be known at the moment. All vehicle laws in the state involved should be obeyed.
- e. Students shall file reports with their administrative office and/or the Office of Risk Management concerning any accidents, collisions, personal injury, or property damage to themselves or to others on returning to the campus. In privately owned vehicles, the owner should notify his insurance company immediately.
- f. When a University car is to be used for off-campus travel, the person to whom possession is delivered shall first display to Facilities Management officials a driver's license for himself or herself and for any of the passengers whom he or she will allow to drive during the trip.

- g. If renting a 12-passenger van from Facilities Management, all drivers will be required to watch a five minute training and safety video prior to picking up any such van.
- h. When renting a University fleet vehicle, all other additional Facilities Management policies as stated on the rental agreement must be followed.
- i. Travel Accident insurance through the university is required of all students traveling under this policy. Arrangements need to be made through Risk Management for this insurance, and the appropriate cost center or student organization account will be charged.
- j. Emergency contact information, including health insurance companies and policy numbers (if available), must be collected on each student and submitted to at least two people, one of which is a person (such as a sponsor) going on the trip and the other is a person who will be in close proximity to the Fayetteville campus during the duration of the trip. This person will be identified on the Notification to Travel by Outside Groups form.
- k. The above rules are inapplicable and/or exceptions are as follows:
 - a. Students traveling under the aegis of the Men or Women's Athletic Departments as athletes.
 - b. Any vehicular travel between portions of the campus located in the same city or its suburbs. This includes all of the University Experimental Farm areas in Northwest Arkansas and the Engineering Research Center.
 - c. Off-campus trips organized, conducted, or sponsored by a student organization in its own interest. Such trips are not made on behalf of the University as official travel, and the University will accept no responsibility for any liability arising there from.
 - d. Dispatching of a student on a personal errand for a faculty or staff member in a city where the student is regularly enrolled.
 - e. Students on an official Study Abroad program will follow official Study Abroad travel procedures.
 - f. Graduate students and other students who are traveling as **paid** employees of the University.
 - g. Students driving themselves to Northwest Arkansas Regional Airport (XNA) or any other airport in the Fayetteville-Springdale-Rogers area.

- h. Students voluntarily driving themselves in their private vehicles to locations in the Fayetteville-Springdale-Rogers metropolitan area or to locations near their residence do not have to obtain the Travel Accident insurance or complete the Authorization to Operate a Motor Vehicle form.

4. Sponsor:

Sponsors are encouraged to accompany students on off-campus trips covered under this policy, but are not required to do so. A sponsor can be defined as any full-time or part-time faculty or staff member, any graduate assistant with a direct connection to the purpose of the off-campus travel, or any graduate assistant who advises a registered student organization in an official capacity as defined by the registered student organization policies.

5. Student Conduct:

Students away from the campus as University representatives are subject to disciplinary action by the University for breaches of conduct. Any accompanying sponsor is authorized to maintain good order and good representation during the trip. Upon returning to the campus, disciplinary action of a penalizing nature may be instituted against students for misconduct during the trip.

6. Makeup of Classes Missed:

Students are sometimes away from the University during regularly scheduled classes to represent the University in a variety of activities—professional meetings, workshops, field trips, research activities, athletic events, debate competitions, sport club events, judging events, fine arts events, etc. The University recognizes the value of these activities for personal development and as an educational opportunity. Instructors are strongly encouraged to assist students in making up class work (including lectures, laboratories, tests, etc.) missed because of these activities whenever possible. However, the instructor has the final responsibility to determine if it is feasible to make up the work. The following procedures establish a framework for communication between the student and instructor on this question. (Refer to the Attendance Policy in the Catalog of Studies)

7. Instructor's Responsibility:

The instructor should determine the requirements for the course including tentative dates of tests, field trips, etc. together with a makeup policy and supporting rationale. The instructor should let students know course requirements on the first day of class, preferably in writing. Similarly, if there are any meetings of the class outside the hours assigned in the Schedule of Classes, these should be identified in their Schedule so the student knows when registering what other times he/she is to be available.

8. Student's Responsibility:

When possible, a student who anticipates a substantial amount of activity as a University representative during a particular semester should schedule courses and class times to minimize the conflict. The student should make the instructor aware of any planned absences as a University representative as soon as possible and request arrangements for make up of the work to be missed. The student and instructor should confer to attempt to resolve any differences. The chairperson or area coordinator may be brought into the discussion, particularly if there is a potential need for additional resources or increased support for the instructor. If the student questions the instructor's final decision the student has recourse through the student academic appeal structure.

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