Procedures for Policy 611 – NDSU Student Travel:

1. INTRODUCTION:

Use of State Fleet vehicles for student travel is limited to that which is on behalf of and authorized by North Dakota State University (NDSU). ND Century Code (NDCC) governs insurance liability coverage for the vehicles, and does not include provisions for students to reserve and utilize state fleet vehicles for purposes that may be considered to have more personal value to individual students than serving a business function for state business and have been authorized by the university. Based on the NDCC, the State Board of Higher Education (SBHE) developed policy 512, and NDSU has implemented policy 611: NDSU Student Travel, and the following process for authorization that complies with this new requirement.

2. DEFINITIONS:

   a. 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 Congress of Student Organizations (CSO) recognized student organization.
   
   b. 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.
   
   c. An **enrolled student** is one who has been admitted to and is attending classes at the University.
   
   d. An **appropriate administrator**, for the purpose of student travel, is a Dean, Department Chair, or Director of an administrative unit, or their delegate.
   
   e. A **trip leader** is the individual responsible for managing all aspects of the student travel, including participation in the trip. The trip leader serves as a liaison between the group and the university. Student trip leaders must be in good standing with NDSU based on the Eligibility/Participation in Co-Curricular Activities policy.
   
   f. The **Student Travel Task Force** is an administrative group including the Student Government Executive Commissioner for CSO, Associate Vice President for Academic Affairs, NDSU Associate Director of Public Health and Safety, Associate Director of Student Activities and the Dean of Student Life; which will review and approve student travel in accordance with this policy.

3. TRAVEL DOCUMENTATION:

To ensure that 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 NDSU policy 611 and these procedures must be reviewed in advance by the Student Travel Task Force, and required documentation submitted to the Dean of Student Life office at least ten (10) business days prior to travel.

   a. Members of the faculty, staff or CSO recognized student organizations who organize activities covered by this policy must submit a completed **Student Organization**
Travel Notification and/or Request for Authorized Use of State Fleet Vehicles
(https://www.ndsu.edu/fileadmin/mu.ndsu.edu/09SAO/TravelNotificationForm-4-10.pdf), along with the required documents and information, to the appropriate administrator or faculty/staff advisor for signature before turning it into the Student Travel Task Force (Student Activities Office, MU 120) at least 10 business days in advance of travel to the activity or event.

b. The following information must be submitted on the Student Organization Travel Notification and/or Request for Authorized Use of State Fleet Vehicles form:

  i. Student Organization Name – Please spell out acronyms
  ii. Faculty/staff advisor contact information for before and during the trip
  iii. Mode of transportation
  iv. Trip information; including specific function name, dates of event, destination, anticipated departure, anticipated return
  v. Explanation of trip purpose; including the official state or NDSU business being conducted.
  vi. Estimated travel costs and funding breakdown
  vii. A list of all participants/passengers which must be NDUS (North Dakota University System) affiliated
  viii. A list of all potential drivers who must be NDUS affiliated
  ix. Trip leader and Faculty/Staff advisor signatures which acknowledge the information provided is true and accurate and grants permission to Student Life to check student standing

c. Each student participant must complete and sign the Student Field Trip Informed Consent, Assumption of Risk and Release Form. (https://www.ndsu.edu/fileadmin/generalcounsel/Forms-EmployeeLiabilityRiskMgmt/StudentFieldTrip-InformedConsent.pdf)

d. CSO recognized student organizations must be in good standing with the University to be considered for approval of the use of State Fleet vehicles.

e. If there are participants who are under the age of 18, additional documentation is required involving parental consent, medical treatment and distribution of medications. Please contact the Associate Director of Student Activities for assistance (MU 120; 231-7799).

4. TRIP LEADER RESPONSIBILITIES:

  a. Student trip leaders must be in good standing with NDSU based on the Eligibility/Participation in Co-Curricular Activities policy.
b. When leading group trips, the trip leader should carry emergency contact information for each participant, as provided on the Student Field Trip Informed Consent, Assumption of Risk and Release Form.

c. For Academic Departments: Faculty who teach courses that involve frequent field trips and involve the same locations and same participants 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. Prior to each trip, the leader must review this documentation (see i-iv below) and update the Student Travel Form accordingly and provide the updated form to the Associate Director of Student Activities (MU 120; 231-7799):

   i. Proof of current medical insurance  
   ii. Completed and signed Student Field Trip Informed Consent, Assumption of Risk and Release Form (a single release and indemnification agreement may be used if a single description fits all the proposed trips)  
   iii. Proof of a valid vehicle operator’s license for students who will operate vehicles  
   iv. 15 passenger van certification, if applicable

d. The Student Travel Notification and/or Request for Authorized Use of State Fleet Vehicles must be submitted 10 business days prior to the travel date. This form must be approved by the Student Travel Task Force.

e. Determine whether or not any participants are under the age of 18. If so, there are additional forms to complete involving parental consent. Please contact the Associate Director of Student Activities for assistance (MU 120; 231-7799).

f. During the trip, trip leaders must ensure all participants have reasonable access to the trip leader. Examples include (but not limited to):

   i. Overnight accommodations for all participants and trip leaders must be within the same facility or as close as possible  
   ii. Participants should be provided with the trip leader’s working cell phone number to use as needed for the trip.

5. STUDENT/PARTICIPANT RESPONSIBILITIES:

   a. The privilege of traveling with a student organization or on behalf of the university comes with certain responsibilities for individual students.  
   b. Students must make their own arrangements with faculty for missed classes. Faculty members are not required to excuse student absences.
c. Students are expected to comply with the NDSU Rights and Responsibilities: A Code of Student Behavior at all times. Concerns regarding inappropriate behavior must be reported to the Dean of Student Life for consultation and resolution. Resolution may involve a conduct hearing upon return to NDSU. The Dean of Student Life or their designee has the right to impose limitations on a student’s participation at any time during the planning process or during the trip (i.e. may not drive vehicle). In the event a student’s behavior is so disruptive as to require their termination of participation from the trip, the student will be responsible for their own arrangements for returning to NDSU, including, but not limited to, any cost of transportation, lodging, and meals. Removal from the trip does not release a student from their financial obligations for the trip, as agreed to prior to departure.

d. All student drivers who are duly authorized for State Fleet use must have automobile insurance and must be in good standing with NDSU based upon the Eligibility/Participation in Co-Curricular Activities.

e. All student drivers must comply with and keep the NDSU – Vehicle Operator and Passenger Requirements (see #7 found below).

6. MODE OF TRANSPORTATION:

Travel by State Fleet Vehicles (owned, rented or leased by the University)

Note: Use of State Fleet vehicles is limited to travel on behalf of and authorized by NDSU. Review of requests and authorizations for use is done by the Student Travel Task Force.

a. In addition to complying with the general rules set out above, travel by means of a state fleet vehicle must comply with the following requirements:

   i. Drivers must possess and provide proof of a valid driver license
   ii. Participant must receive approval from the Student Travel Task Force
   iii. Student Organization must be in good standing according to the Eligibility/Participation in Co-Curricular Activities.
   iv. Follow the rules and regulations listed in the State Fleet Policy Manual
   v. Follow all local city and state laws
   vi. Complete a Motor Pool Reservation Form
   vii. Must have current automobile insurance
   viii. Travel by means of fifteen passenger vans must comply with the requirements of the state of North Dakota and the training required by NDSU

b. Travel by Rental Vehicle – Private rental of vehicles to use for travel to activities or events covered by Policy 611 requires that the individual identified on the vehicle rental agreement maintains responsibility for all costs, damages and/or injuries associated with the use of the rented vehicle. This includes faculty, staff, and student employees who are operating outside the scope of their employment with NDSU.

c. Travel by Privately Owned Vehicles
i. When requesting authorization for travel that involves the use of personally owned vehicles, the requestor, in addition to submitting the information described in the Student Organization Travel Notification Form, shall have current automobile insurance and a copy of the insurance certificate for any vehicle to be used for the proposed travel.

ii. The persons responsible for the proposed activity and travel shall inform students who will drive their privately owned vehicles that their personal automobile insurance policy should cover any liability for any injuries and/or damages that may result from the use of the vehicle for the proposed travel.

d. Other modes of transportation – When utilizing other means of transportation (charter bus, airplane, train, boat, etc.) all NDSU student travel policy and procedures are in full effect.

e. Funding and Reimbursement

i. Student organizations may request funding for certain areas of travel through the Student Government budget process. Details on Student Government requests can be found at the Student Government website.

ii. Departments may assist with the funding of student travel and are to be requested through individual departmental budget processes.

iii. Travel costs that are not taken care of by NDSU departments or organizations will be the responsibility of individual trip participants or leaders. Ultimately, NDSU is not responsible for covering trip costs if said travel is not approved official state business.

7. VEHICLE OPERATOR AND PASSENGER REQUIREMENTS

a. Safety Requirements and Operators

i. All students who will operate vehicles while engaged in travel covered by this policy must have a valid driver license and be trained as required by law to operate the vehicle that will be used.

ii. The use of cell phones or texting while driving is prohibited.

iii. Operators shall comply with all laws, regulations and posted signs regarding speed and traffic control.

iv. It is recommended that Operators take a 30 minute rest break every four hours (mandatory for State Fleet 15 Passenger Van Operators).

v. It is recommended that Operators drive no more than ten hours in any 24 hour period (mandatory for State Fleet 15 Passenger Van Operators).

vi. It is recommended that trips involving more than 10 hours driving time to reach a point of destination consider overnight lodging or multiple approved drivers (mandatory for State Fleet 15 Passenger Van Operators).
b. Safety Requirements for **both** Operators and Passengers

   i. **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.

   ii. **Alcohol and Illegal Substances.** Occupants of motor vehicles shall not possess, consume, or transport any alcoholic beverages or illegal substances.

   iii. **Passenger Capacity.** The total number of passengers in any vehicle 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.

8. RESOURCES:

   e. ND Century Code 39.01.01 (https://www.legis.nd.gov/cencode/t39c01.pdf)

Questions regarding this policy or its procedures should be directed to the Office of the Dean of Student Life