



JACKSON STATE UNIVERSITY UNIVERSITY GUIDELINES FOR STUDENT TRAVEL

This Policy applies to the travel of enrolled undergraduate and graduate students to attend activities or events that are organized and/or sponsored by Jackson State University (“University”). Its purpose is to provide procedures which promote student safety, minimize University risk, and improve accountability.

A. Policy Statement

All enrolled undergraduate or graduate students who travel to and from activities and/or events that are within the scope of this Policy must comply with the University policies and practices for safe student travel. Individuals classified as undergraduate students traveling to workshops, presentations, conferences, etc. must be accompanied by an advisor, regardless of age. An individual classified as a graduate student may travel with an advisor, but is not required to do so. However, a faculty/staff contact person must be listed on the required travel form as the point of contact in case of an emergency. The Travel Request for Authorization Form, the Authorization for Medical Treatment Form, and the Release and Indemnification Form must be completed for each student traveling, regardless of classification. Travel forms are not required for internships, co-ops, extensive academic opportunities, etc. Travel forms should be submitted at least 14 days prior to travel. All required signatures must be received prior to departure.

Student travelers are required to abide by all applicable federal and state laws relating to operation of a motor vehicle while traveling. Additionally, students traveling to and from University-organized and sponsored activities or events may be required to use various modes of travel as well as meet certain conditions. Each form of travel requires the student to follow particular safety precautions.

B. Scope

This Policy applies to student travel associated with representing the University in athletic or academic competitions, any and all student travel sponsored by the University, student travel with a University official utilizing a vehicle owned or leased by the University, certain student travel in connection with academic courses, including international travel, and certain student travel associated with student organizations. This policy only applies to travel that includes a destination that is more than thirty (30) miles from the University’s main campus located at 1400 J.R. Lynch Street in Jackson, Mississippi.

This policy does not extend to organized events in which the University does not have any supervisory capacity. For example, this policy would apply to academic field trips which are chaperoned by a faculty member, but it does not apply to students traveling in their own vehicle to their individual courses or individual internships. It does apply to student-athletes traveling to competitions in which they represent the University, but it does not apply to non-student athletes traveling to a sporting event, unless the travel for the event also meets the definition of a sponsored event. All sponsored events are within the scope of this policy. International student travel in connection with a University academic program is included in this policy, although other policies may also apply to travel abroad.



C. Definitions

An *organized event* is one that is initiated, planned, and arranged by a member of the University's faculty or staff in their official capacity with the University, or by the members of a recognized student organization, and the event is formally approved and authorized by an appropriate administrator of the University acting within his or her official capacity with the University. Organized events in which the University does not have any supervisory capacity and which are organized by an organization independent from the University are not covered by this Policy.

A *sponsored event* or activity is one that the University endorses by supporting it financially, and/or by sending one or more students to participate in the event primarily as an official representative of the University.

An *enrolled student* is an individual that has been admitted to and is attending classes at the University, either in person or on-line.

An *appropriate administrator* is a vice president, dean, department chair, or director/coordinator of an administrative unit, or their designee, who has actual authority to provide authorization.

A *recognized student organization* is an organization that is acknowledged by the Student Government Association and/or the Pan Hellenic Council. Such organizations are separate entities from the University but shall abide by University policies.

D. Expectations

Students are representatives of Jackson State University whenever they participate in an off-campus activity that is funded fully or in part by the institution. As such, the students' behavior at off-campus activities is reflective of the University and therefore, it is the expectation of the University that the students recognize this and exhibit appropriate conduct. Students should maintain an environment that sustains the educational goals of the travel as well as respect the security and property of individuals and the University. Students must adhere to the University's Student Code of Conduct at all sponsored events as well as the laws and policies of the facility, university, or country to which they have traveled.

E. Student Responsibility

Any student conduct while engaged in travel or at the destination which results in additional costs will be at the student's sole expense. Neither the University nor any employee of the University, including chaperones, is responsible for providing expenses or costs, including legal assistance or bail, arising from a student being detained by proper authorities. Individuals evicted from their place of lodging are personally responsible for obtaining alternative lodging for themselves at their own expense. Any damage by a student to a student's lodging is the direct responsibility of the student and not the University. If damage occurs to a room, the student or students assigned to the room will provide payment arising from the damage.

When transportation is provided by the University, any student's actions causing an unreasonable risk of injury to the student, others, or property, as determined by the University may lose the privilege of being



afforded such travel by the University. If the University makes this determination, the student will become responsible for securing his or her alternative travel arrangements at no expense to the University, regardless of any inconvenience. However, students who lose their travel privilege due to misconduct will not be left stranded in any area in which there is a foreseeable risk of physical harm to that student.

F. Insurance

The University will not provide insurance coverage for all types of harm that may occur to all students while traveling, and students should therefore not rely on the University sole to provide all required insurance coverage on behalf of the student. Therefore, all student travelers are strongly encouraged to secure private insurance coverage.

All motor vehicle insurance for students is the responsibility of the individual and not the University. When the University is aware that a student may be driving in connection with an organized or sponsored event, proof of automobile insurance must be provided. Proof of individual health or medical insurance is generally not required, but may be required depending on the program or event.

As required by NCAA legislation, injuries to a student resulting from travel in connection with the student's participation as a member of a University athletics team would result in a claim under an insurance policy purchased by the University and/or supplemented by the NCAA. However, student athletes are not permitted to drive his or her self, or his or her teammates, to official athletic competitions, including practices and games, which are greater than 30 miles from the University. Any students who drive themselves or other students any distance to an organized or sponsored event assume all associated risks and must complete the indemnification agreement.

G. Funding Approval

University sponsored student travel expenses may, in many but not all instances, be paid for by the University. Requests for funding should be handled by the student advisor and, when appropriate, a program director or the administrator over the account from which funds will be expended.

Funding for University travel should be requested by the authorized individual at least one month prior to the date of departure and processed through the appropriate University authority. For example, Study Abroad requests would be processed through the faculty member, department chair, dean, and vice president, in consultation with the Study Abroad office. Student Government Association requests would be processed through procedures outlined in the SGA constitution. Funding is not guaranteed and students are responsible for submitting all requests timely.

If hotel or airline services are required, the staff/faculty advisor should make the arrangements well in advance, and the appropriate administrator will authorize special check requests, purchase orders, and/or other necessary documents. Only University-approved travel agencies may be used.

If a student, faculty, or staff member requires expedited approval, an authorized faculty/staff member may complete a Student Travel Request for Authorization form to expedite approval and funding by forwarding



it to the appropriate director, chair, dean, and vice president. Only authorized administrators can agree to expend University funds, and no promise of funding is binding unless proper authorization is obtained.

H. Travel Authorization

In order to ensure that the events or activities that involve student travel are within the scope of the University's mission and public purpose, travel undertaken pursuant to this Policy must be authorized in advance by an appropriate administrator. All University sponsored trips must be approved prior to departure.

The following applies to this process:

1. To request authorization, individual students and/or students who are members of recognized student organizations who organize activities covered by this Policy, must submit a completed Student Travel Request for Authorization form to the Vice President for Student Life. The form specifies which required documents must be attached (i.e., an agenda, a bus contract) in order to receive approval. Whenever possible, the request should be submitted at least one month prior to the activity or event.
2. The following information/documents must be submitted with the Student Travel Request for Authorization Form:
 - a. A list of student travelers, including their names, local addresses and phone numbers, as well as the names and phone numbers of persons to contact in case of an emergency;
 - b. The name and phone number for the responsible University employee(s) who will be available to the students at all reasonable times during the travel and activity;
 - c. Trip Itinerary (one for the entire group);
 - d. When required, a copy of current medical insurance certificate, or both sides of a current group insurance membership card, for each student who wishes to participate in the activity or event;
 - e. Completed and signed Release and Indemnification Agreement Form for each student; and
 - f. Completed and signed Authorization for Medical Treatment Form for each student.
3. Course Field Trips (to include but not limited to conferences, presentations, and workshops)
 - a. When leading group trips, faculty or staff members should carry emergency contact information, proof of medical insurance coverage (if provided), and the authorization for emergency medical treatment for each student.
 - b. Faculty members who teach courses that involve frequent field trips should 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:



- i. Proof of current medical insurance
 - ii. Completed and signed medical authorization forms
 - iii. Completed and signed release and indemnification agreements (a single release and indemnification agreement may be used if a single description fits all the proposed trips)
 - iv. Proof of a valid vehicle operator's license for students who will operate vehicles
- c. A one-time approval can be provided for multiple trips led by faculty or staff members that involve the same locations and same students. However, a separate approval must be obtained if the location changes. If a person authorized to travel does not go, this must be promptly reported as stated in Section J below, but if any additional person (not yet authorized) wishes to travel, he or she must receive authorization before being allowed to travel. A person cannot substitute for another without going through the process.

4. The Student Travel Request for Authorization Form, the Authorization for Medical Treatment Form, and the Release and Indemnification Agreement Form are available at the office of the Vice President for Student Life.

5. The International Form must also be completed for travel outside the continental United States. Students traveling internationally in connection with an academic course of study should inquire with their academic department and advisor to ensure other requirements for international travel are met. For international travel where the student is also an employee, or a faculty or staff member is traveling, additional statutory requirements and approvals will apply.

I. Commercial Travel

Students traveling by commercial transportation, whether domestic or international, must comply with all applicable international, federal, and state laws regulating travel and the policies and regulations of the specific carrier.

J. Travel by Motor Vehicle

1. Compliance with Applicable Laws and Policies
 - a. Motor vehicles used for travel covered by this policy shall have a current liability insurance card evidencing the required liability insurance and a valid state inspection certification.
 - b. Individuals utilizing University-owned vehicles for travel must comply with the policy, procedures and all other requirements of Jackson State University. The University Vehicle Request Form is available from the Department of Facilities and Construction Management, Phone: 601-979-2522. Pursuant to the Jackson State University Transportation Policy and Procedural Manual:



- i. The driver must be a University employee who must possess a valid driver's license appropriate for the vehicle being driven. In addition, the University driver must carry an insurance card and vehicle registration at all times.
- ii. Prior to the operation of any University vehicle, it is the responsibility of the University driver and/or the department supervisor to inspect the vehicle for body damages before and after use.
- iii. University vehicles must be legally parked with the engine off and doors locked when left unattended. The operator of the University vehicle responsible for the violation shall pay any and all fines due to traffic/parking violations as well as other tickets.
- iv. In accordance with Mississippi law, the University driver and all passengers must use seat belts when traveling. All fines resulting from the failure to wear seat belts will be the sole responsibility of the driver or passenger.

2. Travel by Privately Owned Vehicles

The use of personal vehicles by undergraduate student travelers to sponsored and organized events over 30 miles from the University is not permitted. Graduate students are permitted to travel over 30 miles with proper travel documentation on file. In addition to submitting the information described in Section G, when requesting authorization for travel that involves the use of personally owned vehicles the requestor shall also submit a copy of a current liability insurance certificate evidencing liability insurance coverage for any vehicle to be used for the proposed travel. No individual will be authorized to travel in a personal vehicle for a sponsored event unless such proof of insurance is provided. The University does not require transportation by private vehicle, and it does not assume any risks or responsibilities associated with an individual's election to use a private vehicle. When traveling in a private vehicle to a destination within 30 miles from the University in connection with a sponsored or organized event, the Student Release and Indemnification Agreement must be signed by the traveling student or students, the driver must provide proof of insurance, and an appropriate administrator or coach must consent.

3. Volunteer Drivers and Passengers

Nonstudent/nonemployee drivers and passengers who accompany students on travel covered by this Policy must sign the **Release and Indemnification Form** and the **Authorization for Medical Treatment Form** prior to the trip. No passengers are allowed unless they conform to this requirement.

4. Mechanical Breakdowns and Towing

If a University vehicle becomes inoperable off campus or becomes unsafe to drive, the Department of Public Safety should be contacted immediately at 601-979-2580.



5. Accidents

- a. All accidents involving University vehicles must be reported to Jackson State University Department of Public Safety by the assigned driver immediately, but no later than 24 hours after the accident occurred. The assigned driver is responsible for contacting the proper law enforcement agency as a completed written police report must be obtained, and the police report file number must be given to the Jackson State University Department of Public Safety Department.
- b. In the event that a police report cannot be filed, the following information must be obtained from the other driver: owner's name, address, and home telephone, driver's license number, vehicle description and plate number, insurance company name, phone number, and policy number.
- c. Students participating in a University activity or event that sustain a personal injury as a result of a motor vehicle accident related to participating in the activity or event under this policy, must report to the University Health Center, Phone: 601-979-2260 immediately, but no later than 24 hours after the injury, unless doing so is impossible. If the injury was sustained at an hour during which the Health Center is closed, students should report injuries as soon as the Center reopens during normal business hours.

K. Record of Student Travelers

The University administrator authorizing the student travel is responsible for ensuring that the individuals traveling are authorized to travel according to this policy. A record shall be made and forwarded to the Vice President for Student Affairs or designee if there is any difference in the individuals authorized to travel to the event and those individuals who do travel. In that no unauthorized individuals should be traveling; record supplements should only have to be made when some students who were authorized to travel in fact did not do so on that particular date. However, if an unauthorized person travels the pertinent administrator or designee must report such travel, including the individual's name, and submit it as a supplement to the Vice President for Student Affairs or designee.