

Travel

Student organizations often need to travel to conferences, tournaments, field trips, etc. Organization Leaders and Campus Sponsors must be aware of the risks and liabilities associated with traveling as an organization, individual on behalf of the university and plan accordingly. Groups are to be proactive and adequately plan for trips well in advance of the activity by meeting with both the campus sponsor and the coordinator of student activities.

Pre-Trip

Before any trip, student leaders should complete a thought process in which organizational leaders consider the risks and planning involved in the traveling and accommodations; to and from the destination. Here are some important issues to consider when making your travel plans:

- Finances - It is important to carefully plan your trip budget well in advance, making sure to anticipate or prepare for emergency expenses.
- Transportation Options – private automobiles, university vehicles, university bus charter, or commercial rental/charter.
- Waivers/Release Forms - It is important that every recognized student organization submits to Student Affairs an assumption of risk form for **each** member of your organization. Every member is required to have risk/liability waiver and emergency contact forms on file in the Student Affairs Office prior to participating in any group sponsored trip.
 - If a student is under the age of 18, they **must** have their forms signed by their parent or legal guardian.
 - The organization should also maintain a copy of the emergency contact form on file **and** take a copy on the trip.
 - Please note that an undergraduate or graduate student who participates in travel related to academic course requirements (e.g. field trips), or their assigned duties as a University employee, (e.g. research data collection) shall not be required to sign a waiver or release in relation to that travel.
 - In the case of an emergency, contact the following people: campus police ext.2468, campus sponsor and either the dean of students or coordinator of student activities, if he or she is not with you. If a person is injured, call 911 and get medical attention immediately.

Information concerning student organization travel plans must be communicated to the Office of Student Affairs in advance of departure for **any** student organization trip.

During the Trip

Safe driving and travel procedures should always be followed.

Post-Trip

Always do an evaluation of the trip including the practices and procedures your organization followed. File the evaluation with the Office of Student Affairs to assist future organization leaders in planning future trips.

Transportation

*If you are traveling outside of the United States, you must have all the appropriate licenses, certificates and insurance that is required by the country in which the travel occurs.

University Vehicles

Drivers must:

- Be at least 18 years of age
- Possess personal automobile insurance coverage as mandated by the State of Oklahoma
- Possess a valid Oklahoma or other state driver's license
- Be approved in accordance with the Human Resources Department to drive a university vehicle; be on a work contract and performing duties required for your job.

Privately owned Vehicles

Drivers must have:

- Valid State of Oklahoma or other state driver's license
- Possess auto insurance coverage as mandated by the State of Oklahoma

Vehicles must have:

- Current registration
- Proof of current and valid insurance coverage. Insurance, whether it is for liability, accident medical, or automobile coverage, can serve to transfer the risk of costs associated with incidents to another party, specifically the insurance company.

Making Additional Reasonable Requirements

The requirements listed in this policy are the **MINIMUM** acceptable. If your group decides to, you may make additional reasonable requirements.

Insurance for Yourself

In some cases, your organization should require students to have some type of medical, accident, or injury insurance. In the majority of instances, students are insured by their parents on a family plan of some sort. It is a good idea to ask students to furnish a copy of their family insurance card (proof of insurance). **The university does not carry insurance on students and cannot be responsible for medical bills or other related expenses.**

Insurance for Your Organization

If you are affiliated with a national organization, find out from your national representative what the insurance policy is for the national organization and what events or officers are covered by that policy for local chapters. Sometimes, the national organization's policy will cover the acts of the local chapter officers. In most cases, local officers are on their own to find insurance coverage.

In contemplating insurance for your organization, you should consider what events your organization sponsors, what history your organization has related to these events and the composition of your membership. Based on how you answer these questions, you may decide to secure liability insurance for

your group. In speaking with an insurance company, you may find that you can buy insurance for a specific event. This may be desirable for an event that is comprised of complex activities and/or will encompass a broad range of participants.

Similarly, when planning an event with a third party, find out or request that their insurance cover your event.