Utah Tech University Policy

554: Student Travel

I. Purpose

1.1 This policy provides guidance to all Utah Tech University ("the University") faculty, staff, administration, and students involved in arranging travel with student groups.

II. Scope

2.1 This policy applies to University students, faculty, and staff.

III. Definitions N/A

IV. Policy

4.1 All students representing the University at meetings, programs, events, and/or activities must either make travel arrangements with the University in advance or use their own vehicles.

4.2 Vehicle drivers, including drivers of University vehicles and private vehicles, must comply with travel standards established by the university, i.e., have a valid driver’s license, have completed the Driver Safety Program (video tape and written examination), and have an approved authorization (signed) by the program advisor.

4.2.1 Students who have had a D.U.I or moving violation within one year prior to requested state vehicle use will not be allowed to drive a university vehicle.

4.3 If the student uses his/her own vehicle, s/he will be responsible for coverage under his/her own insurance liability carrier and must provide a copy of the policy coverage to the advisor.

4.3.1 It will be the responsibility of the advisor to request this information from the student (waivers may be used).
V. References

5.1 University Policy 223: Travel, Meals, Entertainment, and Relocation

VI. Procedures

VII. Addenda N/A

N/A

Policy Owner: Vice President of Student Affairs
Policy Steward: Assistant Vice President and Dean of Students

History:
Approved 4/26/96
Revised 04/24/20
Editorial 07/01/22