

Utah Tech University Policy

554: Student Travel



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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:

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