

Dixie State University Policy

554 Student Travel



- I. Purpose
- II. Scope
- III. Definitions
- IV. Policy
- V. References
- VI. Procedures
- VII. Addenda

I. Purpose

- 1.1 This policy provides guidance to all DSU faculty, staff, administration, and students involved in arranging travel with student groups.

II. Scope

- 2.1 This policy applies to DSU students, faculty, and staff.

III. Definitions

- 3.1 Not applicable at this time

IV. Policy

- 4.1 All students representing Dixie State 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 DSU Policy 223: Travel, Meals, Entertainment, and Relocation

VI. Procedures

- 6.1 Not applicable at this time

VII. Addenda

- 7.1 Not applicable at this time

Policy Owner: VP, Student Affairs

Policy Steward: Dean of Students

History:

Approved 4/26/96

Revised 04/24/2020