

**TRAVEL OF STUDENTS REPRESENTING THE UNIVERSITY**

In order to promote safe travel for students serving as official representatives of the University and to protect the University from claims and liability, this policy defines the circumstances under which students are considered official representatives of the University and establishes certain requirements, restrictions and procedures for students engaged in official travel. This policy covers off-campus travel regardless of the type of vehicle/means of transportation (auto, air, boat, train, etc.) and includes University, commercial, and private vehicles.

A. Official Representation

The University of Arkansas recognizes that a student travels as its official representative only under the following conditions:

1. An administrative official (e.g., chancellor or chief executive officer for each campus, division or unit, vice chancellor, dean, associate dean, or director) having authority to do so authorizes a student or students to be "official University representatives" for the purpose of attending an event related to accomplishment of University educational purposes.
2. The University will benefit from the representation in a substantial manner.
3. The student or students travel by University vehicle or mode of transportation selected for them and approved by the person authorizing their travel.
4. The student or students meet campus requirements for participation in the curricular, co-curricular or extra-curricular activities verified by the sponsor.
5. Before leaving the campus the student or students, and accompanying faculty or staff member, if any, shall have registered according to the procedures outlined in this policy as well as any additional procedures established through a campus policy. Each campus may establish additional policies and procedures, but such policies and procedures must be consistent with Board Policy, this policy and applicable law. Further, such campus policies and procedures must first be reviewed by the Office of General Counsel.

**Students attending functions on their own initiative and holding themselves out as being "from the University of Arkansas," without proper authorization, are not official university representatives.**

B. Procedures for Designating Students as Official University Representatives

Because of the possibility of claims and liability arising from student travel, it is necessary that strict procedures be established concerning the dispatching of enrolled students off campus for University purposes. The following procedures, therefore, shall be followed:

1. Authorization must be secured from the appropriate administrator of the college, division or department.
2. Copies of the completed registration form (attached) shall be forwarded to an administrative office in the Division or Office of Student Affairs, to the administrative official authorizing the travel, and to the deans of the colleges in which the students are enrolled. Such copies must be forwarded within a reasonable time in advance of each travel period.
3. The faculty sponsor shall properly inform student representatives of the responsibility of representing the University.

C. Travel Regulations

1. Students may travel on public carriers, in University fleet vehicles, or by private vehicle if it is covered by an insurance policy currently in effect and purchased by the owner of the vehicle. The registration form shall designate type of transportation and, if a private vehicle is used, proof of comprehensive coverage must be provided. For drivers using personal vehicles on official business, the driver's personal insurance will be considered the primary insurance. The University's vehicle insurance will not provide coverage for the personal vehicles or medical claims of employees or students traveling on official business. Further, the University's coverage will only apply to claims for medical and property damages to third parties, but only after the limits of personal coverage have been exhausted and only when traveling on official University business.
2. Any student traveling by car or van who plans to be a driver at any time during the trip, whether it is a personal car, a rental car or a University fleet car, must complete an Authorization to Operate a Motor Vehicle form (attached), which shall act as a release to permit the University to check the student's driving record. Drivers on official University business must be cleared in advance through the driver background check.
3. The University reserves the right to prohibit a student from driving if determined, in the University's discretion, to have an unacceptable driving record.
4. In the event of accident, full disclosure shall be made of name, address, registration number of vehicle, driver's license, and University status of individual involved, but liability should not be admitted because not all facts may be known. All vehicle laws in the state involved should be obeyed.
5. Students shall file reports with their administrative office and the Business Manager's Office concerning any accidents, collisions, personal injury, or property damage to themselves or to others, on returning to the campus. In privately owned vehicles, the owner should notify his insurance company immediately.
6. When a University car is to be used for off-campus travel, the person to whom possession is delivered shall first display to Physical Plant officials a valid driver's license for himself and for any of the passengers whom he will allow to drive during the trip.

7. Emergency contact information, including health insurance companies and policy numbers (if available) must be collected on each student and submitted to at least two people, one of which is a person (such as a sponsor) going on the trip and the other is a person who will be in close proximity to the campus during the trip.
8. Graduate students and others who are traveling as paid employees of the University should follow all travel policies applicable to employees.

The above rules are inapplicable in the following cases:

1. Students traveling under the aegis of the Department of Athletics as athletes.
2. Passengers riding in University-operated vehicles between portions of the campus located in the same city or its suburbs.
3. Off-campus trips organized, conducted, or sponsored by a student organization in its own interest. Such trips are not made on behalf of the University of Arkansas as official travel, and the University will accept no responsibility for any liability arising therefrom.
4. Students on an official study abroad program will follow official study abroad travel procedures.
5. Graduate students and other students who are traveling as paid employees of the University.
6. If designated by a campus, students driving themselves to a local airport in proximity to the campus.
7. Students voluntarily driving themselves in their private vehicles to locations in proximity to the campus or to locations near their residence.

This statement of policy and procedure is applicable in, but not limited to, the following cases, for example:

1. Travel by ROTC persons or groups, though not including summer camp travel while student is not enrolled.
2. Travel by agricultural judging teams.
3. Travel by student performers (singers, debaters, etc.).

#### D. Additional Considerations

1. Sponsors:  
Sponsors are encouraged to accompany students on off-campus trips covered under this policy, but are not required to do so. A sponsor can be defined as any full-time or part-time

faculty or staff member, any graduate assistant with a direct connection to the purpose of the off-campus travel, or any graduate assistant who advises a registered student organization in an official capacity as defined by the registered student organization policies.

2. **Makeup Classes:**

Students are sometimes away from the University during regularly scheduled classes to represent the University in a variety of activities—professional meetings, workshops, field trips, research activities, athletic events, debate competitions, sport club events, judging events, fine arts events, etc. The University recognizes the value of these official travel activities for personal development and as an educational opportunity. Instructors are strongly encouraged to assist students in making up class work (including lectures, laboratories, tests, etc.) missed because of official travel activities whenever possible. Final determinations pertaining to makeup work are determined pursuant to campus policy.

3. **Student Conduct:**

Students away from the campus as University representatives are subject to disciplinary action by the University for breaches of conduct. The accompanying sponsor is authorized to maintain good order and good representation during the trip. Upon return of students to the campus disciplinary action of a penalizing nature may be instituted against students for misconduct during the trip.

**Attachments**

June 6, 2016 (revised numbering from 835.1 to 535.1)

April 29, 2016