



13.04.99.R1 Student Travel Rule
Approved December 6, 2001
Revised June 9, 2008

Rule Statement

Texas A&M University-Commerce (A&M-Commerce) is supportive of student activities both on and off campus but also recognizes that the safety of its students is of utmost importance.

Reason for Rule

The safety guidelines in this rule apply to students who travel more than 25 miles from campus to an activity or event that is organized, sponsored, and funded by A&M-Commerce. This applies to those using their own vehicle; a vehicle owned or operated by the institution (or vehicles rented through commercial agencies); or travel that is required by an organization registered with A&M-Commerce. Students traveling on behalf of A&M-Commerce must obtain approval through the sponsoring department and, for student organization travel, through the Office of Student Affairs.

Procedures and Responsibilities

1. Travel Safety Guidelines

During travel situations described above, students must abide by the following guidelines.

- 2.1 In accordance with State law, drivers must use seat belts or other available safety restraints and require all passengers to do likewise.
- 2.2 Drivers, passengers and their luggage should not exceed the official maximum capacity of the vehicle used.
- 2.3 Drivers must be at least 21 years of age, possess a valid driver's license that is appropriate for the classification of vehicle being driven, have an acceptable driver rating and attend a van safety orientation and training conducted by A&M-Commerce.
- 2.4 Drivers should consider operator fatigue, and on lengthy trips, alternate drivers should be used to avoid fatigue.

2. Procedures for Camps

A&M-Commerce travel procedures for camps can be found at [13.04.99.R1.01 Student Travel Procedures](#).

3. Member Procedures

A&M-Commerce may have its own specific procedures for student travel in addition to the above requirements. These procedures should be easily accessible to all students and should be coordinated through the appropriate offices.

Related Statutes, Policies, or Requirements

[System Policy 13.04 Student Travel](#)

[University Procedure 13.04.99.R1.01 Student Travel Procedure](#)

Appendix

THE TEXAS A&M UNIVERSITY SYSTEM GUIDELINES FOR DRIVERS OF TAMUS VEHICLES

- A. All TAMUS employees, student workers, etc. who may be required to drive a TAMUS vehicle should have a Motor Record (MVR) check and should be assigned a driver rating as indicated below (Article 6687b, Section 37, V.A.C.S.).

An acceptable rating to drive a TAMUS vehicle shall be a 2 or above. An employee with a rating of 3 should attend a driver's training refresher class before being returned to an approved status. Any employee with a rating of 4 or 5 should not be eligible to operate a TAMUS vehicle.

Rating (based on last 3 years of driving experience).

- 1 Superior – no traffic citation or motor vehicle accidents.
- 2 Good – no more than 1 moving traffic citation and 1 motor vehicle accident (not at fault).
- 3 Marginal – no more than 2 moving traffic citations, 2 motor vehicle accidents (not at fault) or 1 at-fault motor vehicle accident.

- 4 Probationary status – anything in excess of marginal rating. A six-month watch is indicated and MVRs checked at six-month intervals.
- 5 Unacceptable – any driver whose MVR shows any one of the following records is not acceptable:
 - Three or more accidents (regardless of fault) in the last three years.
 - One or more Type A violations in the last three years.
 - Any combination of accidents and Type B violations which equal four or more in the last three years.
 - An operator's license that has been suspended or revoked within the past three years.

Type A Violation:

1. Driving while intoxicated.
2. Driving under the influence of drugs.
3. Negligent homicide arising out of the use of a motor vehicle.
4. Operating a motor vehicle during a period of suspension or revocation of an operator's license.
5. Using a motor vehicle for the commission of a felony.
6. Aggravated assault with a motor vehicle.
7. Operating a motor vehicle without the owner's authorization.
8. Permitting an unlicensed person to drive.
9. Reckless driving.
10. Speeding contest.
11. Hit and run (bodily injury and physical damage) driving.

Type B Violations:

All moving violations not listed as Type A violations.

- B.** An MVR should be obtained on all employees whose job duties would include driving a TAMUS owned vehicle.
 1. Prior to employment or immediately upon employment if such has been extended subject to an allowable driver rating.
 2. At least every three years thereafter.
 3. If the employee has been involved in an accident.
 4. If the employee receives a moving traffic citation.
- C.** Driver training should be required for each regular TAMUS driver on a periodic basis in addition to counseling/training for any TAMUS driver involved in a motor vehicle accident or who has received a moving traffic citation.

Driver training can include, but is not limited to:

1. Defensive driving.
2. One-day seminars on driving improvement.
3. Driver training videos on specific driving skills in which the driver may be deficient.

D. An individual report on each driver should be maintained by the department head or director at each institution including the individual's MVR. The Driver History Record should include under the "History" section, notations regarding:

1. Training/counseling the driver has received, including the date.
2. Notations regarding any misconduct with the vehicle, any reprimands concerning his/her driving.
3. Any positive remarks regarding his/her safe driving.

Contact Office

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