



Travel Guidelines

** excerpted from University risk management guidelines

There are three main types of travel that will generate travel questions-

1. Travel for University Employees (including project-related research)
2. University Sponsored Student Group Travel (both academic and extra-curricular)
3. Recognized Student Organization Travel

The University's Travel Policy covers all travel for University employees and can be found at the following link:

<http://www.travel.psu.edu/travelpolicy/TravelPolicy.pdf>

Student Group Travel

When students are involved in travel there are additional guidelines that should be adhered to. Policy FN20 outlines approval guidelines for both domestic and international University sponsored student group travel.

<http://guru.psu.edu/policies/FN20.html>

The first step is to determine whether or not the Student Group Travel is University Sponsored or not. A University sponsored trip is one that is being coordinated by a University employee, with University funding being used for the trip. NOTE: Travel sponsored by a Recognized Student Organization is **not** sponsored by the University.

It is important to note that all University sponsored student travel requires an employee to be in a supervisory capacity for the duration of the trip. With approval of the academic department head, an exception can be made for individual students traveling to academic conferences where expenses are paid by the University directly to the Conference for registration and associated expenses and/or where the student is reimbursed by the University for expenses.

Travel can include a field trip only a few miles from the campus or even overnight trips much farther away. If the trip is sponsored by the University then the University has a responsibility to offer transportation for the students attending regardless of the distance.

University Sponsored Trips- Who is permitted to attend?

Whether the trip is a bus trip or an international program trip, there are always questions about who should be able to attend the trip. The following individuals are allowable to attend University sponsored Student Travel:

- Any Penn State student, faculty, or staff member
- Spouses and/or dependents of Penn State students, faculty or staff are not allowed to participate.

Non-University Vehicles Used by Employees on University Business-

Employees performing their assigned University duties utilizing non-University vehicles (personal cars, rental cars, etc.) will utilize the insurance specifically procured for the non-University vehicle as primary. The University does provide excess auto liability insurance (liability only- no physical damage coverage, such as collision and comprehensive insurance) which comes into play beyond the specific vehicle's primary liability insurance if the accident is serious enough to exhaust the vehicle's insurance.

Students Driving to Events-

This section is for students driving themselves using their own vehicles and not University vehicles. (Remember, per policy students are not permitted to drive University vehicles.)

The University has a responsibility to provide or at least offer transportation for students to and from events that are University sponsored and held off-campus.

If a student is driving to an event off-campus (regardless of whether it is sponsored by the University or a Recognized Student Organization) that is fine, but the student is on their own.

The only thing that is not okay is if University employees match up students to drive other students to a University Sponsored event off-campus. In this instance the University really should be offering transportation for the event. If students choose to drive individually, they are on their own (both the driver, who exposes his/her personal auto insurance, and the passenger, who assume some risk by riding with another student). If the situation requires that the University rely upon students to drive, then Risk Management will need to be consulted to review the situation. This should only take place in very rare instances.

If an area has a reliable public transportation system and the University sponsored event is best reached by using such public transportation, this can be used in place of the University providing the transportation directly.

If tickets are being subsidized by the University or the Student Activity Fee for an off-campus event being sponsored by the University, then the University is required to offer transportation to and from the event.

If the University is selling tickets to an off-campus event with no subsidy there is no requirement for the University to offer transportation to and from the event.

Example: The All-University Day football game is a University sponsored event and therefore the University must offer transportation to and from the game for the students purchasing tickets through the All-University Day ticket allotment. Students do not have to partake in the transportation that is offered, but it must be offered. The University is able to set a deadline for students to take advantage of the offered transportation.

If a student representative from a Recognized Student Organization chooses to drive an artist to and from the campus/hotel etc. they are on their own. If work study students are doing this as part of their paid duties, then it must be part of their job description, and they must be 21 years of age and driving a University vehicle.

If there are questions about the specific situation, please contact the Risk Management Office for an analysis.

Emergency Contact Information for University or Recognized Student Organization Sponsored Student Group Travel-

The campus should retain a list of all participants traveling and their emergency contact information. This information should be kept on campus so it can be retrieved in the event of an emergency. An itinerary should also be kept and available to be retrieved in the event of an emergency, especially if a trip involves visiting multiple locations.

Bus Trip Guidelines:

Regardless of the sponsor (University or Recognized Student Organization) all Bus Trips MUST use a bus from the University's Accepted Charter Bus Lines list. Here is the link from the Risk Management Office's Website:

<http://controller.psu.edu/risk-management/vendors/bus-lines>

Recognized Student Organization Sponsored Bus Trip:

Who can attend?

- Faculty/Staff- Not attending as a PSU employee, just as an attendee.
- Official Club Advisor can attend and will be covered by the University's General Liability Insurance since he/she is acting within their job duties.
- Any Penn State York student

Students Driving On Their Own Separate From Provided Transportation:

University Sponsored Trip- Students who choose to drive themselves to an event rather than take a bus or van are on their own. The liability does not fall on the University. Each student will rely on their own auto insurance policy for their travel.

Recognized Student Organization Sponsored Trip- The University is not the sponsor and therefore is not involved.

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Employees performing their assigned University duties utilizing non-University vehicles (personal cars, rental cars, etc.) will utilize the insurance specifically procured for the non-University vehicle as primary. The University does provide excess auto liability insurance (liability only- no physical damage coverage, such as collision and comprehensive insurance) which sits over the specific vehicle's primary liability insurance.

Policy for Driving 15-Passenger Vans-

As of October 1, 2002 a new van policy went into effect regarding eligibility to drive University 15- passenger vans and as of September 1, 2002 the following additional requirements are being implemented to use a University 15- passenger van. The changes have been made to University Policy TR-10 for safety reasons.

In order to drive a University 15-passenger van you **MUST** be at least 25. The only exception to this is if you are at least 21 **AND** hold a Commercial Drivers License (CDL) or have completed an approved "hands-on" van driving course. To find out what van driving courses are approved contact the Transportation Services office at 814-863-0164.

In addition, **EVERY** driver **MUST** successfully complete a WEB based training and testing module on van operation. So regardless if you are a new driver or have been doing it for years you **MUST** go to the WEB based module and successfully complete the training before you drive another 15-passenger van. Here is the link that will take you directly to the WEB based module: <http://www.transportation.psu.edu/FLEET/Maxi.htm>

All occupants in the van **MUST** wear a seatbelt. **UNDER NO CIRCUMSTANCES MAY THERE BE MORE HUMANS IN THE VAN THAN THERE ARE SEATS, INCLUDING CHILDREN AND INFANTS.**

15-passenger vans may **NOT** be used to tow trailers. The only time an exception can be made is if you get approval from the Transportation Office to tow a "light" trailer and that the driver would hold a CDL license or completed an approved "hands-on" van driving course.

It is your campus' responsibility to ensure that van drivers/riders, those approving budget money for travel and your Fleet Operations or equivalent comply with University Travel Policy.

Any questions regarding these changes should be directed to the Transportation Services Office, 814-863-0164.

Be advised that certain companies renting 15 passenger vans have restrictions on which states these rental vans may be driven in. It is the responsibility of the person in charge to verify with the rental company any such restrictions will apply to the use of the rental van. If uncertainty exists, carefully read the terms and conditions on the van rental agreement to see if it specifies any states where the van cannot be driven. Failure to abide by the rental company contract's restrictions on states will nullify the auto liability insurance and collision damage waiver protection (CDW).

Boat/Ship Charter-

The Risk Management Office must be consulted to determine the level of insurance required when the University is chartering a boat/ship and this will depend on the specific event.

These requirements only pertain to the chartering of a vessel in the name of the University. They do not apply when individuals buy tickets to go on a regularly scheduled cruise that is open to the public.

Air Charter-

Call Risk Management immediately for guidance if considering an Air Charter of any type and you can review the Risk Management website to review the approval process.