JACKSON STATE UNIVERSITY
UNIVERSITY GUIDELINES FOR STUDENT TRAVEL

This Policy applies to the travel of enrolled undergraduate and graduate students to attend activities or events that are organized and/or sponsored by Jackson State University (“University”). Its purpose is to provide procedures which promote student safety, minimize University risk, and improve accountability.

A. Policy Statement

All enrolled undergraduate or graduate students who travel to and from activities and/or events that are within the scope of this Policy must comply with the University policies and practices for safe student travel. In addition to using sound judgment and following the federal and state laws that encourage safe travel, students traveling to and from University-organized and sponsored activities or events may be required to use various modes of travel as well as meet certain conditions. Each form of travel requires the student to follow particular safety precautions.

B. Scope

This Policy applies to student travel associated with representing the University in athletic or academic competitions, any travel of students sponsored by the University, any travel utilizing a vehicle owned or leased by the University, some student travel in connection with academic courses, including international travel, and some travel associated with student organizations. This policy only applies to travel that includes a destination that is more than thirty (30) miles from the University’s main campus located at 1400 J.R. Lynch Street in Jackson, Mississippi.

This policy does not extend to organized events where the University lacks any supervisory control. For example, this policy would apply to academic field trips which are chaperoned by a faculty member, but it does not apply to students traveling in their own vehicle to their individual courses or individual internships. It does apply to student-athletes traveling to competitions in which they represent the University, but it does not apply to non-student athletes traveling to a sporting event, unless the travel for the event also meets the definition of a sponsored event. All sponsored events are within the scope of this policy. International student travel in connection with a University academic program is included in this policy, although other policies may also apply to travel abroad.

C. Definitions

An organized event is one that is initiated, planned, and arranged by a member of the University's faculty or staff, or by the members of a recognized student organization, and it is also formally approved by an appropriate administrator of the University acting within his or her assigned employment duties. Organized events in which the University lacks supervisory control and which are organized by an organization independent from the University are not covered by this Policy.

A sponsored event or activity is one that the University endorses by supporting it financially, and/or by sending one or more students to participate in it primarily as an official representative of the University.

An enrolled student is one who has been admitted to and is attending classes at the University, either in person or on-line.
An **appropriate administrator** is a vice president, dean, department chair, or director/coordinator of an administrative unit, or their designee, who has actual authority to provide authorization.

A **recognized student organization** is one that is acknowledged by the Student Government Association and/or the Pan Hellenic Council. Such organizations are separate entities from the University.

**D. Expectations**

Students are representatives of Jackson State University whenever they participate in an off-campus activity that is funded fully or in part by the institution. As such, the students’ behavior at off-campus activities is reflective of the University and therefore, it is the expectation of the University that the students recognize this and conduct themselves appropriately. Students should maintain an environment that sustains the educational goals of the travel as well as respect the security and property of individuals and the University. Students must adhere to the University’s Student Code of Conduct at all sponsored events as well as the laws and policies of the facility, university, or country to which they have traveled.

**E. Student Responsibility**

Any student conduct while engaged in travel or at the destination which results in additional costs will be at the student’s sole expense. Neither the University nor any employee of the University, including chaperones, is responsible for providing expenses or costs, including legal assistance or bail, arising from a student being detained by proper authorities. Individuals evicted from their place of lodging are personally responsible for obtaining alternative lodging for themselves at their own expense. Any damage by a student to a student’s lodging is the direct responsibility of the student and not the University. If damage occurs to a room, the student or students assigned to the room will provide payment arising from the damage.

When transportation is provided by the University, any student whose actions cause an unreasonable risk of injury to himself, others, or property, as determined by the University may lose the privilege of being afforded such travel by the University. If the University makes this determination, the student will become responsible for securing his or her alternative travel arrangements at no expense to the University, regardless of any inconvenience. However, students who lose their travel privilege due to misconduct will not be left stranded in any area in which there is a foreseeable risk of physical harm to that student.

**F. Insurance**

The University will not have an insurance policy in place that covers all types of harm that may occur to all students while traveling, and students should therefore not rely on the University providing insurance. Therefore, all student travelers are strongly encouraged to secure private insurance.

All motor vehicle insurance for students is the responsibility of the individual and not the University. When the University is aware that a student may be driving in connection with an organized or sponsored event, proof of automobile insurance must be provided. Proof of individual health or medical insurance is generally not required, but may be required depending on the program or event.

As required by NCAA legislation, injuries to a student resulting from travel in connection with the student’s participation as a member of a University athletics team would result in a claim under an
insurance policy purchased by the University and/or supplemented by the NCAA. However, student athletes are not permitted to drive his or her self, or his or her teammates, to official athletic competitions, including practices and games, which are greater than 30 miles from the University. Any students who drive themselves or other students any distance to an organized or sponsored event assume all associated risks and must complete the indemnification agreement.

**F. Funding Approval**

University sponsored student travel expenses may, in many but not all instances, be paid for by the University. Requests for funding should be handled by the student advisor and, when appropriate, a program director or the administrator over the account from which funds will be expended.

Funding should be requested at least one month or more prior to the date of departure and processed through the appropriate channels of authority. For example, Study Abroad requests would be channeled through the faculty member, department chair, dean, and vice president, in consultation with the Study Abroad office. Student Government Association requests would be channeled through procedures outlined in the SGA constitution. Funding is not guaranteed and students are responsible for submitting all requests timely.

If hotel or airline services are required, the staff/faculty advisor should make the arrangements well in advance, and the appropriate administrator will authorize special check requests, purchase orders, and/or other necessary documents. Only University-approved travel agencies may be used.

If a student, faculty, or staff member needs expedited approval due to a short timeline, a faculty/staff member may complete a Student Travel Request for Authorization form to expedite approval and funding by forwarding it to the appropriate director, chair, dean, and vice president. Only authorized administrators can agree to expend University funds, and no promise of funding is binding unless proper authorization is obtained.

**G. Travel Authorization**

In order to ensure that the events or activities that involve student travel are within the scope of the University's mission and public purpose, travel undertaken pursuant to this Policy must be authorized in advance by an appropriate administrator. The following applies to this process:

1. To request authorization, individual students and/or students who are members of recognized student organizations who organize activities covered by this Policy, must submit a completed Student Travel Request for Authorization form to the Office of the Vice President for Student Life. The form specifies which required documents must be attached (i.e., an agenda, a bus contract, etc.) in order to receive approval. Whenever possible, the request should be submitted at least one month prior to the activity or event.

2. The following information/documents must be submitted with the Student Travel Request for Authorization Form:

   a. A list of student travelers, including their names, local addresses and phone numbers, as well as the names and phone numbers of persons to contact in case of an emergency;
b. The name and phone number for the responsible University employee(s) who will be available to the students at all reasonable times during the travel and activity;

c. Trip Itinerary (one for the entire group);

d. When required, a copy of current medical insurance certificate, or both sides of a current group insurance membership card, for each student who wishes to participate in the activity or event;

e. Completed and signed Release and Indemnification Agreement Form for each student; and

f. Completed and signed Authorization for Medical Treatment Form for each student.

3. Course Field Trips

   a. When leading group trips, faculty or staff members should carry emergency contact information, proof of medical insurance coverage (if provided), and the authorization for emergency medical treatment for each student.

   b. Faculty members who teach courses that involve frequent field trips should collect the following information from students at the beginning of each semester and keep it on file with the appropriate administrator for use throughout a semester:

      i. Proof of current medical insurance

      ii. Completed and signed medical authorization forms

      iii. Completed and signed release and indemnification agreements (a single release and indemnification agreement may be used if a single description fits all the proposed trips)

      iv. Proof of a valid vehicle operator's license for students who will operate vehicles

   c. A one-time approval can be provided for multiple trips led by faculty or staff members that involve the same locations and same students. However, a separate approval must be obtained if the location changes. If a person authorized to travel does not go, this must be promptly reported as stated in Section J below, but if any additional person (not yet authorized) wishes to travel, he or she must receive authorization before being allowed to travel. A person cannot substitute for another without going through the process.

4. The Student Travel Request for Authorization Form, the Authorization for Medical Treatment Form, and the Release and Indemnification Agreement Form are available from the office of the Vice President for Student Life.

5. The International Form must also be completed for travel outside the continental United States. Students traveling internationally in connection with an academic course of study should inquire with their academic department and advisor to ensure other requirements for international travel are met. For international travel where the student is also an employee, or a faculty or staff member is traveling, additional statutory requirements and approvals will apply.

   **H. Commercial Travel**
Students traveling by commercial transportation, whether domestic or international, must comply with all laws regulating travel and the rules of the specific carrier.

**I. Travel by Motor Vehicle**

1. Compliance with Laws and Policies
   
a. Motor vehicles used for travel covered by this policy shall have a current liability insurance card and a valid state inspection certification.
   
b. Travel undertaken by means of University-owned vehicles must comply with the requirements of Jackson State University. The University Vehicle Request Form is available from the Department of Facilities and Construction Management, Phone: 601-979-2522. The following is an excerpt from the University Transportation Policy and Procedural Manual:

   i. The driver must be a University employee who must possess a valid driver’s license appropriate for the vehicle being driven. In addition, the University driver must carry an insurance card and vehicle registration at all times.

   ii. Prior to the operation of any University vehicle, it is the responsibility of the University driver and/or the department supervisor to inspect the vehicle for body damages before and after use.

   iii. University vehicles must be legally parked with the engine off and doors locked when left unattended. The operator of the University vehicle responsible for the violation shall pay any and all fines due to traffic/parking violations as well as other tickets.

   iv. In accordance with Mississippi law, the University driver and all passengers must use seat belts when traveling. All fines resulting from the failure to wear seat belts will be the sole responsibility of the driver or passenger.

2. Travel by Privately Owned Vehicles

The use of personal vehicles by students for travel to sponsored and organized events over 30 miles from the University is not permitted. When requesting authorization for travel that involves the use of personally owned vehicles, the requestor, in addition to submitting the information described in Section G, shall also submit a copy of a current liability insurance certificate for any vehicle to be used for the proposed travel. No individual will be authorized to travel in a personal vehicle for a sponsored event unless such proof of insurance is provided. The University does not require transportation by private vehicle, and it does not assume any risks or responsibilities associated with an individual’s election to use a private vehicle. When traveling in a private vehicle to a destination within 30 miles from the University in connection with a sponsored or organized event, the Student Release and Indemnification Agreement must be signed by the traveling student or students, the driver must provide proof of insurance, and an appropriate administrator or coach must consent.

3. Volunteer Drivers and Passengers
Nonstudent/nonemployee drivers and passengers who accompany students on travel covered by this Policy must sign the Release and Indemnification Form and the Authorization for Medical Treatment Form prior to the trip. No passengers are allowed unless they conform with this requirement.

4. Mechanical Breakdowns and Towing

If a University vehicle breaks down off campus or becomes unsafe to drive, the Public Safety Department should be contacted at 601-979-2580.

5. Accidents

a. All accidents involving University vehicles must be reported to the Public Safety Department by the driver immediately, but no later than 24 hours after the accident occurred. The driver is responsible for contacting the police as a completed written police report must be obtained, and the police report file number must be given to the Public Safety Department.

b. In the event that a police report cannot be filed, the following information must be obtained from the other driver: owner’s name, address, and home telephone, driver’s license number, vehicle description and plate number, insurance company name, phone number, and policy number.

c. Students who were participants in an activity or event, and who sustained a personal injury as a result of a motor vehicle accident related to participating in the activity or event under this policy, must report to the University Health Center, Phone: 601-979-2260 immediately, but no later than 24 hours after the injury, unless doing so is impossible. If the injury was sustained at an hour during which the Health Center is closed, students should report injuries as soon as the Center reopens during normal business hours.

J. Record of Students who Travel

The University administrator who authorizes the travel is responsible for ensuring that an individual verifies that the individuals who travel are authorized to do so. A record shall be made and forwarded to the Office of the Vice President for Student Life if there is any difference in the individuals authorized to travel to the event and those individuals who do travel. In that no unauthorized individuals should be traveling, record supplements should only have to be made when some students who were authorized to travel in fact did not do so on that particular date. However, if an unauthorized person does travel, the pertinent administrator or designee must report that fact, including the individual’s name, and submit it as a supplement to the Office of the Vice President for Student Life.