

# **TRAVEL SECTION**

## **TRAVEL CHECKLIST**

### **ADMINISTRATIVE**

- Military letters
- Risk assessment forms
- CIRT emergency contact information submitted to [CIRT@tamu.edu](mailto:CIRT@tamu.edu)
- Organization event planning form:  
<http://studentactivities.tamu.edu/stuactweb/sldrssubpages/formsmain.htm>
- Arrange for class excuse letters (if needed) from Col. Groves
- Op order
- Arrange facilities for horses
- Plan trip route/stops
- Determine drivers
- Rental vehicles
- Sleeping arrangements

### **TRANSPORTATION**

- Trucks/Trailers (check for general maintenance)
- Walkie talkies
- Gas cards
- Spare tires
- Correct trailer ball
- Jack
- 4-way

### **PREPARATION**

- Check health of horses
- Wash and roach horses
- Show sheen
- Wash cannon and caisson
- Wash wagon:
  - Turpentine/linseed oil black wood
  - Old English upper wood
- Dry clean blankets (if needed)
- Paint shovels
- Polish tack
- Check tack for defects
- 7 straps and 1 chain for big trailer

## **TACK TRAILER**

- Tack (make sure complete)
- List of riders/horses/saddles
- Curry combs and brushes
- Shovels, brooms, cherry pickers, wheelbarrow (fix-a-flat)
- Guidon/flags
- Water trough
- Hoses
- Blankets/pads
- Halter shanks
- Halters/lead ropes
- Miscellaneous box:
  - Hoof black
  - Leg wrap/Vet wrap
  - Athletic tape
  - Duct tape
  - Hoof picks
  - Show sheen
  - Mothers
  - Rags
  - Wire brush
- Vet box:
  - Bleach
  - Medical supplies
  - Iodine
  - Corona Saave
  - Butte
- Air compressor with hose
- Water buckets
- Feed pans
- Cots
- Trash cans
- Hay
- Sabers
- Bugle
- Extra tack
- Tools to repair tack
- Tarp
- Extension cords
- Miscellaneous tools
- Fire extinguisher
- Chains/trees
- Shit crew gear

## **WAGON**

- Tounge
- Bows
- Wagon cover
- Shotgun

## **CANNON**

- Tobacco
- Pledge
- WD-40
- Uniform parts

## **TRUCK & TRAILER INSPECTION**

Driver: \_\_\_\_\_

Trailer: \_\_\_\_\_

Date: \_\_\_\_\_

Event: \_\_\_\_\_

	<b>Good</b>	<b>Bad</b>	<b>Initials</b>	<b>Comments</b>
Insurance				
Inspection Sticker				
License Plate				
Hitch				
Electric Plug & Wire				
Brake Away Kit				
<b>LIGHTING</b>				
Side Markers				
Tail Lights				
Clearance Lights				
Brake Lights				
Left Turn				
Right Turn				
License Plate				
<b>AXLES &amp; TIRES</b>				
<i><b>Tire Condition</b></i>				
Driver Front				
Driver Rear				
Passenger Front				
Passenger Rear				
Spare				
<i><b>Air Pressure (80 lbs)</b></i>				
Driver Front				
Driver Rear				
Passenger Front				
Passenger Rear				
Spare				
<i><b>Bearing Caps</b></i>				
Driver Front				
Driver Rear				
Passenger Front				
Passenger Rear				
Lug Nuts ( <i>110 filbs</i> )				
Fluid Level				
<b>BRAKES</b>				
Front Axle				
Rear Axle				

**Driver Signature:** \_\_\_\_\_ **Inspector Signature:** \_\_\_\_\_

## **CANNON OPERATING PROCEDURES**

The following are procedures to help ensure safe operation of the Spirit of '02, the Parsons Mounted Cavalry cannon. These procedures are not all inclusive, and where a question may arise logical and prudent action will prevail.

### **Pre-Operations Checks**

#### **Check overall condition of barrel, breech and wheels**

Before towing check cannon trail towing ring and caisson towing pintle for serviceability  
Before firing open the breech and visually check barrel for obstructions. Check to ensure breech block and ring completely closes.  
Ensure fire extinguisher is present  
Emplace warning signs  
Ensure personnel are clear of muzzle blast

### **Firing Procedures**

Ammunition should be left in the ammo storage box in the sealed fiber container until directed for use. A maximum of three rounds may be stored in the caisson for immediate use.

As directed by the Section Chief or Section Sergeant, remove ammunition from the ammo storage box and remove the tape from the fiber box.

Remove the round and check it for obvious severe deformation, powder leakage or dented firing primer cap. If any of these are present, return the round to its fiber box and return to the issuing agency.

**DO NOT LOAD A ROUND UNTIL DIRECTED BY THE SECTION CHIEF.**

When directed load the round and close the breech. When directed, attach the lanyard to the firing mechanism. Upon order the Section Chief, pull the lanyard to fire the cannon. If the round fails to fire, pull the lanyard twice more in rapid succession. **DO NOT OPEN THE BREECH.** If round still fails to fire, wait 3 minutes before opening the breech. Upon order of the Section Chief, open the breech and carefully remove the round. Examine the firing primer cap for indentation. If not indented, attempt to fire again. If indented or if round fails to fire a second time, replace in its fiber box and set aside for turn-in. After each firing, the expended canister will be removed. **CAUTION: CANNISTER MAY BE HOT.** The Section Sergeant will look through the breech and ensure there is no residue obstructing the barrel. He will announce "Bore Clear" in a loud voice.

### **Additional Precautions**

**DO NOT ATTEMPT TO USE ANY UNAUTHORIZED FIRING PROCEDURES OTHER THAN PULLING THE LANYARD.** If cannon fails to fire, seek repair.

**DO NOT USE ANY ROUNDS OTHER THAN THOSE FURNISHED THROUGH ARMY ROTC. NEVER USE HOME-PACKED OR RELOADED ROUNDS.** Only authorized personnel will be within six feet of the cannon when fired. **ALL** personnel will be to the rear of the muzzle when fired. Anyone forward of the muzzle must be at least fifty feet forward or thirty feet to the side of the muzzle.



**EXAMPLE MILITARY LETTER**

*Texas A&M University  
Corps of Cadets  
Parsons Mounted Cavalry*

01 OCTOBER 2007

**MEMORANDUM**

<b>THRU:</b>	Mr. Bob Byrns PMC Site Manager	Recommended: Approval/Disapproval
	Major Chris Emmerson PMC Cadet Training Officer	Approval/Disapproval
<b>TO:</b>	LTG Van Alstyne Commandant, Corps of Cadets	Approval/Disapproval
<b>SUBJECT:</b>	Pre Step-Off Cannon Operations	

Before the football game, the Spirit of '02 will be in front of Kyle Field for display purposes, which has been approved by the Athletic Department. Parsons Mounted Cavalry will have the team of cannon horses pull the cannon to the Quad three hours prior to kickoff. We will then return the cannon team to Kyle Field. At the appropriate time, we will commence with firing the cannon for Step-Off. The cannon will then be transported to Kyle Field on the cannon trailer down Joe Route.

Cole McQueen

Section Chief  
Parsons Mounted Cavalry

Nick Gonzales

Section SGT  
Parsons Mounted Cavalry

**RISK MANAGEMENT**  
**(PER THE POLICY & PROCEDURES GUIDE)**

1. **PURPOSE.** The Purpose of the Corps Risk Management Program is to enhance Cadet leaders' ability to plan, conduct and oversee safe events, whether they are daily routine events, or periodic ones. Risk Management is not intended to stifle activities; rather, it is designed to ensure that proactive thought goes into the planning process down through the chain of command, in order that individual well being is protected to the extent possible and practical.
2. **RISK ASSESSMENT.**
  - a. The Risk Assessment process is the heart and soul of Risk Management in the Corps of Cadets. It was adopted from the Department of the Navy assessment procedures and modified to suit the needs of student organizations throughout Texas A&M University. It is a relatively simple six-step process that will work, no matter the event being planned. The Event Planning Matrix along with the six- step risk assessment process is included at the end of this section.
  - b. Briefly, the process works like this. Prior to conducting an event:
    - (1) List all the activities that will occur during the event.
    - (2) Determine the various risks associated with each activity.
    - (3) List those risks.
    - (4) Go to the Event Planning Matrix and take an honest look at two things:
      - (a) How serious are the risks.
      - (b) What is the likelihood that they will occur.
  - c. When considering the risks, look at the one with the most serious level (left hand column of the matrix), and make a subjective determination of the probability that it will occur (along the top row of the matrix). Look at the corresponding number in the matrix where the two intersect. The higher the number, the higher the risk for that activity. Then, develop ways to reduce the level of risk for each activity in the overall event. With those methods to reduce risk in mind, go back to the matrix.
    - (1) Reassess the seriousness of the risk and the probability of it occurring. Identify the new number on the matrix, and if it changes, write it down. Compare the new result with the previous one.
    - (2) Decide to go ahead with the event without any modifications, modify the event, eliminate some of the activities, or cancel the event entirely.
  - d. On the matrix, the number 5 represents the highest level of risk, and the number 1 represents the lowest level of risk. Anything falling within a 5 or 4 score on the matrix normally indicates that the event/activity is too risky. A 3 or less is worthy of consideration, but not without a concerted effort to reduce unnecessary risks first. Ideally, the goal is to reduce the "risk score" to a 2 or 1 assessment before conducting the event/activity. Ask the question: "If we participate in this event/activity and something



goes wrong, can we stand in front of administrators, lawyers, parents, and/or the press and defend the decision to undertake the event/activity?" If the answer to that question is, "No", then it is probably a good indication that the event should either be modified or canceled.

- e. Never accept unwarranted risks. Either modify the activity to make risks acceptable, or eliminate the activity altogether. There is no substitute for common sense.

## Event Planning Matrix

<p style="text-align: center;"><b>Seriousness of Risk</b></p> <p>† May result in death</p> <p>† I May cause severe injury, major property damage, significant financial loss, and/or result in negative publicity for the organization and/or institution</p> <p>† II May cause minor injury, illness, property damage, financial loss and/or could result in negative publicity for the organization and/or institution</p> <p>† V Hazard presents a minimal threat to safety, health and well-being of participants</p>		Probability				<p style="text-align: center;">PROBABILITY THAT SOMETHING WILL GO WRONG</p> <p>⚡ A Likely to occur immediately or in a short period of time, expected to occur frequently</p> <p>⚡ B Probably will occur in time</p> <p>⚡ C May occur in time</p> <p>⚡ D Unlikely to occur</p>
	Seriousness	A	B	C	D	
	I	5	5	4	3	
	II	5	4	3	2	
	III	4	3	2	1	
IV	3	2	1	1		

What Do we have in place to reduce the risks that we identified?

<p>___ Initial Score</p> <p>___ Final Score</p>	
-------------------------------------------------	--

This form has been provided as an educational tool to help student leaders to develop a process for identifying and discussing potential risk issues. This form is intended for use as part of a larger event planning process, and should only serve as a starting point for your discussion on risk management. It is not designed to take the place of a careful review of applicable rules, policies, and laws, or discussion with your advisor. Completion of this form does not imply approval or authorization of your event by Texas A&M University. For more information on risk management or event planning, please contact the Department of Student Activities at (979) 845-1133.

Activity	Associated Risks	Method to Manage

## **CIRT EMERGENCY CONTACT INFORMATION**

Fill out the excel sheet on the following 2 pages with the names and contact information of traveling cadets, as well as travel routes, etc at the bottom of the page.

Email this completed form to [CIRT@tamu.edu](mailto:CIRT@tamu.edu) at least 24 hours before traveling. If more instructions are needed, go to <http://cirt.tamu.edu/studenttravel.htm#email> for details on how to submit this information by e-mail.



<b>Route of Travel:</b>	
<b>Mode of Transportation:</b>	
<b>Dept Date/Time (TAMU):</b>	
<b>Arr Date/Time (Dest):</b>	
<b>Dept Date/Time (Dest):</b>	
<b>Arr Date/Time (TAMU):</b>	



Commanding Officer

## **ORGANIZATION EVENT PLANNING FORM**

Fill out the following 4 pages and submit them to Student Activities. You may also find this form online at <http://studentactivities.tamu.edu/stuactweb/sldrsubpages/formsmain.htm>.



Account Number

9 5 3 6 3 0

Date (mm/dd/yyyy)

Empty date boxes



Department of Student Activities
ORGANIZATION EVENT PLANNING FORM

ONE KEY TO A SUCCESSFUL EVENT IS GOOD PLANNING. THIS PRE-EVENT PLANNING FORM PROVIDES YOUR ORGANIZATION WITH A SERIES OF QUESTIONS TO CONSIDER PRIOR TO ENGAGING IN AN ACTIVITY...

Please keep in mind that all activities should be consistent with university rules, policies, and procedures as well as the mission/purpose of your organization.

Note: Departments may require additional requirements depending on the event at the organizer's cost.

If you have questions, please call a member of the Risk Management and Organizational Development Team at 438-4371 or risk@stuact.tamu.edu.

Name of Organization: \_\_\_\_\_

Individual(s) Responsible for Coordinating Event \_\_\_\_\_

Table with columns: Name, Position, Email, Phone Number

Organization Advisor \_\_\_\_\_

Signature (denotes review) Email

Title of Event/Activity: \_\_\_\_\_

Type of Event:

- Fundraiser, Retreat, Open Event, Conference/Seminar, Social Activity, Program, Other

Open to the campus, general public, or students at other colleges or university and expected to draw over 150 participants. Complete the Open Event form at...

Dates of Event: \_\_\_\_\_

(Make sure that you have consulted the University Calendar to determine if the date is available and is the optimal time for hosting this type of event http://www.tamu.edu/)

Location: \_\_\_\_\_ Backup Location (weather) \_\_\_\_\_

Reserving facilities: http://studentactivities.tamu.edu/risk/eventplanning/oncampusrooms.htm

Start Time: \_\_\_\_\_ End Time: \_\_\_\_\_

Other student organizations or departments involved: \_\_\_\_\_

This could include any national organization involved in the activity.

Number of People Attending (estimate): \_\_\_\_\_

How does this event/activity promote with the mission of the organization? \_\_\_\_\_

OFFICE ONLY:

- Advisor Required, Concessions Permit Request, Open Event, Risk Initiative Funding, Risk Management Review, Other

Taken By: \_\_\_\_\_





**RISK MANAGEMENT**

Provide a brief description of the event/activity that you are planning: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

What resources have you consulted prior to determining that you can adequately manage this event?

- Student Organization Advisor *[TAMU Student Organizational Rule 42.5 It is expected that all student organizations will have their events whether on or off campus, reviewed by their university advisor(s).]*
- Student Activities Risk Management Specialist
- Residence Life Risk Management Specialist
- Prevailing Professional Standards *(i.e., the Flying Club would use the Federal Aviation Administration Standards)*
- Student Organizations that have hosted similar events/activities \_\_\_\_\_
- Other \_\_\_\_\_

**PLEASE ATTACH A BUDGET FOR YOUR EVENT.**

Complete the worksheet below to demonstrate your approach to managing risk:

*Please list the different potential problems/risks & mitigators that you have in place for your event for each type.*

<b>Physical</b>	
<b>Reputation</b>	
<b>Emotional</b>	
<b>Financial</b>	
<b>Facilities</b>	

## PRE-EVENT PLANNING FORM

1. Are you traveling?  Yes  No  
★ Review the Texas A&M policy concerning student travel at [studentactivities.tamu.edu/risk/travelrule.htm](http://studentactivities.tamu.edu/risk/travelrule.htm) or the Student Travel Registration at [cirt.tamu.edu](http://cirt.tamu.edu)
- If you are traveling, what type of transportation are you using?  
 Personal Vehicle  University Vehicle  Commercial Plane  
 Rental Car  University/Chartered Bus  Other \_\_\_\_\_
- ★ If you are interested in renting a University vehicle review the procedures at [studentactivities.tamu.edu/risk/travelinfofiles/rentalbasics.htm](http://studentactivities.tamu.edu/risk/travelinfofiles/rentalbasics.htm). IF RENTING A VEHICLE THROUGH STUDENT ACTIVITIES, COMPLETED REQUEST MUST BE SUBMITTED 5 BUSINESS DAYS PRIOR TO DATE OF THE EVENT.
2. Does your program involve any type of physical activity?  Yes  No  
★ Plan ahead for medical emergencies. To secure The Care Team Personnel, contact the Emergency Care Team at 979.845.4321 or [tamuedics@yahoo.com](mailto:tamuedics@yahoo.com). Also, consider developing an assumption of risk form to be signed by all participants (See #3).
3. Are you using an assumption of risk/waiver, medical release, and emergency contact form?  
 Yes  No  
★ Sample forms are available at [studentactivities.tamu.edu/risk/allforms/riskwaiver103002.pdf](http://studentactivities.tamu.edu/risk/allforms/riskwaiver103002.pdf)
4. Will anyone under the age of 18 be involved with your event/activity?  
 Elementary  High School  
 Middle School  Other \_\_\_\_\_  
★ Please review the Camp Enrichment Policy at: [rules.tamu.edu/guide/rs/119999m1rs/safelyguide.htm](http://rules.tamu.edu/guide/rs/119999m1rs/safelyguide.htm)
5. Are you required or have you considered purchasing liability insurance?  Yes  No  
★ For assistance with purchasing liability insurance or with determining if your event could have liability insurance, contact the Risk Management & Organizational Development Team at 458.4371 or [risk@stuact.tamu.edu](mailto:risk@stuact.tamu.edu).
6. Is your activity an Open Event? (Open to the campus, general public, or students at other colleges or university and expected to draw over 150 participants)  Yes  No  
★ Complete the Open Event form at [studentactivities.tamu.edu/stuactweb/riskpages/RM\\_Forms.htm](http://studentactivities.tamu.edu/stuactweb/riskpages/RM_Forms.htm)  
★ Plan for crowd control. Do you need to have security present? For assistance contact the University Police Department at 845.8097.
7. Will your event require the assistance of Parking, Traffic, and Transportation Services for parking and traffic control?  Yes  No  
★ For assistance contact Transportation Services at 845.9700.
8. Will your event be hosting a large amount of individuals or require the assistance of the University Police for security?  Yes  No  
★ For assistance contact the University Police Department at 845.8097.
9. Is there alcohol involved with your activity?  Yes  No  
★ Review the policies and rules related to alcohol and student organizations at [studentactivities.tamu.edu/risk/alcohol.htm](http://studentactivities.tamu.edu/risk/alcohol.htm).  
★ Remember that alcohol cannot be available at an open event.
10. Is your event outdoors, or can your event be affected by inclement weather?  Yes  No  
 Check ahead for weather conditions at <http://www.weather.com>  
 Check location ahead of time for shelter  
 Bring adequate clothing  
 Plan for alternative rain location  
 Bring a radio with you to monitor changing weather conditions  
★ Review TAMU Lightning Prediction System at [finance.tamu.edu/ehsd/information/interest/CampusLightningSystem.htm](http://finance.tamu.edu/ehsd/information/interest/CampusLightningSystem.htm)
11. Are you contracting a service from a non-university entity?  Yes  No  
Party Contracting With \_\_\_\_\_ Phone Number \_\_\_\_\_  
★ University Student Rule requires your advisor to review all contracts entered into by the student organization. You may also be required to work with the Department of Student Activities on vending/speaker/consultant/entertainment contracts.

12. Are you using a university logo or trademark in association with your activity (i.e. t-shirts)?  
 \* Get your design approved by Collegiate Licensing. Visit them at 213 Richard Coke Building, or call 845.4621 as well as [finance.tamu.edu/contracts/resources/licensing.asp](http://finance.tamu.edu/contracts/resources/licensing.asp) for a list of vendors that are licensed.  
 Yes  No
13. Are you planning on posting flyers or advertising on campus?  Yes  No  
 \* Review the General Publicity & Posting Guidelines at [stuaact.tamu.edu/manual/9900/adver9900.htm](http://stuaact.tamu.edu/manual/9900/adver9900.htm)
14. Does your event involve the sale/distribution of items on campus?  Yes  No  
 \* Complete the concessions forms at [studentactivities.tamu.edu/guidelinesact/concessionsguidelines.htm](http://studentactivities.tamu.edu/guidelinesact/concessionsguidelines.htm) or call 862.2953.
15. Have you reviewed your budget and purchasing guidelines as it relates to this event/activity?  
 \* For information regarding fiscal policies and procedures, visit the Student Organization Finance Center at [sofc.tamu.edu](http://sofc.tamu.edu) or 845-1114.  
 Yes  No
16. Does your event take place on campus green space (i.e. Simpson Drill Field, Duncan Field, etc.)?  
 Yes  No  
 \* For information regarding policies and procedures when utilizing green space, please contact Physical Plant 845.5511.
17. Will your event be utilizing any type of production equipment (i.e. sound, stage, lights, etc.)?  
 Yes  No  
 \* For information on reserving or additional requirements contact University Center at 845.8901.
18. Will you be serving or handling any type of food product at your event?  Yes  No  
 \* Review the policies for handling food at <http://crgmanual.tamu.edu/Food.htm> or <http://www.co.brazos.tx.us/health/>.

#### AFTER THE EVENT - ASSESSMENT

1. Was your event a success? Why or why not? \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_
2. Did you encounter any unforeseen problems?  Yes  No  
 If yes, how can you better prepare in the future? \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_
3. Are you going to continue the event?  Yes  No  
 If yes, what changes would you recommend for the following year? \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

Completed on this date: \_\_\_\_\_ By: \_\_\_\_\_

## **STUDENT ACTIVITIES TRAVEL RULES-PROCEDURES**

This information can be found at the Student Activities web-site at:

<http://studentactivities.tamu.edu/stuactweb/riskpages/risksldrtravel.htm?dest=planningoverview&pos=topnav&ebmk=acquisition>.

It can be found by going to [stuact.tamu.edu](http://stuact.tamu.edu), then clicking on the Travel section tab, then Student Travel Rule.

### **What is this Student Travel Rule and How Does It Apply to My Organization?**

This page provides a general explanation of the new student travel policy and how it may affect your organization. As such, it should be read in conjunction with the [Standard Administrative Procedure](#).

Here are the answers to a few Frequently Asked Questions:

#### **1. Why is there a travel rule?**

Passed in response to a call by the Texas Legislature in the 2000 Legislative Session, this is actually not a new Student Activities “Rule.” Rather it is a University rule and a companion Standard Administrative Procedure (SAP). This means that it potentially applies to all student travel whether that travel is sponsored by an academic department, university unit OR a student organization.

#### **2. So do I have to follow this rule every time my group goes somewhere together?**

Not necessarily. The rule and SAP only apply when the intended travel is to an activity or event located more than **25 miles** from the university and that activity is:

- a. **sponsored by the University**
- b. **funded by the University, and the travel is undertaken using a vehicle owned or leased by the University; OR**
- c. **required by a student organization registered at the University.**

#### **3. What do I need to do?**

There are several things. If your group is authorizing/sponsoring the travel, then the student organization/Department is responsible for:

- a. Contacting the [Critical Incident Response Team \(CIRT\)](#) within 48 hours before you leave. You will need to click on the link titled “Student Organization Travel Information Form” and provide the requested information. Please note that filling

out this form is not that difficult, but you will need to have access to the names/student IDs/emergency contact info/etc., for all the people going on the trip.

- b. You will need to have waiver and release forms designed specifically for your event signed by each of the traveling members. Click [here](#) for a link to a sample waiver/release form. If you need help modifying this form for use by your group, please call a member of the Risk Management Team in the Department of Student Activities. (Please note: we usually need a little bit of lead time on this, so please/please/please do not call the day before your activity and expect to get everything done in time. It just doesn't work like that!)
- c. Please note that the SAP specifically exempts certain categories of organized student travel from the waiver requirement. Specifically, it states: **An undergraduate or graduate student who participates in travel related to academic course requirements (e.g. field trips), or their assigned duties as a University employee, (e.g. research data collection) shall not be required to sign a waiver or release in relation to that travel.**
- d. If there are Texas A&M students under the age of 18 traveling with you, those students will need to have a release form signed by their parent or legal guardian.

#### 4. What if we are taking a University vehicle?

If you are traveling in a vehicle owned by or leased from the University, you should know that all drivers must:

- a. be at least 18 years of age
- b. possess personal automobile insurance coverage as mandated by the state of Texas
- c. possess a valid Texas or other state driver's license
- d. be approved in accordance with the Office of Transportation Services procedures

NOTE: if you are traveling in a large capacity van owned by the University and you lease it through the Department of Student Activities, you will need to fulfill some additional requirements. For more information on renting large capacity vans or other vehicles through the Department of Student Activities, click [here](#).

#### 5. What if we will be driving our own vehicles?

Students driving privately owned vehicles must have a valid Texas or other state driver's license and possess auto insurance coverage as mandated by the State of Texas. In addition, the vehicles must have a current state inspection and registration. Groups traveling outside the US must have all the appropriate licenses, certificates and insurance that is required by the country in which the travel occurs. (As to the last point, CHECK IT OUT BEFORE YOU GO! There are not many things more annoying than getting stuck at the border!)

Finally, you should know that in the event of an accident, it is the DRIVER'S insurance that may be used to pay for damages to the vehicle(s) involved in an accident and/or any injuries to a passenger or occupant of another vehicle. This is a potentially large responsibility; if you are not comfortable with it, consider making other transportation arrangements.

## 6. Are there safety guidelines that we should follow?

Well, of course there are! First of all, as with all complex student organization activities, we suggest that you thoroughly plan the entire trip. For information and resources related to event planning, click [here](#).

In addition, the SAP lists several other safety requirements and guidelines. Drivers and passengers must act responsibly and use sound judgment when traveling. Further, drivers must:

- obey all traffic laws and regulations, including posted speed limits
- not drive under the influence of alcohol or illegal drugs or transport or possess alcoholic beverages, illegal drugs, unauthorized firearms or other types of weapons.
- wear seat belts at all times. The number of occupants in the vehicle must not exceed the number of seat belts.
- Avoid horseplay, racing or other distracting or aggressive behavior.

Drivers should also:

- Begin the trip well rested.
- Notify a designated contact person upon departure and arrival.
- Avoid driving when conditions are hazardous (this includes but is not limited to fog, heavy rain, snow or ice conditions). Be prepared to stop the trip and check into a motel when fatigue or travel conditions warrant.
- Plan routes in advance, and carpool and caravan when possible.
- Divide the trip into segments, stopping for rest as necessary.
- Carry at least one cellular telephone or other two-way communication device in each vehicle for emergency purposes.
- Establish a reasonable departure and arrival time to and from the activity or event.
- Avoid driving between midnight and 6 a.m.
- Whenever possible, on extended trips using University vehicles, have at least one other approved University driver in the vehicle. It is recommended that drivers rotate every two hours. A passenger or second driver should ride in the front passenger seat and remain awake at all times to help the driver maintain alertness.
- Carry a flashlight and approved fire extinguisher.

- Avoid taking medication prior to driving, especially if the label warns against operating a vehicle while taking the medication

Although these questions and answers explain many of the travel procedures, please read the rule on your own to be sure that you have all the relevant information. Also please remember the following things:

1. This is NOT a Department of Student Activities rule; it is a Texas A&M University Rule and Standard Administrative Procedure! The rule and SAP states that the organization sponsoring the trip is responsible for assuring compliance with all the provisions. **THIS MEANS YOU ARE RESPONSIBLE FOR KNOWING AND FOLLOWING THE PROCEDURE!**
2. The requirements listed in this policy are the MINIMUM acceptable. If your group decides to do so, though, you may make additional reasonable requirements as you deem necessary.
3. If you do not understand some of the elements of this rule and procedure, please give us a call in Student Activities. (979.458-4371 or email at [risk@stuact.tamu.edu](mailto:risk@stuact.tamu.edu)– ask for a member of the Risk Management Team.)
4. We want your activity to be safe, enjoyable and productive. Let us know what we can do to help you make it so!