

University materials include but are not limited to: advertisements, brochures, news releases, magazines, newspapers, newsletters, videos, social media and www.drury.edu.

Travel Policy

Drury University seeks to promote safe travel to events and activities occurring beyond the boundaries of University property by students and recognized student organizations. Drury University supports the philosophy that student learning and development are an integral component of the collegiate experience and understands that students and student organizations have a variety of travel needs based on the nature of their activities and organizations.

This policy applies to individual students and recognized student organization travel both in cases where the travel is sponsored by a Drury University student organization and in cases where the travel is independent of student organization sponsorship but where an individual student or recognized student organization travels on behalf of, or with the financial support of, one or more recognized student organizations of Drury University. The Dean of Students may approve alternative travel arrangements for certain events involving individual students, regularly scheduled repetitive travel, or unusual circumstances.

All travel by recognized student organizations must relate to the purpose of the organization and comply with the policies of the Drury University and applicable local, state, and national laws. These guidelines are designed to reduce risk and provide protection for all student organization travel. All student organizations must comply with the requirements for travel. Travel is considered University travel if any one of the following conditions are met:

- The University or student organization pays for any part of the event, through an institution or organization account or collection of funds from individual members.
- There is reimbursement for expenses, food, registration fees, etc.
- The organization and University names are advertised or used in any way
- The University or organization is represented at the event in an official capacity.
- Attendance of the members (regardless of how many there are) present at the event is based on their organizational affiliation rather than individual initiative.
- Travel that is an expectation placed upon a student as a component of the students experience at Drury University, or a travel experience sponsored by the University.
- A group is defined as an organization sponsored by the University or an event promoted by the organization.

This policy does not apply to travel undertaken by individual students attending out of town athletic/recreational events as a non-participant (except when traveling on behalf or with the financial support of a recognized student organization as described above), engaging in student teaching, internships, practicums, observations or research, or participating in intercollegiate athletics competitions under the auspices of the Department of Athletics.

Travel on behalf of Drury University by non-recognized student organizations and a non-approved entity is prohibited.

Travel Participant Behavior

All Trip Participants should represent Drury University appropriately at all times and are ensure they act as active, helpful participants for the duration of the trip. All participants are required to engage in the planned activities of the trip. Unstructured time should be kept to a minimum to reduce the risks inherent in unsupervised activity.

Participants in activities involving student travel are responsible for their own behavior and any resulting consequences. The University shall not be liable for any loss, damage, injury or other consequence resulting from a participant's failure to comply with University rules and regulations, the direction of University employees, or applicable laws.

While traveling, participants are bound by University policies as stated in [Drury University Community Standards](#), including the [Student Code of Conduct](#) as well as applicable laws. Failure to abide by these policies and violations may subject participants and sponsoring organizations to University review and disciplinary action pursuant to the [Student Conduct Administration Procedures](#).

Trip Leader Responsibility

Drury University requires that a Trip Leader accompany the organization for all official University Travel. The Trip Leader serves as the main university liaison and is responsible for the safety and participation of all attendees for the trip. The Trip Leader should work closely with the Student Activities Office to ensure the trip meets university standards, provides a safe experience for participants, and promotes student learning and development. For each university-related trip, Trip Leaders are required to:

- Ensure trip participants represent Drury University appropriately at all times and are active, helpful participants for the duration of the trip.
- Facilitate a pre-trip planning meeting with all participants to discuss the planned itinerary, behavioral expectations, and transportation details so participants know what to expect as part of the trip.
- Review and authorize travel purpose and transportation prior to travel, coordinate required paperwork, submit required forms and carry a copy of important participant safety documents on them at all times during the trip.
- Require all students travelling with the group to provide proof of medical insurance to be able to participate in any travel associated with Drury University.
- Facilitate understanding and compliance of all university policies and applicable laws; ensure students submit proper travel safety forms; and verify all travel plans appropriateness, length, destination, and purpose.
- Facilitate emergency procedures, manage issue resolution and maintain student conduct standards.
- Ensure the proper and timely reservation and payment procedures of the group's payments and contracts.
- Ensure proper rooming accommodations for all travel participants, including themselves. If the Trip Leader is an employee of Drury University, the Trip Leader should not share a bed with a student. It is strongly recommended that the Trip Leader stay in his or her own room.

Travel Requirements Distance

Travel Registration & Follow-Up Process

Students and student organizations travelling on behalf of Drury University are required to complete the registration/follow-up process for all travel outside the Springfield, MO city limits.

- **At least two weeks before the trip:** The Trip Leader should use the [Travel Registration Form](#) to alert the Student Activities Office of upcoming Travel.
- **At least two weeks before the trip:** All trip drivers must complete a [Motor Vehicle Report](#) to become an approved university driver. Completed forms are submitted to the Business Services Office.
- **At least one week before the trip:** All trip participants must complete a [Liability Release Form](#) and an [Emergency Information Form](#) and show proof of medical insurance. The Trip Leader will keep these documents on file with them for the duration of the trip.
- **Within one week after the trip:** The Trip Leader should use the [Travel Follow-Up Report](#) to alert the Student Activities Office regarding the trip completion.

Drury University understands the nature of different types of travel, including distance requirements. To ensure groups are best supported in their travel, Drury University maintains Travel Distance Requirements:

For travel within Springfield city limits: Groups or individual representatives of the organization must alert their Campus Advisor of the group's general travel plans, safety procedures and trip participants in advance of the planned travel. Timelines and methods for Campus Advisor notification are decided within the group with Campus Advisor Approval. Student Activities Office does not need registration or notification for travel within the Springfield, MO city limits.

For travel outside of a 300-mile radius of Drury University Campus in Springfield, MO: Groups or individual representatives of the organization must alert their Campus Advisor of the group's general travel plans, safety procedures and trip participants in advance of the planned travel.

- Drury University requires that a Trip Leader accompany the organization. The trip leader may include:
 - The Trip Leader may be the official Campus Advisor
 - A university employee that has been pre-approved by the Campus Advisor.
- The Student Activities Office requires advance registration for all travel in this category.

For travel outside of Springfield city limits, but within the 300-mile radius of Drury University: Groups or individual representatives of the organization must alert their Campus Advisor of the group's general travel plans, safety procedures and trip participants in advance of the planned travel.

- Drury University requires that a Trip Leader accompany the organization. The trip leader may include:
 - The official Campus Advisor
 - A substitute faculty/staff member or otherwise approved Advisor
 - A student leader of the organization that is capable and agrees to serve as the Trip Leader
- All trips must be Day Trips only. Groups may leave no earlier than 6:00 am and return no later than midnight of the same day.
- The Student Activities Office requires advance registration for all travel in this category.

For travel outside of Springfield city limits for a single student traveler representing the organization: Individual representatives of the organization must alert their Campus Advisor of the individual general travel plans, safety procedures and trip participants in advance of the planned travel.

- Drury University requires the single student traveler to act as his or her own Trip Leader for the trip.
- The Campus Advisor must submit a formal approval notification to the Student Activities Office.
- The Student Activities Office requires advance registration for all travel in this category.

For travel outside of Springfield city limits during university breaks: Individual representatives of the organization must alert their Campus Advisor of the individual general travel plans, safety procedures and trip participants in advance of the planned travel.

- Drury University requires the single student traveler to act as his or her own Trip Leader until they meet up with the university group as part of the trip.
- The Campus Advisor must submit a formal approval notification to the Student Activities Office.
- The Student Activities Office requires advance registration for all travel in this category.

Modes of Travel

There are many available modes of travel for students and groups travelling on behalf of Drury University. Student Organizations are required to research and select university-approved suppliers of transportation or choose the most fiscally responsible, safe travel option available.

- **Privately Owned Vehicles:** Student organizations should minimize the use of personal vehicles for organization-related travel. Personal vehicles should only be used on a voluntary basis. All student participants choosing to drive in a private automobile do so voluntarily and at their own risk. The vehicle owners/drivers must provide their own insurance coverage, acknowledging the risks involved in the travel activity and assuming responsibility for liability for themselves and the passengers traveling in their

vehicle. Drivers and passengers must comply with Drury University policies, transportation guidelines and all applicable laws.

- **Air Travel:** Students traveling by air transportation must comply with all federal laws regulating air travel and the rules of the specific airline. This includes laws and rules regarding carry-on baggage and baggage weight restrictions, students bringing excess luggage will be responsible for payment for additional fees.
- **Rental vehicles:** Whenever possible, student organizations should use rental vehicles for transportation. Student organizations are responsible for contacting the rental company, making the travel arrangements, complying with all policies and requirements of the company.
 - The rental of 12-passenger vans or mini vans must meet the requirements of the rental company.
 - The rental of [15-passenger vans is not permitted](#).
- **Chartered Busses:** Whenever possible, student organizations should use chartered busses for large group transportation. Student organizations are responsible for contacting the company, making the travel arrangements, complying with all policies and requirement.
- **International Travel:** Student organizations that wish to travel outside of the United States must work closely with their campus advisor and the Office of International Programs. A campus advisor is required to attend with group for all travel meeting this requirement. Student organizations cannot travel without first meeting with and obtaining approval from the Associate Dean for International Programs. In this meeting, student organizations will receive important information regarding travel precautions, immunizations, cultural information, specifics for destination, and other necessary travel details.

Risk Management & Safety Guidelines for Travel

Due to the nature of the student organization, special instances may arise regarding the planning and execution of student organization travel. Review the guidelines and best practices:

- All occupants must use seat belts and remain seated when the vehicle is in motion.
- The number of passengers in a vehicle shall not exceed the number of working seat belts in the vehicle. Loading of the vehicle shall be done in accordance with vehicle manufacturers' recommendations. Vehicles may not be loaded with more passengers than manufacturers' recommended passenger load.
- Have completed [Travel Registration Form](#) on file with the Student Activities Office at least one week prior to the trip.
- No alcohol is to be in the vehicle at any time.
- The transportation, use, or storage of any hazardous materials is prohibited. The transportation, use, or storage of any firearms, weapons, and/or explosives is prohibited.
- Use of radar/laser detection devices is prohibited in the vehicle.
- The University does not provide comprehensive or collision (physical damage) insurance for private vehicles driven on University business, and the owner is responsible for primary liability insurance.
- The University does carry non-owner excess liability coverage to protect the University and employee in the event of a suit resulting from an automobile accident in which an employee was driving on University business.
- Non-student friends and family of students are not eligible to participate in travel opportunities.
- Drivers of the vehicle must comply with all university policies and travel guidelines.
- Drivers will comply with all applicable traffic laws, speed limits, regulations and operate the vehicle in a safe, prudent manner at all times. The University is not responsible for uninsured costs, fines or citations received while driving on University business.
- Driver must be 18 years of age or older (or meet the rental company's age requirement).
- Drivers must be currently enrolled Drury students or currently employed Drury staff/faculty.
- Drivers must have a valid U.S. driver's license for the vehicle being driven with the appropriate classifications, restrictions, and endorsements.
- Driver shall confront rowdy or disorderly behavior by the passengers that may cause driver distractions.
- Driving while smoking or under the influence of impairing drugs or alcohol is prohibited.
- Driver is prohibited from the use of headphones or earphones.

- Driver is prohibited from texting or using hands-on mobile phones while driving and must limit use of communication devices. Only hands-free units should be used while driving. Drivers should stop and park the vehicle to use any other devices.
- Driver must have approved [Motor Vehicle Report](#) on file with the Business Services Office
- Drivers are expected to use good judgment and make appropriate safety decisions in the event of adverse weather or other factors that affect the ability to drive safely in observance of travel warnings as issued by the highway safety authorities or weather advisory service.
- The number of drivers required must be appropriate based on the distance and duration of the trip.
 - Each driver is allowed to drive a reasonable amount of hours and must take regular breaks.
 - One person must be in the front passenger seat and awake at all times to assist with navigation and trip safety.
- Passengers of vehicles must comply with all university policies and travel guidelines.
- Authorized passengers include members of officially recognized Drury University student organizations, university employees, or authorized volunteers while on approved university student organization travel.
- All passengers must wear seatbelts at all times. The maximum number of passengers in any vehicle must not exceed the number of seatbelts in the vehicle.
- Transporting passengers in the bed of a pick-up truck is prohibited.
- All student participants choosing to participate in student organization travel do so voluntarily and at their own risk.
- The University shall not insure or accept liability for any damage, loss or injury resulting as a result of being a passenger on a university-related trip.

In the Event of an Accident

The following procedures should be used whenever members of a University group are involved in an accident, regardless of the extent of the damage:

- Stop immediately; take necessary steps to prevent another accident; and notify the proper law enforcement agency and/or emergency medical services (911) so that an official report to document the accident is made.
- Render aid to the injured until help arrives.
- Call Drury Security at 417-873-7911. Do not call the family members of the injured University students or employees. Drury Security will do this in accordance with University policies.
- The following information will need to be obtained from the other driver in the event of an accident: a) year of vehicle b) make and model of vehicle c) color of vehicle d) license plate number, and e) drivers license number of the other driver.
- DO NOT make any statement, oral or written, as to who was at fault. Any admission of fault may impair the insurer's ability to defend a case of questionable legal liability. Appropriate legal authority will decide fault or liability.
- Record the names, addresses and phone numbers of all witnesses.
- Provide all required information to the law enforcement officer.
- When returning to campus, the driver must immediately contact the Student Activities Office to follow up on the completion of the [Travel Follow-Up Report](#).