

Travel Policy

The University Housing Guidelines for student travel will cover all off-campus travel by residence hall students in situations where transportation is requested for department-sanctioned events & activities, including both educational and social travel. The requested travel must be part of an organized event planned by Residence Life professional staff, one or more Resident Assistants in conjunction with their supervisor, or residence hall government leaders in conjunction with their advisor. Some examples of student travel might include: a learning community trip to Chicago to visit an art museum or attend a theatrical performance; a trip to a hockey game in Cedar Rapids; or an educational service opportunity at ZJ Farms in Solon. The purpose of supporting off-campus student travel, as well as a policy that manages it, hinges on three key points.

1. Travel to off-campus locations provides increased access and exposure to community resources, activities and people that might not otherwise be available.
2. Educationally and socially purposeful travel creates a connection between and among on-campus students and the greater community.
3. Travel to off-campus locations is another highly useful tool to aid us in sustaining one of our department's core values, which is to foster "the academic, social, cultural and personal growth of residents through the teaching of life skills and responsible citizenship".

General

These guidelines are considered to be a minimum standard. University Housing may mandate additional standards as deemed necessary to address the unique requirements associated with a particular type of student travel.

- There is to be no consumption or possession of alcohol at any time while traveling for a University Housing sponsored event/activity.
- University Housing student travel will be approved on a case-by-case basis.
- A University Housing professional staff member must accompany the students as an advisor/chaperone whenever travel goes outside the Iowa City/Coralville/North Liberty/Solon area. A professional staff member from another area of campus could serve in this capacity if given prior approval and willing to travel in the student vehicle.
- While traveling, students and staff are expected to represent The University of Iowa in the best manner possible. Students and staff traveling by commercial transportation must comply with all laws regulating travel and the rules of the specific carrier.
- Personal vehicles will not be permitted for student travel.
- The Manager of Academic Initiatives (or designee) must approve all student travel, and will be the final authority in determining whether inclement weather may delay or cancel a trip.
- Overnight travel must also receive permission from the Office of the Vice President for Student Services.

Proposing Student Travel

1. To request student travel for an event/activity, begin by speaking with your supervisor/advisor and the Manager of Academic Initiatives. Be prepared to discuss the details of the event/activity, including date(s), destination(s), participants, purpose and budget/funding.
2. The approval process may take some time, depending upon the nature of the trip and the degree of risk involved. Please plan ahead to allow ample time for finalizing all the travel details. (Two to three weeks.)
3. Once a decision has been made, the Manager of Academic Initiatives will notify the student/staff whether or not approval has been granted.

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Pre-Trip

1. Copies of a travel itinerary and a passenger list shall be kept in the vehicle, with the advisor/chaperone and filed with the Manager of Academic Initiatives. Passenger lists should include, at a minimum, the names, student ID numbers, and emergency contact names and telephone numbers for all passengers (driver included). Passenger lists must be turned in 24 hours in advance or 3PM on Friday for weekend trips.
2. Plan routes in advance.
3. Any applicable waivers, release forms or medical information must be completed and approved prior to any travel.

Driver and Passenger

1. The number of passengers (including the driver) should not exceed the number of working seat belts in the vehicle.
2. The driver and all passengers should be properly seated with seat belts fastened at any time the vehicle is in motion, provided the vehicle is equipped with seat belts.
3. Passenger behavior that may distract the driver should be avoided.
4. Drivers, occupants, and their luggage should not exceed the vehicle manufacturer's recommended capacity.
5. Operator fatigue should be considered when selecting drivers. On lengthy trips, alternate drivers should be used to avoid fatigue.
6. Avoid driving when conditions are hazardous (this includes but is not limited to fog, heavy rain, snow or ice conditions).
7. On extended travel, divide the trip into segments, stopping for rest as necessary.
8. Carry at least one cellular telephone or other two-way communication device in each vehicle for emergency purposes.
9. Establish a reasonable departure and arrival time to and from the activity or event.
10. Whenever possible, on extended trips, have at least one other approved University driver in the vehicle. It is recommended that drivers rotate every few 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.
11. No driver should drive for more than four (4) continuous hours without a relief driver.

Trip Time

1. Before the trip leaves an updated passenger list must be left with the on call professional staff member for trips outside the Iowa City/Coralville area or at the 24 hour desk of hall students are from for a local trip.
2. Instances when a UH professional staff member is not chaperoning due to another staff member volunteering to do that – the UH professional staff member who assisted in planning the trip or his/her colleague must see the trip off to insure that all policies are being followed. This applies to trips outside the Iowa City/Coralville area only.