

UAM OPERATING PROCEDURE 535.1
RE: Off-Campus Travel of Students
Representing the University

September 16, 1985
Revised: July 1, 2011
Revised: May 1, 2014

Frequently students travel off-campus in order to represent the University. Travel may be in University vehicles, via commercial means, and/or in private cars. The University requires adequate protection for the students and that the University is protected from claims and liability which might arise from these occasions. In order to insure protection, the following will be observed as policy and regulations:

Official Representation

The University of Arkansas at Monticello recognizes that a student travels as its official representative only under the following conditions:

1. The appropriate administrative official authorizes a student or students to be "Official University Representatives" for the purpose of attending an event related to the accomplishment of the University's educational purposes.
2. The University will benefit from the representation in a substantial manner.
3. The student(s) travels by University vehicle or by transportation selected for them, obtains approval from the appropriate administrative official and the rental is paid by an institutional budget.
4. The student(s) meets campus requirements for participation in extracurricular activities.
5. Before leaving the campus the student(s), and accompanying UAM faculty or staff member will register according to the procedures outlined in these regulations.

STUDENTS ATTENDING FUNCTIONS ON THEIR OWN INITIATIVE IN THE GUISE OF BEING "FROM THE UNIVERSITY OF ARKANSAS AT MONTICELLO," THE INSTITUTION DERIVING BENEFIT ONLY FROM THE RESULTING PUBLICITY, ARE NOT OFFICIAL UNIVERSITY REPRESENTATIVES.

Procedures for designating students as Official University Representatives

The possibility of claims and liability arising from student travel, makes necessary strict procedures for travel of enrolled students to off campus sites for University purposes. The following procedure, therefore, will be adhered to:

1. Authorization must be secured from the appropriate Executive Council member in a reasonable time period in advance of the travel by submitting a "Notification of Off-Campus Travel of Students" form.

2. Copies of the completed registration form will be forwarded to the Vice Chancellor for Academic Affairs and to the administrative official authorizing the travel.
3. The faculty advisor will properly inform students of the responsibility of this status.

Travel Regulations

1. Students may travel on public carriers, in University vehicles, or by private vehicle, if it is covered by an insurance policy currently in effect and purchased by the owner of the vehicle. Proof of private insurance is to be shown, in advance, to receive permission.
2. In the event of an accident, full disclosure will be made of name, address, registration number of vehicle, driver's license, and University status of individual involved, but liability should not be admitted until all facts are known and fault is established. All laws regarding the operation of a motor vehicle and traffic regulations must be obeyed.
3. Students will file reports with an Executive Council member and the Business Manager's office concerning any accidents, collisions, personal injury, or property damage to themselves or to others, immediately upon returning to the campus. When privately owned vehicles are used, the owner should notify his/her insurance company immediately.
4. No student(s) will be allowed to operate University vehicles during off-campus trips as defined herein unless the University employs the student for this purpose.
5. When a University car is used for off-campus travel, the person to whom possession is delivered will first display to the Motor Pool officials a valid driver's license for him/herself and for any individuals who will drive during the trip. Only employees of the University may operate University vehicles.

The above rules are inapplicable in the following cases:

1. Passengers riding in University operated vehicles between portions of the campus.
2. UAM will not accept responsibility for any liability associated with off-campus trips organized or sponsored by a student organization in its own interest and purposes or trips not made on behalf of the University of Arkansas at Monticello as official travel.
3. Dispatching of a student for errand in a city where he is regularly enrolled. A student dispatched by a faculty or staff member who would derive benefit from the errand may be subject to liability on the assumption that the student was an agent of the faculty or staff, and not of the University.

Advisor

All student groups must have an advisor on University-sponsored trips. Advisors must be a full-

time or professional employee (faculty or staff) of the University of Arkansas at Monticello. Individual advisors who accompany a student or groups of students during off-campus trips assume responsibility for the conduct of their students to ensure the University is represented in an appropriate manner. The responsible person may be liable, due to his/her own negligence, for any person or persons injured. In addition, his/her act may be attributed to or may reflect on the University where the acts occur as a result of something within his/her general authority. The advisor is responsible, as a University employee and the organization's university representative, to maintain reasonable order.

Conduct of University Representatives

Students away from the campus as University representatives are subject to disciplinary action by the University for breaches of the "Standards of Conduct" provided in the UAM Student Handbook, as well as the breach of any local, state, or federal law in the states in which they are traveling. The accompanying advisor is authorized and required to maintain good order and maintain appropriate representation during the trip. Upon return to campus, disciplinary action may be taken for violations of conduct codes during any trip.