** GUIDELINES FOR TRAVEL: DRIVERS,**

**VEHICLE USE AND ACTIVITY PARTICIPANTS**

The following information is a summary of the Lone Star College System (LSCS) policies and procedures for employees who travel, drive personal or rental vehicles, or organize student trips. The information is categorized as follows:

## Texas Department of Public Safety (DPS), Driver Records Bureau

1. **Vehicle Rentals (Cars & Vans)**
2. **Bus Charters**
3. **Frequently Asked Questions (FAQ)**
4. **College-Sponsored Student Travel Checklist**
5. **LSCS Policy for Student Travel**

# Texas Department of Public Safety (DPS), Driver Records Bureau

A Driver Record from the Texas DPS should be obtained on all employees whose job duties include driving a System-owned and/or rental vehicle. In order to best protect the System, it is recommended that Driver Record results be requested annually. Campuses are responsible for maintaining a log of all approved drivers so they may be reported to Risk Management during the annual insurance renewal process.

A ***sample form*** for individual LSCS employees to request a free Drivers Record from the State of Texas may be found on the LSCS Intranet or in Outlook Public Folders:

All Public Folders/Districtwide Services/Risk Management/TRAVEL-Domestic

Driver Records may also be ordered online at a minimal cost:

<https://www.texasonline.state.tx.us/tolapp/txldrcdr/TXDPSLicenseeManager>

Each employee’s department head or director at campus level should document relevant driver information such as their:

* Driver Record
* Training or counseling the driver has received, notations regarding misconduct with the vehicle, and any reprimands concerning his/her driving, as well as *positive* remarks on his/her safe driving.
* All drivers using personal vehicles for System business must have valid, Texas-approved automobile insurance.

Any driver whose MVR results show any one of the following records is not acceptable, and should not be allowed to drive a System vehicle:

* One or more Type A violations in the last three (3) years
* Any combination of accidents and Type B violations which equal two or more in the last three (3) years
* An operator’s license that has been suspended or revoked within the past three years.

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| **Violations: Type A** |
| * Driving while intoxicated * Driving under the influence of drugs * Negligent homicide resulting from the use of a motor vehicle * Operating a motor vehicle during a period of suspension or revocation of an operator’s license * Using a motor vehicle during the commission of a felony * Aggravated assault with a motor vehicle * Operating a motor vehicle without the owner’s authorization * Permitting an unlicensed person to drive * Reckless driving * Participation in speeding contests or illegal drag racing * Hit and run (bodily injury and physical damage) driving |
| **Violations: Type B** |
| * All moving violations not listed as Type A violations |

# Vehicle Rentals (Cars and Vans):

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| **Requirements** | * For information on vehicle and other type of rentals, refer to the **Administration & Finance Operations Manual** (5/12/10) on the LSCS Intranet under “Forms”   <http://intranet.lonestar.edu/Forms/Forms/forms%20view.aspx?RootFolder=%2fForms%2fAdministration%20and%20Finance%20Operations%20Manual&FolderCTID=0x012000CEE5050831D8D8479C91695A936945C1&View=%7bC34DAB64%2d7559%2d4C24%2d82BD%2dF87D4F66044A%7d>   * Minimum rental age is 25 years old * Renters must possess a valid driver’s license * Must rent vehicle in the name of LSCS |
| **Liability Insurance** | LSCS automobile insurance provides liability protection |
| **Collision/Comprehensive** | LSCS employees should purchase the Loss Damage Waiver (LDW) for loss of, or damage to, the rented vehicle. Some rental companies use the term Collision Damage Waiver (CDW). |
| **Do Not Purchase** | * Liability Insurance supplement (LIS) * Personal Accident Insurance (PAI) * Personal Effects Coverage (PEC) |

# Bus Charters:

Please contact LSCS Purchasing for current information on bus charters, a list of the approved bus companies and the Bus Charter Agreement.

# Frequently Asked Questions (FAQ):

**Does the System purchase insurance to cover me when I drive on System-related business?**

The System purchases coverage for third-party bodily injury and property damage liability, including collision and comprehensive physical damage insurance, for vehicles it owns and leases. The liability coverage will provide defense (legal costs) and indemnity (damages that are assessed against you) if you were engaged in travel that is directly related to your LSCS duties.

The same policy provides third-party bodily injury and property damage liability coverage for vehicles rented by System employees to conduct System business. The system’s automobile insurance provides liability coverage for rental vehicles, but not collision and comprehensive physical damage coverage. As such, system employees must purchase the Loss Damage Waiver (LDW) or the Collision Damage Waiver (CDW) from the rental company to cover physical damage, fire and theft losses.

When an employee is driving his or her own vehicle on system business, the system’s automobile insurance provides additional liability protection, which is excess of the liability limit of the employee’s personal insurance policy. The System policy does not provide physical damage insurance for employee owned vehicles.

**What do I do to ensure that I am covered under the System’s policy when I rent a vehicle for business travel?**

System employees occasionally must lease vehicles, for a trip from the college or while traveling on college system business. In order to ensure that your rent car or van is covered under the system’s insurance policy, the following steps must be taken:

* 1. You must indicate that an automobile will be leased on the professional leave form and, if travel involves students, the *Request for Approval of College Sponsored Student Travel (Form TR1)*.
  2. You must lease the vehicle in the name of Lone Star College System and obtain permission to use an LSCS credit card to lease the vehicle.

At the time you rent the vehicle, you must purchase the Loss Damage Waiver (LDW) or the Collision Damage Waiver (CDW) from the rental company.

**Is there anything I should do if I am responsible for a trip outside the U.S. and must lease a vehicle for me to drive?**

Neither your personal automobile policy, nor the System’s automobile policy, will respond to accidents or injuries occurring while you are outside U.S. boundaries (except Canada). Therefore, you must purchase all coverage options from the rental carrier.

**Can I use my personal vehicle to transport students for college-related activities?**

LSCS faculty and staff are encouraged ***not*** to transport students in their personal vehicles or to organize student carpooling for travel to off-campus locations. As a general rule, any transportation of students must be reported on the “College Sponsored Student Travel” form (TR-1) and approved by your supervisor prior to the commencement of a trip away from campus. Any renting of vehicles that will be used to transport students must be approved for that purpose. All drivers must have a current Texas Driver Record on file that corresponds to LSCS approval guidelines.

**Can I use a van to transport students around?**

Yes, you can rent vans subject to receiving approval. However, you cannot transport more than 12 people (including the driver).

**Will the System insure students who drive other students for college-related activities or classes?**

The automobile policy of the Lone Star College system does not extend to student-owned vehicles, even if used to transport students or others to a college or System-sponsored event. No LSCS employee should arrange carpools or direct students to ride in another student’s car for an event.

If car-pooling is necessary, students should sign a Participant Release form (TR-4), so they are aware that the System is released of liability for the transportation of students.

**What do I do if I am involved in an accident on System-related business?**

You should contact your campus Vice President and the System’s Director of Risk Management to begin the investigation and processing of your claim. You should also, to be safe, place your own carrier on notice of the claim. You will need to provide to the system information about the accident and injuries, including names, telephone numbers, business activity, documentation of the business-related purpose, and information about witnesses and others present at the accident.

If you are injured and require medical care, you must immediately notify the college Human Resources Manager (HRM) to file a workers’ compensation claim.

# College sponsored student Travel checklist (Credit and Non-Credit):

***Refer in Sharepoint to: BUSINESS PROCESS: Student Travel Authorization***

**Required Forms to be completed for Domestic Travel:**

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|  | **Faculty** |  | **Student** |
| **TR1** | Request for Approval of College Sponsored Student Travel |  |  |
| **TR2** | Trip Plan |  |  |
| **TR3** | Trip Roster |  |  |
| **TR4** |  | **TR4** | Participant Release and Indemnification Agreement |
| **TR5** | Authorization for Medical Treatment (out of town trips) | **TR5** | Authorization for Medical Treatment (out of town trips) |
| **TR6** | Incident Report |  |  |
| **HR** | LSCS Authorization for Leave of Absence (as applicable) |  |  |
| **TX** | THECB Out-of-State Credit Course Request for Approval (as applicable) |  |  |

*5/5/09*

**Risk Management forms may be found on the LSCS Intranet or in Outlook at the following address:**

*Outlook Public Folders/Public Folders/All Public Folders/DistrictwideServices/Risk Management,* as well as on the *LSCS Intranet*

# LSCS Policy for Student Travel

**Refer to LSCS** **D.1.07 – Student Travel for *updates or changes* to Policy for student travel:**

<http://www.lonestar.edu/3576.htm>

**D.1.07 – Student Travel**

This policy will apply to travel by students to reach an activity or event that is organized and sponsored by a LSCS College whenever the travel is:

a. funded by the College, and the travel is by vehicle owned or leased by the College; or

b. required by a registered student organization.

This policy will apply to scheduled events or activities, such as those that are:

a. a required part of a course (credit or non-credit) offered by LSCS;

b. a college-scheduled sports event or competition; and

c. educational travel abroad programs offered by a College.

This policy does not apply to purely social or optional events organized by a registered student organization or an optional course activity recommended by a faculty member.

"Organized and sponsored by a College" means that college personnel, including faculty, were involved in the planning, communication, and conduct of the activity or event, and such planning, communications and conduct of the activity or event is part of that employee's official responsibilities.

Travel is considered to be funded by a College whenever a college-maintained budget item or fund is created and used to pay part or all of the expenses associated with the activity or event. Travel is considered to be funded by a College even if the trip is arranged by an outside tour company for a college-sponsored trip and individual travelers must pay their own travel-related expenses to the travel company.  
   
Travel is considered to be required by a registered student organization when the travel is a part of the organization's official activities, including attendance and participation at conventions, workshops, athletic events, and non-athletic competitions.

Modes of transportation used for student travel shall include, but not limited to, commercial airlines, college-owned or leased cars or vans, and commercially owned and operated buses or vans. Travel arrangements for student groups shall be made in accordance with LSCS travel procedures.

A driver who is transporting students in college-owned or leased vehicles must:

a. be an employee of LSCS or be approved to transport students by an appropriate College Vice President;

b. possess a valid driver's license appropriate for the vehicle to be driven (a driver of a commercial motor vehicle must have a commercial driver's license); and

c. have a satisfactory driving record that was reviewed by the College within three  months of the scheduled transportation of the students.

The driver shall ensure that the number of passengers does not exceed the designated capacity of the vehicle and that each passenger is secured by a safety belt. A driver shall not drive for more than four (4) consecutive hours without taking a fifteen-minute break or relief from driving. Prior to the departure on a trip covered by this policy, a trip plan and appropriate emergency information shall be submitted to and reviewed by the College Vice President approving the trip.

LSCS Policy Manual Section adopted by the Board of Trustees on August 7, 2008