

TRAVEL TIPS

Before Your Trip

- Designate specific drivers during the trip and a navigator, who will stay awake when the driver is operating the vehicle.
- Make sure drivers have insurance, they have checked the oil and tire pressure.
- When using your personal vehicle, be aware that your personal insurance will be primarily responsible for any liability that may arise.
- Obtain contact information and emergency contacts from the individuals who are traveling.
- Plan the driving route before you travel. Print the directions to your destination, GPS will not work in all locations.
- If your organization is taking more than one car, it is recommended that the group caravans to the destination together.
- Check the weather forecast before leaving to avoid hazardous roads and inclement weather.
- Put the following supplies in the car for your trip: a case of water, a flashlight, and a communication device for each car.
- It is recommended that student organizations require their members to sign the [Student Activity Release Form](#) before traveling. These forms should be kept by the advisor or the department where the student organization is housed.
- If traveling internationally, the student organization should contact the [Office of International Affairs](#). All faculty, staff, and student must complete the International Travel Application.
- Purchase insurance. Understand what the Texas Tech insurance covers and does not cover before your trip.
- Carry some cash, some places do not accept or do not have the ability to accept credit cards.
- Parents of Texas Tech students have volunteered to help other Texas Tech students traveling to and from Lubbock in the [Road Raiders Safe Travel Network](#).
- Leave a copy of your agenda/emergency contacts and phone numbers with your advisor.
- Develop an emergency plan in case something happens.

During Your Trip

- Buckle up, pay attention to the road, and avoid distractions while driving.
- Break up the driving into segments, and rotate drivers every two hours.
- Traveling is discouraged between the hours of 11:00PM to 6:00AM.
- Drivers must get at least six hours of sleep before traveling.
- Check weather and traffic conditions through the [Texas Department of Transportation](#) website or by phone at 1-800-452-9292.
- Drivers should not text or take medication that will make them drowsy while driving.
- Drivers should follow all local and state laws.
- All receipts must be saved if members expect to be reimbursed for their expenses.
- Be mindful of the surroundings, and keep an eye on your possessions.

After Your Trip

- Inform your advisor when you make it to and back from your destination.
- If reimbursement is required turn in all receipts to your advisor or funding provider.

Texas Tech Traveling Operating Policy 80.08

Individuals on an approved list will only be allowed to operate any motor vehicle that is owned, rented, or leased by Texas Tech University.

- To obtain approval a driver must:
 - Possess a valid driver's license for two years
 - Be 18 years or older
 - Must provide documentation of current personal automobile liability insurance,
 - Comply with a drive record requirement on a yearly basis.
 - Must not be convicted driving while intoxicated, driving under the influence, or reckless driving.
 - Must not have a reinstated license.
- Additional driver requirements to operate a 15 passenger van
 - Must be at least 20 years old and hold a license for two years.
 - Must complete the 15 passenger van training course, and retraining annually.
 - Cannot have more than one moving violation in the past 18 months.
 - Successfully pass a drug test, and
 - Must complete the 15 passenger van checklist.

Operators of university vehicles must abide by the following policies:

- Must take a 15 minute break every three hours
- The operators must not drive more than 10 hours in a 24 hour time period.
- When the vehicle driven is a van with passengers, a second person must remain awake and be alert at all times.

Use of personal vehicles by students to drive to university-related activities is **discouraged**.

If students use their own vehicles, and transport other students as passengers, the advisors/department must inform them that their personal insurance will be responsible for any liability that may arise from such accidents.