

# 1 Travel - Student Organizations

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## 26 Introduction

27 Iowa State University supports the philosophy that student activities are an integral component of the  
28 collegiate experience. In an effort to assist student organizations with travel needs, the Government  
29 of the Student Body and the university partner to establish travel policies and related procedures.  
30

31 This policy and related procedures are designed to establish the relationship between student  
32 organizations and the university for the purpose of reducing risks and providing protection for all  
33 student organization travel, especially travel using **large passenger vans and vehicles towing**  
34 **trailers** (see [University Vehicles](#) section). [top](#)

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## 36 Policy Statement

37 The Student Organization Travel Policy and procedures govern travel to reach an activity or event  
38 that is sponsored by a recognized student organization and authorized by Iowa State University. All  
39 student organizations must comply with the requirements for travel as outlined in this policy and the  
40 related procedures (see [Resources](#) section below).

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## 42 **Authorized Travel**

43 All travel by recognized student organizations must relate to the purpose of the organization and  
44 comply with the policies of the State of Iowa; the Board of Regents, State of Iowa; and Iowa State  
45 University. (The ISU policy on Fleet Safety and Vehicle Use/Rental provides information on  
46 approved vehicle uses; see [Resources](#) below.) The purpose of student organization travel and  
47 transportation to and from the event is reviewed and authorized by the group's advisor, group's  
48 treasurer and Risk Management or Recreation Services (for Sports Clubs) prior to travel. The  
49 student organization must designate a member to serve as the trip coordinator who is responsible  
50 for completing trip information on the Student Organization Travel Authorization system.

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## 52 **Eligible Organizations**

53 Student organizations eligible for use of university vehicles must be recognized student  
54 organizations with the Student Activities Center within the Division of Student Affairs at Iowa State  
55 University. Travel funding from student organization accounts will be allowed only for student  
56 organization travel that has been approved through the Student Organization Travel Authorization  
57 system. [top](#)

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## 59 **Forms**

60 All trip participants must complete a Waiver and Release of Liability form and an Emergency Contact  
61 and Medical Information form.

- 62 • Students under the age of eighteen (18) must have the Waiver and Release of Liability form  
63 signed by their parents or legal guardian.
- 64 • Students using personal vehicles for student organization travel must sign a Waiver and  
65 Release of Liability form and an Emergency Contact and Medical Information form  
66 acknowledging the risks involved in the travel activity and assuming responsibility for liability  
67 for themselves and the passengers traveling in their vehicle.

68 University students who are participating in travel related to academic course requirements (e.g.,  
69 field trips) or related to their assigned duties as a student employee (e.g., research data collection)  
70 are not required to sign waiver or release forms.

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## 72 **Modes of Travel**

73 Student organization leadership should consider transportation options and costs before planning a  
74 trip. Organizations will be asked to identify their mode of transportation, drivers (if applicable),  
75 participant(s) and/or commercial arrangements associated with their trip. Specific policies and  
76 procedures as they apply to different modes of transportation are outlined below. [top](#)

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## 78 **Vehicles**

79 To promote safe driving practices, all student organizations must comply with the requirements for  
80 drivers and vehicle use rules outlined in this policy. For the purpose of this policy, vehicles include

81 university vehicles; personal vehicles; vehicles rented, leased or hired by the university; or any  
82 vehicle in university control or custody for student organization activities.

### 83 DRIVER AUTHORIZATION

84 Individuals requesting permission to drive vehicles for authorized student organization travel must  
85 submit a Motor Vehicle Record Check form to Transportation Services (for Iowa driver's licenses) or  
86 the Department of Public Safety (for out-of-state driver's licenses). This form is required to authorize  
87 a complete check of the driver's motor vehicle driving record. The individual's motor vehicle record  
88 must meet the following minimum qualifications:

- 89 • Driver must be at least 18 years old with the following exception:
- 90 • **Drivers of large passenger vans or vehicles towing trailers must be 20 years old and**  
91 **must successfully complete the Transportation Services Large Passenger Van Driving**  
92 **Class.** (See [Large Passenger Vans and Vehicles Towing Trailers](#) section below.)
- 93 • Driver must have a valid U.S. driver's license for the vehicle being driven with the appropriate  
94 classifications, restrictions and endorsements.
- 95 • Driver must satisfactorily complete a motor vehicle record check every twelve months  
96 (See [Driving Standards](#) section below).
- 97 • Driver must agree to operate the vehicle in a safe and prudent manner.

98 Drivers for student organization travel must be members or advisers of the organization who are  
99 currently enrolled as ISU students, or ISU staff or faculty. Organizations requesting permission for  
100 other drivers (e.g., volunteer coaches) must receive approval from Risk Management or Recreation  
101 Services (for Sports Clubs). Drivers for student organization travel must be members or advisers of  
102 the organization who are currently enrolled as ISU students, or ISU staff or faculty. Organizations  
103 requesting permission for other drivers (e.g., volunteer coaches) must receive approval from Risk  
104 Management or Recreation Services (for Sports Clubs). [top](#)

### 105 DRIVING STANDARDS

106 Driving privileges for individuals will be denied or revoked if a driver's past twelve-month driving  
107 record indicates any of the following:

- 108 • Two citations for a moving violation within the last 12 months.
- 109 • Two accidents within the last 12 months where the driver was at fault or contributory. The  
110 definition of "at-fault accident" for this policy means an accident in which the driver is  
111 determined to be 50 percent or more responsible for the accident.
- 112 • One accident where the driver was at fault or contributory and one moving violation within  
113 the last 12 months.
- 114 • Any citation for blood alcohol content within the last 12 months. Cases not yet resolved in the  
115 courts will be considered grounds for temporarily denying permission to drive a university  
116 vehicle.
- 117 • A licensing requirement for specialized motor vehicle insurance (i.e., SR) to operate a  
118 vehicle.
- 119 • Conviction for reckless driving, driving with a suspended license, hit and run, leaving the  
120 scene of an accident, license suspension or other crime(s) that results in license suspension.
- 121 • Conviction or charges pending due to a violation of statutes that affects his/her driver's  
122 license, or who has his/her driving privileges suspended, revoked, or barred for violating  
123 such statutes including, but not limited to, Operating While Intoxicated, vehicular homicide or  
124 habitual violations, or any driving offense punishable as a felony.

125 Individual drivers approved to drive university vehicles for authorized student organization travel  
126 must notify their student organization advisor and Risk Management when their driver's license is  
127 suspended, revoked, canceled or the driver is otherwise prohibited from operating a university motor  
128 vehicle. [top](#)

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## 130 RULES AND CRITERIA - ALL VEHICLES

### 131 **Passenger Authorization:**

- 132 • Authorized passengers include members of officially recognized Iowa State University  
133 student organizations, university employees, or authorized volunteers while on  
134 approved university student organization travel. All passengers must be identified in  
135 the Student Organization Travel Authorization system prior to departure.
- 136 • Unauthorized passengers are prohibited in university vehicles. Examples include  
137 student organization members not listed on the passenger list, spouses, children or  
138 other family members, friends, neighbors or the general public. Unauthorized  
139 passengers are not covered by the Regents institutions' insurance.
- 140 • In extenuating circumstances, a request for authorization for passengers otherwise  
141 considered unauthorized must be submitted in writing and approved by Risk  
142 Management or Recreation Services (for Sports Clubs) before travel occurs.

143 **Vehicle Occupancy:** The maximum number of people in any vehicle must not exceed the  
144 number of seatbelts in the vehicle.

145 **Seat Belt Use:** All vehicle occupants must wear seat belts at all times while traveling.

146 **Pick-up Truck Passengers:** Transporting people in the bed of a pick-up truck is not allowed  
147 on public roads. [top](#)

### 148 **Driving Rules:**

- 149 • The number of drivers required may vary depending on the distance and duration of  
150 the trip.
- 151 • Each driver is allowed to drive a maximum of 4 continuous hours followed by a  
152 minimum 2-hour break.
- 153 • Each driver is permitted to drive a maximum of 10 hours over a 24-hour period.
- 154 • One person must be in the front passenger seat and awake at all times to assist with  
155 navigation and trip safety such as making sure the driver remains alert.
- 156 • Drivers must obey traffic laws and regulations, including posted speed limits.
- 157 • Drivers must abide by university policies and any applicable federal or state  
158 regulations that govern individual actions including, but not limited to, ethical behavior,  
159 confidentiality, financial responsibility, alcohol and drug use.

160 **Alcohol:** No alcoholic beverages or beverage containers (open or closed) are allowed.  
161 Consumption of alcohol by drivers and passengers is prohibited at least 8 hours before driving  
162 for student organization activities.

163 **Transporting Hazardous Materials:** The unauthorized transportation, use or storage of any  
164 hazardous materials is prohibited. In extenuating circumstances, a request for authorization  
165 for transporting hazardous materials must be submitted in writing and approved by the  
166 Department of Environmental Health and Safety and Risk Management before travel occurs.

167 In addition, Risk Management must review and authorize any student organization activity that  
168 involves the use of hazardous materials. [top](#)

169 **Firearms, Weapons and/or Explosives:** The unauthorized transportation, use or storage of  
170 any firearms, weapons and/or explosives is prohibited. In extenuating circumstances, a  
171 request for authorization for transporting firearms, weapons and/or explosives must be  
172 submitted in writing and approved by Risk Management. In addition, Risk Management must  
173 review and authorize any student organization activity that involves weapon or gun use.

174 **Cell Phones and Other Communication Devices:** The use of cell phones and other  
175 communication devices such as walkie-talkies while driving is hazardous. Only hands-free  
176 units may be used while driving. Drivers are required to stop and park the vehicle to use any  
177 other devices.

178 **Travel Times:** Travel is not allowed between 1:00 a.m. and 5:00 a.m.

179 **Weather:** In the event of adverse weather or other factors that affect the ability to drive safely,  
180 drivers are expected to use good judgment and take appropriate safety measures in  
181 observance of travel warnings as issued by the highway safety authorities or weather advisory  
182 services. [top](#)

183 **Luggage:**

- 184 • No items may be transported on the roof of a vehicle.
- 185 • Rear seats of university vans will not be removed to accommodate luggage without  
186 approval from Transportation Services.
- 187 • Luggage must be dispersed evenly throughout large passenger vans to equalize the  
188 load.
- 189 • When using large passenger vans (12 to 15-passengers) on extended trips,  
190 Transportation Services may require a trailer to safely accommodate luggage.

191 **Trailers:**

- 192 • Trailers owned by Transportation Services must be used if available.
- 193 • Transportation Services must approve the use of all commercially rented, privately  
194 owned, manufactured, home-made or donated trailers and has the authority to deny  
195 the use of any trailer.
- 196 • Transportation Services must inspect all trailers after connection to the vehicle.
- 197 • University owned trailers may be pulled only by university owned vehicles. [top](#)

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## 199 **UNIVERSITY VEHICLES**

200 University vehicles may be used only for official student organization travel. All student organizations  
201 must comply with the Iowa State University Fleet Safety policy as well as all federal or state  
202 regulations that govern related actions including, but not limited to, those of drug and alcohol use,  
203 ethical behavior, confidentiality, harassment and financial responsibility. Operating a university  
204 vehicle is a privilege. Transportation Services or Risk Management have the authority to approve or  
205 deny any request for the use of university vehicles.

206

207 Iowa State University vehicles are easily identifiable. Common sense must be used and  
208 consideration must be given to public perceptions of how vehicles are operated and where they are

209 parked. The Iowa Code does not permit personal use of university vehicles and individuals who use  
210 vehicles for personal purposes are subject to corrective action or disciplinary measures according to  
211 the severity of the infraction and are potentially liable for accidents, injury and damages that occur  
212 during unauthorized use.

### 213 **Large Passenger Vans and Vehicles Towing Trailers:**

214 Student organizations may be approved to use Iowa State University Transportation Services'  
215 12- and 15-passenger vans for trips with nine to fifteen passengers and/or vehicles towing  
216 trailers. Organizations may not rent 12- or 15-passenger vans from commercial rental  
217 companies or use personal 12- or 15-passenger vans for authorized student organizational  
218 travel.

219  
220 Due to their unique handling characteristics, drivers of large passenger vans and vehicles  
221 towing trailers must be at least 20 years old. In addition, driver training as described below is  
222 required.

### 223 **Driver Training:**

- 224 • All drivers of 12- and 15-passenger vans or vehicles towing trailers must  
225 complete the Large Passenger Van Driving Class offered by Transportation  
226 Services. The Large Passenger Van Driving Class is a two-hour classroom  
227 session that covers handling characteristics and defensive driving techniques  
228 for 12- and 15-passenger vans.
- 229 • Each driver must also show behind-the-wheel driving competency by driving a  
230 large passenger van with a trailer attached. Competency is determined by the  
231 Transportation Services instructor. Behind-the-wheel training will be scheduled  
232 after the classroom training is completed.
- 233 • Each driver must have a record of successful completion of both the classroom  
234 and the hands-on, behind-the-wheel training before picking up the keys for a  
235 vehicle.
- 236 • Training records will be kept on file with Transportation Services. [top](#)

### 237 **Rules and Criteria - University Vehicles:**

238 **Smoking:** Smoking is not allowed in Iowa State University vehicles.

239 **Vehicle Security:** All drivers are expected to properly safeguard university vehicles. If it  
240 is determined that a vehicle is at substantially higher risk of theft or damage due to a  
241 lack of reasonable precautions by the driver or the student organization; the student  
242 organization will be notified by either Transportation Services, Recreation Services or  
243 Risk Management to implement measures to correct the misuse. If the misuse is not  
244 corrected within a reasonable time, the student organization may be required to forfeit  
245 use of the vehicle and return the vehicle to Transportation Services.

246 **International Travel:** University vehicles may not be taken into Mexico or Canada  
247 without the prior written consent of Risk Management. Travel into Mexico requires the  
248 purchase of Mexican auto insurance and must be arranged through Risk Management.  
249 In addition, Risk Management must review and authorize any student organization  
250 activity that involves travel to Mexico or Canada.

251 **Parking Vehicle at Private Residence or Airport:** University vehicles may be driven  
252 to a private residence and parked overnight when travel is scheduled to depart early in

253 the morning. Other than short-term travel (i.e. a day or less), private or public  
254 transportation should be used to access airports, as it is neither an economical nor  
255 effective use of university vehicles to leave them in an airport parking lot.

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## 257 **PERSONAL OR PRIVATELY OWNED VEHICLES**

258 Student organizations should minimize the use of personal vehicles for organization-related travel.  
259 When a personal vehicle must be used for organization travel, the driver assumes all liability  
260 associated with the trip. Drivers and passengers must comply with the Student Organization Travel  
261 policy Driving Authorization, Driving Standards and vehicle use Rules and Criteria - All Vehicles.  
262 Students using personal vehicles for student organization travel must sign a Waiver and Release of  
263 Liability form and Emergency Contact and Medical Information form acknowledging the risks  
264 involved in the travel activity and assuming responsibility for the liability for themselves and the  
265 passengers traveling in their vehicle. [top](#)

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## 267 **Commercial Travel**

268 Student organizations who use commercial transportation for travel related to student organization  
269 travel must comply with all university regulations pertaining to commercial travel and the rules of the  
270 carrier. This applies to domestic as well as international travel.

## 271 **AIR TRAVEL**

272 Scheduled commercial flights are the most closely regulated and safest form of travel. Student  
273 organizations who choose other types of flights, such as charters or private planes, must contact  
274 Risk Management regarding contractual agreements and insurance provisions.

## 275 **CHARTERED BUS OR HIRED VEHICLE**

276 Student organizations may request the use of university contracts for chartered bus or hired vehicle  
277 services by having the funding student organization contact ISU Procurement Services. Whenever  
278 possible, student organizations should use chartered bus services for large group transportation.

## 279 **RENTAL VEHICLE**

280 Student Organizations must rent university Transportation Services vehicles for travel originating in  
281 Ames. Student organizations starting travel from another location and needing to rent a vehicle  
282 commercially must contact Risk Management prior to making arrangements. [top](#)

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## 284 **International Travel**

285 International travel by student organizations requires extensive planning and preparation. Student  
286 organizations that wish to travel outside of the United States must complete information in the  
287 Student Organization Travel Authorization system and submit it to Risk Management at a minimum  
288 of six months prior to travel for review and final approval.

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## 290 **Special Circumstances**

- 291 • Any use of university or student organization owned vehicles that involves specific hazards  
292 (i.e., storm chasing, Formula SAE contests, etc.) must be reviewed and approved by Risk  
293 Management.  
294 • All requests for exceptions to this policy or any changes to an approved travel itinerary must  
295 be submitted to Risk Management or Recreation Services (for Sports Clubs) for approval  
296 prior to departure.  
297 • Risk Management or Recreation Services (for Sports Clubs) will review all special  
298 circumstance requests and have the authority to approve or deny any request.

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## 300 **Sanctions**

301 Reimbursement of travel expenses from a student organization account is contingent on compliance  
302 with student travel organization policy and procedures. Failure to comply with any Student  
303 Organization Travel policies and procedures may be subject to Office of Student Conduct  
304 disciplinary measures. [top](#)

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## 306 **Resources**

### 307 **Links**

- 308 • [Travel Authorization Process - Student Organizations](#)  
309 • [Recognized ISU Student/Campus Organizations' Use of University Vehicles](#)  
310 • [Fleet Safety and Vehicle Use/Rental Policy](#)  
311 • [Motor Vehicle Record Checks](#)  
312 • [Transportation Services](#)  
313 • [Contract Assistance](#)  
314 • [Risk Management \(request Fleet Safety Policy information\)](#)  
315 • [Recreation Services](#)  
316 • [Campus Organizations Accounting Office](#)  
317 • [Student Engagement](#)