**Student Organization Travel**

Registered Student Organizations are allowed to travel as part of an organization-related trip anywhere off-campus. Due to the inherent risks associated with travel of any kind, OAE requires student organizations to complete travel forms PRIOR to traveling. Please read/submit this information **no fewer than 10 days prior to the travel date** to the OAE:

**Submitted by Organization Leader/Travel Leader**
- Student Trip Travel Plan
- Trip Itinerary
- Vehicle Use Agreement (if renting from MSU Motor Pool) found on OAE website. This is how you request to rent from Motor Pool.

**Each Participant/Traveler**
- Copy of personal medical insurance coverage card (OAE can copy for you if needed).
- Trip Roster and Emergency Contact List listing ALL participants
- Student Travel Acknowledgement of Risk for all participants
- Medical Consent Agreement from all participants

**Drivers Only:**
- Driver Information form for all participants who will drive
- Online Defensive Driving Test completion proof (printed email or generated certificate) for all participants who will drive
- MSU Vehicle Use Form from all participants who will drive

All forms and information can be found on the OAE website: [http://www.montana.edu/engagement/get-involved/organizations/travel.php](http://www.montana.edu/engagement/get-involved/organizations/travel.php)

**Renting Vehicles from MSU Motor Pool**
Motor Pool/Transportation Services Requirements:

1) MSU/State employee/student travel must be for University-affiliated business (you must use Motor Pool vehicles may ONLY be used for club-related travel).
2) Valid U.S. driver’s license in good standing;
3) Completed Vehicle Use Authorization form for all drivers; and
4) Personal medical insurance if driver/passenger is a student (employees are covered by Worker’s Compensation) for bodily injury.

Steps to reserve a vehicle from MSU Motor Pool. To see rates and types of vehicles available: [http://www.facilities.montana.edu/fs/motorpool/rates.html](http://www.facilities.montana.edu/fs/motorpool/rates.html)
1. Fill out Vehicle Use Permission Form (found on OAE website) and turn in to OAE. They will send the completed form to Motor Pool. Give 3 business days to process. If your organization does not have or know your vendor ID number, see steps below in next section.
2. Call Motor Pool (994-3670) no earlier than 3 days after submission of form to confirm reservation.
3. If you need to make changes to the reservation, please contact Motor Pool directly.

Index/Vendor ID
To reserve a vehicle through MSU Motor Pool, you will need an index/vendor ID number which you can obtain from University Business Services. If you think your organization already has one but do not know it, please follow these same steps to verify the information on file.

Steps to obtain an index/vendor ID:
1. Any member of your organization can go to University Business Services, 103 Montana Hall and ask for Wendy McCarty (994-5538).
2. Bring this information:
   a. Registered Student Organization Registration Letter (sent to you when officially registered).
   b. Billing Address
3. You will be issued an ID immediately, no waiting period.
4. You will provide this number to Motor Pool as part of the reservation process and your group will then be billed after your travel. Bills are sent on the 24th of every month and you have 30 days to pay those bills. Check or cash are acceptable forms of payment.

Renting from Enterprise
MSU has a contract with Enterprise Rent-A-Car that allows you to have special rates and built-in accident insurance that covers the vehicle. All drivers must by 21 years of age or older to drive an Enterprise vehicle. Call them at 586-8010 to rent a vehicle.

MSU Student Travel Policy
Read and understand the Student Travel policy online: http://www2.montana.edu/policy/student_trips/
Here are the pieces of the Student Travel policy published by MSU that we want you to be aware of:

Registered Student Organization Responsibilities
When student members of a registered student organization will travel to an official function of the student organization, the student organization must register the travel with the MSU Office of Activities and Engagement and complete required forms.

If the student organization's advisor is not traveling with the club, the club advisor should act as the contact in case of an emergency. If the advisor is not available, the travelers should have an alternative contact that is a university employee.

300.00 Travel Preparations
The department or registered student organization planning a student trip should make the following preparations prior to each trip.

310.00 University Contact Person
An appropriate university employee should be assigned as the contact person for the traveling students. Should problems arise during travel, this contact person will be responsible to provide the necessary information to university officials and to coordinate assistance for the students.
320.00 Trip Itinerary and Emergency Contacts
A Student Trip Itinerary and Emergency Contacts list should be filed with OAE.

330.00 Travel and Emergency Funds
All travelers should be aware that the university assumes no responsibility for providing students with funds in case of emergency. Each student should be prepared to assume their costs of travel and lodging if there are unanticipated delays or other incidents which may require additional expenditures. Each department or registered student organization should advise students that they should be prepared to provide funds to cover expenses in the case of an unforeseen emergency. Costs such as uncovered medical costs, food and hotel charges may be necessary and students should be prepared to pay these costs.

340.00 Travel Equipment
To assist with good planning, the department, registered student organization and traveling students should consider whether additional equipment may be advisable for the trip. For example cell phones may be rented through Information Technology Center for a cost of $2.00 per day or $24.00 per month. Portable first aid kits and citizen's band radios may be checked out at no charge from MSU Safety and Risk Management (994-2711).

350.00 Medical Consents and Insurance information
MSU assumes no responsibility for medical coverage of student travelers. Each student, staff member or faculty should have his or her own medical insurance. Any costs not covered by insurance will be the responsibility of the traveler. Those planning a trip should advise travelers to carry their medical insurance cards with them. If MSU employees are escorting students on a trip, they should request copies of the students' medical insurance cards and ask students about any medical conditions, allergies that may be relevant in the case of an emergency.

360.00 University vehicle
Students who intend to use a university vehicle should comply with the requirements of the university. See information below under Use of University Vehicles.

400.00 Planning a student trip outside the United States
Before taking or sending students on a trip out of the country for official university or club business, the sponsoring department or organization must obtain approval to travel out of the country from the appropriate advisor, department head or director. The advisor, department head or director shall notify the Director of MSU Safety and Risk Management, 994-2711, of the intended trip and provide an itinerary and emergency contact numbers for each traveler to the Director. Because such trips may involve special arrangements for insurance, immunizations, etc, planning for such trips should occur well in advance of travel.

Student travelers should consult their medical insurance provider prior to travel to any foreign country. Many health insurance policies include traveler’s assistance features. The MSU Student Health Insurance Plan includes an Assistance Protection Program with such features as accidental death benefits, medical evacuation and repatriation coverage and assistance with finding medical assistance in foreign countries. Before leaving on the trip, travelers should review these benefits and bring the necessary information to use the benefits while abroad. If any department, student organization or student traveler needs additional information or assistance regarding foreign travel, the MSU Safety and Risk Management Office (994-2711) will try to help.

500.00 Planning a student trip to Mexico
The Mexican Treasury Department has established very explicit regulations regarding travel into Mexico via a State/University or other personal vehicle. Please see the separate section entitled, "Travel Regulations into Mexico."

600.00 Waivers and releases of liability
MSU does not require students to sign waivers or releases of liability for events which are part of the academic
program or otherwise required by the university. Forms documenting acknowledgement of the risks of the activity may be used and are available from the MSU legal counsel.

700.00 Use of University Vehicles
Student organizations may use university vehicles for official business of the organization. Personal or private use is prohibited. Students must submit a Vehicle Request Form signed by their Advisor to the Office of Activities and Engagement to obtain approval for use of university vehicles.

Departments may use university vehicles for official business of the University. The student organization or department must designate a Primary Driver for the trip who will be responsible to provide information to any other drivers and passengers regarding vehicle use policies, securing the vehicle during the trip, performing headcounts, assigning back up drivers, and determining rest stops. Passengers must be limited to university students who are also attending a university sanctioned or club sanctioned event or activity. Use of university vehicles must comply with the Vehicle Use Policy of the Board of Regents [http://mus.edu/borpol/bor1000/bor1000.asp](http://mus.edu/borpol/bor1000/bor1000.asp).

The use of university vehicles is considered a privilege and the right to use such vehicles will be revoked if the members of any registered or recognized student organization abuse this privilege.

800.00 Driver Obligations - University Vehicles
Each driver must agree that he/she will:

- Have a valid U.S. driver’s license.
- Use the university vehicle for authorized business only.
- Use seat belts or other available occupant restraints and require all occupants to do likewise in accordance with state laws. (The number of passengers may not exceed the number of seat belts.)
- Operate the university vehicle in accordance with university regulations; know and observe all applicable traffic laws, ordinances and regulations, and use safe driving practices at all times.
- Assume all responsibility for any and all fines or traffic violations associated with his/her use of a university vehicles.
- Not drive under the influence of drugs or alcohol or while tired.
- Not transport unauthorized passengers such as hitchhikers, family members, or friends. (can non-MSU student club members ride in the university vehicles??)
- File Travel Forms with the Office of Activities and Engagement if taking an out-of-town trip.
- Turn off the vehicle, remove the keys, and lock the vehicle when it is left unattended.
- Drive the vehicle at speeds appropriate for weather and road conditions.
- Before leaving the parking area or garage, inspect the vehicle for safety concerns, checking tires, wipers, lights, and other safety equipment for observable defects. Report any defects immediately to Transportation Services (Motor Pool) to determine if the vehicle is safe to operate.
- Immediately report all accidents or violations to the prescribed authority.

900.00 Automobile Insurance Information

910.00 University Vehicles:
MSU or State of Montana owned motor vehicles are covered by insurance with $750,000 and $1,500,000 liability. There is no coverage for medical costs associated with an accident in a university vehicle. Motor vehicle
liability insurance provides protection to the driver and the university for claims filed by third parties for property damage and personal injury. Usually, MSU vehicles are not insured for physical damage (comprehensive and collision) to the MSU vehicle and the department using the vehicle may be required to assume those costs not covered by insurance. Individual drivers or passengers are responsible for their own medical coverage.

**920.00 Rental Vehicles:**

It is recommended that students who rent a non-MSU/State of Montana vehicle for university business purchase the optional motor vehicle coverage offered by the vehicle renting agency to assure coverage of the vehicle.

**930.00 Personal Vehicles:**

Students who use their personal vehicles to travel on official university business and who are eligible for mileage reimbursement should be aware that their personal automobile insurance coverage will be considered primary coverage. The university provides no coverage and will assume no responsibility for repairing damage to a student's personal vehicle.

**1000.00 What to do in case of an emergency/car accident:**

1. If there are any injuries, call an ambulance. Many communities have a "911" system that would allow you to call a single number to dispatch all necessary emergency services.

2. Call the local police or highway patrol and report the accident.

3. Call the designated university contact. The designated university contact is responsible to contact the appropriate on campus officials - Transportation Services if a university vehicle is involved, etc.

4. If a university vehicle is involved and is not operational, call a tow truck to take the vehicle to the nearest auto repair shop. If possible, Transportation Services should be notified before a tow truck is called.

5. Make arrangements for the students' alternative travel and/or lodging. The students may wish to wait for repairs if that is possible or may make alternative travel plans.

6. Advise the contact of what the plans are for each student.