

GCoE Student Travel Guidelines for Teams and Orgs

1. ALL MEMBERS MUST PARTICIPATE IN ALL ACTIVITIES RELATED TO EVENT

- These trips are not vacations. All members must be with the group at the venue every day. There is no sleeping in and meeting up with the group later in the day.
- If there is an organization activity in the evening, all members must attend unless stated otherwise.

2. ON THE ROAD

- Organizations traveling in multiple vehicles should travel in a caravan. All members must stay with the group during travel. No early departures or late arrivals unless approved by faculty/staff advisors in advance.
- Only OU employees are allowed to drive university vehicles.
- Each vehicle must have a designated primary driver, navigator, and secondary driver.
 - A student driver must take a mandatory 30-minute rest break every four hours.
 - A student driver can only drive for eight hours in a single day.
- If your trip is longer than 16 hours, you will need to stop at a hotel along the way for the night. Make sure your itinerary takes this into account.
- Obey all traffic rules (that includes wearing a seat belt and obeying speed limits).
- If using a trailer and truck, have at least one vehicle following the truck and trailer to maintain awareness of trailer status.
- Maintain good visibility in and outside of the vehicle.
- Do not follow other vehicles too closely. Follow at a safe distance.
- Drivers and navigators should take their roles seriously (For example, navigators are responsible for keeping driver alert and on route).

3. ACT MATURE AND RESPONSIBLE

- It is a privilege to represent OU at these events and we want to leave a good impression. Thus we expect appropriate and respectful appearance, language, music, and behavior with your group and other attendees.

4. UNIVERSITY POLICIES

- Our trips are considered university sponsored activities during and outside of the event. All university policies, rules, and regulations apply.
- Title IX policies apply, and all student organization members, staff, and faculty are mandatory reporters.

5. NO ALCOHOL POLICY

- The first time you are caught with alcohol on a student organization trip, you will be kicked out of the organization. This applies to everyone of any age. **No exceptions.**
- If you are witness to alcohol consumption and don't report it to your advisor, you will be given a warning the first time. The second time you will be asked to leave the organization.

6. MISCELLANEOUS

- All members should participate in group activities. If you must leave the premises, tell someone where you are going.

- Dress code (e.g., group shirts) is an organizational decision and all members need to comply.
- Only authorized and pre-approved members may participate in travel.
- Room assignments are gender-based. Respect the rights of your roommates and others.
- Treat everyone with respect and maintain professional interactions.