

University of Houston Clear Lake

Student Organizations' Travel Regulations

In accordance with University of Houston System Administrative Memorandum #03.E.08 (approved on January 14, 2003) and current UH-Clear Lake student organization policies and procedures, the following regulations apply to all UH-Clear Lake student organization travel; therefore, a copy shall be transmitted to all organizations preparing for a travel event.

1. These regulations apply to **any travel by a student organization** registered at UH-Clear Lake and any travel in excess of 25 miles that is undertaken by one or more currently-enrolled students that is organized or sponsored by the university and/or a registered student organization.
2. Student travelers must complete an official university waiver and release form, verifying that they understand and accept the risks associated with the travel event and assuming responsibility for their behavior. This waiver must include the identity of the travelers, dates of travel, mode of travel, destination, purpose of trip, signatures of the travelers, and emergency contact information for each traveler. The waiver and release forms must be completed in advance of the trip and a copy of each of the forms must be left on file in the Student Life Office in advance of the trip. Failure to do so may jeopardize reimbursement of expenses from any university account, including Student Government Association funds.
3. Students driving privately owned vehicles for organization travel events must have a valid driver's license from Texas (or another state), must have automobile insurance as mandated by the State of Texas, and the vehicle(s) must have a current state inspection and registration. In addition, drivers must obey all traffic laws and regulations and must not drive under the influence of alcohol or illegal drugs or transport or possess alcoholic beverages, illegal drugs, unauthorized firearms or other types of weapons.
4. Only UH-Clear Lake employees are permitted to drive a vehicle owned or leased by the university. Due to insurance restrictions, no exceptions shall be made to this restriction. Two approved university drivers must be in the vehicle, should rotate driving every two hours, and the second driver should ride in the front passenger seat and remain awake at all times.
5. Drivers and occupants participating in the travel activity must act responsibly and use sound judgment when traveling. Drivers and occupants must wear seat belts at all times. The number of occupants in the vehicle must not exceed the number of seat belts. Drivers and occupants must also ensure that the vehicle manufacturer's recommended load capacity is not exceeded. Drivers and occupants should carry at least one cellular telephone or other two-way communication device in each vehicle for emergency purposes.

In addition to these UH System regulations, UH-Clear Lake student organizations are required to complete and submit a *Request for Approval of Special Event / Request for SGA Funding* form in accordance with organization policies. For more information on travel regulations, consult with the Coordinator of Student Life well in advance of the event.

Date this document was given to organization/staff member's signature

Signature of an organization officer, acknowledging receipt of this document

The signed original copy of this document will be given to the student organization and a copy will be placed with the organization's other travel documents.

RELEASE AND WAIVER OF LIABILITY FOR TRAVEL

The undersigned, who is participating in a university-sponsored trip to:

for participation in:

on:

do hereby:

Release and forever discharge the University of Houston-Clear Lake and the University of Houston System, its members individually, and its officers, agents, and employees, of any and all claims, demands, rights and causes of action of whatever kind, arising from and by reason of any or all known and unknown, foreseen and unforeseen bodily and personal injuries, damage to property, and the consequences thereof, resulting from my participation or in any way connected with this trip.

SIGNED this _____ day of _____, 2006.

Signature of Student Making Trip

Printed Name of Student Making Trip

Emergency Contact Person (Printed Name)

Emergency Contact Person (Phone Number(s))

Sponsor: _____
(Organization)

UNIVERSITY OF HOUSTON

RELEASE AND INDEMNIFICATION AGREEMENT

(Name and Address)

INSTITUTION:

University of Houston - Clear Lake
2700 Bay Area Boulevard, Box 198
Houston, TX 77058-1098

DESCRIPTION OF ACTIVITY OR TRIP:

LOCATION:

DATE(s):

I, the above named, am eighteen years of age or older and have voluntarily applied to participate in the above Activity or Trip. I acknowledge that the nature of the Activity or Trip may expose me to hazards or risks that may result in my illness, personal injury, or death, and I understand and appreciate the nature of such hazards and risks. . I represent that I am physically able, with or without accommodation, to participate in the above-referenced Activity or Trip, am able to use the equipment and/or supplies associated with the Activity or Trip, and have obtained all required immunizations.

In consideration of my participation in the Activity or Trip, I hereby accept all risk to my health and of my injury or death that may result from such participation and I hereby release the above named Institution, its governing board, officers, employees, and representatives from any and all liability to me, my personal representatives, estate, heirs, next of kin, and assigns for any and all claims and causes of action for loss of or damage to my property and for any and all illness or injury to my person, including my death, that may result from or occur during my participation in the Activity or Trip, whether caused by negligence of the Institution, its governing board, officers, employees, or representatives, or otherwise. I further agree to indemnify and hold harmless the Institution and its governing board, officers, employees, and representatives from liability for the injury or death of any person(s) and damage to property that may result from my negligent or intentional act or omission while participating in the described Activity or Trip.

I HAVE CAREFULLY READ THIS AGREEMENT AND UNDERSTAND IT TO BE A RELEASE OF ALL CLAIMS AND CAUSES OF ACTION FOR MY INJURY OR DEATH OR DAMAGE TO MY PROPERTY THAT OCCURS WHILE PARTICIPATING IN THE DESCRIBED ACTIVITY OR TRIP AND IT OBLIGATES ME TO INDEMNIFY THE PARTIES NAMED FOR ANY LIABILITY FOR INJURY OR DEATH OF ANY PERSON AND DAMAGE TO PROPERTY CAUSED BY MY NEGLIGENT OR INTENTIONAL ACT OR OMISSION.

Should I require emergency medical treatment as a result of accident or illness arising during the Activity or Trip, I consent to such treatment. I acknowledge that the University of Houston does not provide health and accident insurance for participants in the Activity or Trip and I agree to be financially responsible for any medical bills incurred as a result of emergency medical treatment. I acknowledge that I have been given the option to purchase insurance for the Activity or Trip through the University. I will notify University representatives in writing if I have medical conditions about which emergency medical personnel should be informed.

Signature

Signature of Witness

Date Signed

Date Signed

Note: To request disability accommodations for this Activity or Trip, please contact the UHCL Student Life Office at least 10 days in advance of the Activity or Trip by calling 281-283-2560.

OGC Form No. S-98-20:
Approved for use as a Standard Agreement
by the University of Houston System Office of the
General Counsel 8/31/98

Note: **Modification of this Form** requires approval of OGC