

PENSACOLA STATE COLLEGE
MANUAL OF PROCEDURES

Procedure Title:	Student Travel	<u>Number</u> 540
Related Policy:	Travel – 6Hx20-5.008	<u>Page</u> Page 1 of 2

I. Purpose

- A. To establish travel procedures for students participating in out-of-district activities as an official representative of the College.
- B. To establish guidelines for a driver to drive a College-owned or leased vehicle carrying students.

II. Procedure

- A. Student Travel
 - 1. No student may participate in an out-of-district event/activity as an official representative of Pensacola State College without being accompanied by a member of the College faculty, staff, or administration.
 - 2. Students participating in College-sponsored activities, where travel is required, must travel in a Pensacola State College vehicle when provided. A personal vehicle may be used for student travel when a College vehicle is not provided. The owner of the vehicle will assume personal liability for injuries and damage to property. Pensacola State College assumes no responsibility for unauthorized student travel.
- B. Drivers
 - 1. Drivers of College vehicles carrying students must:
 - a. Possess a valid State-issued driver's license.
 - b. Be a minimum of 21 years of age.
 - c. Be a Pensacola State College employee, part or full-time (student workers are not included in this category). Volunteer drivers are approved on an individual basis by the Vice President, Academic and Student Affairs.
 - d. Approved drivers will have their driving record checked by the College Transportation Department for history of traffic violations and a current driving license.. This record will remain on file with the College Transportation Department. Records deemed unacceptable will preclude the applicant from driving College vehicles.
 - e. Drivers of college or rental 15-passenger vans must successfully complete a driving test in a 15-passenger van or have a Commercial Driver License (CDL).

2. All travel paperwork must be filed with the Student Activities Office no later than three (3) weeks prior to the trip, and a zero travel authorization must be submitted to the Transportation Department to reserve the College vehicle. The Coordinator of Student Activities Engagement and Leadership will be responsible for certifying that all requirements have been met.
 3. If more than one vehicle is utilized, vehicles should travel at a safe distance and maintain visual contact with each other when possible.
 4. Vehicles should be operated in compliance with all motor vehicle laws of the State of Florida or the state in which the vehicles are being operated. This includes traveling at speeds not to exceed the posted limits and slower if conditions so warrant. Vehicles are always to be operated with due caution and circumspection. Drivers should not operate a vehicle if it becomes unsafe.
 5. The Transportation Department will provide in each vehicle a procedure to follow in case of a vehicle breakdown or accident.
- C. Any exceptions to these procedures must be approved in writing by the Vice President, Academic and Student Affairs.

Responsible Official:	Vice President, Academic and Student Affairs
President's Signature:	Date: 10/02/2025

