# Event-Travel Risk Assessment Form
# Texas A&M University - Commerce

**Contact**

| Event Name | Requesting Department / Sponsoring Organization |
|---|---|
| | |

| University Contact | Title | Phone # | Email |
|---|---|---|---|
| | | | |

**Description of Travel Event**

| |
|---|
| |

**Details**

| *For Travel Only* | |
|---|---|
| Date of Travel | Departure and Return Times (Estimated) |
| Location of Travel (Destination) | *Attach Itinerary and Roster (Names and CWID's) with Completed Form |
| Number of Students | |
| Number of Staff | |
| Waivers Needed/Signed | *Yes* *No* |
| Insurance Obtained- Safety Department Will Contact to Discuss Event | *Yes* *No* |
| Vehicle Owner | *Campus* *Leased* *Private* *Chartered* |
| Driver verified by Campus Operations and Safety | *Yes* *No* |
| Vehicle Driver Name | |

**Concerns**

| | | | | | |
|---|---|---|---|---|---|
| | Activity | | Transportation | | Contract |
| | Premises | | Security | | Lease Agreement |
| | Attendance | | Supervision | | Age of Participants |
| | Inherently Dangerous | | Housing | | Alcohol |
| | Financial Impact | | Reputational Risk | | Sponsor |

**Notice**

*[1]Pursuant to System Policy 07.01 Ethics and University Rule 13.99.99.RO.35 Student Organizations; faculty, staff, and students will promote integrity-rich behavior, ethical conduct beyond reproach and a commitment to compliance and shall refrain from sponsoring unauthorized events. Examples of activities, behaviors, and acts not allowed include, but are not limited to: promotion or authorization of non-sponsored events or activities; actions that would create the appearance that they are violating the law, system policies and regulations or member rules and procedures; unauthorized commitments or promises of any kind purporting to bind the system or university; and allowing unauthorized or unregistered people from attending approved events.*

*[3]All Travel must comply with Texas A&M University-Commerce and Texas A&M System regulations. Contact Campus Operations and Safety for detailed explanation.*

*Link for Transportation Request:*
https://www.tamuc.edu/facultyStaffServices/riskManagementSafety/transportation/fleet-management/transportation-request-form.aspx
Link for Driver Certification Application:
http://www.tamuc.edu/facultyStaffServices/riskManagementSafety/transportation/fleet-management/Driver%20Certification%20Form%20.aspx

**Approvals**

| Requesting Org Advisor/ Department Contact | | | |
|---|---|---|---|
| | *Printed Name* | *Signature* | *Date* |
| Campus Operations and Safety | | | |
| | *Printed Name* | *Signature* | *Date* |