



# 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**

<i>For Travel Only</i>	
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	<i>Yes          No</i>
Insurance Obtained- Safety Department Will Contact to Discuss Event	<i>Yes          No</i>
Vehicle Owner	<i>Campus   Leased   Private   Chartered</i>
Driver verified by Campus Operations and Safety	<i>Yes          No</i>
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



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**Notice**

<sup>1</sup>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.

<sup>3</sup>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**

Departmental VP or Designee Approval	Printed Name	Signature	Date
Requesting Org Advisor/ Department Contact			

Campus Operations and Safety
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