



## **Approval Process for Student Travel in State Fleet Vehicles**

According to NDSU and State Board of Higher Education Policy, student's travel in state fleet vehicles must be approved. This includes any youth involved in the NDSU Extension Service program who are transported in or drive a state fleet vehicle.

The NDSU Extension Service is using the "Request for Authorized Academic Use of State Fleet Vehicles" form from the [Vehicle Reservations page](#) on the NDSU Facilities Management web-site for this purpose.

The NDSU Extension Service will approve the following types of travel:

- 1) As part of our educational program. (Similar to student travel related to academic course in a campus setting). Youth who are participating in a learning opportunity, which may include officially representing North Dakota 4-H, is covered in this section.
- 2) Students in an employee relationship with the extension service.
- 3) Students operating within scope of NDSU Extension leadership responsibilities. (example - ND 4-H Ambassadors who are operating within scope of their leadership responsibilities)
- 4) Students who accompany a staff member (or travel on their own, using a state fleet vehicle) for the purpose of representing the NDSU Extension Service.

This policy applies to ALL STUDENT TRAVEL within the US and Canada. Other policies involving students as passengers or drivers also apply. Academic uses that involve students, such as field trips, will be authorized via the respective college dean.

### ***Process:***

1. Complete the [Request for Authorized Academic Use of State Fleet Vehicles](#) form. Authorization to use a state fleet vehicle is an approval process; not a simple formality.
2. For county office staff, submit the completed form to your appropriate district director's office for his/her signature as department head.
3. District director submits signed form to Center for 4-H Youth Development for signatures and forwards for further routing and approval.

The travel request will be reviewed and authorization determined. The completed authorization will be forwarded to the Motor Pool Office at NDSU. Any previously made reservations for state fleet vehicles will be canceled for trips for which authorization is denied. The originating staff member or office will be notified when the approval process is complete and use of a state fleet vehicle is authorized.