Purpose: To establish a policy for student drivers and student riders participating in Austin College sponsored events to ensure they understand the responsibilities and liabilities of driving and/or riding in a personal or rental vehicle.

Policy:

1. All student drivers and student riders participating in Austin College events which require travel either by personal or rental vehicle are required to sign a Release and Indemnification Agreement for Participants to Travel (Release).
2. A waiver should be signed by each student for each event. However, one waiver can be used for a College course that requires several field trips/activities in which the activities associated with the field trips/activities are similar. All risks associated with the field trip activities will be incorporated into the waiver so it fits all of the field trip/activities situations and risk exposure. Approval must be received by the appropriate Divisional Vice President or designee. In the case of Academic Affairs, the divisional deans have approval authority.
3. A waiver must be signed by any student providing his/her own personal transportation to and from an off-campus College event or any student who rides to the off-campus event on College provided transportation and rides home with his/her own personal transportation after the event.
4. Students signing the Release must be at least eighteen (18) years old. Participants under the age of eighteen (18) should have a parent or legal guardian sign the Release for them.
5. All blank spaces which require an answer must be completed in order to be accepted. Students will not be allowed to travel unless the Release is completed in its entirety.
6. The witness signing the Release should be an employee of the department sponsoring the College sponsored event. It is the responsibility of the witness to ensure the Release is completed in its entirety.
7. The College employee responsible for the field trip/activities is required to complete both the Travel Log and Travel Checklist prior to field trip/activities.
8. Each department/division is required to keep copies of signed Releases for a minimum of three (3) years. Storage can be done either electronically or by hard copy.
9. If a student driver and/or student rider is involved in an accident, a copy of the signed Release form must be forwarded to the Business Affairs Office. The signed Release will become part of the insurance claim.
10. Any questions regarding the Release should be addressed to the appropriate Divisional Vice President.