

Trip Registration Policy

Policy/Procedure

Policy Statement

It is the policy of Dickinson College to promote safe travel for students, faculty and staff who are participating in college organized domestic overnight or day trips.

Reason for Policy

Dickinson College is committed to the safety of its students, faculty and staff. This policy is intended for students, faculty and staff who are traveling to focus on safety and risk management. This policy also allows for the sharing of emergency contact information with college administrators.

Who Needs to Know This Policy?

- Faculty and staff who are organizing student trips
- Students participating in college organized trips
- Risk Management staff

Policy Application

This policy applies to students, faculty and staff who are taking student groups on day trips beyond a 50- mile radius of the college and all overnight student trips regardless of distance from the college that are sponsored or funded by college departments and to faculty and staff who are organizing and/or leading the trips. This policy does not apply to credit bearing off-campus programs coordinated through the Office of Global Education or excursions embedded in their programs.

I. Requirements for college organized trips where student attendance is mandatory, or the student is acting as a representative of the college to include academic and athletic trips

- A. The following must be provided to the Department of Public Safety (DPS) twenty-four hours prior to commencement of the trip (See Procedures Section I for instructions on how to submit information to DPS);
1. Trip Date(s);
 2. Trip destination to include scheduled stops; and
 3. List of students, faculty administrators and staff on trip, including emergency contact information.

II. Requirements for college organized trips where student, faculty or staff attendance is voluntary and not an academic or job requirement

- A. The following must be provided to the Department of Public Safety (DPS) and Student Life On-Call Staff twenty-four hours prior to the commencement of the trip:
 - 1. Trip date(s);
 - 2. Trip destination to include scheduled stops;
 - 3. List of students, faculty, administrators and staff on trip, including emergency contact information;
 - 4. Copy of relevant liability waiver and hold harmless agreement completed by each person participating in the trip.

III. Requirement for all college organized trips

- A. No individual student, faculty or staff member will be allowed to participate in a trip without providing emergency contact information and, if required, signing and submitting a liability waiver and hold harmless agreement.
- B. Faculty and staff who are participating in a trip as a requirement of their position are not required to complete a liability waiver and hold harmless agreement. Faculty and staff who are participating in a trip voluntarily and not in discharge of their duties for the college are required to sig a liability waiver and hold harmless agreement.
- C. The list of students, faculty and staff on the trip, including emergency contact information, must be updated to reflect any last-minute additions or deletions prior to departure on the trip or additions and deletions that occur during the trip. See Procedures, Section II for instructions on reporting additions or deletions.
- D. The liability waiver and hold harmless agreement must be completed for all trips in which participants are engaged in high risk activities (e.g., rock climbing, high ropes course, and spelunking) regardless of trip length or distance from the college. See Procedures, Section II for instructions on determination of level of risk activities.
- E. All international student trips require coordination with Global Education.
- F. Dickinson College is not liable to reimburse any costs/funds for trips due to trip cancellation.

Procedures

I. Submission of required information to DPS and Student Life On-Call Staff

- A. It is strongly recommended that all required trip information be submitted through the Trip System available through CLIQ for faculty and staff and the Student Forms menu in the Gateway for students.

- B. Submission of paper lists of trip participants, emergency contact information and signed liability waivers and hold harmless agreements is permissible. These documents must be provided to DPS twenty-four hours prior to trip departure.

II. Reporting additions or deletions of trip participants

- A. Last minute additions and deletions of trip participants prior to trip departure or during the trip can be updated via the Trip System or by contacting DPS via email. DPS will update the trip system to reflect the change.
- B. Participants who are joining a trip must provide emergency contact information and sign, if required, a copy of the liability waiver and hold harmless agreement prior to participating in the trip.

III. Determining High Risk Activities

- A. High risk activities are those that put the participants at greater physical risk than one would encounter in normal day to day activities, i.e., walking, riding in a car on a surfaced street, and attending meetings. Any questionable activities should be reviewed by the respective division head, who will make the determination as to the level of risk.

Required Forms

List of Trip Participants
Copy of Trip Liability Waiver and Hold Harmless Agreement
Emergency Contact Information

Related Information

Not Applicable

History/Revision Information

Responsible Division/Office: Risk Management

Effective Date: September 6, 2011

Last Amended Date: January 25, 2021

Next Review Date: January 1, 2023

Also Found In: Online Trip System available to Faculty & Staff through CLIQ and to students in the Gateway Portal on the Student Forms Tab.