

Trip Registration Policy

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

- 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 sign 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.