



SUB-TOPIC

TRAVEL RELEASE FORMS (INDEMNIFICATION AND MEDICAL)

The University's Release and Indemnification Agreement and Medical Information Release forms must be completed and signed by each student or member of the public prior to participating in University-sponsored travel or a risk-related activity (See Exhibits B4). There are separate forms for adults and minors and for foreign travel. In the case of a minor, the parent or guardian must sign the forms. A minor is any person who has not yet attained the age of eighteen (18).

A designated contact person in the academic or student affairs unit that is sponsoring the travel or activity must maintain the completed forms for a period of two years. When travel is involved, the Release and Indemnification Agreements should be attached to the unit's copy of the Travel Authorization or, in the case of group travel, to the Team/Group Travel Authorization and copies of the forms must be provided to the Office of Procurement Management.

In those cases where participants in the travel/activity have multiple events and the persons participating do not change, each participant may complete the Medical Information and Release form once at the beginning the semester. Participants must update information on the form, as necessary, prior to each trip/activity.

Applicability

These policies and procedures apply to all University-sponsored travel and other activities associated with high risks that involve students and members of the public. In general, the applicable travel/activities may be categorized as follows:

1. Activities associated with organized courses or officially recognized independent study, either for credit (e.g.; field trip courses) or non-credit.
2. Activities associated with individual work or research off-campus (e.g.; co-ops, internships and practica).
3. Extracurricular activities including, but not limited to, intramural sports, intercollegiate athletics and similar activities.

Activities sponsored by an academic unit are under the purview of the Office of the Executive Vice President and Provost. Questions regarding the policies, procedures or forms should be directed to the Vice Provost at extension 2791.



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Activities sponsored by Student Affairs are under the purview of the Office of the Dean of Students. Questions regarding those activities should be directed to the Office of the Dean of Students at extension 6391.

Notifications

Students should be thoroughly informed through the catalog, the class schedule, and the course syllabus about all travel and other risk-related activities required by or associated with a credit course. For non-credit courses or programs, the course or program materials should provide this information.

Students and members of the public engaged in travel or other high-risk activities associated with the University should be informed of the nature of such risks prior to participating in the activity. An attachment to the Release and Indemnification Agreement that would be referenced on the form may be appropriate for this purpose.

Prior to each travel or other risk-related activity, the administrator of the unit sponsoring the activity must provide the University Police Chief with the name of the faculty or staff member in direct charge of the activity, the name of a member of the unit not participating in the activity who can be contacted if needed, and, for travel-related activity, the names of the students and members of the public who are traveling. For the risk-related activities not involving travel, the administrator must notify the Police Chief regarding the site of the activity and the approximate number of participants.

Incidents of a serious nature should be reported immediately to the administrator in charge of the sponsoring unit.

Guidelines for Travel-Related Activities

Circumstances such as terrain, road conditions, length of trip, etc., may make it prudent that students go with available group transportation rather than travel by personal vehicle. In some situations, it may be that travel with the group should be required. The faculty, staff member, and/or supervisor in charge of the travel should consider this issue as he/she would any safety matter.



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PAGE
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SUBJECT

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In all cases where an *adult* participant is permitted to choose to drive/ride in private transportation, that circumstance should be described in the Mode of Transportation line on the Release and Indemnification Agreement.

For *minor* participants, the key issue is giving notice to parents/guardians exactly how their child is to be transported to/from the activity. The Mode of Transportation information should provide notice. It would be best to limit the transportation of *minors* who are not accompanied by a parent/guardian to UTD owned/leased/rented vehicles, or vehicles driven by UTD employees acting within the scope of their employment. Such a requirement should be stated on the Release and Indemnification Agreement.