

MIDDLEBURY COLLEGE FIELD TRIP GUIDELINES

1. Faculty should develop a detailed itinerary which specifies course activities and activities outside of course work. Faculty should meet with all participants ahead of time to familiarize them with the itinerary as well as any expectations of them and specific risks associated with the trip.
2. If any field trip activities require special skills, students should be given the necessary orientation and training.
3. All students must agree to and sign the Release and Indemnity Agreement prior to departure.
4. Before the trip, faculty should obtain (from all students) the names of emergency contacts to call should an emergency occur and a list of students' medical conditions which might require emergency care or special treatment. Trip leader/Faculty member should keep a copy of this list and the emergency contact names and one copy should be retained in the academic department with someone who has a copy of the itinerary and would generally know where to locate the group if necessary. If available, a cell phone should be brought and contact number left with someone on campus.
5. Bring a first aid kit. Prior to departure, faculty should ask someone in the group familiar with first aid and/or CPR.
6. Report all incidents of injury (of consequence) to the Department of Public Safety.
7. All drivers must complete a Middlebury College Trip Departure Form.
8. Normally, all students must travel with the group in a College owned or leased vehicle. Use of personal staff or faculty vehicles will make those employees primarily responsible if any accident should occur. Students who elect not to travel with the group must also complete a Trip Departure Form.
9. All drivers must have a valid College vehicle driver's license and should complete the pre and post trip vehicle inspection.
10. All field trips should begin and end on campus.
11. No alcoholic beverages or controlled substances shall be transported in a College or private vehicle at any time.
12. Field trips should be limited to faculty, staff, enrolled students, and/or approved volunteers of the College. Guests are normally not permitted.
13. Overnight trips: Faculty and/or trip leaders should remind students of official College Handbook language regarding discipline for off campus behavior ("The College will also consider hearing cases involving Middlebury College students that occur off campus if the incident occurs while the students are participating in an official College event, program, or are on official College business," Middlebury College Handbook, p. 7).

Release and Indemnity Agreement

Middlebury College

Please print clearly and complete all sections

Function: _____

Assumption of Risk

I, _____, acknowledge that I a willing participant in one or more of the activities/events named above, and that my participation is not required or compelled in any way by Middlebury College. I understand that participation in the activities carries with it certain inherent risks that may not be eliminated even when care is taken to avoid injury. The specific risks vary from one activity to another, but the risks range from minor injuries such as scrapes, scratches, bruises and sprains, to major injuries such as eye injuries or loss of sight, joint or back injuries, heart attacks and concussions to catastrophic injuries including paralysis and/or death.

I have read the previous paragraph and I know, understand, and appreciate these and other risks that are inherent in these activities and programs. I hereby assert that my participation is voluntary and that I knowingly assume all such risks.

Release, Indemnification and Hold Harmless: I also agree, for myself, my heirs and my personal representative(s) to **RELEASE** and to **INDEMNIFY** and **HOLD Middlebury College and its trustees, agents and employees, including volunteers and student leaders of such activities, HARMLESS** from any and all claims, actions, suits, costs, expenses, damages and liabilities of any sort on account of damage to personal property, or personal injury, or death which may result from my participation.

Severability I also expressly agree that the foregoing waiver and assumption of risks agreement is intended to be as broad and inclusive as is permitted by the law of the State of Vermont, and that if any portion thereof is held invalid, it is agreed that the balance shall, notwithstanding, continue in full legal force and effect.

Acknowledgement of Understanding: I have read this release of liability and assumption of risk and indemnity agreement, fully understand its terms, and understand that I am giving up substantial rights, including my right to sue. I acknowledge that I am signing the agreement freely and voluntarily, and intend the agreement by my signature to be a complete and unconditional release of all liability to the greatest extent allowed by law.

Student Signature

Date

If Student is under the age of 18:

Date: _____

Parent or Guardian Signature

Date: _____

Parent or Guardian Signature