

## **UW-PLATTEVILLE**

### **Policy on Student Off-Campus Travel**

The following policy is for students who enroll in classes that may require day trips to an off campus location for educational purposes:

1. Class periods missed by attending a university sanctioned activity must be approved by each faculty or instructional staff member well in advance of the travel date. It is the student's responsibility to contact each class instructor for approval and to make up missed class assignments at the convenience of the instructor.
2. All students enrolled in this class must read and sign the attached "UWP Student Agreement for Traveling Off-Campus". The signed agreement must be returned to the course faculty or instructional staff member before any travel takes place. Copies of the signed agreement should be kept by the course faculty or instructional staff member for at least one year. For questions, please contact the UWP Risk Management office.
3. Groups of students that travel for university educational purposes should have a group leader if they are not accompanied by the instructor. The group leader is to provide leadership and to see that the campus travel policy is followed.
4. Students who are travel individually, not in a group, will follow the campus travel policy.
5. If an incident or accident should occur, the group leader or individual student should notify the course faculty or instructional staff member as soon as possible. The course faculty or instructional staff member and the students involved in the incident/accident must complete an incident/accident report and send it to the Risk Management office. Incident/accident report forms can be obtained through the Risk Management office.
6. All drivers and travelers must remember that the State of Wisconsin provides liability protection for its officers and employees when acting within the scope of employment or mission of the university. This does not extend to personal vehicle coverage, as personal vehicles and occupants of the vehicle are covered by the owner's insurance protection. Personal vehicle owners and drivers should insure they have adequate vehicle insurance that would include all passengers. In addition, any deviation from the purpose of the trip that is not within the scope of educational purposes or missions of the University should be avoided for liability coverage reasons.
7. If travel includes an overnight stay, additional forms are required. Contact your course or activity faculty or instructional staff.

## **UW-Platteville Student Agreement for Traveling Off Campus**

I understand that my educational experience in this class will include off-campus travel that may include fieldtrips, service learning, cooperative experience, internships, student teaching, and any other educational experience that requires travel to off-campus locations. When deemed necessary by the course instruction, the University of Wisconsin-Platteville will provide transportation. When university transportation is not provided, personal vehicles must be used and student drivers accept liability for their passengers; therefore, the student driving must insure that his/her personal vehicle insurance policy is in place and adequate.

As a participant in an off-campus university sponsored activity, I will be reasonable and prudent and act with care and foresight.

In case of injury or accident, the appropriate faculty or staff member will be notified immediately and the proper reports will be filed.

### **Hold Harmless Agreement**

The undersigned does hereby agree to indemnify, defend and hold harmless, the Board of Regents of the University of Wisconsin System and the University of Wisconsin-Platteville - their officers, employees, and agents - from any and all liability, loss, damages, costs, or expenses which are sustained, incurred, or required arising out of the actions of the undersigned during their activities while traveling off the University of Wisconsin-Platteville campus.

### **Student Signature Statement**

I have read, understand, and agree to the statements above and the UW-Platteville Policy on Student Off-Campus Travel:

\_\_\_\_\_

**Student Signature** **Date**

**Student's Name (print):** \_\_\_\_\_

**Name of Course or Activity (print):** \_\_\_\_\_

**Name of Faculty or Instructional Staff (print):** \_\_\_\_\_