Student Travel &
College Van Usage Policy

FOR FACULTY, STAFF, CLUB ADVISORS, AND STUDENTS
# Holyoke Community College
## Student Travel and College Van Usage Policy

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DEFINITIONS

Athletic Trip – an off-campus athletic activity (individual or team sport) which is coached and/or supervised by an HCC staff person.

Class Field Trip – an off-campus learning activity required as part of a credit or non-credit course and supervised by HCC staff or faculty.

Club Trip – an HCC club/organization-sponsored off-campus activity supervised by HCC staff or faculty.

College-Sponsored Trip – a trip on a single, specific date involving registered HCC students (class field trip, athletic trip, or club trip) or a recognized HCC program that is promoted and sponsored by the college.

HCC Staff Person – an employee of the college, such as faculty, professional or classified staff, full-time or part-time.

HCC Student – an individual who is officially registered at Holyoke Community College.

Non-College-Sponsored Trip – any trip or event of any kind sponsored by off-campus vendors or groups. The college does not promote such trips and disclaims any and all responsibility for them and for students and other persons participating. Trips originating on college grounds and which may include HCC students and personnel (shopping trips, athletic event trips, vacation trips, foreign travel, etc.) are not college-sponsored trips unless specifically identified as such.

Responsible Person – an HCC staff person who is charged with supervising the students participating in a recognized HCC college-sponsored trip.

SAFETY FIRST

The most important consideration for College Van Usage is safety. 15-passenger vans are safest under the following conditions:

- No more than 9 passengers including the driver
- An experienced and trained driver
- An evenly distributed load
- Use seatbelt: Click it or Ticket
TRAVEL POLICIES

Introduction – College transportation will be provided when available for athletic activities, club and organizations outings, and off-campus course-related learning activities. The most important consideration in student travel is safety. The following procedures have been adopted by the college to ensure student safety and maximize student learning during college-sponsored events and activities. For questions regarding student travel, please contact Karen Desjeans in Administration & Finance at 552-2221.

Responsible Person – An HCC staff person must accompany all travel and is responsible for the group. The responsible person must notify all participants of the travel policies contained in this booklet.

Itinerary – The responsible person must complete and submit copies of the Itinerary form (Attachment C) at least ten (10) business days before traveling to: 1) his/her Supervisor/Department Head, 2) 3) Karen Desjeans in Administration & Finance (who will then forward to Campus Police), and 4) a copy must also be kept with the responsible person at all times during travel. No deviation from the itinerary is permitted without prior approval.

Motor Vehicle Violations – College vans must be driven carefully and drivers must obey all traffic laws scrupulously and in compliance with all state and federal laws and regulations at all times. A citation, and any related costs, is the driver’s responsibility. More than one citation during a three-year period will result in loss of permission to drive a college van. If a driver is “at fault” in an accident, insurance companies can sue that individual.

Complaints about Drivers – Complaints will be investigated by Campus Police, and can result in loss of permission to drive a college van. Drivers will have the right to appeal a decision; the final decision rests with the Comptroller, Business Office or his/her designee.

Student Responsibility/Behavior – Students will be directed and advised by the responsible person and will conduct themselves as mature and responsible individuals in accordance with policies established by the responsible person, the college, and any policies in effect at the trip destination. Participants must always advise the responsible person of independent plans. All individuals participating in the college-sponsored trip must abide by all college rules and regulations as published in the HCC Student Handbook. Consumption or possession of alcoholic beverages or illegal drugs by travel participants is prohibited. Smoking is also prohibited in the college vans.

Discipline – The responsible person has the authority to exclude any student or guest from a college-sponsored trip. The current Student Code of Conduct governs all individuals participating in college-sponsored trips.

Personal Transportation – In the event that a student’s personal vehicle is used to transport him or herself or others, they do so at their own risk and expense. The college incurs no responsibility or liability in the event of an accident or other damage to vehicles or property or injury to student drivers or passengers either on the way to or from the field experience site, while at the site, or college-sponsored trip. A separate Personal Transportation form (Attachment B) must be completed and signed by the student using a personal vehicle. This form will be kept with the Hold Harmless Agreement form (Attachment A).

Non-Student Participants in the College-Sponsored Trip – Guests are excluded from college-sponsored trips unless prior authorization is granted by the Comptroller, Business Office or Vice President for Administration & Finance, with a completed Non-HCC Student Participation Agreement form (Attachment D). Non-student participants are subject to the same policies as student participants for the duration of the trip and the college assumes no responsibility or liability for them in the case of accident or injury to themselves or others. Children are not allowed as guests on a college-sponsored trip, if a college van is used.
**COLLEGE VAN PROCEDURES**

**Criteria for College Van Use** – College vans are used to transport groups (more than one person) to off-campus, college-sponsored events or activities that will add to the cultural, educational, and personal development of students. These include but are not limited to athletic events, college-sponsored trips, and conferences.

**Driver Training** – The only authorized drivers of college vans are HCC staff/faculty members with current, valid drivers’ licenses, who have completed the on-line, interactive van driver training within the last three years. To be eligible to drive a van, staff/faculty members must each take an on-line, interactive safety training course, whether or not they viewed the old safety video. If you have not completed this training in the last three years, email Karen Desjeans (kdesjeans@hcc.edu) to obtain the course URL and an access key to take the course. The comptroller administers the course records and as administrator has access to information about the names and dates of each staff/faculty member completing the training course. Van reservation requests received from any individual who has not completed or kept their training certificate current will be denied. Each driver must submit a copy of their driver’s license to Campus Police annually by September 15 before traveling in any academic year. All drivers must repeat the online driver training course every three years to maintain their driving privilege.

In rare cases, students may receive permission to drive an HCC college van. This will always be an exception, and the responsible person must obtain permission by submitting a written request to the appropriate Vice President at least 20 business days prior to travel. If that Vice President agrees with the request, it should be forwarded to the Vice President for Administration & Finance for final approval.

If an emergency arises (i.e., the HCC staff person is ill/injured and cannot drive), and someone else must drive the college van, Campus Police must be notified. Together Campus Police and the responsible person will choose the replacement driver. This driver must have a valid license and be at least 21 years old.

**Safety Regulations** – Safety is HCC’s primary concern. HCC addresses safety by requiring driver training and practice. Fifteen passenger vans handle differently and are less stable than smaller passenger vehicles; they have a higher center of gravity and are more likely to roll over. Load distribution and driver experience play important roles in safe operation; these factors are addressed in the driver training.

**Passenger Capacity** – No more than nine (9) passengers including the driver may ever travel in a college van. All passengers must wear seat belts at all times. Although these are “15 passengers” vans, the risk of rollover accidents increases significantly with more than nine (9) passengers. The National Highway Traffic Safety Administration issued a report concluding that vans with 10-15 passengers are three times more likely to rollover than vans with fewer than ten passengers. Therefore, limiting passengers will increase safety. If the group is larger than nine and an adequate number of HCC college vans is not available, additional vans can be rented through Marcotte Ford. See “Rental Van” page 4.

**Reserving a College Van** – A responsible person (see page 3) wishing to reserve a college van may do so in EMS Virtual, the college’s room and vehicle reservation system. Any HCC staff person is eligible to open an account in EMS – visit ems.hcc.edu/virtualEMS and click the “My Home” tab to set up an account. Students may not have EMS accounts or make college van reservations. College van reservation requests must be made at least ten (10) business days in advance (the required paperwork must be submitted immediately) and may be made up to 2 months in advance of your trip. You must file the Required Paperwork (see page 5) with Karen Desjeans in Administration & Finance no later than 10 days prior to your travel in order to receive a confirmation for your reservation. If required documentation is not provided within ten (10) business days before each date of travel, your EMS reservation request will be cancelled. Please note: Van requests made within ten (10) days of the event may not be accommodated, and will be handled on a case-by-case basis. Individuals who repeatedly reserve vans and fail to follow through with the travel without cancelling the reservation may be denied future van reservation privileges.

The college vans will be reserved on a FIRST COME, FIRST SERVED BASIS. However, in case of conflicts in the scheduling of the college vans, the following priorities shall apply:

1. Academics
2. Athletics
3. Student Clubs and Organizations
4. Administration
5. Other

When conflicts arise, no bumping can take place within ten (10) class days of the original scheduled event.

**E-Z Pass & E-Z Pass Violations** – HCC college vans are equipped with an E-Z Pass for tolls; rental vans are not. Drivers must not use the E-Z Pass lane unless the vehicle has a transponder. Drivers who incur an in-state or out-of-state E-Z Pass violation on a rental vehicle will be responsible for additional fees charged other than the toll.
**College Van Accessibility** – The college vans can accommodate (3) wheelchairs in place of standard seating which folds away to allow the required space. They have seating for (8) passengers who use traditional seats and are equipped with lower stairs allowing ambulatory passengers easier access. They have a raised roof that most people will need to stoop a bit to walk under. **Proper operation of the lift system is posted in every van.** Please contact Campus Police at 413-552-2400, for further information.

**Rental Vans** – If a college van is not available for a college-sponsored trip, HCC has an agreement with Marcotte Ford of Holyoke for renting vans. A fully-approved request to travel form that includes rental van, gasoline, toll and other applicable costs must be submitted to the Business Office by the Division at least 20 business days before the travel date and must be processed – you must receive an “E” number - before renting vans. Marcotte Ford requires that anyone picking up or driving a van must be at least 21 years old, and must present his/her driver’s license when obtaining the rental van. All procedures governing HCC college vans apply to rental vans, unless otherwise specified.

**Required Paperwork – for each date of travel**

1. All student passengers must complete and submit Hold Harmless Agreements (Attachment A) to the responsible person who then gives the forms to Karen Desjeans in Administration & Finance at least ten (10) business days before travel. The completed forms are kept in Campus Police. HCC staff members complete a Request to Travel form instead of the Hold Harmless Agreement.
2. The responsible person must submit copies of the Itinerary form (Attachment C) at least ten (10) business days before leaving campus to: 1) his/her Supervisor/Department Head, 2) Karen Desjeans in Administration & Finance (who will then forward to Campus Police, and 3) a copy must also be kept with the responsible person at all times during travel.
3. Students using their personal vehicles must submit a completed Personal Transportation form (Attachment B) at least ten (10) business days before leaving campus. Also, Non-HCC Student Participation Agreement forms (Attachment D) must be submitted at least (10) business days before travel.
4. If the responsible party expects to incur any expenses (gasoline or other), a properly-completed request to travel must be approved and submitted at least 20 days prior to the expected travel. If no expenses will be incurred (HCC van, local travel, no fuel or toll expenses), there is no need to complete a request to travel form. Incomplete documents will be returned to the requester for completion and will delay the issuance of a confirmation, or cause the reservation to be cancelled.

**College Van and Passenger Pickup and Drop-off Area** – The keys to the college vans are picked up at Campus Police. College vans are loaded and unloaded in O Lot behind Bartley Center only. If required documentation is not provided within ten (10) business days before travel, or a copy of your EMS Confirmation with your Driver’s License is not presented at pickup, keys may not be released.

**Loading College Vans** – No more than nine (9) passengers including the driver per van are allowed. People and luggage should be evenly distributed throughout the van, with the bulk of the load near the front. A heavy load moves the center of gravity rearward, increasing weight on the rear axle and the likelihood that the back end will swing out. Control becomes very difficult, even for experienced drivers. College vans must never have luggage or equipment on an overhead rack, as this increases the likelihood of rollover.

**Travel Distance** – College vans may travel no farther than 150 miles from Holyoke Community College. This limit is a safety measure; it reduces driver fatigue, limits the amount of luggage (and the risks associated with incorrect loading), and is a reasonable distance to “rescue” passengers if a college van breaks down. If a group chooses to travel beyond this limit, it may charter a bus or van through an independent vendor. The group must assume the cost for chartered transportation. The mile limits are waived for Athletics teams traveling out of state to tournaments.

**Returning a College Van**

1. After the trip, the responsible person must complete the College Van Travel Record form that is provided with the keys in the van, include van condition, etc., and remove all trash. If the form is not completed and returned, the college vans are returned damaged or with trash not cleaned out, the requestor may be denied future use of a college van and/or charged for repairs.
2. With the exception of the two local-trip only vans parked in lot MJ, all college vans must be parked behind the Bartley Center in designated campus spaces.
3. Keys must be returned to Campus Police.
4. HCC college vans leave the campus with a full tank of gas, and can be returned empty. Rental vans must be returned with the same level of gas at which they left or according to rental agreement. Arrangements for gas and toll costs (request to travel) must be made before the trip with the appropriate Cost Center Director.
5. The responsible person must keep all receipts and submit them to the Business Office within ten (10) business days after completion of travel with a completed Travel Reimbursement form (blue form) for reimbursement.
EMERGENCY BREAKDOWNS AND ACCIDENTS

At least one person in the van must carry a cell phone and have a credit card available for use in emergencies. Folders in each college van contain the vehicle registration, a copy of the Student Travel Guide, and emergency protocol. For insurance purposes, ALL accidents need to be reported to Marcia Mitchell, Comptroller FR 327A, 552-2431.

Collegrove Vans:
If a breakdown or accident leaves a group stranded away from the college, the responsible person will follow the protocol below:

• If a breakdown or accident occurs within the Western Massachusetts area, the responsible person will call Campus Police 413-552-2211 who will decide if retrieval of individuals and towing of the vehicle is possible. The responsible person will also call an appropriate emergency contact person for passengers, if necessary.

• If the breakdown or accident occurs outside the Western Massachusetts area, the responsible person will call Campus Police 413-552-2211 who will authorize repair of the vehicle and/or temporary lodging and/or rental of an additional vehicle to return. The responsible person will also call an appropriate emergency contact person for passengers, if necessary.

• In an emergency situation where an injury occurs call 911 and then call Campus Police 413-552-2211.

Upon return to the college and submission of the appropriate paperwork, the college will reimburse the individual who charged the repair on his or her credit card.

Rented Vans:
Each rental contract has an “800” number for emergency roadside assistance (flat tires, keys locked in rented vehicle, dead battery, mechanical problems, etc.). If the situation requires more than roadside assistance, see the instructions for HCC College Vans above.

EMERGENCY TELEPHONE NUMBERS

- Campus Police: 413-552-2400
- Campus Police Emergency: 413-552-2211
- Switchboard: 413-538-7000
- Comptroller: 413-552-2431
- Vice President for Admin. & Finance: 413-552-2800
- Vice President for Academic Affairs: 413-552-2770
- Marilyn Estrada, Facilities: 413-552-2212
- Student Activities: 413-552-2418
- After Hours: Campus Police: 413-552-2211
HOLD HARMLESS AGREEMENT

This release is executed by ________________________________
(Student's full name – please print) (Student’s ID number)

__________________________
(Street Address) (City) (State) (Zip) (Student’s Cell number)

to Holyoke Community College, 303 Homestead Avenue, Holyoke, MA 01040.

In consideration of being permitted to participate in a ____________________________
(Club Name or Course Name and Number)
college-sponsored trip, I, the undersigned, in full recognition and appreciation of dangers and hazards inherent in trip activities,
and during transportation to and from the field experience site/club destination to which I may be exposed during my
enrollment and/or participation in any and all activity(s) during the Fall/Spring/Summer ___________ semester do hereby
(Year)
agree to assume all the risks and responsibilities surrounding my participation in such activity or any independent research or
activities undertaken as an adjunct thereto; and further, I do for myself, my heirs, and personal representatives(s) hereby defend,
hold harmless, indemnify, and release and forever discharge the Commonwealth of Massachusetts and Holyoke Community
College and all its officers, agents and employees from and against any and all claims, demands, and actions or causes of action,
on account of damage to personal property, personal injury or death that may result from my participation in such activities.

I have informed the responsible person of college-sponsored trip of any personal medical conditions and/or limitations I may have
and I take full responsibility for provision and administration of any medications required for my health and well-being.

Further, it is expressly understood that the college and its officers, agents, and employees have no responsibility or jurisdiction
over college-sponsored trip participants who manifest immature, irresponsible or unreasonable behavior which may lead to
property damage or injury to themselves or others. It is the student's responsibility to retain control, direction and protection of
his or her person.

Person to notify in case of emergency: Name: ________________________________

Address: ________________________________

__________________________
Home/Cell Phone: ________________________________

In witness whereof I have caused this release to be executed this ___________ day of ____________, 20__.  

Student’s Signature ________________________________  Signature of Parent or Guardian (if student is under 18)

__________________________  
Printed Name ________________________________  Printed Name of Parent or Guardian
PERSONAL TRANSPORTATION

This release is executed by ___________________________________________ (Student's full name-please print) ___________________________ (Student’s ID number)

__________________________________________________________ (Street Address) (City) (State) (Zip) (Student’s Cell number)

to Holyoke Community College, 303 Homestead Avenue, Holyoke, MA 01040.

It is expressly understood that by providing my own personal transportation to and from:

__________________________________________________________ (Event)

to be held at ______________________________________ on ____________

(Place) (Date)

that the college incurs no responsibility, cost or liability in the event of an accident or other damage to my vehicle or property or injury to me or my passengers either on the way to or from the meeting site, while at such meeting, or college-sponsored trip.

Further, I do for myself, my heirs, and personal representative(s) hereby defend, hold harmless, indemnify, and release and forever discharge the Commonwealth of Massachusetts and Holyoke Community College and all its officers, agents, and employees from and against any and all claims, demands, and actions or causes of action, on account of damage to personal property, personal injury, or death that may result from my participation in such activities.

Person to notify in case of emergency: Name: __________________________________________________________

__________________________________________________________ Address: __________________________________________________________

__________________________________________________________ __________________________________________________________

Home/Cell Phone: __________________________________________________________

In witness whereof I have caused this release to be executed this _______ day of _____________, 20___.

__________________________________________ Student’s Signature

__________________________________________ Signature of Parent or Guardian (if student is under18)

__________________________________________ Printed Name of Student

__________________________________________ Printed Name of Parent or Guardian

This form should be attached to the completed Hold Harmless Agreement (Attachment A).
COLLEGE-SPONSORED STUDENT TRIP ITINERARY

Copies of this completed itinerary shall be filed ten (10) business days before the travel with the following:
1) Supervisor/Department Head, 2) Karen Desjeans in Administration & Finance (who will then forward to Campus Police), and
4) a copy must be kept with the responsible person during the trip.

1. Course Name & Number or Activity

2. Responsible Person

3. Cell phone number being used for this trip

4. Destination

5. Date of College-Sponsored Trip

6. Expected Time of Departure

7. Return

8. Describe activities to be conducted during the trip:

8. Names and emergency contact telephone numbers of students/participants on college-sponsored trip:

<table>
<thead>
<tr>
<th>Student’s/Participant’s Name &amp; Cellphone Number</th>
<th>Contact’s Name &amp; Telephone Number</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. __________________________________________</td>
<td>1. __________________________________</td>
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<tr>
<td>2. __________________________________________</td>
<td>2. __________________________________</td>
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<td>3. __________________________________________</td>
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<tr>
<td>12. __________________________________________</td>
<td>12. __________________________________</td>
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Over ➔
9. Means of Transportation ____________________________________________

10. If overnight, list name(s), address(s), and telephone number(s) of accommodations:

________________________________________

________________________________________

11. Name, title, home telephone and cellphone numbers of person completing this itinerary:

________________________________________

EMERGENCY TELEPHONE NUMBERS

<table>
<thead>
<tr>
<th>Service</th>
<th>Phone Number</th>
</tr>
</thead>
<tbody>
<tr>
<td>Campus Police</td>
<td>413-552-2400</td>
</tr>
<tr>
<td>Campus Police Emergency</td>
<td>413-552-2211</td>
</tr>
<tr>
<td>Switchboard</td>
<td>413-538-7000</td>
</tr>
<tr>
<td>Comptroller</td>
<td>413-552-2431</td>
</tr>
<tr>
<td>Vice President for Academic Affairs</td>
<td>413-552-2770</td>
</tr>
<tr>
<td>Vice President for Admin &amp; Finance</td>
<td>413-552-2800</td>
</tr>
<tr>
<td>Marilyn Estrada, Facilities</td>
<td>413-552-2212</td>
</tr>
<tr>
<td>Student Activities</td>
<td>413-552-2418</td>
</tr>
<tr>
<td>After Hours: Campus Police</td>
<td>413-552-2211</td>
</tr>
</tbody>
</table>
NON-HCC STUDENT PARTICIPATION AGREEMENT

The Holyoke Community College Policy for Student Travel and College Van Usage reads in part:

“Guests are excluded from college-sponsored trips unless prior authorization is granted by the Comptroller or Vice President for Administration & Finance... Non-student participants are subject to the same policies as student participants for the duration of the trip, and the college assumes no responsibility for them or liability in the case of accident or injury to themselves or others. Children are not allowed as guests on a college-sponsored trip, if a college van is used. There are no exceptions unless prior authorization is granted by the Comptroller, the Vice President for Administration and Finance, or assigned designee.”

I have read the Holyoke Community College Policy for Student Travel and College Van Usage and agree to abide by the policy including the above statement.

In consideration of being permitted to participate in a ____________________________
college-sponsored trip, I, the undersigned, in full recognition and appreciation of dangers and hazards inherent in trip activities, and during transportation to and from the field experience site/club destination to on which I may be exposed during my participation in such activity on the following date: ____________________________, 20__, do hereby agree to assume all the risks and responsibilities surrounding my participation in such activity or any independent research or activities undertaken as an adjunct thereto; and further, I do for myself, my heirs, and personal representatives(s) hereby defend, hold harmless, indemnify, and release and forever discharge the Commonwealth of Massachusetts and Holyoke Community College and all its officers, agents, and employees from and against any and all claims, demands, and actions or causes of action, on account of damage to personal property, personal injury, or death that may result from my participation in such activities.

I have informed the responsible person of the college-sponsored trip of any personal medical conditions and/or limitations I may have and I take full responsibility for provision and administration of any medications required for my health and wellbeing.

Further, it is expressly understood that the college and its officers, agents and employees have no responsibility or jurisdiction over college-sponsored trip participants who manifest immature, irresponsible or unreasonable behavior which may lead to property damage or injury to themselves or others. It is the participant’s responsibility to retain control, direction and protection of his or her person.

Person to notify in case of emergency: Name: ________________________________________________
Address: ________________________________________________
________________________________________________________
Home/Cell Phone: __________________________________________

In witness whereof I have caused this release to be executed this ____________ day of ____________, 20__.

_______________________________
Participant’s Signature

_______________________________
Signature of Parent or Guardian (if participant is under 18)

_______________________________
Printed Name

_______________________________
Printed Name of Parent or Guardian