

# **University of Southern California**

## **STUDENT OFF-CAMPUS TRIP GUIDELINES**

1. Develop a detailed itinerary of the trip. Meet with all participants ahead of time to familiarize them with the itinerary as well as any expectations you have of them and specific risks associated with the trip.
2. If any trip activities require special skills, be sure to provide the necessary orientation and training to the participants.
3. Have all participants sign an Assumption of Risk Form.
4. Obtain from all participants before the trip the names of emergency contacts to call should an emergency occur and a list of participants' medical conditions which might require emergency care or special treatment. Trip leader should keep a copy of this list and the emergency contact names and one copy should remain with someone on campus who has a copy of your itinerary and would know where to locate you if necessary. Bring along a cell phone.
5. Report all incidents of injury (of consequence) to the USC Department of Risk Management at 213-740-6203.

## Description of Forms and When They Should be Used

### **Agreement and Release from Liability for Off-Campus Site Visit (Transportation provided by USC)**

This form is used when USC (a school or department) is sponsoring the trip and has arranged for transportation for the students, such as by bus, van, etc.

### **Alternative Transportation Waiver**

This form is used when USC (a school or department) is sponsoring the trip and has made travel arrangements, such as by bus, but some students choose to make their own travel arrangements (such as by personal vehicle).

### **Student Self-Transportation Waiver**

This form is used when USC (a school or department) is sponsoring the trip but has NOT made travel arrangements and expects students to make their own arrangements. An example would be that a class is going to a theater or jazz club, and the students will all meet there. How they get there is up to them.

### **Assumption of Risk for Events Not Sponsored or Supervised by USC**

This form is used when a student organization or club plans its own trip without the sponsorship or supervision of USC (a school or department) and makes their own travel arrangements. An example would be a student club planning a ski trip.

### **University of Southern California Student Organization Travel Form**

This form should be completed by all student organizations, clubs and groups before they depart on any off-campus trip.

**AGREEMENT AND RELEASE FROM LIABILITY  
FOR OFF-CAMPUS SITE VISIT  
(TRANSPORTATION PROVIDED BY USC)**

1. I, the undersigned student, acknowledge that I have agreed to participate in the University of Southern California off-campus site visit described as follows:

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I understand that the University of Southern California will provide transportation to and from this location.

**2. I AM AWARE THAT THE ABOVE TRIP MAY RISK INJURY. I AM PARTICIPATING IN THIS ACTIVITY WITH FULL KNOWLEDGE OF THAT POSSIBILITY. I HEREBY AGREE TO ACCEPT ANY AND ALL RISKS OF INJURY ASSOCIATED WITH THE TRIP DESCRIBED ABOVE, AND VERIFY THIS STATEMENT BY PLACING MY INITIALS HERE:\_\_\_\_\_.**

3. As consideration for being permitted by the University of Southern California or one of its affiliated organizations to participate in these activities, I hereby agree that I, my assignees, heirs, distributees, guardians, and legal representatives will not make a claim against, sue, or attach the property of the University or any of its affiliated organizations for injury or damage resulting from the negligence or other acts, however caused, by any employee, agent, or contractor of the University of Southern California and any of its affiliated organizations as a result of my participation in the program described above. I hereby release the University of Southern California and any of its affiliated organizations from any and all actions, claims, or demands that I, my assignees, heirs, distributees, guardians, and legal representatives now have or may hereafter have for injury or damage resulting from my participation in the program described above.

4. I understand that I should maintain and carry accident medical coverage in the event I am injured or taken ill during the above named activity. If I do not maintain and carry such medical insurance, then any costs or bills whatsoever associated with injury or illness contracted during this activity will be paid for by me or by my legal guardians, heirs or assigns by whatever manner I/they may choose. The University of Southern California is not responsible for paying my medical bills.

**5. I HAVE CAREFULLY READ THIS AGREEMENT AND FULLY UNDERSTAND ITS CONTENTS. I AM AWARE THAT THIS IS A RELEASE OF LIABILITY AND A CONTRACT BETWEEN MYSELF AND THE UNIVERSITY OF SOUTHERN CALIFORNIA AND/OR ITS AFFILIATED ORGANIZATIONS AND SIGN IT OF MY OWN FREE WILL. I ALSO VERIFY THAT I AM OF LEGAL AGE AND ABLE TO SIGN THIS RELEASE ON MY OWN BEHALF.**

SIGNATURE OF STUDENT: \_\_\_\_\_ DATE:\_\_\_\_\_

PRINT NAME:\_\_\_\_\_

SIGNATURE OF PARENT OR GUARDIAN:\_\_\_\_\_ DATE:\_\_\_\_\_ (If required)

# ALTERNATIVE TRANSPORTATION WAIVER

*(Note: This form is used when an academic department has made travel arrangements for an off-campus trip, and is sponsoring the trip, but students make their own travel arrangements.)*

It is the understanding of the University of Southern California that you have elected to make alternative transportation arrangements and will not participate in the travel arrangements made by USC as part of the course/off-campus trip entitled “ \_\_\_\_\_ ” on \_\_\_\_\_ (date).

It is, therefore, understood that you accept full responsibility for travel arrangements and the associated costs. Further, the University of Southern California is not responsible for any bodily injury or property damage which may arise out of these alternative arrangements.

Please affirm your understanding by reading and signing the statement below:

I understand that transportation arrangements to and from \_\_\_\_\_ are available to me and I have elected to decline these arrangements. I accept full responsibility for making my own arrangements. I will defend, indemnify, and hold the University of Southern California, its trustees, agents or employees harmless from any bodily injury, property damage, or other incident which may arise out of my alternative travel arrangements or any personal time or activities that occur outside of the authorized activities scheduled as part of this USC off-campus trip.

Name (please print) \_\_\_\_\_ Date \_\_\_\_\_

Signature \_\_\_\_\_

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

\_\_\_\_\_ Date \_\_\_\_\_

# STUDENT SELF-TRANSPORATION WAIVER

*(Note: This form is used when an academic department has **NOT** made travel arrangements for an off-campus trip, but is sponsoring the trip, and the students make their own travel arrangements and meet at the site.)*

It is my understanding that the University of Southern California **is not making travel arrangements** as part of the course/off-campus trip entitled “ \_\_\_\_\_  
\_\_\_\_\_ “ on \_\_\_\_\_ (date).

I, therefore, understand that I accept full responsibility for travel arrangements and the associated costs. Further, the University of Southern California is not responsible for any bodily injury or property damage which may arise out of these alternative arrangements.

I accept full responsibility for making my own arrangements. I will defend, indemnify, and hold the University of Southern California, its trustees, agents or employees harmless from any bodily injury, property damage, or other incident which may arise out of my alternative travel arrangements or any personal time or activities that occur outside of the authorized activities scheduled as part of this USC off-campus trip.

Name (please print) \_\_\_\_\_ Date \_\_\_\_\_

Signature \_\_\_\_\_

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

\_\_\_\_\_ Date \_\_\_\_\_

**ASSUMPTION OF RISK FOR EVENTS  
NOT SPONSORED OR SUPERVISED BY USC**

It is the understanding of the University of Southern California that you plan an off-campus trip to \_\_\_\_\_ on \_\_\_\_\_ and have made your own transportation arrangements. You acknowledge and understand that this is not an event sponsored or supervised by USC and that you have made independent travel and itinerary plans. It is, therefore, understood that you accept full responsibility for travel arrangements, the associated costs, the activities you participate in, and that the University of Southern California is not responsible for any bodily injury or property damage which may arise out of these activities.

Please affirm your understanding by reading and signing the statements below:

I am voluntarily participating in this trip and accept full responsibility for making my own arrangements. I will defend, indemnify, hold the University of Southern California, its trustees, agents, or employees harmless from any bodily injury, property damage, or other incident which may arise out of the transportation or activities associated with this trip.

Name (please print) \_\_\_\_\_ Date \_\_\_\_\_

Signature \_\_\_\_\_

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

\_\_\_\_\_ Date \_\_\_\_\_

**University of Southern California  
Student Organization  
Travel Form**

Name of Organization \_\_\_\_\_

Purpose of Trip \_\_\_\_\_

Destination \_\_\_\_\_

Type of Transportation \_\_\_\_\_

Number of Trip Participants \_\_\_\_\_  
(please attach a list of participants)

**Travel Dates**

Departure \_\_\_\_\_

Return \_\_\_\_\_

**Hotel/Lodging Information**

Name \_\_\_\_\_

Address \_\_\_\_\_

Phone Number \_\_\_\_\_

**Emergency Information** (person on the trip that should be contacted first)

Name \_\_\_\_\_

Cell Phone Number \_\_\_\_\_

Person in Los Angeles that can be contacted in the case of an emergency (advisor, friend)

Name \_\_\_\_\_

Phone Number \_\_\_\_\_

**Travel Suggestions**

- ◆ Give this form with the list of participants to at least two people remaining in Los Angeles. You may even return it to Topping Student Center.
- ◆ Have a list of at least three names and numbers of people in Los Angeles that you can contact in the case of an emergency while you are gone.
- ◆ Have all participants complete a liability waiver.
- ◆ Complete and turn in a request for general liability insurance coverage.