



10.5 Student Private Vehicle Opt-Out Form

Prelude

For classes or other instances in which students are expected to participate in field trips, the expectation should be included in the catalog and/or course syllabus. For classes, the reference to the field trip listed in the course syllabus should include any required fees, how travel will be accomplished, alternatives (if any), and the consequences of not participating in the required field trip.

When travel is required, the responsible faculty or staff member should arrange for the transportation. If classes are to be missed, the responsible faculty or staff member should also provide the student participants with a statement concerning absence from classes that can be given to the students' instructors. Transportation can be scheduled through university motor pool in accordance with section 95.35, Business Policies and Procedures Manual.

The University's liability coverage is provided by Chapter 4.92 of the Revised Code of Washington (RCW). In those instances where students are permitted to drive their own cars and other students are permitted to ride with them, the responsible faculty or staff member, acting as the university's representative, should request the student drivers to verify that:

- They have valid driver's licenses
- They have minimum liability insurance required by the state of Washington (\$25,000 bodily injury per person, \$50,000 per accident; \$10,000 property damage)
- The student drivers' vehicles meet the state's standard safety requirements
- The passenger capacity of the vehicles will not be exceeded

The supervising WSU/SDC representative should also ensure that participants are appropriately dressed and properly advised as to safety requirements for the activity involved.

Opt-Out Form

For students wishing to opt-out of arranged transportation, the attached form (see next page) should be used.

To Student,

By signing this document you acknowledge that a Washington State University means of travel was afforded to you, but you chose to operate your private vehicle or travel by other means to the:

Location _____

Date _____

Dates of actual travel to and from the event are based on the student's own travel arrangements.

By signing this document you acknowledge that you possess a legal driver's license under Washington State laws, or the driver you are traveling with has a legal driver's license, and that the vehicle you are driving and/or riding in is fully insured.

Drivers using privately-owned vehicles (POVs) are responsible for complying with all policies in the University's Safety Policies and Procedures Manual (SPPM) and with Business Policies and Procedures Manual (BPPM) chapter 95. Drivers must operate vehicles at all times in a professional and safe manner, and comply with applicable traffic laws and regulations. Please review the above stated policies. Authorized drivers of privately-owned vehicles (POVs) are required to comply with the State of Washington mandatory liability insurance requirements as defined in RCW 46.29 and RCW 46.30. See BPPM 95.11.

All expenses for traveling to or from the event stated above are your responsibility.

Class

Print Name

Student Signature

Date