

BENNINGTON COLLEGE

FIELD TRIP CHECKLIST **QUESTIONS TO ASK THE FACULTY MEMBER**

- When is the trip taking place? Is it a recurring trip?

- Where is the destination of the trip?

- Is this an overnight trip? All overnight trips must be approved by the Dean of the College.

- When Using the Van:
 1. Make sure the faculty member is an “approved driver” by contacting the Business Office. If not, s/he will need to go through a license check, which takes 2 weeks to perform.
 2. Reserve the van through Security (requires 2 week notice)

- Do tickets need to be purchased? Other event charges? Check program budget to make sure there is enough money to cover the costs of the field trip. An *Event Proposal Form* will need to be completed and approved by the Dean’s Office if funding is required.

- Contact the Dean’s Office to let them know which class and faculty member are going to be taking a field trip. The Dean’s Office will print out individual *Release Forms* to be handed out to the students as well as a list of each student’s emergency contact information. This should be kept on file for the term.

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FIELD TRIP INFORMATION FORM

Faculty/Sponsor Name: _____

If using the van or other College vehicle, please ask your Coordinator to reserve the vehicle within 2 weeks of the field trip through Security. Drivers need to be on the College's approved list or be a hired professional.

Contact Information of the Faculty/Sponsor:

• Home Telephone & E-mail: _____

• *Cell Phone: _____

**A cell phone is required for all field trips*

Date of Field Trip: _____

Time of Field Trip: Leaving: _____ Returning: _____

Destination of Field Trip: _____

• Is this an overnight field trip? **Yes** **No**

All overnight trips must be approved by the Provost and Dean.

Names of Participating Students:

_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

Using the College Vans/Vehicles:

Please have your Coordinator complete a *Van Reservation Form* and send it to Ernie Paquette in Security. Only a faculty member, professional or College driver with an "approved driver" status by the Business Office may drive the van. Please make reservations at least 2 weeks prior to the trip.

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RELEASE FORM

I, _____, hereby acknowledge and agree as a participant in _____ [hereinafter "the event"], that the College, its trustees, officers, employees, agents, staff, and faculty [hereinafter collectively referred to as "the College"], by and through its involvement in the event, is not a guarantor of my health, safety, or welfare, and is not assuming any liabilities for injury, loss, or damage to my person or property resulting from or during the time of my participation in the event, independent of liabilities arising from the College's own negligence. I acknowledge and agree that the College has no obligation or duty to supervise me or my activities, or the other participants and their activities, during participation in the event. I hereby affirmatively release and waive all rights of recovery against the College for any claim against the College for injury, loss, or damage to my person or property that occurs in connection with the event; I fully discharge the College from liability for any and all injury, loss, or damage resulting from or during the time of my participation in the event, other than arising from a claim based on the College's own negligence; and I agree to defend, hold harmless, and indemnify the College from any claim, liability, loss, damage, or expense (including without limitation attorney's fees) resulting from any claim brought by a fellow participant or any other person for loss or damage caused by my conduct in connection with the event. I understand the College is not responsible for any kind of refund should the event be cancelled due to circumstances beyond the College's control.

Date

I hereby acknowledge that I have read and that I understand the above, and that I voluntarily agree to its terms.

Participant's signature

Parent or Guardian's signature (if Participant is under 18 years of age)

Destination: _____

Class Name: _____

Faculty Sponsor: _____

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VAN RESERVATION FORM

Faculty/Sponsor Name: _____ Date: _____

Driver Name (if other than Faculty/Sponsor): _____

Discipline/Department: _____

Driver's License Number and State: _____

Destination: _____

Date of Field Trip: Leaving: _____ Returning: _____

Date and Time Van Needed: _____

Account Number to be Charged: _____

PLEASE RETURN THIS FORM TO SECURITY

Please Do Not Write Below Here

Beginning Mileage _____ Ending Mileage _____

Authorized by: _____

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EMERGENCY GUIDELINES FOR FACULTY SPONSORING A FIELD TRIP

If you are in an accident:

1. Call the Police, 911.
2. Call College Security at (802) 447-4250. All accidents must be reported to Security even if no other vehicles are involved.
3. Upon your return to campus, stop at Security. You will be asked to give a full description of the accident and fill out a report.

If your vehicle breaks down:

Call College Security at (802) 447-4250 to request a pick up.