

# ACTIVITY/TRAVEL RISK MATRIX

	TYPE OF ACTIVITY	FORMS NEEDED	Example of activities
Travel within Uptown Whittier	1. Normal activity (campus meetings, dances, coffeehouses, open mic, speakers, art shows, movies, school events)	1. None*	<ol style="list-style-type: none"> <li>1. A trip to Uptown Whittier or a local park.</li> <li>2. Other day trips to locations in Uptown Whittier.</li> <li>3. Any trips where students are walking or driving into Uptown.</li> </ol>
Travel outside of Uptown Whittier	<ol style="list-style-type: none"> <li>1. Day long or overnight trips that require travel outside Whittier.</li> <li>2. Attending off campus events, retreats, conferences, meetings, field trips, performances, and/or dances.</li> <li>3. New member education activities, hiking, games or activities that require prior training.</li> <li>4. Dancing, stunts, or activities that require special training and high supervision, in order to perform tasks.</li> <li>5. Activities with physical contact.</li> </ol>	<ol style="list-style-type: none"> <li>1. Student Activity Release Waiver** <i>(to be completed by every student participating)</i></li> <li>2. Faculty/Staff Travel Agenda* <i>(to be completed by the faculty/staff authoring the trip coordinator)</i></li> <li>3. <i>(If applicable)</i> Any driver transporting students/faculty/staff must have their driving record reviewed by Human Resource. The ADR- American Driving Records form must be completed at least 3-5 business days before traveling. Once approved it is valid for the academic year.</li> </ol>	<ol style="list-style-type: none"> <li>1. All events occurring outside of Whittier.</li> <li>2. Driving personal or rental vehicles to events outside Whittier.</li> <li>3. Dinner/event at a faculty/staff member's home outside Whittier.</li> <li>4. Any events that are out of state.</li> <li>5. Any events requiring extensive travel after dark.</li> </ol>
High Risk Organizations	1. Include but is not limited to organizations whose activities have a high risk factor (Rugby, Skiing, Spirit Squad, Martial Arts, Horseback Riding, Skateboarding, working with animals, activities requiring strenuous physical activity etc.)	<ol style="list-style-type: none"> <li>1. Annual Student Release Waiver for High Risk Organizations (co-curricular) <i>(Requires parental signature if student is a minor. Student is responsible for obtaining signatures).</i></li> <li>2. Student Activity Release Waiver** <i>(to be completed by every student every trip)</i></li> <li>3. Faculty/Staff Travel Agenda* <i>(to be completed by the faculty/staff authoring the trip coordinator)</i></li> <li>4. ADR - American Driving Records form <i>(completed must be completed at least 3-5 business days before traveling)</i></li> </ol>	<ol style="list-style-type: none"> <li>1. All off campus travel pertaining to high risk activity.</li> </ol>

*\*If it is appropriate for a Non-Whittier participant to attend the activity/travel, the "Non-Whittier Participant Waiver" found in the Leadership Experience and Programs (LEAP) Office needs to be filled out / submitted prior to trip as well.*

*\*\* These forms apply when both rental and personal vehicles are used.*

*\*\*These forms must be filled out for every trip taken by registered clubs/organizations.*

## SUMMARY LIST OF ALL TRAVEL RELATED FORMS

FORM	COMPLETED BY	CONTAINS
<b>Faculty/Staff Travel Agenda</b>	<p>Faculty/staff authorizing the trip</p> <p>Information must be in the possession of a trip participant for duration of trip.</p> <p>If travel is overnight a faculty/staff person must accompany students</p>	<p>Event information, contact information, travel plans, roster of students attending, allergies, emergency contact information, vehicle information and driver information.</p>
<b>Student Activity Release Waiver***</b>	<p>Students participating in an activity or travel (including overnight).</p> <p>Students enrolled in the academic course sponsoring field trips or activities.</p>	<p>Awareness and assumption of risk, liability release, indemnification, and driver release (if applicable).</p> <p>Agreement to abide by Whittier College policies, list of critical policies (may be amended by event leader), student health information, and awareness to abide by the student Code of Conduct.</p>
<b>American Driving Records (ADR) Form</b>	<p>Faculty/Staff/Students planning to transport faculty/staff/students during the trip.</p> <p>This form must be completed at least three (3) to five (5) business days before traveling.</p> <p>Once approved it is valid for the academic year.</p>	<p>Information on individual's driving record.</p> <p><i>Note: Not all ADR Forms are approved depending on driving record.</i></p>
<b>Annual Student Release Waiver for High Risk Organizations***</b>	<p>Individual students involved in a high risk activity student organization must complete the waiver before they can participate in the activity.</p>	<p>Entails inherent risks or hazards of physical injury associated with activity, and students acknowledge that participation in the activity is voluntarily.</p>
<b>Non-Whittier Participant Waiver***</b>	<p>Any individual not enrolled at Whittier College participating in a Whittier College sponsored event.</p>	<p>Awareness and assumption of risk, liability release, indemnification</p>
<b>Handling Emergencies While Driving Personal Vehicles for Student Organization Activities</b>		<p>Form serves as a reference guide for individuals on College business.</p>

**\*\*\*All forms require parental signature if student/participant is a minor. Student/participant is responsible for obtaining the correct signatures.**