

ALVERNO COLLEGE VEHICLE WAIVER FORM

For all college sponsored field trips, no matter the distance, complete this waiver. Only drivers approved by Alverno may drive. If employees drive their car for a field trip or student trip, their personal insurance is the primary insurance. **Give a completed copy of this to the Read Center Information Desk. They will give it to Security.** Alverno's Safety & Security Office would like to remind students, faculty and staff that personal safety, whether on campus or off, is a shared responsibility. **When travelling for college business in particular, please be aware of your surroundings, stay in groups when possible, and let others know where you are going and when you plan to return. Finally, do not share personal information with strangers and be sure to program emergency numbers into your phone.**

Sponsoring Dept./Organization: _____ Destination: _____

Date of Event: _____ Est. Departure Time: _____ Est. Time of Return: _____

By printing my name, I know that there are normal risks involved with transportation and participation. I will not hold the driver of the vehicle or Alverno College responsible for such risks. Number of passengers allowed in vehicles equals the number of working seatbelts.

PASSENGER SIGNATURES AND EMERGENCY CONTACT INFORMATION:

Driver: _____ Drivers Signature: _____

Drivers Emerg Contact Name: _____ Drivers Emerg Contact Number: _____

	Name:	Signature:	Emerg. Contact Name:	Emerg. Contact Number
1				
2				
3				
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11				

If you will be leaving your vehicle overnight on campus contact Safety and Security (Ext. 6158) or e-mail Security with your name, the vehicle make, model and plate number. Park vehicles in the parking structure.