

# College of Arts & Letters

## Student Travel Instructions – Student Driver

This Student Travel Procedure applies to every University-related travel taken by any student.

The student traveler must complete the following steps every academic year and submit all forms 30 Days Before the first day of Travel to the faculty supervisor:

- All students/volunteers must complete travel authorization forms. Most forms are submitted in Adobe Sign\* for review and approval by the faculty supervisor and then by Risk Management 30 Days Before the first day of Travel.
  1. Open the Adobe Sign from the link received from the faculty supervisor.
  2. **Driver Authorization: Select A or B – Do not do both. Return to this packet once the Driver Authorization packet is completed.**
    - A. **For any New driver** (someone who has not completed these forms in the last 12 months), must complete the **New Driver Packet** (includes forms: VOA, DAP, and STD 261)
    - B. For any **driver who has driven before** with the same faculty supervisor and completed these forms in the past 12 months), must complete the **Student Driver Authorization Forms** and the Defensive Driver Training (found on **CSU Learn**) annually.
  3. Read, sign, and submit the following forms:
    - A. Release of Liability Waiver form
    - B. Emergency Contact Form.
    - C. Photo Release form.
  4. Review the Notice to Students: Release, Hold Harmless, and Informed Consent Provisions.

**Failure to comply with these guidelines may result in unauthorized travel and the inability to reimburse students and faculty for their expenses.**

Notes: Individual forms may be used if the above driver packet is unavailable.

- Student/ Volunteer – non-employee
  - Non-Employee Student / Volunteer Driver Authorization Checklist
  - If the Student is not employed by the University, also complete the Volunteer Registration Form. Student and Faculty Advisor or Dept. Chair completes these forms.
  - Vehicle Operation Authorization (VOA)
  - Driver Authorization Process (DAP)
  - Authorization to use privately owned vehicle (STD261)
  - Emergency Contact Form
  - If a volunteer (non-student or non-student employee) and is driving students, a background check may be required by risk management/HR.
- Student – employee
  - Student Employee Checklist
  - Vehicle Operation Authorization (VOA)
  - Driver Authorization Process (DAP)
  - Authorization to use privately owned vehicle (STD261)

**RELEASE OF LIABILITY, WAIVER OF RIGHT TO SUE, ASSUMPTION OF RISK  
AND AGREEMENT TO PAY CLAIMS**

Activity: \_\_\_\_\_

Activity Date(s) and Time(s): \_\_\_\_\_

Activity Location/Facility: \_\_\_\_\_

Hazards to be aware of: **Driving hazards - pot holes, oil/water slicks, traffic, other drivers on the road; Environment - rain or debris; Any other unsafe condition.**

Hazard mitigation (how to prepare for a safe activity): **Be mindful of your surroundings and others. If a driver - be a safe driver.**

In consideration for being allowed to participate in this Activity, on behalf of myself and my next of kin, heirs and representatives, I **release from all liability and promise not to sue** the State of California, the Trustees of the California State University, California State University, Sacramento and their employees, officers, directors, volunteers and agents (collectively "University") from any and all claims, **including claims of the University's negligence**, resulting in any physical or psychological injury (including paralysis or death), illness, damages, or economic or emotional loss that I may suffer because of my participation in this Activity, including travel to, from and during the Activity.

I am voluntarily participating in this Activity. I am aware of the risks associated with traveling to/from and participating in this Activity, which include but are not limited to physical or psychological injury, pain, suffering, illness, disfigurement, temporary or permanent disability (including paralysis), economic or emotional loss, and/or death. I understand that these injuries or outcomes may arise from my own or other's actions, inaction, or negligence; conditions related to travel; or the condition of the Activity locations(s). **Nonetheless, I assume all related risks, both known or unknown to me, of my participation in this Activity, including travel to and from the Activity.**

I agree to **hold** the University **harmless** from any and all claims, including attorney's fees or damage to my personal property that may occur as a result of my participation in this Activity, including travel to, from and during the Activity. If the University incurs any of these types of expenses, I agree to reimburse the University. If I need medical treatment, I will be financially responsible for any costs incurred as a result of such treatment. I am aware and understand that I should carry my own health insurance.

I am 18 years or older. **I understand the legal consequences of signing this document, including (a) releasing the University from all liability, (b) promising not to sue the University, and (c) assuming all risks of participating in this Activity, including travel to, from and during the Activity.**

I understand that this document is written to be as broad and inclusive as legally permitted by the State of California. I agree that if any portion is held invalid or unenforceable, I will continue to be bound by the remaining terms.

I have read this document, and I am signing it freely. No other representations concerning the legal effect of this document have been made to me.

Participant Name: \_\_\_\_\_ Date: \_\_\_\_\_

Signature: \_\_\_\_\_

*If Participant is under 18 years of age:*

I am the parent or legal guardian of the Participant. **I understand the legal consequences of signing this document, including (a) releasing the University from all liability on my and the Participant's behalf, (b) promising not to sue on my and the Participant's behalf, (c) and assuming all risks of the Participant's participation in this Activity, including travel to, from and during the Activity.** I allow Participant to participate in this Activity. I understand that I am responsible for the obligations and acts of Participant as described in this document. I agree to be bound by the terms of this document.

I have read this two-page document, and I am signing it freely. No other representations concerning the legal effect of this document have been made to me.

\_\_\_\_\_  
Signature of Minor Participant's Parent/Guardian

\_\_\_\_\_  
Date

\_\_\_\_\_  
Minor Participant's Name



## Emergency Contact Form

Emergency Contact Form	
First Name	_____
Middle Initial	_____
Last Name	_____
Sac State Employee ID#	_____
In case of Emergency Contact (First, MI, Last)	_____
Relationship	_____
Address	_____
City	_____
State	_____
Zip Code	_____
Home Number	_____
Cell Number	_____
Business Number	_____
Signature	
Signature	Date

# Photography, Visual Image & Concept Ideas Release Form



I (“Releasor”) grant permission to the California State University, and each of its constituent campuses, employees, and agents (“CSUS”), to use my visual/audio content, which includes but is not limited to, any type of recording, photographs, digital images, drawings, renderings, voices, sounds, video recordings, audio clips, concept ideas, and any accompanying written descriptions. I represent that U took or otherwise .created the visual/audio content ideas and they are not an impermissible or otherwise unlawful copy or duplication of another person’s work. I agree that the visual/audio content may be used in any print, electronic, or other media format selected by CIS a its sole discretion without notifying me. I further agree that the visual/audio content may be used for any purpose, including but not limited to educational, marketing, public relations, websites, social media, publications, promotions, broadcasts, advertisements, and posters, as well as for non-university uses.

I waive any right to inspect or approve the finished visual/audio content or any printed or electronic matter that may be used with them. I further acknowledge that I have voluntarily agreed to take and/or provide the visual/audio content to the CSU without the promise of compensation or remuneration in any form whatsoever, and I waive any claim for compensation or remuneration of any kind for CSU’s use or publication of the visual/audio content. I release CSU and any firm authorized to publish, broadcast, and/or distribute a finished product containing the visual/audio content from any claims, damages, or liability that I may ever have in connection with the taking or use of the visual/audio content or material used with the visual/audio content including but not limited to any and all claims for copyright infringement invasion of privacy, defamation, false light or misappropriation of name likeness or image. I may ever have in the visual/audio content

I am at least 18 years of age and competent to sign this release. I have read this release before signing, I understand the legal consequences of its contents, meaning, and impact, and I freely accept the terms.

Event: \_\_\_\_\_ Date: \_\_\_\_\_

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Signature

## [Notice to Students: Release, Hold Harmless, and Informed Consent Provisions](#)

The below is based on the last revision date of 10/20/2023. Select the link in the header to view the current notice.

“All students participating in CSU-affiliated programs which require travel shall be required to acknowledge that they have been informed of the risks of travel required by such programs and to sign a statement, in keeping with California State University Use of Approved Release of Liability Policy certifying that they have been informed of and undertake such travel voluntarily with full knowledge of such risks, and release and hold harmless the state of California, the California University, the campus affiliated with the program requiring travel, and each and every officer, agent, and employee of each of them, from any of the above institutions or persons, by reason of any accident, illness, or injuries, death, or other consequences resulting directly or indirectly from or in any manner arising out of or in connection with, the student being a passenger on a flight or public livery conveyance.”