

2.2 Risk Management

Colleges and universities are expanding learning opportunities that assist students in their development outside the classroom. In doing so, the institution relies on faculty and staff members to go beyond the traditional academic advising. Faculty members are expected to supervise their students in many different experiences. These new programs do provide additional educational opportunities, but they also increase the chance of injuries and college liability, unless risks associated with the program are carefully managed.

Many advisers don't realize that they are expected to understand a broad range of other risk management issues when planning activities such as field trips, research, and internships, that place students in environments outside the traditional classroom. These risk management issues include transportation and safety to, from and at the site.

Here are some guidelines/requirements to minimize personal and College risks when planning or organizing activities off campus:

- Contact the Director of Risk and Property Management (kristee.becker@snc.edu) for a waiver for your activity at least two weeks in advance.
- Give specific details regarding the trip, such as the class name, destination, date(s), activities involved, level of risk (low, medium, high), mode of transportation, and if any of the students are under the age of 18.
- Risk Management encourages faculty and staff to contract with an outside vendor, such as Lamers, for transporting students whenever it is feasible. This transfers risks to the vendor should an accident occur.
- If the decision to drive personal cars is made, everyone must understand that the liability falls on the driver and/or owner of the vehicle first, and that the driver/owner of the vehicle can be named personally in a lawsuit should an incident occur. Each driver must have a current and valid license held in.
- If campus vehicles are used, or should a rental vehicle be used, the risk falls on the College. Therefore, anyone using a college owned or a vehicle rented under the name of St. Norbert College for college business must register for and take the Defensive Driving Course, which includes a nationwide vehicle background check. Anyone not falling within the guidelines of the college's insurance company will not be allowed to drive a vehicle either owned by the College or rented for college purposes.
- Never transport children under the age of 18 without written parental consent. The appropriate forms can be obtained from the Director of Risk and Property Management.
- Public transportation is an option as well. The Green Bay Metro bus line offers services in De Pere. With a student ID, customers are offered discounted rates. The City of Green Bay website at <http://www.ci.green-bay.wi.us/> features a direct link to bus detours and routes. Taxi cab services offered through Packerland Shuttle LLC is another transportation option for students.

For more information or should you have any questions, comments or concerns, please contact the Director of Risk and Property Management at extension 3066.