

## Instructions

- Tick all boxes that apply to the Off-Campus Activity.
- Review all columns and determine the appropriate **overall risk level based on the highest risk level in any column.**

Low, medium, and high risks are categorized as manageable. Extreme risks are categorized as **unmanageable**.

## Who will be traveling? (check all that apply)

Students	Employees	Volunteers	Guests/Minors
----------	-----------	------------	---------------

## 1. What kind of activity will they be doing?

**Low** — An activity that entails hazards or risk no greater than those encountered by participants in their everyday lives (e.g. meetings, conferences).

**Medium** — Activities that entail a higher level of risk than individuals would encounter in their daily lives, but those risks are easily mitigated (e.g. most field research activities, off-road vehicle use, sharps use).

**High** — Activities that have the potential to expose participants to hazards that are significantly greater than those likely to be encountered in their everyday lives but which can be minimized through planning, training, standard operating procedures, etc. (e.g. direct work with dangerous wildlife, travel or work in extremely isolated locations).  
*Note: some activities, such as water related, fireworks, or extreme sport activities, may have insurance exclusions.*

AND/OR

Student will be travelling with no on-site supervision.

**Extreme** — An activity for which there is substantial risk to participants, which strategic planning cannot effectively minimize with any reasonable probability (e.g. activities that result in a high probability of an incident that could result in serious injury or death).

## 2. Where will they be going?

**Low** — Typically, travel within Canada is low risk. However, possible risks such as natural disasters and public health issues should be taken into consideration in determining whether the risk level should increase.

**Medium** — Travel within Canada to places impacted by natural disasters and/or public health issues.

AND/OR

Traveler will be in a second language environment within Canada.

AND/OR

Travel outside of Canada, including a location the Gov't Travel advice and advisories site indicates travellers "take normal security precautions".

*Chart continued on back...*

## 2. Where will they be going? cont'd

**High** — A location where Government of Canada's [Travel Advice and Advisories](#) website indicates "exercise high degree of caution" and/or the [travel health notice](#) risk level is Level 2.

AND/OR

Location will be remote or isolated with limited access to emergency services.

**Extreme** — A location where Government of Canada's [Travel Advice and Advisories](#) website indicates "avoid non-essential travel" and/or the [travel health notice](#) risk level is Level 3 or higher.

## 3. Duration of Travel

**Low** — Less than 12 hours

**Medium** — Overnight

**High** — Multiple overnight stay(s)

## 4. How will they travel?

**Low** — Commercial or public transportation with minimal transfers or stops

**Medium** — Rental or private vehicles driven by College Employees or volunteer drivers with student passengers

**High** — Complicated travel arrangements with multiple transfers or stops

The Assessed Risk Level is the **highest risk level identified** in any of the columns.

**The Assessed Risk Level:** \_\_\_\_\_

**Volunteer Driver**

*Definition: A volunteer driver is an NLC student, student's parent/guardian, employee or coach who volunteers to provide transportation to students and/or employees participating in an off-campus activity with students.*

Driver's Name \_\_\_\_\_

This vehicle being used is a:      Rental Vehicle      Personal Vehicle

Vehicle owner's name \_\_\_\_\_

Vehicle owner's address \_\_\_\_\_

Make, model, and year of vehicle \_\_\_\_\_

Vehicle plate number \_\_\_\_\_      Number of operating seatbelts in vehicle \_\_\_\_\_

I have a valid Class \_\_\_\_\_ Driver's license, No. \_\_\_\_\_

I have provided a copy of my current driver's abstract (copy attached)

I agree to wear a seatbelt and require all passengers to wear a seatbelt when vehicle is operated

I am aware that, under the BC Motor Vehicle Act, I am prohibited from, and agree to abstain from, using a handheld cell phone or other hand-held electronic devices while driving

I agree to operate the vehicle in a safe and legal manner

The vehicle is roadworthy and maintained in a safe operating condition

The vehicle is insured, including a minimum Automobile Liability Insurance Limit of \$2,000,000

The registered owner of the vehicle is aware that I am using the vehicle for this purpose

I am aware that the college does not support the use of volunteer drivers to operate vehicles capable of carrying more than 10 passengers, including the driver. I confirm that such a vehicle is not being driven

Driver's Signature \_\_\_\_\_      Date \_\_\_\_\_

**Collection Notice**

*Your personal information is collected by Northern Lights College under the authority of Section 26 of the Freedom of Information and Protection of Privacy Act (FIPPA). This information will be used to verify a Volunteer Driver operating a vehicle to participate in the supervising department off-campus activity.*

*Warning: By signing this, you give up the right to sue.*

**Release of Liability, Waiver of Claims and Assumptions of Risk**

TO: Northern lights College

In consideration of Northern Lights College granting me the privilege of participating in the activity below, I agree to this release of claim, waiver of liability, and assumption of risks (hereinafter referred to as "this Release").

Activity \_\_\_\_\_

Date(s) \_\_\_\_\_

Duration \_\_\_\_\_

I waive any and all claims I may have against, and release from all liability and agree not to sue, Northern Lights College and its officers, employees, agents and representatives (hereinafter referred to as "its staff") for any personal injury, death, property damage, or loss sustained by me as a result of my participation in the activity named above arising out of any cause whatsoever including, but not limited to, negligence on the part of Northern Lights College and its staff. I am aware of all the dangers and risks inherent in the particular activity including, but not limited to, the following:

- 1.
- 2.
- 3.
- 4.

In entering into this release, I am not relying upon any oral or written representations or statements made by Northern Lights College or its staff, including those in brochures, calendars, or promotional material issued by Northern Lights College, to induce me to undertake this particular activity.

I confirm that I have read and understand this release prior to signing it, and agree that this release will be binding upon me, my heirs, next of kin, executors, administrators and assigns.

I agree that this release is to be interpreted pursuant to the laws of the Province of British Columbia and I understand that if I have any questions regarding this waiver of rights, I should consult a lawyer prior to signing this release. I acknowledge that at any time, Northern Lights College may refuse to allow participation to any persons who are a hazard to themselves and/or other participants involved in the activity.

Signature of Participant \_\_\_\_\_ Date: \_\_\_\_\_

Address of Participant \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Signature of Witness (parent/guardian if under age 19) \_\_\_\_\_

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