FIELD RESEARCH SAFETY GUIDELINES

Intent and Scope

The field research safety guidelines provided in the attached document are intended to provide assistance to principal investigators (PI), research supervisors, postdoctoral associates, technicians, other employees, graduate students, and undergraduate students with the primary motivation of promoting safety and minimizing risks associated with the execution of research activities in a field setting, where there is an elevated risk of harm compared to routine activities (see section, Potential Fieldwork Hazards and Special Circumstances, for some specific examples. These guidelines apply to all University-sponsored research, regardless of funding source.

General Principal Investigator Responsibilities

University-sponsored research is performed by and/or under the supervision of a principal investigator or research supervisor, who is responsible not only for the intellectual/academic execution of the research, but also for promoting the safety of all individuals involved in the research effort. When research conducted by student/employees occurs in the field (off-campus), special care and precautions may be warranted.

After reviewing this document, the principal investigator or research supervisor may consult “Field Research Safety Best Practices”, available on the Environmental Health and Safety website, for additional information and guidance in planning for a safe field research experience. Questions of applicability for a specific research activity should be directed to the office of Environmental Health and Safety for guidance.

Principal investigators/research supervisors should draft a generalized field safety policy for their individual labs that can encompass a number of smaller, more project-specific field safety plans (an example of a field safety plan is provided in Appendix B). Principal Investigators are the best authorities on risks potentially encountered while conducting research at their field sites and should draw upon their judgment and personal experiences in drafting these plans. Generalized field safety policies should address the following categories, where applicable:

1. Personnel Safety Training - Provide guidelines on the availability and necessity of first aid and/or CPR training, first aid kits, and other field safety gear necessary for specific field situations.

2. Communications - Provide phone numbers or contact information for PI’s or other important lab and field personnel. Other emergency contact information should also be provided, depending upon the field circumstances.
3. Hazards - Discuss specific chemical, physical, and/or environmental hazards that are important for your research group to know about. Discuss forms of transportation to be used, decide if special training is required, and address safety concerns (e.g. ATVs, boats)?

See below for more details on each of these issues and an example of a field research plan, which includes safety and communication components.

Safety Training and Personnel Considerations

Safety Training: Beginning in 2009, an annual training event for First Aid and/or CPR certification has been provided for those principal investigators, postdoctoral associates, technicians, graduate, and/or undergraduate students who wish to be certified. This event usually occurs at the end of the spring semester in late April or early May, and is the only time period when certification is financed by the College. The PI should use discretion when deciding which individual(s) should receive safety training, and what level of awareness/training is appropriate. Direct questions to Environmental Health and Safety office.

Personnel Staffing: Normal procedure is for at least two persons to work together in the field. In certain circumstances, the situation may arise that only one person can go into the field. While Villanova University discourages lone workers in field situations, should the situation present itself, approval from the principal investigator/research supervisor should be established, as well as consent from the lone field worker. Both parties must understand the risks, and a proper protocol for communication should be established prior to undertaking the field work.

If a student/employee encounters dangerous working conditions (flooding river, inclement weather, unsafe boats, unsafe sampling location, etc.), the student/employee may question the dangers with the principal investigator/research supervisor, and if not satisfied that the work can be performed safely, may cease work without repercussions, until the student/employee considers the conditions to be safe. Ultimately, it is the responsibility of the principal investigator/research supervisor to foster the safety and wellbeing of students/employees. At the same time, students/employees need to be forthcoming about their preparedness. Additionally a field research safety plan should be implemented and all parties aware of the procedures/protocols.

Communications

Any group that includes students/employees conducting field research needs to adopt a communications protocol ensuring that adequate communications equipment accompany students/employees in field settings.

The written field research plan should include a ‘Communications’ section that outlines a communication protocol that the principal investigator/research supervisor implements and that the field researchers follow. At a minimum, this protocol should include emergency contact numbers, an emergency communication protocol, and communications equipment requirements (e.g., cell phones, satellite phones).
Cellular phones should be carried by each field team while conducting field work for use in case of emergency. In certain countries, it is recommended that satellite phones be used, and these will be provided for by Provost’s Office on a need be basis.

The principal investigator/research supervisor should make clear the communications equipment expectations for all students/employees conducting field work. In most cases, a student’s/employee’s cell phone will suffice for communications equipment. The field research plan communication protocol should detail circumstances when personal cell phones are inadequate, such as when research is conducted outside of cell phone coverage, or if research is conducted abroad and U.S. cell phones may not work with basic U.S. cell phone plans. In these circumstances, the principal investigator/research supervisor should either provide alternate communications equipment (cell phone with international access or satellite phone, for instance) or develop a field research plan (see below) that includes planned communications between the field researcher and the PI or other designated party.

**Communications Plan Component of Field Research Plan**

At the principal investigator’s/research supervisor’s discretion, field communications plans may be included in the field research plan to facilitate communication between field researchers and the PI or other parties such that persons not accompanying the student(s)/employee(s) know when and where the students/employees are conducting field research. If the students/employees have not safely returned by some predetermined time, emergency services will be contacted on their behalf. A purpose of a field research plan is to avoid a circumstance where a student/employee field crew is conducting field work without the knowledge of some person not on the field research crew. The field research plan is also designed to keep in contact with a field team if they are conducting field work for an extend period of time. If the field team were to encounter an emergency and be unable to contact emergency services for whatever reason, the emergency contact would attempt to contact the field crew at a set time. If contact is not established, emergency services would then be contacted.

When appropriate, field communications plans should be filed with the emergency contact before the field crew departs. Field communications plans should contain sufficient detail about the location of the field research such that the emergency contact can, if required, direct emergency services to the research site. The field communications plan should also detail a date and time at which, if communication between the field crew and the emergency contact cannot be established, the emergency contact will implement emergency measures.

The PI/designee must verify that each member of the research team is in possession of and understands the field communications plan. An example of a field communications plan can be found in Appendix A.

**Potential Fieldwork Hazards and Special Circumstances**

This list is by no means exhaustive. Each field site has its own set of unique conditions and potential hazards that should be discussed with the research advisor and team. Each principal investigator should develop field safety guidelines for the students/employees involved in fieldwork and discuss specific strategies for avoiding or mitigating field hazards.
All-Terrain Vehicles/Snowmobiles/etc.: All users should be properly trained (and where required, licensed) in the safe use and operation of vehicles that may be used in the field.

Animals/Wildlife: Particularly when working in remote areas, animals/wildlife may be of particular concern. Each field location will have its own unique fauna and the potential threat posed by these animals should be considered. Particular attention should be paid if working in an area during mating season or when offspring are present, as these situations may make certain animals more likely to be aggressive. If the field work involves intentional animal handling, hazards such as bites, infection, etc. should be addressed.

Biological Hazards: Contamination of air, water and food sources by local bacteria and viruses should be considered. Immunization may be considered for things like tetanus or other diseases if engaged in activities that put researchers at greater risk. Routine prevention measures should be taken, such as dressing to avoid tick exposure, mosquitos, etc. Consider the potential for water-borne diseases, and have access to clean water, or take appropriate steps to use personal water purification devices while working/camping. Be aware of insect borne diseases such as Zika, etc. and review protective strategies.

Boating Safety: All users should be properly trained in the safe use and operation of boats. Personal floatation devices must be available for all passengers and must be worn at all times when in a boat. Safety should be considered not only while on the open water, but also during docking procedures, as this is often when accidents and injuries can occur.

Cellular Access: When working in a rural area, be aware that cell phone coverage may be limited, and not available for emergency assistance. Also, consider that not all rural areas have 911 emergency phone numbers in place. If this is the case, know the direct phone number for local emergency services such as ambulance, fire and police and update field communications plan accordingly.

Chemical Safety: If working with hazardous chemicals while in the field, all precautions should be taken that would normally be taken in the Villanova University research lab. Proper personal protection should be worn (gloves, goggles, face shield, etc.) and proper ventilation should be available. Additional safety precautions may need to be considered if transporting chemicals to a field site. Also consider what waste disposal procedures may need to be in place.

Electrical Hazards: Consider any electrical hazards that may be present at a field site, including high voltage power lines, etc. Research equipment/instrumentation should be checked for signs of wear prior to deployment in the field (frayed lines, stripped wires, etc.). Care should be taken when operating electrical equipment near water sources.

Environmental Hazards: Natural environment and weather conditions may pose a hazard to personal safety. Each field site will have its own unique set of conditions that may need to be considered. The principal investigator should discuss potential hazards with personnel prior to field deployment. Issues of concern may include the potential for hyperthermia, hypothermia, sunburn, dehydration, high altitude (altitude sickness), frostbite, etc. Proper personal gear should be available appropriate to the field site and its weather/environmental conditions.
**Equipment Hazards:** Equipment used in the field such as chainsaws, pumps, motors, etc. may pose a safety hazard if not operated properly. All users should be trained in the safe operation of any equipment to be used in the field.

**First Aid:** First aid kits should be available at all field sites and should be routinely checked for adequate supplies and expired materials. Each principal investigator should decide on whether all field team members need to be certified in first aid procedures (e.g. Red Cross certification).

**Firearms:** If the carrying of firearms is necessary (e.g. bear protection, etc.), all users should be properly trained in their safe use and transport and all required permits must be in place. No one should be permitted to handle firearms without proper safety training.

**Navigation/Remote Sites:** Adequate navigational equipment should be available if travelling to remote sites. All users should be familiar with the use of the equipment (e.g., GPS units).

**Social/Cultural Consideration:** If the field work has the potential for interaction with people of other cultures team members, the principal investigator is responsible for the training of field personnel with respect to relevant social or cultural considerations.

**Transportation Considerations**

**Driver Certification:** Students, staff and faculty driving University owned, leased, or rented vehicles must pass a motor vehicle driving record check. The University’s Motor Vehicle Record Check Policy can be found online at [https://vsites.villanova.edu/finance/Shared%20Documents/Financial%20Affairs/Insurance%20and%20Risk%20Management/VehiclePolicy.pdf](https://vsites.villanova.edu/finance/Shared%20Documents/Financial%20Affairs/Insurance%20and%20Risk%20Management/VehiclePolicy.pdf). Students must complete the MVR Consent Form found on Page 6 of the Policy and complete the online Driver Safety Training (instructions start on page 8 of the Policy). Once the online Driver Safety Training is complete, the MVR Consent Form must be sent to the Insurance & Risk Management department in order to have a driving record check completed. Employees must complete the MVR Consent Form found on page 7 of the Policy and which must be sent to the Insurance & Risk Management department in order to have a driving record check completed. Approved drivers will receive an email from the Insurance & Risk Management department notifying them that they are approved. Only after the prospective driver passes the driving record check are they added as an insured driver to the University’s auto insurance policy and are permitted to drive University owned, leased, or rented vehicles. Principal investigators should ensure that all students driving University vehicles complete these certification steps. Certification information can be found here: [https://www1.villanova.edu/villanova/finance/insurance/DrivingVillanovaVehicles_secure.html](https://www1.villanova.edu/villanova/finance/insurance/DrivingVillanovaVehicles_secure.html).

**University Van Fleet; Use of Personal Vehicles:** The University maintains a centralized van fleet from which vehicles can be reserved for University-sponsored travel. The University’s Parking and Transportation Office can be contacted at 610-519-6998 (click here for website) for more information. All users of the van fleet must review and abide by the Van Fleet Policy. In order to reserve a vehicle in the University’s Fleet, please register.

Unless logistically unfeasible (e.g., research in locations distant from Villanova), it is strongly recommended that a University vehicle be used for all University-sponsored research trips.
involving transportation of students, staff, and faculty. This ensures that the University's insurance coverage applies to any accidents and loss prevention measures. The University's auto liability insurance applies to only University owned, leased or rented vehicles; personal vehicles are not covered. Per Pennsylvania state law, the insurance policy purchased for a particular vehicle responds on a primary basis to any accidents involving that vehicle. The principal investigator/research supervisor is responsible for identifying funds to cover the cost of vehicle rental from the University van fleet.

Note that the University's auto liability insurance policy applies to University owned, leased, or rented vehicles driven by University-approved drivers while in the United States and Canada. If research requiring vehicle use occurs outside of the US or Canada, auto insurance must be purchased separately. In such situations, the principal investigator/research supervisor is responsible for identifying funds to cover the cost of auto insurance.

The use of personal vehicles for University-sponsored research is strongly discouraged. If it is absolutely necessary that a student/employee use a personal vehicle in conjunction with University-sponsored research, the student or staff member must be advised in writing that their own auto insurance is the only insurance that would respond in the event of an accident/incident with their own vehicle even while on University business. The student/employee, and specifically the person named on the vehicle’s insurance policy, assumes full insurance risk. For any student/employee that uses a personal vehicle in the execution of research, Appendix D, Acknowledgement- Use of Personal Automobile form, must be completed by the owner of the vehicle prior to the travel. The signed Acknowledgement form must be retained by the Department for a period of three years from the date of the vehicle’s use in accordance with the University’s record retention policy.

Students/employees have the right to refuse using a personal vehicle for research, with no repercussions. If a personal vehicle is used, the student/employee is entitled to mileage reimbursement at the standard University rate. In such situations, the principal investigator/research supervisor is responsible for identifying funds to cover the cost mileage reimbursement.

**Non-University Employees:** Non-University employees are not permitted to travel in University vehicles. University students, employees and registered volunteers may travel in University vehicles and may apply to become certified drivers of University vehicles.
## Emergency Contact Information

<table>
<thead>
<tr>
<th>Emergency Contacts</th>
<th>Number</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Emergency Services</strong></td>
<td>911</td>
<td>Contacted first in any life threatening emergency. 911 will put student in contact with police, EMS, fire, and Coast Guard</td>
</tr>
<tr>
<td><strong>Villanova Public Safety</strong></td>
<td>(610) 519-4444</td>
<td>Provide PI phone number to student(s) in the field when not accompanied by the Principal Investigator</td>
</tr>
<tr>
<td><strong>Principal Investigator</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Villanova Insurance and Risk Management: Ashlie Docktor-Feick</strong></td>
<td>(610) 519-6603</td>
<td>Contacted in the event that any Villanova owned or rented vehicle is involved in an accident, and following any emergency in which emergency services were contacted</td>
</tr>
<tr>
<td><strong>International SOS</strong></td>
<td>(215) 942-8478: (international SOS scholastic alarm center)</td>
<td>Provides worldwide assistance and evacuation services for students and employees on University sponsored travel abroad.</td>
</tr>
<tr>
<td></td>
<td>Membership #1BYS000006</td>
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</tr>
<tr>
<td></td>
<td><a href="#">Download the International SOS Assistance APP</a></td>
<td></td>
</tr>
<tr>
<td><strong>Site-specific</strong></td>
<td></td>
<td>Emergency services numbers in foreign countries</td>
</tr>
</tbody>
</table>

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### List of Appendices

- **Appendix A** - Field Communication Plan
- **Appendix B** - Field Safety Plan Example
- **Appendix C** - Villanova University Off-campus incident/accident/injury report
- **Appendix D** - Use of Personal Automobile Consent Form
APPENDIX A

Field Communication Plan Examples

1. A field research crew that includes undergraduate students conducts field work at tidal marsh field sites on the Delaware River which is accessed by boat. The PI develops a communications protocol, and requires that a cell phone (in a water-proof case) accompany the field crew at all times. When the field crew anchors the boat and conducts research in the marsh, the cell phone must accompany them to avoid a circumstance where the boat loses anchor and floats away stranding the field crew. The field crew files a research plan with the PI (if the PI does not accompany the crew) or with the PI’s spouse (if the PI does accompany the crew) before leaving. The field plan details the sites (including lat/lon) and approximate times that the sites will be visited. The field plan also notes a time by which emergency services should be notified in the event that communication between the field crew and the emergency contact cannot be established.

2. An undergraduate student obtains a Villanova Undergraduate Research Fellowship to conduct periodic individual field research in forests close to their home in upstate New York during the summer. The student fills out a new field research plan that includes her parents as the emergency contact, and she gives this research plan to her parents before departing on field work. The student’s parents institute emergency procedures if the student has not been in contact by the pre-determined time. In this scenario, the PI is not necessarily contacted prior to every field trip. See Detailed Example Field Plan (see attached-Appendix B).
APPENDIX B

Student Field Research Safety Protocol (reprinted with permission of N. Weston)

General Information
Principal Investigator    Nathaniel Weston
Field Research Program   Delaware River Estuary
Brief Description of Research Field research is conducted at tidal freshwater and saltwater marsh sites along the Delaware River. Sites are accessed by land or by boat. Activities include measuring rates of gas exchange, measuring and collecting plant biomass and soil samples, installing surface elevation tables (SETs) and boardwalks, measuring SETs and conducting GPS surveys.

Communications - Phone Numbers
Emergency 911
Villanova University Public Safety 610.519.4444
Principle Investigator’s Cell Phone Nathaniel Weston xxx.xxx.xxxx
Principle Investigator’s Office Phone Nathaniel Weston 610.519.8009
Department Office Angie Fondaco 610.519.3336
Villanova Insurance & Risk Management Ashlie Feick (610) 519-6603

Communications – Protocol
Communications Instrument Every group conducting field research must have a cell phone with them, including on the boat when field access by boat is required.
Emergency Communication Call 911 in any life-threatening or potentially life-threatening emergency. 911 will put you in contact with the Coast Guard as well as other emergency services, in cases of boat failure. If, after emergency service have been contacted you are able to, contact Villanova University Public Safety, the Principal Investigator, and the department to alert them to the situation. If a motor-vehicle or boating accident has occurred, contact Ashley Feick.

Field Research Plans
Field Research Plan A third-party (Angie Fondaco, Dr. Frank Galgano, a member of the laboratory, etc) not accompanying the field research team must be informed of the field plans and again informed when the field crew has returned. The location of sites visited and anticipated timing of the trip
needs to be communicated. This person is responsible for contacting the field crew if they have not returned within a reasonable amount of time.

**Personnel Requirements**

**Number of researchers**
There must be 2 or more persons in any field research trip to tidal marsh sites. Undergraduate students must be accompanied by a graduate student, technician, post-doc or PI.

**Personnel Safety Training**

**First Aid / CPR**
All personnel conducting significant (i.e., PI, technician, student summer researchers) field research must be Red Cross First Aid and CPR trained. A copy of the certification will be kept on file.

**Boat Training**
All personnel leading field research trips that include boat use are required to take a boat education course and be Pennsylvania Boater Education certified. These certificates will be kept on file.

**Safety Equipment**

**First-aid Kit**
A fully-stocked first aid kit must be available in the vehicle and boat when in use.

**Boat Safety Kit**
A boat safety kit, including a whistle, horn, fire-extinguisher, a life-jacket (one per passenger), and a throw able life-saving device (cushions) must be on board the boat during operation.

**Transportation Protocol**

**Truck and Trailer Operation**
Only authorized personnel may operate the field truck with the boat-trailer attached. Special consideration must be given to driving the truck with the boat-trailer attached. Undergraduate students may not drive the truck when the boat trailer is attached. Undergraduate students may operate the truck if van certified by the University.

**Boat Operation**
Only personnel possessing a Pennsylvania Boating Safety Certificate and approved by the Principal Investigator are authorized to operate the boat.

**Hazards – Physical**

**Water**
A significant portion of this research is conducted on (in a boat), near (in tidal marshes) or in (wading) water. Personnel who do not know how to swim should wear a life-jacket when appropriate. During colder field conditions when wearing waders, be aware that falling into water with waders on is extremely dangerous. Waders will fill with water and make surfacing difficult. If your waders fill with water and you are unable to surface, remove them as quickly as possible.
Care must be taken when working in tidal systems. The water level changes quickly, and flow velocities can be substantial. Always be aware of the conditions when you are conducting field research.

**Boating**

Travel by boat must be conducted safely. The boat utilizes an outboard engine with a propeller that will do significant bodily damage if the motor is in gear. Persons should never be near the rear of the boat when the engine is on, even in neutral. An additional hazard in travelling by boat is that the boat may unexpectedly strike objects in the water, causing persons who are standing to fall. Always sit while the boat is in motion.

Never smoke or use open flame or spark in the boat. The boat is powered by a gasoline/oil mix stored in portable containers. These containers are not fully sealed (they need to be vented) and thus risk of fire and explosion is present. Always remove the gas tanks from the boat when filling.

The boat may not be operated between sunset and sunrise.

**Walking in the Tidal Marsh**

Traversing portions of tidal marsh are an inevitable part of field research. Proper footwear must be worn at all times (close-toed, tightly laced shoes, boots, or waders). Do not overload yourself when walking in the marsh.

Walking on boardwalks poses the threat of slipping and falling. Mud causes boardwalks to be slick. Take care when walking on boardwalks.

**Heat, Sunburn, Dehydration**

On hot, sunny days, care must be taken to avoid dehydration, sunburn and overheating. Drink water, wear sunscreen and protective clothing, and take adequate breaks.

**Frostbite, hypothermia**

On cold days, care must be taken to avoid frostbite, lowering of core body temperature and hypothermia. Wear protective clothing (waders, multiple layers, gloves).

**Hazards – Biological**

Marsh plants

Several of the plants encountered in the tidal marsh field sites (Zizania aquatica at Salem and Polygnum at Rancocas) are abrasive and will cause slight skin rashes. Wear long pants and long sleeves when working at these sites in late summer and fall. Some plants also pose the risk of causing puncture wounds. Be attentive and utilize protective eye wear when appropriate.
Black flies, mosquitoes and green-heads

At some times of year, biting insects (black flies, mosquitoes and green-heads) will be found in tidal marsh ecosystems. Wear protective clothing (long pants and long sleeves) and use insect repellant to minimize exposure.

Ticks and Lyme disease

Ticks in the mid-Atlantic region may carry Lyme disease. Wear protective clothing and use insect repellant. If you find a tick on yourself, remove it promptly. If tick bites are detected, monitor yourself for signs of Lyme disease and promptly seek medical attention if found.

Hazards – Chemical
Not applicable

Hazards – Specific Field Equipment

Generator
A gasoline powered generator may be used in the field. The generator produces an electric current (120 V) which is hazardous in wet conditions such as a tidal marsh. Take care to site the generator so that it does not come in contact with water. If an extension cord is used, be sure that the termination of the extension cord and any connections do not come in contact with water. No smoking or open flames may be near the generator, due to the possibility of gasoline fumes igniting.

Demolition Hammer
The demolition hammer produces potentially damaging levels of noise. Wear protective ear gear when using or working near the demolition hammer. The demolition hammer and the stainless steel rod that is hammered become extremely hot. Use caution when handling after hammering.

Grinder
The grinder will cause significant bodily harm if it comes into contact with your person while in operation. Use caution. The stainless steel rod is also extremely hot following cutting with the grinder, and should be cooled before handling.

GPS tripod
The spikes on several of the tripods used for the GPS equipment are sharp, and will cause bodily injury if mishandled. Take care when using and transporting this equipment.

Signatures
I have read and understand these safety protocols and procedures, and I will follow these policies and procedures.

__________________________________________________________________________
Name Date

__________________________________________________________________________
Principal Investigator Date
APPENDIX C

VILLANOVA UNIVERSITY
OFF CAMPUS INCIDENT/ACCIDENT/INJURY REPORT

NAME OF INJURED/DAMAGED PARTY: ________________________________________________

NAME OF PROGRAM: ________________________________________________________________

NAME OF PRINCIPAL INVESTIGATOR/DESIGNEE: _________________________________________

DATE/TIME OF ACCIDENT/INJURY: ______________________________________________________

DATE/TIME ACCIDENT/INJURY WAS REPORTED: ____________________________________________

ONSITE CONTACT PERSON: ______________________ PHONE: ________________________

FACILITY/ SPECIFIC LOCATION WHERE ACCIDENT OCCURRED: __________________________

____________________________________________________________________________________

EXTENT OF INJURY OR PROPERTY DAMAGE:
                                                                                     _______________________________________________________________________
                                                                                     _______________________________________________________________________
                                                                                     _______________________________________________________________________
                                                                                     _______________________________________________________________________
                                                                                     _______________________________________________________________________

TREATMENT RECEIVED/TRANSPORTED: _____________________________________________________
                                                                                     _______________________________________________________________________
                                                                                     _______________________________________________________________________

SYNOPSIS OF INCIDENT: _______________________________________________________________
                                                                                     _______________________________________________________________________
                                                                                     _______________________________________________________________________
                                                                                     _______________________________________________________________________
                                                                                     _______________________________________________________________________
                                                                                     _______________________________________________________________________

_________________________________________       ________________                _________________________       ____________
Signature                       Date                Reviewed By                                    Date

PLEASE SEND A COPY OF THIS REPORT, AS SOON AFTER THE INCIDENT AS POSSIBLE, TO THE FOLLOWING:
ASHLIE DOCKTOR-FEICK, RISK MANAGEMENT & INSURANCE (ashlie.docktor@villanova.edu) (FAX: 610-519-6809)
(PHONE: 610-519-6603)
APPENDIX D

ACKNOWLEDGEMENT – USE OF PERSONAL AUTOMOBILE

To be signed by the Vehicle Owner; Student Vehicles owned by Parents must be signed by Parent

I, the undersigned, acknowledge that I am the owner of the following vehicle (the “Vehicle”):

_____________________   (Year, Make and Model) ________________________________
(License Plate #)

I understand that the Vehicle is contemplated to be used in connection with travel to and from a field research location at _______________________________ during the period from ___________ to _______________ (the “Field Work”) in connection with a class or research project sponsored by Villanova University (“University”).

I acknowledge that the use of my Vehicle for travel to and from the Field Work location is completely voluntary. I understand that other options for transportation to the Field Work site have been made available by the University, either in the form of University-owned vehicles or University-rented vehicles.

I understand that University does not carry or maintain automobile insurance coverage or any other insurance coverage for my Vehicle in connection with the Field Work. Any personal injury or property damage sustained by me or third parties that occurs in connection with the use of the Vehicle for the Field Work will not be covered by the University but, rather, will be subject to my own personal auto insurance coverage.

I understand that I will be reimbursed for mileage at the standard University rate.

I represent that I have adequate automobile insurance to cover any personal injury to myself or any third party or property damage owed by me or any third party that may arise out of the use of the Vehicle for the transportation to and from the Field Work.

Acknowledging all of the above, I hereby grant permission for the Vehicle to be used for transportation to and from the Field Work location.

I certify that I have read and understand the above statements and that they are true and accurate, and that the signing of this Acknowledgement is voluntary.

READ ABOVE CAREFULLY BEFORE SIGNING BELOW.

Student/Employee Driver’s Printed Name: __________________________  Banner ID: ____________

Student/Employee Driver’s Signature: ______________________________  Date: _________________
(Please sign in ink. Typed signatures are not acceptable)

Vehicle Owner’s Printed Name (if different than above):

____________________________________
Vehicle Owner’s Signature (if different than above): ______________________________  Date: ______
(Please sign in ink. Typed signatures are not acceptable)