

## Field Trip and WVUES Volunteer Transportation Policy as of April 12, 2016

Personal transportation of youth enrolled or participating in WVUES activities or events to and from WVUES activities is the responsibility of the parent/guardian. While being transported in a private vehicle, the young person, 4-H member, volunteer, or any other driver or passenger, is not covered by West Virginia University Extension Service, the West Virginia University or State of West Virginia insurance policy.

- **Extension faculty/personnel cannot make travel arrangements for youth to travel to events with parents or volunteers.**
  - Volunteers that travel with youth in their personal vehicle accept full responsibility for those individuals in their vehicle. Their personal automobile insurance is responsible if there is an accident.

West Virginia University Extension does not require its employees (“Extension professionals”) to coordinate transportation for non-employee third parties (“clientele”) or to transport clientele in personal vehicles. It is appropriate for Extension professionals to inform clientele that it is their choice to participate in a field trip where transportation is needed. If they decide to participate they are responsible for making their own travel/transportation arrangements.

They are to complete the follow information prior to any field trip to be on file at county extension office.

Date of field trip: \_\_\_\_\_

Purpose of trip: \_\_\_\_\_

I have read the WVUES Volunteer Transportation Policy and understand I am responsible for making travel transportation arrangements. I accept full responsibility for youth in my personal vehicle and my personal automobile insurance is responsible if there is an accident.

\_\_\_\_\_  
Responsible Adult Volunteer signature

\_\_\_\_\_  
Date