



CHAPMAN UNIVERSITY
RISK MANAGEMENT

**Quick Start Guide
For Faculty-Student
Programs**

Introduction: This document is designed to provide a resource for faculty who are planning outside programs in connection with their courses. Outside programs are broadly defined and range from single day field trips to extended duration programs.

Field Trips: All faculty organized field trips that involve an off-campus location require the use of the standard Chapman University eWaiver Form. Details on this process can be found at this [link](#). Creating an eWaiver is a simple process using your University login. This process creates a Waiver form that the participants sign electronically. Participants provide emergency contact information that you as faculty can access via the link provided by the system. For any questions on this form, please email the Risk Management staff via this [link](#).

Transportation: Some programs involve (a) University-provided transportation such as buses; (b) the use of outside service providers, and/or (c) self-transportation by participants.

- (a) For University transportation, some faculty may want to look into the availability of a University “rental” van. The Transportation Services website can be found at this [link](#). The Vehicle Request Form can be found at this [link](#). You may contact the transportation office by email via this [link](#) or by calling 714-997-6560.
- (b) For outside bus transportation, a contract is required, and the provider must meet the University’s insurance requirements which can be found at this [link](#). While there is not a single mandated provider, an example of one of the approved bus companies most often used by the University, can be found at this [link](#). The company is familiar with our process. For other questions please contact risk@chapman.edu
- (c) For self-transportation including carpooling, please review the information found at this [link](#) for carpooling best practices. It is important that faculty, in representing the University, not directly facilitate a carpooling relationship in the classroom or otherwise.

Programs with Minor Participants: All faculty who are in any way involved with programs that involve minors (who are not Chapman University students) should be aware of University requirements. A good starting point is our website on Programs with Minor Participants found at this [link](#). All such programs must be recorded in our **Registry of Programs Involving Minors** found at this [link](#). The two key components of working with minors include (a) training and (b) background check. All University representatives working with minors must complete an online training course on **Protecting Children from Sexual Misconduct**, available on the Risk Management Blackboard site. To register for this course, please fill out the Online Training Request Form found at this [link](#). Individuals who will be involved with minors in a way that includes on-on-one interaction must be background checked via LiveScan. Human Resources will facilitate that process after you have entered the names in the Registry.

Contracts and Agreements: Some activities and events may require a written contract or agreement between the University and an outside organization. For more information, please contact risk@chapman.edu or call 714-532-6021.