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UNIVERSITY OF
NOTRE DAME

GUIDE TO **RISK MANAGEMENT** **2020-2021**

*for University of Notre Dame Faculty and Staff
Developing and Teaching Community-Engaged Courses*

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COMMUNITY-BASED TEACHING

Risk Management guidance for University of Notre Dame faculty and staff developing and teaching community-based courses

INTRODUCTION

Community-based programs offer University of Notre Dame students an opportunity to expand their knowledge base, develop their skill level and serve the community outside the boundaries of a conventional learning environment. Whether local or international in scope, community-based programs share a risk profile that includes issues ranging from the protection of children to personal health and safety.

This guide was developed to address the signature risks of community-based programs and assist faculty and staff in the areas of risk management and safety.

RISK MANAGEMENT CHECKLIST

[Risk management checklist.](#)

STATEMENT OF RESPONSIBILITY; WAIVER, RELEASE AND INDEMNIFICATION AGREEMENT

Students participating in community-based programs (“Programs”) *and* receiving academic course credit are not required to sign a waiver, release and indemnification agreement.

Students traveling or participating *voluntarily* for these Programs should sign a waiver, release and indemnification agreement. This policy applies whether or not a student is receiving a grant or stipend for travel. The [waiver](#) may be obtained through the Risk Management and Safety Department.

Student travel or participation in Programs outside the U.S. will require approval through ND International (international.nd.edu) and the execution of a Statement of Responsibility and Waiver Agreement prepared by the University’s Office of General Counsel.

Questions concerning the Statement of Responsibility and Waiver, Release and Indemnification Agreements for international travel may be directed to the Notre Dame International Office at 574.631.1138.

CONTRACTS RECEIVED FROM COMMUNITY-BASED OR OTHER THIRD PARTY ORGANIZATIONS

Faculty and staff are not authorized to sign contracts on behalf of the University. If a contract is required by a community organization or for the use or rental of a facility or the provision of

services, the contract must be reviewed and approved by the Office of General Counsel. The Office of General Counsel may be reached at 574.631.6411.

TRANSPORTATION

Methods of domestic travel to community agencies vary depending on the circumstances of the trip. The safety of students during travel is paramount to the University:

- *University of Notre Dame Transportation Services*
 - The University's Transportation Services maintains a fleet of vehicles for domestic travel use. These vehicles, which are professionally serviced and maintained, are available to faculty, staff and students for a reasonable daily rate. Transportation Services will also assist with the rental of vehicles from outside vendors should additional vehicles be necessary.
 - The person (or persons) assigned to drive a University owned vehicle will be required to go through a brief defensive driving course. In addition, a motor vehicle record check will be completed. Once the course has been completed and the driving record is reviewed, a decision will be made regarding the individual's ability to drive on behalf of the University.
 - Transportation Services can be reached at 574.631.6467.
- *The Center for Social Concerns*
 - The Center maintains six vehicles for travel to volunteer sites within St. Joseph County. These vehicles, which are professionally serviced and maintained, are available to faculty, staff and students unable to reach a site by Transpo, walking, by bicycle (during daylight hours), or personal car and may be scheduled for use through the Center at no charge. Top priority is given to students doing engagement within a course. Drivers and passengers are required to read the Policies and Procedures found on the CSC website before contacting the center to request a vehicle.
http://socialconcerns.nd.edu/about/documents/CSCVehicleRentals_PoliciesandProcedures2013-14_000.pdf
 - The Center's vehicle coordinator can be reached at 574.631.5293 or at cscvans@nd.edu
- *Walking*
 - Students may choose to walk to the Program site. If this is a possibility due to the proximity of the location to campus, students should be aware of safety issues including geographical area, weather, and time of day.
- *Biking*
 - Students may choose to bike to the Program site. If this is a possibility due to the proximity of the location to campus, students should be aware of safety issues including geographical area, weather and time of day.
- *Air Travel*

- All air travel should be arranged through Procurement Services and TravelIND or Anthony Travel in order to insure compliance with University policy and procedure.
- *Commercial Bus Carrier*
 - The Risk Management and Safety Department maintains a list of approved bus carriers. This list can be obtained by contacting the Department at 574.631.5037.
 - Commercial bus companies may be added to the approved list of carriers. The Risk Management and Safety Department requires an executed contract and certificate of insurance from all carriers. Contact 574.631.5037 for information regarding this process.
 - Independent school bus carriers cannot be approved as bus carriers and should not be used.
- *South Shore Railroad or Commuter Trains*
 - Commercial train travel is an acceptable means of transportation.
- *Rental Vehicles*
 - All vehicle rentals, aside from those arranged through the Center for Social Concerns or Transportation Services, should be made through Procurement Services and TravelIND or Anthony Travel in order to comply with University policy and procedure.
- *Faculty or Staff Personal Vehicles*
 - Personal vehicles are acceptable forms of transportation. In accordance with the University's travel policy, faculty and staff are permitted a mileage allowance for travel on behalf of the University. In addition to fuel and maintenance cost, the allowance encompasses the cost of insurance. Therefore, the faculty or staff member's personal vehicle insurance must provide primary liability coverage in the event of an accident or incident, regardless of who was driving at the time of the occurrence. Further, insurance coverage should be maintained for physical damage to the vehicle. The University does not provide insurance coverage for damage, loss or theft of any personal vehicle.
- *Student Vehicles*
 - In certain instances, the only transportation option available is the use of a student vehicle. It is the vehicle owner's responsibility to provide primary third party liability and physical damage (loss, damage, or theft of vehicle) insurance for the vehicle.
 - Students who transport other students should do so voluntarily; there are legal and insurance ramifications involved.

- It is recommended that student drivers attend the brief defensive driving course offered by Transportation Services before they transport other students.
- *Fifteen Passenger Vans*
 - Fifteen passenger vans are not an acceptable form of transportation. This policy applies to non-owned, rented, leased or borrowed fifteen passenger vans. Further, it applies whether seats have been removed or the interior reconfigured.

Faculty, staff and student drivers are subject to the driving policy of the University (Exhibits A & B).

TRANSPORTATION OF MINOR CHILDREN

Students should not transport minor children except under extraordinary circumstances. In cases where this is unavoidable, the faculty member responsible for the Program should:

- Have a waiver, release and indemnification agreement signed by a parent or legal guardian prior to the transportation of the minor child. This [form](#) may be received by contacting Risk Management and Safety;
- Arrange for the child to be picked up and returned to a school or community center which is staffed with responsible adults at the appointed times;
- If a school or community center is not feasible, make arrangements with a parent or legal guardian to be home during the time of pickup and drop off. An authorized individual must be at home in order to leave a child at that home and there should be an alternative plan in case no one is there;
- Arrange for at least two students to be in the vehicle when transporting minor children.

COMPLIANCE REQUIREMENTS; BACKGROUND CHECKS/MOTOR VEHICLE RECORD CHECKS/FINGERPRINTING/TB Test

The University should comply with any background, motor vehicle record check, fingerprinting or other compliance requirements as stipulated by the community organization. If the community organization requests that the University manage a compliance requirement, faculty or staff may contact the Office of Human Resources for assistance.

HEALTH AND MEDICAL INFORMATION

During the course of a Community-Based Program, faculty or staff may gain information regarding the health or medical status of a student. Medical patients and patient medical information is protected under the federal Health Insurance Portability and Accountability Act (HIPAA). Medical information should remain confidential and passed on only to those persons with a "need to know"; any questions regarding HIPAA may be directed to the Office of General Counsel at 574.631.6411.

EMERGENCY SITUATIONS

There are numerous circumstances that may necessitate the need for an emergency response on the part of faculty or staff responsible for undergraduate students. Such emergencies include, but are not limited to, physical injury, fatality, kidnapping, missing person, robbery, harassment, or sexual assault. Regardless of the circumstances of the emergency, a prompt, prudent and appropriate response is imperative for the safety and security of all University of Notre Dame constituents.

In response to an emergency:

- Tend to the needs of the affected party. The health and safety of students, faculty, and staff are the highest priority.
- Take reasonable and prudent measures to help reduce the risk of foreseeable harm.
- Obtain as much information as you can regarding the situation. Exercise caution and restraint with respect to when and with whom information is to be shared.
- Maintain a written log of the basic circumstances of the incident, any consultation with law enforcement or medical providers and list outcomes of these discussions. Limit the information and your observation to facts, rather than opinion or speculation.
- Contact and apprise the department chair, administrator, or advisor at Notre Dame of the situation as soon as practical.
- If the course is sponsored by the Center for Social Concerns, contact the Center as soon as practical.
- Contact the Notre Dame Security/Police at 574.631.5555 to inform them of the incident.
- Contact the Risk Management and Safety Department at 574.631.5037 to notify them of the incident.
- Do not contact parents unless authorized by Notre Dame executive staff.

BLOODBORNE PATHOGEN TRAINING

Bloodborne pathogen training is available for students through the Risk Management and Safety Department. Training needs should be planned in advance and arranged via [ComplyND](#).

PRIVATE HOMES OF FACULTY OR STAFF: ACADEMIC OR SOCIAL PURPOSE

Depending on the circumstances, faculty or staff hosting student gatherings in private homes accept full responsibility and liability for illness and injury, regardless of academic or social purpose. This includes, but is not limited to, students becoming ill, suffering from food poisoning, hurting

themselves, injuring others, or damaging property. You should determine, with your homeowner's insurance company, if such incidents and accidents are afforded coverage. Your personal assets may be at risk if you do not carry the appropriate insurance coverage. The University will not provide defense nor reimburse faculty or staff for any legal expenses or damages determined to be their responsibility. This policy applies regardless if the University is providing funding or reimbursement for food or beverages.

PRIVATE HOMES OF CLIENTS

Faculty and staff should avoid sending students into private homes to provide services on behalf of community organizations whenever possible. In many cases, services can be made available at the community partner site, a local school, or a community center.

If service in a private home is unavoidable, students should be advised, in advance, of the home visit requirement.

THE PROTECTION OF CHILDREN

The University of Notre Dame is committed to promoting the safety and wellbeing of children in its care. The Protection of Children Policy was adopted to reaffirm this commitment and to provide criteria for those involved with children and children's programming.

If University faculty, staff or students are responsible for the direction and control of the children in their care, the criteria outlined in the Protection of Children Policy must be followed. The Policy website, available [here](#), addresses the procedures and protocol required to fulfill the criteria. Training must be completed through [the website](#) and the program registered with RMS.

If a community organization outside of the University is responsible for the children in its care, University faculty, staff and students who are present in a community organization or participating in sponsored activities or events where children are present must:

- 1) Align their behavior, at all times, with the University's core values (Exhibit C) and the behavioral expectations (Exhibit D) for interacting with children. Adults must be positive role models for children, and act in a caring, honest, respectful, and responsible manner.
- 2) Understand how and when to report suspected abuse or inappropriate behavior:
 - a. Indiana law requires anyone who has reason to believe that a child is a victim of child abuse or neglect to make an oral report immediately to the local child protection service or the local law enforcement organization. If the child is on the Notre Dame campus, the appropriate law enforcement agency to contact is NDSP (574-631-5555).
 - b. If the child is at a community organization, the director or supervisor should be notified immediately. The community organization should have policy in place for immediate contact with local child protection service or the local law enforcement agency.

ALCOHOL USE

The University's [Service of Alcohol Policy](#) is managed and maintained by the Office of General Counsel. Questions regarding the policy should be directed to General Counsel's Policy Professional.

Outside restaurants and caterers providing alcoholic beverage service to the University must provide evidence of proper insurance and a liquor permit from the Alcohol and Tobacco Commission. This evidence should be provided to Risk Management & Safety 30 days prior to an event via this [link](#).

Students are responsible for complying with the alcohol policy outlined in "du lac – A Guide to Student Life" The student policy states that all persons under the age of 21 are considered underage in the State of Indiana and are not allowed to consume alcohol. Further, students are not permitted to furnish alcohol to any person who is underage.

"du lac" further states that intoxication by any student, regardless of age, whether in public or in private, is prohibited at all times.

SEXUAL HARASSMENT

Sexual harassment is defined as any subtle or unsubtle persistent unwanted sexual language or behavior. Any person who is offended or affected by such behavior is considered a victim. Sexual harassment is illegal. A student who believes they have been sexually harassed at a community organization or during a Program should report the information immediately to their supervisor at the organization *and* the University faculty or staff advisor. University faculty or staff, in turn, should immediately contact the University's Office of General Counsel at 574.631.6411.

CONFIDENTIALITY

Students immersed in community-based programs may have access to confidential business information and personal information about volunteers, employees and organization clients. This information should not be used, shared or accessed without proper authorization. Once authorized, information obtained should only be used in carrying out the academic or service mission of the program. Violation of this policy may lead to dismissal of the student from the program in compliance with the University's Academic Code and further sanctions or penalties from the community organization.

Students coming in contact with medical patients or patient medical information should be advised of the federal Health Insurance Portability and Accountability Act (HIPAA). Patient medical records are legally protected and failure to comply with HIPAA requirements may result in personal, civil, and criminal penalties levied by the U. S. Department of Health and Human Services, in addition to University and community organization sanctions.

STUDENT PERSONAL PROPERTY

The University does not provide personal property insurance for students, whether they are on personal or University business, on or off campus. The purchase of Student personal property insurance is facilitated through the Risk Management & Safety Department. Information and the application form is available [here](#).

STUDENT LIABILITY

Students accept responsibility for personal liability arising out of their participation in community-based programs, regardless of academic or social purpose. The University will not provide defense nor reimburse students for any legal expenses or damages determined to be their responsibility.

Student liability insurance is made available through the Risk Management & Safety Department. Information and the application form may be accessed [here](#).

FACULTY AND STAFF RESPONSIBILITY

Faculty and staff developing, administering or managing community-based programs under the scope of their authority on behalf of the University, and following the policies and protocol of the University, are afforded protection in the event of a cause of action. The University's position regarding Faculty and Staff defense and indemnification is available [here](#).

STUDENT RIGHTS

Students placed in community-based programs have a right to:

- Receive an orientation of the organization, its facilities, and its mission
- Receive training, supervision, and guidance
- Information regarding the need for background checks, motor vehicle records, fingerprinting, and/or a tuberculosis test
- Confidentiality of personal information and the results of background checks, motor vehicle records, fingerprinting and/or a tuberculosis test
- Receive documentation of service hours
- Say "no" if they feel uncomfortable or unsafe
- A positive experience

STUDENT RESPONSIBILITIES

Students placed in community-based or service-learning programs have a responsibility to:

- Contact the organization and the Sara Bea Disability Services to assess what barriers might exist and to determine if reasonable accommodations are possible
- Participate in all training required by the community organization

- Abide by the organization's rules and standards of conduct
- Participate fully in all required activities
- Accurately represent skills and abilities to organization staff
- Complete all assigned tasks and responsibilities in a timely and efficient manner
- Maintain flexibility with respect to time and task
- Follow the policies outlined in "du lac – A Guide to Student Life"
- Represent the highest standards of the University of Notre Dame

ORIENTATION CHECKLISTS

[Checklist for instructor orientation.](#)

[Checklist for community partner orientation.](#)

EXHIBIT A

VEHICLE USAGE POLICY FOR NOTRE DAME EMPLOYEES

1. Purpose and Scope:

1.1. This is the Risk Management and Safety policy for employees operating University owned or leased vehicles or courtesy vehicles ("University Vehicles") and rental or other vehicles while on University business ("University Business").

1.2. The following procedures and requirements are considered minimum standards.

1.3. University Departments and other units may develop more restrictive procedures.

2. Responsibilities:

2.1. Notre Dame employees operating University Vehicles or operating personal, rental or other vehicles while on University Business must adhere to the following:

2.1.1 Must have a valid driver's license to drive any vehicle on University Business and must refrain from driving on University Business if their license is suspended or revoked. Employees operating University Vehicles must inform their immediate supervisor and the Department of Risk Management and Safety immediately upon the suspension or revocation of their driver's license or driving privileges and may not operate University Vehicles.

2.1.2 May not drive a University Vehicle and must not drive on University Business if they have more than one conviction in the past eighteen months for driving under the influence of alcohol or drugs, or for reckless driving.

2.1.3 If requested by the University, a driver must authorize the Department of Risk Management and Safety to obtain a copy of his/her driving record from the Bureau of Motor Vehicles (or similar agency in any state) for the Department's review.

2.1.4 Must not drive a University Vehicle or on University Business while under the influence of alcohol or drugs.

2.1.5 Must be at least eighteen years of age.

2.1.6 Must not permit any unauthorized person to drive a University Vehicle under conditions which violate this policy, except when necessary in an emergency.

2.1.7 Must use seat belts or other available occupant restraints and require other occupants to do likewise and be secured in accordance with applicable law. The number of passengers should never exceed the number of seatbelts in the vehicle.

2.1.8 Operate the vehicle in accordance with University regulations, know and observe applicable traffic laws, ordinances and regulations, and use reasonable and safe driving practices at all times.

2.1.9 Assume sole responsibility for any and all fines or traffic violations arising out of the operation or use of a University vehicle or a privately owned, rental or other vehicle while on University Business.

2.1.10 Drive the vehicle at legal speeds appropriate for traffic, weather and road conditions.

2.1.11 Immediately report all accidents or violations to the Risk Management and Safety Department and Police where applicable.

2.1.12 University employees who spend the majority of their professional time driving must driving complete a course sponsored by the University's Transportation Services Department within a reasonable period of time after they are hired. Other employees who drive University Vehicles are encouraged to attend a safe driving course every three years.

2.1.13 Must assume responsibility for obtaining information about weather conditions when traveling on University Business.

2.1.14 Must not drive on University Business if the driver has caused 3 or more at-fault accidents within the past eighteen months.

3. Reporting Accidents and Damage

3.1 Any accidents or damage incurred or caused while operating a University Vehicle, or a rental or other vehicle on University Business, must be promptly reported to the local police (or NDPD on campus) and the University's Risk Management and Safety Department.

3.2 When you have been in an accident in a University Vehicle or while on University Business:

3.2.1 Get immediate medical aid if you are injured.

3.2.2 Keep calm and do not argue.

3.2.3 Make no statements or admissions concerning fault or responsibility for the accident.

3.2.4 Do not offer or agree to make payments for the accident or suggest the University will do so.

3.2.5 Notify the local police or NDPD if the incident or accident occurs on campus.

3.2.6 Discuss the accident only with police officers, representatives of the Risk Management and

Safety Department or other University officials.

3.2.7 Record as much information as you can on all of the other parties to the accident. This information should include their name, address, insurance company, driver's license number, license plate number, make, model and year of their car, precisely where the accident happened, witnesses (with names, addresses and telephone numbers).

3.2.8 Refer all questions from lawyers, the other party to the accident, insurance adjusters or representatives of the other party and others to Risk Management and Safety.

CONCLUSION

The proper utilization of University-owned vehicles, and the safe operation of personal vehicles on University business can save lives, prevent injuries, minimize University transportation costs and reduce liability. Any questions concerning this policy should be directed to the Department of Risk Management and Safety, 636 Grace Hall, 574.631.5037.

EXHIBIT B

VEHICLE USAGE POLICY FOR NOTRE DAME STUDENTS

1. Purpose and Scope:

- 1.1. This is the Risk Management and Safety policy for students operating University owned or leased vehicles or rental or other vehicles while on University business ("University Business").
- 1.2. The following procedures and requirements are considered to be minimum standards.
- 1.3. University Departments and other units may develop more restrictive procedures.

2. Responsibilities:

- 2.1. Notre Dame students operating University Vehicles or operating rental or other vehicles while on University Business must adhere to the following:
 - 2.1.1 Must have a valid driver's license to drive any vehicle on University Business and must refrain from driving on University Business if their license is suspended or revoked.
 - 2.1.2 May not drive a University Vehicle and must not drive on University Business if they have more than one conviction in the past eighteen months for driving under the influence of alcohol or drugs, or for reckless driving.
 - 2.1.3 If requested by the University, a driver must authorize the Department of Risk Management and Safety to obtain a copy of his/her driving record from the Bureau of Motor Vehicles (or similar agency in any state) for the Department's review.
 - 2.1.4 Must not drive a University Vehicle or on University Business while under the influence of alcohol or drugs.
 - 2.1.5 Must be at least eighteen years of age.
 - 2.1.6 Must not permit any unauthorized person to drive a University Vehicle under conditions which violate this policy, except when necessary in an emergency.
 - 2.1.7 Must use seat belts or other available occupant restraints and require other occupants to do likewise and be secured in accordance with applicable law. The number of passengers should never exceed the number of seatbelts in the vehicle.
 - 2.1.8 Operate the vehicle in accordance with University regulations, know and observe applicable traffic laws, ordinances and regulations, and use reasonable and safe driving practices at all times.
 - 2.1.9 Assume sole responsibility for any and all fines or traffic violations arising out of the operation or use of a University vehicle or a privately owned, rental or other vehicle while on University Business.

2.1.10 With respect to University Owned vehicles, must turn off the vehicle, remove the keys and secure the vehicle when it is unattended, except for police vehicles, fire vehicles or specialized maintenance equipment.

2.1.11 Drive the vehicle at legal speeds appropriate for traffic, weather and road conditions.

2.1.12 Immediately report all accidents or violations to the University's Department of Risk Management and Safety pursuant to the section below entitled Reporting of Accidents and Damage.

2.1.13 Must not drive on University Business for more than eight hours in any eighteen hour period.

2.1.14 Must not drive a vehicle on University Business between the hours of 1 a.m. and 5 a.m. except when necessary in an emergency.

2.1.15 Must assume responsibility for obtaining information about weather conditions when traveling on University Business.

2.1.16 Must not drive on University Business if the driver has caused 3 or more at-fault accidents within the past eighteen months.

3. REPORTING OF ACCIDENTS AND DAMAGE

3.1 Any accidents or damage incurred or caused while operating a University Vehicle, or a rental or other vehicle on University Business, must be promptly reported to the local police (or NDPD on campus) and the University's Risk Management and Safety Department.

3.2 When you have been in an accident in a University Vehicle or while on University Business:

3.2.1 Get immediate medical aid if you are injured.

3.2.2 Keep calm and do not argue.

3.2.3 Make no statements or admissions concerning fault or responsibility for the accident.

3.2.4 Do not offer or agree to make payments for the accident or suggest the University will do so.

3.2.5 Notify the local police or NDPD if the incident or accident occurs on campus.

3.2.6 Discuss the accident only with police officers, representatives of the Risk Management and Safety Department or other University officials.

3.2.7 Record as much information as you can on all of the other parties to the accident. This information should include their name, address, insurance company, driver's license number, license plate number, make, model and year of their car, precisely where the accident happened, witnesses (with names, addresses and telephone numbers).

3.2.8 Refer all questions from lawyers, the other party to the accident, insurance adjusters or

CONCLUSION

The proper utilization of University-owned vehicles, and the safe operation of personal vehicles on University business can save lives, prevent injuries, minimize University transportation costs and reduce liability. Any questions concerning this policy should be directed to the Department of Risk Management and Safety, 636 Grace Hall, 574.631.5037.

EXHIBIT C

REPORTING OF ACCIDENTS AND DAMAGE

Immediately report any accidents or damage incurred while operating a University vehicle (or a privately owned vehicle on University business) to the local police department, the University's Department of Risk Management and Safety, the driver's supervisor, (for students only) the Office of Student Affairs and (for employees) Notre Dame Police.

When you have been in an accident you must:

1. Get immediate medical aid if you are injured.
2. Keep calm and do not argue.
3. Make no statements or admissions concerning fault or responsibility for the accident.
4. Do not offer or agree to make payments for the accident or suggest the University will do so.
5. Notify the local police.
6. Discuss the accident only with police officers, representatives of the University's Department of Risk Management and Safety or other University officials.
7. Record as much information as you can on all of the other parties to the accident. This information should include their name, address, insurance company, driver's license number, license plate number, make, model and year of their car, precisely where the accident happened, witnesses (with names, addresses and telephone numbers).
8. Refer all questions from lawyers, the other party to the accident, insurance adjusters or representatives of the other party and others to the University's Department of Risk Management and Safety.
9. Automobile Incidents should be reported to Risk Management and Safety [here](#).

EXHIBIT D

UNIVERSITY CORE VALUES

- Accountability
- Integrity
- Teamwork
- Mission in Mission
- Mission in Excellence

EXHIBIT E

UNIVERSITY BEHAVIORAL EXPECTATIONS

DO:

- Report any instance or suspect instance of abuse or neglect involving a Child to Notre Dame Security Police immediately (574-631-5555).
- Maintain the highest standards of personal behavior at all times when interacting with minors.
- Whenever possible, try to have another adult present when you are working with minors in an unsupervised setting. Conduct necessary one-on-one interactions with minors in a public environment where you can be observed.
- Treat all Minors in a group consistently and fairly, and with respect and dignity.
- Be friendly with Minors within the context of the formal Program while maintaining appropriate boundaries.
- Maintain discipline and discourage inappropriate behavior by minors, consulting with your supervisors if you need help with misbehaving youth.
- Be aware of how your actions and intention might be perceived and could be misinterpreted.
- Consult with other adult supervisors or colleagues when you feel uncertain about a situation.

DON'T:

- Don't spend significant time alone with one Minor away from the group or conduct private interactions with Minors in enclosed spaces or behind closed doors.
- Don't engage in inappropriate touching or have any physical contact with a minor in private locations.
- Don't use inappropriate language, tell inappropriate jokes, or make sexually suggestive comments around Minors, even if Minors themselves are doing so.
- Don't give personal gifts to, or do special favors for, a minor or do things that may be seen as favoring one Minor over others.
- Don't share information with Minors about your private life or have informal or purely social contact with minor program participants outside of Program activities.
- Don't strike or hit a minor or use corporal punishment or other punishment involving physical pain or discomfort.
- Don't relate to minors as if they were your peers, conduct private correspondence or take on the role of "confident" (outside of a professional counseling relationship.)
- Don't date or become romantically or sexually involved with a minor. Don't show pornography to minors or involve minors in pornographic activities.
- Don't provide alcohol or drugs to minors or use them in the presence of minors.