**Faculty Course Packet 2018**

Greeting from the Gerace Research Centre! To all our returning groups, thank you, for your continued support of the GRC. To new researchers and groups, we hope that you will join the long list of people who consider that GRC and San Salvador a home away from home.

**Please read the following information carefully. All necessary forms for booking a group are included in this file (2018CoursePacket.doc).**

- Please note payment, late fees, and cancellation policies. Payment is requested at least two weeks in advance of your arrival on San Salvador.

- U.S. and foreign citizens are required to have **passports** to enter the Bahamas. Make sure everyone in your group is aware of this and if necessary has applied for a passport far in advance.

- Be sure to send all required forms to us within the time frame listed under the section **Reserving your Course** in this **2018CoursePacket.doc**. These forms are important to ensure that we are properly prepared for your group – problems invariable arise when we do not get these forms in a timely manner.

- Please make sure that students download and read the entire Student Group Information Packet (StudentInformationPacket.doc available on our website) before they sign up for your field course.

- Make sure to bring completed **Visitor Forms** (Health Status Forms, Student Contracts, and Vehicle Use Agreements) with you and submit those forms to the main office upon your arrival.

- **Credit Cards are not widely accepted in San Salvador**. Be sure that your students have brought adequate cash and that **most of it is in smaller denominations ($5 and $10 bills)**, as it can be difficult to make change for larger bills. Student checks are **not accepted** at the GRC.

- Please make sure that students (and parents) are aware that our US mailing address should not be used for personal mail. This is not a regular service and if something is mailed to a student it will not arrive until well after they are gone.

- San Salvador continues to grow, but it is still very much an isolated island with limited facilities. Please make sure your students are aware of this – phone service, electricity, and internet access are not always funtioning at the GRC. If students do not feel they can handle being out of communication with family or friends for up to a week or more, then they may want to reconsider their visit to the island. Also, medical facilities are extremely limited and emergency transport off the island remains a challenge.

Again, thank you for choosing the Gerace Research Centre for your field studies, and we look forward to seeing you this coming year on San Salvador.

Sincerely,



Dr. Troy A. Dexter

Executive Director

**2018 GRC FEE SCHEDULE**

# Standard Rates for Courses

Each student per night $ 69.00

One faculty member per eight students free

Each additional faculty member per night $ 69.00

 You will be credited $8.62 for every student over 8 \*

Each faculty spouse per night $ 63.00

Each faculty child per night (5 yrs. or younger) free

 (5 to 14 yrs. old) $ 34.00

 (14 yrs. or older) $ 56.00

Professional programs (conferences) housed in faculty housing (per person, double occupancy,

per night) $ 80.00

# Standard Rates for Researchers

Researcher per night $ 69.00

Extended researcher stays per night (≥45 consecutive nights) $ 54.00

 *Requires Director’s approval and must hold a current GRC Research Number and BEST Permit*

# Additional Fees

Insurance - per person, per day $ 1.50

Technology fee – per person per **stay**  $ 10.00

 Includes 24-hour access to the computer lab, use of projectors, etc.

Vehicle Rental per day (1 to 3 people) $ 60.00

 (4 to 6 people) $ 45.00

 (7 to 9 people) $ 30.00

 (10 to 12 people) $ 15.00

 (13+ people) free

 Vehicle rentals include gas; can be driven during **daylight hours only**

# Extras

Window Air Conditioner for **Rooms**, per night $ 10.00

 Faculty or graduate rooms only, limited availability so sign up before your arrival

Window Air Conditioner for **Lab**, per night $ 10.00

SCUBA Tanks, per tank $ 15.00

Nighttime Dive Lights, per light, per use $ 3.00

Captained Boat in Grahams Harbour, half-day $20.00/person ($160 minimum)

 Visit neighboring cays and snorkel reefs; trip includes fuel and Captain’s fee

\* To receive the reduced rate, any additional faculty **must be an integral part of the program and contribute to teaching and supervision of the course**.

**RESERVING YOUR COURSE**

In order to visit the Gerace Research Centre with your course or for your research, please complete and submit the seven forms found at the back of this packet. Please read through the following packet carefully and fill out the forms completely. In order to guarantee your spot, the forms should be submitted within the minimum times listed below. The Course Proposal, Housing, Travel Information, and Insurance/Course Participant forms can be submitted by email or fax to Rochelle Hanna, our Administrative Assistant (rhannagrc@gmail.com, Fax: 1-242-331-2524). Visitor forms (Health Status Forms, Student Contracts, and Vehicle Use Agreements) can be handed over to the GRC on arrival, but must be signed and submitted to the faculty lead well in advance of the course.

 **A.** Course Proposal Form 8 weeks+, up to 2 years in advance

 **B.** Housing Form 6 weeks+

 **C.** Travel Information Form 4 weeks+

 **D.** Insurance/Course Participants Form 4 weeks+

 **E.** Health Status Form Signed 6 weeks+; submit on arrival

 **F.** Student Contracts Signed 6 weeks+; submit on arrival **G.** Vehicle Use Agreement On arrival

Questions about project proposals and research can be addressed to Troy Dexter, Executive Director (grcsansal@gmail.com). Questions regarding room availabilities and dates can be addressed to Rochelle Hanna, Administrative Assistant (rhannagrc@gmail.com). Questions regarding fees and payments can be addressed to Velda Knowles, Business Manager (veldagrc@gmail.com).

**REGISTRATION FORMS**

**COURSE PROPOSAL FORM (Section A)**

The course proposal serves as your means of **making a reservation** with the Gerace Research Centre (GRC) and having your group placed in our calendar. Course proposals are required minimally two months in advance of anticipated arrival. However, reservations for space at our campus are on a “first come, first served” basis. To guarantee space is available, it is best to get your course proposal submitted early. Course proposals are accepted up to two (2) years in advance of your anticipated arrival. This form allows us to prepare for the approximate size of your group and to determine what space, lab, and field equipment you require. We request that all faculty explain the purpose of their visit to guarantee the course meets the goals of the GRC. As the GRC is focused on science and education, we have the right to refuse any course deemed not to meet those standards.

Please complete the enclosed course proposal form and e-mail it to our Administrative Assistant (rhannagrc@gmail.com) as soon as possible. Note that even if you are a returning group, this form must be completed each year and submitted to us. Upon receipt of the proposal, we will confirm the dates for your utilization of the GRC. The Executive Director of the GRC will contact you concerning any required alterations to your proposed course.

**HOUSING FORM (Section B)**

The housing form allows the GRC to assign rooms for the attendees of your course. This form must be submitted at least one month before your arrival. We understand that circumstances arise that may alter the number of students in your course. If a student drops or signs up for your course, please contact our Administrative Assistant (rhannagrc@gmail.com) as soon as possible so we can modify room assignments.

Most visitors to the GRC will be assigned rooms with roommates. Roommates will be assigned from among people within the same class. Room assignments are sorted by gender in accordance with Bahamian culture. Only **married** student couples may room together. Please list their names separately on the form. Generally, undergraduate students are housed in the dorms. The dorms have shared bathrooms, ceiling fans, and screened windows. **Please make your students aware of the limited accommodations available in the dorms prior to their arrival.** Graduate students are generally housed in graduate housing (space permitting), and faculty are generally housed in faculty rooms. Due to limited space, we cannot guarantee separate bathrooms or individual rooms for faculty. Faculty’s families are also welcome to attend courses at the GRC. Please include the names and ages of any children attending with your group on the form.

Air conditioning window units are available for rent in both faculty and graduate housing. Please contact us beforehand if air conditioning units are desired (please note that there are a limited number of units and faculty take priority over graduate students). Air conditioning units are also available for rent in class labs.

**TRAVEL INFORMATION FORM (Section C)**

The travel information form allows the GRC to plan for your arrival, pick your group up from the airport, and track any changes or delays to your flight schedule. Please submit this form at least 4 weeks before your arrival. Let us know if there are any changes to your travel schedule after submission of this form. Most groups fly into Nassau and then continue on to San Salvador Island. In order to avoid missed connections, we suggest you leave at least a four-hour window between your flights to and from Nassau and San Salvador. Due to the usual flight schedule, it is likely that you will have to overnight for at least an evening in Nassau. Earlier and later flights between Nassau and San Salvador are available on certain days of the week. More recently, direct flights have been scheduled from Miami to San Salvador, although the price of these flights may make them cost prohibitive. Chartered flights for large groups are also available and can be scheduled directly with airlines. Feel free to contact the GRC for more information as these flight schedules do change over time.

**INSURANCE INFORMATION**

The Gerace Research Centre (GRC) has arranged an accident and sickness insurance policy with CIGNA Worldwide Insurance Company, with the following benefits:

 Accidental Death & Dismemberment $ 25,000 per person

 Accident & Sickness Medical Expense $ 10,000 per occurrence

 with Deductible $ 25,000 per person

 Medical Evacuation & Repatriation $ 5,000

 Deductible $ 25

This insurance will cost $1.50 per person, per day. It is **mandatory** that all students have this coverage while they are in residence at the GRC and for the days arriving and departing from San Salvador. However, if a student desires insurance while in transit from their home institution to San Salvador, they can also pay for this additional coverage at $1.50 per travel day.

Please be informed that this insurance carries a $25 deductible and that any medical expenses must first be borne by the student and then a claim must be submitted for reimbursement. A visit to the medical clinic here on the island starts at $30 for nonresidents, therefore students should keep **at least** this much cash in reserve for medical emergencies while at the GRC.

The GRC will waive this mandatory policy for all those who have comparable insurance which covers accident and sickness and medical evacuation costs up to $5,000. Faculty lead must submit a letter requesting to waive the GRC insurance plan and provide proof of comparable coverage. A word of caution though, many medical insurance policies **do not cover** air ambulance and repatriation costs. Furthermore, many accident policies do not cover sickness. The GRC will also waive this mandatory insurance if the head of your school's business office signs a letter stating that the school will be responsible for covering all expenses accrued by your students due to sickness and/or accident, including air ambulance service.

**\*\*\*If you choose to waive the GRC insurance policy, it will fall to the faculty member and their home institution to secure a medical air evacuation in coordination with your own insurance provider.**

**INSURANCE/COURSE PARTICIPANTS FORM (Section D)**

To initiate the CIGNA insurance policy, each faculty must complete and send the enclosed Course Participants/Insurance Form to our Administrative Assistant (rhannagrc@gmail.com) with the list of names of all persons insured and the number of days of coverage desired. This list of course participants also allows the GRC to keep track of student security deposits and valuables envelopes. **It is imperative we receive the list of names at least four weeks prior to your travel to San Salvador** so the policy can be instituted. If additional coverage for travel days is desired, please include the dates of those traveling days on your form and add them to the sum in the total days’ column. Even if you choose to waive the GRC insurance, we still request that you submit this form so that we have a record of the individuals in your group.

**VISITOR FORMS**

All visitors (faculty, students, researchers and family members) to the GRC must fill out a Health Status Form. All students to the GRC must also sign the Student Contract. Any faculty member wishing to drive a GRC vehicle must also submit a signed Vehicle Use Agreement. Please make copies of the enclosed Health Status Form and Student Contracts and distribute these to prospective visitors in your group. Student Contracts and Health Status Forms must be signed **6 weeks before arrival** at the GRC, but these completed forms can be turned in during the student orientation or into the GRC main office upon your arrival. The Vehicle Use Agreement can be signed upon arrival at the GRC. Faculty are responsible for collecting the Student Contracts and Health Status forms from students. Please peruse these forms and **report anything alarming to the GRC immediately**. If a student with a detrimental medical issue arrives at the GRC, the faculty lead will be responsible for their well-being.

**HEALTH STATUS FORM (Section E)**

Please have all visitors in your group turn in a Health Status Form at least 6 weeks before your arrival at the GRC. Health Status Forms are kept in the main office of the GRC during your visit and submitted to the community clinic on the island of San Salvador if there is a medical emergency with one of your group members. Contact the GRC about any health issues immediately after the form Health Status Forms are signed by the visitors in your group. Field work on the island of San Salvador is intense and medical care on the island is limited. Please make your potential students aware of the challenges of working in this environment. The GRC reserves the right to refuse any individual due to health issues. Please also inform the GRC about any special dietary needs from individuals in your group at least 4 weeks before your arrival. Note that while we try to accommodate dietary requirements, food access on the island of San Salvador is limited and some individuals may need to bring additional foods with them to supplement their diets.

**STUDENT CONTRACT (Section F)**

Students must read the “StudentInformationPacket.doc” before they sign the Student Contract (available online at [www.geraceresearchcentre.com/packetsandforms.html](http://www.geraceresearchcentre.com/packetsandforms.html) ).Have prospective students read this packet in its entirety to familiarize themselves with the GRC and the island of San Salvador. Please make copies of the enclosed Student Contract and distribute these to prospective students. Have students sign and submit these contracts to you at least six weeks before arrival. All students must sign the Student Contract Form to be allowed on the GRC campus. This contract protects both the GRC and faculty members from unruly or unsafe behavior from students. Any student refusing to sign the contract will not be allowed on the GRC campus. Please inform potential students of the risks of conducting field work, the limited medical resources available to them during their stay, and the required insurance policy that they will be covered under while at the GRC. Make sure all students are aware that any violation of GRC rules can result in their immediate dismissal from the GRC campus and removal from the island of San Salvador *at their own expense* (Student Contract, Section 2).

**VEHICLE USE AGREEMENT** **(Section G)**

Any faculty member wishing to drive a GRC vehicle must read and sign the Vehicle Use Agreement. Please note that any violation of the vehicle use rules listed on the form can result in the permanent banning of a faculty member from driving GRC vehicles. Generally only faculty are allowed to drive GRC vehicles, however exceptions can be made for graduate students under certain conditions and with express permission from the executive director.

**PAYMENT POLICIES**

You will be billed via e-mail for room and board and insurance upon receipt of your Housing, Travel, and Insurance forms (B-D). Please pay the invoice for your room and board and insurance two weeks before your arrival. Payment can be made by check, bank fund transfer, or credit card (see below). Please note that there is an additional fee to conduct a bank fund transfer. Any additional fees incurred while at the GRC (dive tanks, air conditioning, boat trips, etc.) can be paid by check or cash during your stay.

Please make your checks payable to **Gerace Research Centre, Ltd**.

**Credit Card Payments:** The Gerace Research Centre can now accept payment by credit card. To pay before your arrival, please contact us by phone during business hours with the following information: Credit Card number, expiration date, CVV number, and billing zip code. **Do not email** credit card information! Please note that there is an **additional 5% fee** for any payments made by credit card (**$75 minimum** purchase).

**Cancellation policy**: You can cancel or make changes to the number of participants in your course up to two weeks (14 days) before your arrival in San Salvador and receive a complete reimbursement of charges. Any cancellations after that period will be charged the equivalent of a two-night’s stay. Please note that if you are late in submitting your Housing Forms, you may have little time left to make changes or cancellations. There are no refunds if a student has to leave San Salvador due to medical or personal reasons except at the discretion of the director.

**Late Fees**: Payment for your course is expected to be completed before your departure from San Salvador. We understand that the submission of payments can be a lengthy and complex process at some universities and institutions. Therefore, a 30 day grace period from the date of your departure will be provided. Upon the conclusion of the 30 day grace period, any outstanding bill amount will be charged a 1% late fee. An additional 1% cumulative late fee will be charged each additional month after the grace period (~12.68% APY).

*Example Course Cost:*  If a class is composed of two faculty members and 10 students staying for 7 days, the first faculty member would stay for free and the second faculty member would pay $51.76 per night (two additional students over 8 would give you a credit of 2 times $8.62 or -$17.24 per night). The 10 students would pay $69 per night ($690 total per night for all the students). Each person would pay $1.50 per day for insurance ($18/day for the whole class). The class would pay $15 per day in vehicle usage fee if renting a vehicle. The entire class would also pay $120 in technology fees for the entire trip. If the faculty members get an air conditioning unit in their shared room and another in the course’s lab room, that would be an additional $20 per day (2\*$10). If the class takes a boat trip, that would cost an additional $240 (12 people times $20). The total for the entire class would then come to $5,959.25.

**A) COURSE PROPOSAL FORM**

**(Please fill in all information in detail)**

**DATE**:

**NAME**:

**INSTITUTION**:

**INSTITUTION ADDRESS**:

**TELEPHONE**: (**W**) (**H**)

**FAX**:  **E-MAIL**:

TITLE OF COURSE OR PROJECT:

WHAT IS THE PURPOSE OF YOUR PROJECT AND HOW DO YOU PROPOSE TO CARRY IT OUT? (Please provide a succinct description of your project or course, including specific procedures you will be using, kinds of learning experiences you wish students to achieve, and criteria for evaluating the achievement of your educational objectives. Please attach additional sheets if necessary.):

SCHEDULE OUTLINE/SYLLABUS (This should include arrangements for field trips, labs, exams, etc. and should be flexible due to factors such as weather conditions, transportation availability, tides, etc. Please attach additional sheets if necessary.):

WHAT SUPPLIES AND EQUIPMENT PRESENTLY AT THE GERACE RESEACH CENTRE WILL YOU USE TO CARRY OUT YOUR PROJECT? (Please include lab use, lab and field equipment, vehicles, boats, audio/visual equipment, etc.)

**COURSE PROPOSAL FORM (Continued)**

WHAT IS THE APPROXIMATE NUMBER OF STUDENTS (HIGH-SCHOOL, UNDERGRADUATE, OR GRADAUTE STUDENTS) YOU EXPECT TO BRING?

WHAT IS THE APPROXIMATE NUMBER OF FACULTY, STAFF, OR RESEARCHERS YOU EXPECT TO BRING?

ARE THERE ANY RESEARCH PROJECTS (STUDENT OR FACTULY) THAT WILL BE CONDUCTED DURING YOUR COURSE?

Yes No .

(Please note that all research conducted in the Bahamas requires a BEST permit. If your class conducts independent research projects that you anticipate will be presented or published, please contact the research coordinator to apply for an educational research permit)

IN WHAT PERIOD OF TIME DO YOU PROPOSE TO OFFER YOUR FIELD COURSE?

IF IT IS FOUND THAT YOUR COURSE CANNOT BE OFFERED IN THE TIME PERIOD OF YOUR CHOICE, WOULD YOU BE WILLING TO CONSIDER AN ALTERNATIVE TIME PERIOD?

Yes No . IF YES, WHEN?

**B) HOUSING FORM**

Lead Faculty Name

Department and Institution

Address

Phone (W) (H)

Fax E-Mail

Date **arriving** in San Salvador: Date **departing** San Salvador:

Number of Male **Undergraduate** Students to be housed in Dorm

Number of Female **Undergraduate** Students to be housed in Dorm

Number of Male **Graduate** Students to be housed in Graduate Dorm\*

Number of Female **Graduate** Students to be housed in Graduate Dorm\*

Names of Married **Students** Requiring Private Room\*

Names of Single Male **Faculty**:

Names of Single Female **Faculty**:

Names of **Faculty** Couples:

Names and Ages of All **Children** of Faculty:

**\*IF SPACE IS AVAILABLE. Graduate/Faculty housing can also be requested for older “non-traditional students” – please include a short note detailing this request if applicable.**

**C) TRAVEL INFORMATION FORM**

**(To be filled out by the lead faculty of the group)**

Name of School/Group

Lead Faculty/Person in charge

Date of arrival in Nassau (if applicable)

Please give details of your arrival into Nassau if applicable (i.e., date, airline, flight number, departure city and time and arrival time in Nassau).

Please tell us where we can reach you, if necessary, if your plans are to overnight before your arrival in Nassau/Miami/Ft. Lauderdale/etc. (i.e., hotel where you will be staying, contact phone number, etc.).

Date of arrival in San Salvador

Please give details of your arrival on San Salvador (i.e. airline, flight number, time of arrival.)

Date of departure from San Salvador

Please give details of your departure from San Salvador and connecting flights (i.e. date, airlines, flight numbers, and times of departure.)

**(If you have a connecting flight in Nassau on the same day, please try to leave at least a four (4) hour layover to get through international check-in, security, customs, and potential flight delays)**

**D) INSURANCE/COURSE PARTICIPANTS FORM**

 **(Please type or print; use multiple sheets if necessary)**

SCHOOL/GROUP NAME**:**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  | **LAST FIRST INITIAL** | **M/F** | **DATE OF BIRTH** | **DATE** | **TOTAL DAYS** |
| **FROM** | **TO** |
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**Please denote faculty members on form (\*). Alphabetizing students by last name is appreciated.**

# E) HEALTH STATUS FORM

**(Required for all visitors to the GRC)**

Please fill out the following form honestly and to the best of your ability. Note that there are two pages.

Name Age Sex

Campus Address City/State Telephone

Home Address City/State Telephone

Height Weight

Emergency Contact Name Telephone

Do you participate regularly in active sports? Yes No . If so specify what sports. If not, indicate what exercise you normally conduct:

Have you ever been rejected from military service or employment for medical reasons?

Yes No If yes, please explain.

When was your last physical examination? Month Year Where .

When was your last tetanus shot? Month Year Where .

When was your last chest X-ray? Month Year Where .

Reason for and results of chest X-ray:

Have you ever had an electrocardiogram? Yes No .

Have you ever had an electroencephalogram? Yes No .

 If yes to either, give reason for test and the results:

List any prescribed medications you are currently taking (for example, insulin):

Describe purpose for prescribed medication:

Do you have any of the following **food allergies**?

Peanut Milk Soy Wheat Fish/Shellfish Eggs Other

Do you have any of the following **dietary requirements**?(The GRC cannot accommodated all diets)

Vegetarian Vegan Gluten-Free Kosher Halal Other

Are you or have you ever been on a special diet by a medical doctor?

**HEALTH STATUS FORM (Continued)**

Check the blanks in the following list if you have, or have ever had, any of the following. Explain below.

|  |  |
| --- | --- |
| Frequent colds or sore throat Hay fever or sinus trouble Chest pain or persistent cough Spells of fast, irregular or pounding heart High or low blood pressure Any kind of "heart trouble" Frequent diarrhea or blood in stool Dizzy spells, fainting spells or fits Severe or frequent headaches Head injury causing unconsciousness Recent gain/loss of weight/appetite Jaundice or hepatitis Tuberculosis Diabetes Rheumatic fever Any neurological condition Train, sea, air sickness Syphilis or gonorrhea Dislike for closed-in spaces, large open places or high places Nervous breakdown or periods of marked depression  | Painful or running ear, mastoid trouble, broken eardrum Asthma or shortness of breath after moderate exercise Trouble breathing through nose, other than during colds Frequent upset stomach, heartburn, indigestion, or ulcer Belly or backache lasting more than a day or two Kidney or bladder disease; blood, sugar, or albumin in urine Alcoholism, or any drug or narcotic habit (including regular use of sleeping pills, Benzedrine, etc.) Broken bone, serious sprain or strain, dislocated joint Rheumatism, arthritis, or other joint trouble Trouble sleeping, frequent nightmares, sleep walking  |

Please explain any checked medical concerns giving dates, frequency, and other pertinent information:

Any serious accident, injury or illness not mentioned above (please describe below including giving dates):

Are you under professional care other than for periodic checkups? If yes, please explain:

Have you received professional help regarding any mental or emotional disorder? If yes, please explain:

Any other remarks, comments, or concerns of which the GRC should be made aware?

 Name (printed)

 Signature

 Date

**F) STUDENT CONTRACT**

**Please have each student read, sign, and return a copy of this form to you. Note that students must also read the Student Group Information Packet** (StudentInformationPacket.doc available online).

I agree to the following statements and assume the following responsibilities while at the GRC:

1. To read the Student Group Information Packet and to complete the Health Status Form and this Student Contract.

2. To obey the rules of Gerace Research Centre and to the avoid forms of personal conduct that may jeopardize the GRC or my personal safety; fully understanding that if the Executive Director believes my conduct has put the GRC at risk I will be expelled from the island **at my own expense** and will forfeit all fees paid.

3. To post a $10.00 property damage bond (security deposit) upon arrival on San Salvador. This fee will be refunded in full before departure from the island if no damage by my group is incurred.

4. To discuss with my faculty leads any potential health concerns that would hinder my ability to participate in a field course and to discuss the accident insurance for my stay on San Salvador, understanding that I am require to purchase this policy through the GRC for a fee of $1.50 per day unless waived and covered by my home institution.

5. I agree to the following Hold Harmless Clause:

 I fully understand that the GRC, along with its administrators, faculty and staff will not be held responsible, financially or otherwise, for any injury, accident, or sickness, including those resulting from any water activities. By signing this release I certify that I am cognizant of the basic risks of a field course; including but not limited to dangers in swimming and snorkeling in a marine environment, residing on an isolated island with limited medical resources, and traversing areas with stinging insects, poisonous plants and venomous marine life.

 In the event of my physical or mental incapacitation for any reason, I hereby authorize the GRC to take such actions and engage such services on my behalf as they deem necessary for my health and safety, and I agree to promptly reimburse them for all costs incurred on my behalf including medical assistance and transportation to medical facilities.

 Name (printed): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 School: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**G) VEHICLE USE AGREEMENT**

(Please have every faculty member who will drive a GRC vehicle sign this use agreement form)

 **Regulations Concerning Use of GRC Vehicles**

1. The Gerace Research Centre vehicles are to be used for educational or research purposes only and are **not insured for night driving**. All vehicles are to **be back by 5:15 pm**.
2. Only faculty are allowed to drive. Faculty must sign this form *before* they are allowed to drive.
3. A weekly schedule of travel locations should be provided to the Executive Director so vehicle use can be planned for each day (scheduling calendar available in the faculty lounge). Please notify the Director of any changes in your plans.
4. Vehicles will be assigned daily. Classes may not always get the same vehicle every day.
5. It is the faculty's responsibility to make sure all passengers are seated before departure and remain seated at all times with legs and arms inside the vehicle.
6. You must drive on the **left hand** side of the road in the Bahamas, and the legal maximum speed of our vehicles on San Salvador is **25 mph**. Please drive 15 mph by airport, schools, and settlements.
7. Please do not drive through, nor back up over bushes, trees, etc. inculding where the vegetation is growing into the road. This can damage the vehicle, scratch off the paint, cause dents in the body, gouge the radiator, break glass, tear off mirrors, and tear out electric wires and brake lines which run along the underside of the vehicles. **The cost of repair of any damage done to a vehicle as a result of misuse will be paid by the faculty who was driving at the time**.
8. Park vehicles along main highway or roads and walk to field sites. Do **not** drive vehicles up to Dixon’s lighthouse or down to Grotto Beach.
9. If you find something wrong with the vehicle while you are driving it (overheating, strange noise, loss of brakes, etc.), please stop for your own safety and to prevent irreparable damage to the vehicle. Call or get a message to the Research Centre for a mechanic to come to assist you.
10. It is the faculty's responsibility to make sure someone in the group sweeps out/off your vehicle at the end of the day.
11. No Research Centre vehicles are to stop at any night clubs or bars before, during, or after any field trips, for any reason whatsoever.
12. No alcohol is allowed in or on any of our vehicles at any time.
13. Any faculty member caught drinking alcohol and driving will be permanently banned from driving **GRC vehicles**. Any faculty member caught drinking alcohol and driving with students in the vehicles will be permanently banned from the **Gerace Research Centre**.

I have read and agree to abide by the above regulations:

Signature Date

Name (Printed) Institution