



## **Field Trip Guidelines**

*These best practices guidelines are offered to supplement any existing College or Department field trip procedures.*

### **Definition**

- A Field trip is any off-campus trip or activity where academic course credit is granted.

### **General Guidelines**

- All field trips should begin and end on campus.
- All field trips should be designated as a mandatory course requirement.
- Field trip participants should be advised of any hazardous, extraordinary, or strenuous activity.
- Field trip participants should complete and submit a release of liability waiver that should be retained in the sponsoring department for at least 2-years.
- A participant list naming all persons attending the field trip should be retained in the sponsoring department. This participant list should also designate a faculty/staff contact person with a contact phone number in the event of an emergency.
- Designated vehicle drivers must obtain University approval and meet all the requirements to be an authorized University driver prior to field trip departure.
- No alcoholic beverages or controlled substances shall be transported in a State or private vehicle at ANY TIME.
- Guests are not allowed on academic field trips to minimize the risk exposure and liability to the University. Field trips are limited to faculty, staff, enrolled students, and/or approved volunteers of the University.
- Student field trip participants are encouraged to organize and/or arrange their own transportation to and from the field trip site(s) whenever possible.

### **University Drivers**

- Only authorized University drivers may drive for field trips and/or drive University owned vehicles.
- Field trip drivers include only authorized University employees (i.e. employed faculty, staff, and students) whose primary job duties are related to the field trip/class.
- The STD 261 (Authorization to Drive a Privately Owned Vehicle form) should be completed by authorized University drivers using their privately owned vehicles. Completed STD 261 forms are submitted and maintained by the authorized University driver's department.

### **Medical Coverage for Accident Injury**

- In the event of an injury, primary medical coverage will be provided by the field trip participant's personal health insurance. However, enrolled students without health insurance may obtain limited medical attention at the Student Health Center at (415) 338-1251 during normal business hours.
- Faculty, staff, and approved volunteers injured on a field trip should contact Risk Management at (415) 338-2565 for information to access medical attention.

If you need further information on the University's best practices for field trips, release of liability forms, and other related documents contact Enterprise Risk Management at (415) 338-2565.