



## RISK MANAGEMENT

# Field Trip Guidelines

### **PURPOSE**

Field trips are supervised curriculum related activities that are held off campus and are an essential part of academic learning. Field trips, however, present risks. These guidelines promote the health and safety of field trip participants by mitigating the potential for incidents.

The instructor, directing field trip activity should complete an assessment of potential risks with the activity and share those with potential participants. They should also obtain from them their express or implied consent prior to undertaking the activities.

### **RESPONSIBILITIES**

#### ***Dean/Department Chair***

Each academic department, in consultation with the Dean, shall identify the course activities covered by these guidelines.

#### ***Instructor***

It is the responsibility of the field trip instructor to:

1. To ensure a proper head count, at the start and end all field trips whenever possible or applicable.
2. Make all field trips a component of the course's curriculum as Student Travel Accident Insurance - which can provide medical expense benefits to an injured student - is only available if the field trip is listed as a course requirement.
3. Inform students of the inherent risks in the field activity.
4. Require that students submit a completed and signed [Release of Liability, Promise Not To Sue, Assumption of Risk and Agreement to Pay Claims Form](#) to the lead fieldtrip facilitator/instructor. Once received, Lead fieldtrip facilitator/instructor must send over the forms as a bulk to Risk Management via email. Submit these 2 to 3 weeks prior to the field trip. Do not have students submit the forms to RM individually.
5. Instruct students on how to properly and safely handle scenarios that may arise with the field trip activity.
6. Exercise supervision over the students for the entire duration of the field trip activity.

7. Complete and maintain an **Academic Field Trip Participant List** prior to, during, and after the field trip. Please submit the Field Trip Participant List to Risk Management via email with the [Release of Liability, Promise Not To Sue, Assumption of Risk and Agreement to Pay Claims Form](#).
8. Ensure that no prohibited items are brought on the trip such as alcoholic beverages, controlled substances, or weapons.

### **Student**

It is the responsibility of the student to:

1. Complete, sign, & submit the [Release of Liability, Promise Not To Sue, Assumption of Risk and Agreement to Pay Claims Form](#) to your lead fieldtrip facilitator/instructor. Do not submit forms to RM individually.
2. Follow the directions or instructions from the instructor during the field trip at all times.

### **Authorized Vehicle Drivers**

Campus vehicles may be used to transport field trip participants. Authorized vehicle drivers on CSUDH field trips are faculty and staff only. All vehicle drivers who transport students on field trips must be enrolled in the [EPN program](#) and have completed [Defensive Drivers Training](#). When possible and/or permissible students may drive their own personal vehicles at their own risk, the college and/or faculty and staff may not arrange or recommend any transportation modes other than those using campus vehicles. Employees driving a personal vehicle, must complete and submit the [Authorization to Use Privately Owned Vehicles on State Business \(STD 261\)](#) form. This form is an annual requirement.