



California State University
Dominguez Hills

GUIDELINES FOR STUDENT FIELD TRIPS

PURPOSE

The university recognizes that field trips* are often an essential part of academic course work. There are, however, a number of risks associated with field trips which can be minimized if appropriate precautions are taken prior to and during each activity. These guidelines provide a basis for academic departments to protect the health and safety of our students and reduce the potential for accidents.

****Field trips are any supervised, curriculum-related activity held off-site.***

EXISTING CSU POLICY (EO 715)

Certain University activities either within or outside of the classroom may involve varying degrees of risk to the participants. It is University policy that the instructor, directing such activities, fully divulges to all potential participants the specific nature of such risks and obtains from them their expressed or implied consent prior to undertaking activities.

RESPONSIBILITIES

Dean/Department Chair

Each department, in consultation with the School Dean, shall identify the courses or course sections covered by these guidelines.

Instructor

It is the responsibility of the field trip instructor to:

1. To ensure a proper head count, start and end all field trips on campus whenever possible.
2. Make all field trips a component of the course's curriculum. 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 risks inherent in the field activity. Typically, field trips with strenuous, outdoor activity involve a higher level of risk.
4. Instruct students on how to properly and safely handle all situations which may arise during the field activity.
5. Exercise a degree of supervision over the activity commensurate with the degree of hazards involved.
6. Inform students of campus emergency procedures (located in your department office) and explain their application to the field activity.
7. Maintain a copy of an **Academic Field Trip Participant List** on the field trip and in the department office. For field trips involving a higher level of risk, an **Informed Consent Form** is needed.
8. Ensure that no alcoholic beverages or controlled substances are transported in a university or privately owned vehicle that is being used in support of a university sponsored academic field trip activity. Student use of alcohol on field trips is governed by PM 1999-04 and department policy.
9. Immediately call **911** in all incidents involving serious injury or death, multiple injuries, or extensive property damage. Contact University Police as soon as possible at 310-243-3639.

Student

It is the responsibility of the student to:

1. Obtain appropriate safety instructions from the field instructor and certify having received such instruction on the **Informed Consent Form**.

2. Follow the directions or instructions given to you by the instructor regarding the rules of safe conduct for the field activity.
3. Inform the instructor if any part of the instructions are not understood or cannot be followed by the student, regardless of reason.

STUDENT'S ASSUMPTION OF RISK

Having been informed of the general risks associated with the field activity, the student assumes the potential risks and consequences described. Although the student is considered to have assumed the risks involved, this in no way exempts the instructor from using prudent and reasonable care in the conduct of the course or from providing a safe environment in which to work.

STUDENT'S RIGHT OF NON-COMPLIANCE

The student who at any time comes to believe that the risks to him/her, whether physical or psychological, are excessive has the responsibility to withdraw from participation at that time and to inquire of the instructor whether there are alternative means of fulfilling the requirements without penalty. If there are none, the student may petition for withdrawal from the course without penalty or appeal for an appropriate modification of the activity.

AUTHORIZED VEHICLE DRIVERS

Authorized vehicle drivers on CSUDH field trips include CSUDH faculty, staff, enrolled student, graduate, or teaching assistants (whose duties are directly related to the class and/or field trip), and approved volunteer employees. All vehicle drivers who transport students on field trips must possess a valid California drivers' license, a current Defensive Drivers Training certificate, and a good driving record. *Volunteers must use their own vehicles to transport students for field trips.*

INSURANCE

The university does not have, nor provides, health or non-travel accident insurance for students. Matriculated students are entitled to use services available at the campus Student Health Center during its normal hours of operation. Students are advised to carry an adequate health insurance policy of their own. Reasonably priced limited coverage insurance is available through the Associated Students.

In the event of an accident or injury during a field trip, the student's personal health care plan provides for primary medical coverage payment. If the student's health care benefits are exhausted, the CSU Student Travel Accident Insurance will help to pay for additional related injury expenses. The CSU Student Travel Insurance policy covers accidental injury only. The policy does not provide coverage for any illness or disease unless an accident is the direct cause of the illness.