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 Risk Management via email with the instructor copied. Submit these 2 weeks prior to the field trip.

5. Require students submit the Covid-19 Certification Acknowledgement Form to Risk Management via email with the instructor copied. Submit these 2 weeks prior to the field trip.

6. Ensure that all students participating in the field trip submits a completed and signed Release of Liability, Promise Not To Sue, Assumption of

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Risk and Agreement to Pay Claims Form & Covid-19 Certification Acknowledgement Form.

a. Instructor must ensure all students are cleared to participate in the field trip.

7. Instruct students on how to properly and safely handle scenarios that may arise with the field trip activity.

8. Exercise supervision over the students for the entire duration of the field trip activity.

9. Complete and maintain an Academic Field Trip Participant List prior to, during, and after the field trip.

10. 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 and submit the Release of Liability, Promise Not To Sue, Assumption of Risk and Agreement to Pay Claims Form to Risk Management at riskmanagement@csudh.edu and copy their instructor.

2. Complete, sign and submit the Covid-19 Certification Acknowledgement Form to Risk Management at riskmanagement@csudh.edu and copy their instructor.

   a. The Student and instructor will be notified as to whether the student is cleared to participate or not based on their vaccination status. All Students must be vaccinated as defined by the CSU Vaccination policy in order to participate in any field trip.

3. 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.