

**ACADEMIC
FIELD TRIP
POLICIES AND
PROCEDURES**



Academic Deans
September, 2014

Field Trip Policy

The Evergreen State College

September, 2014

Field trips are part of many students' education programs. They provide opportunities for connecting theory and practice, and for experiencing the physical and social realities which are the subject matter of TESC programs. As a part of our educational program, we must take steps to foster field trip safety while at the same time recognizing that there are inherent risks in many activities and significant levels of personal responsibility that each student must assume for him/herself.

Travel. As our travel policy makes clear (Sections 8.100 and 8.200 of the Faculty Handbook), it is the Academic Program's responsibility to offer travel to students on field trips through the use of motor pool vehicles and authorized drivers.

Overseas Studies. If programs involve overseas travel or field studies, faculty must work within the guidelines specified in Section 7.400 of the Faculty Handbook and students must complete, sign, and submit a *Study Abroad Waiver, Release and Indemnity Agreement* and *Study Abroad Emergency Contact Information* form (attached) prior to commencing travel.

Field Trip Safety. The degree of concern about safety in the field will vary widely with the extent of inherent danger involved in the activity and with the students' familiarity with the conditions and environment they are confronting.

Students should understand their responsibility for safety-related concerns on field trips. In particular students should:

- a. understand the objectives and limits of the field trip.
- b. make any medical, physical or emotional concerns known to instructors.
- c. share information affecting safety with their parties or team members.

Faculty should consider what safety related actions or limits might be appropriate for particular field trips. For all required field trips, all participants must read and complete an *Academic Field Trip; Statement of Risks and Liability Release* waiver form. When it is clear that a program activity will involve inherent and unavoidable risks, e.g., mountain climbing, cycling, rafting, sailing, Challenge program, or wilderness hiking, students must read and initial the additional section of that form on added risks, including a list of dangerous activities and risks provided by the faculty, and complete a *Medical History* form acknowledging the fact that the program may involve special risks. In cases where the risk of injury or accident is especially high, faculty must consult with and obtain approval from the Academics Risk Liability Committee, giving them adequate lead-time to make recommendations.

To summarize, the *Academic Field Trip; Statement of Risks and Liability Release* form must be completed for all field trips; for field trips with additional risks an additional list of activities and risks and a *Medical History* form must be completed; and, for overseas trips, the *Study Abroad Enrollment Agreement, Waiver, Release and Indemnity Agreement* and *Medical*

History form must be completed. All these forms can be found on the Academic Dean's website.

If someone shows up without the required forms, the Faculty Trip Leader will not allow him/her to participate in the activity. **It is the trip leader's responsibility to ensure that each participant fills out the appropriate forms in a complete manner.**

In planning field trips and evaluating the risk, faculty might consider the following items:

- a. Judge the experience level of the students against the conditions that it appears will be encountered if the field trip is undertaken.
- b. Identify the objective of the field trip and provide any necessary basic instructions, maps, and information about destination and rendezvous times so that students can plan and make safety decisions in situations that they will confront.
- c. Suggest basic safety equipment to student field trip participants and remind students that they should have this equipment before they are allowed to take part in the field trip.
- d. Provide basic instruction, if necessary, for specialized equipment provided by the College.
- e. Encourage students to use the resources of the TESC Wilderness Center for equipment training and general safety orientation and the McLane Fire Department for first aid training.
- f. Provide a level of direction or guidance on a field trip appropriate to the risk involved in the field trip. Thus, for example, an experience involving climbing or river kayaking might indicate the party should stay together at all times, a hike or snorkeling on a reef might be handled with a buddy system, and an exercise like plant identification in a valley could probably be done individually.
- g. Consider a means to account for location of students on a field trip when this could be a significant concern.
- h. Consider guiding the group's activity based on observation of the capability of the less able participants on the field trip.

Safety on any field trip is a shared concern of students and faculty. The faculty will make clear the parameters of the activity and provide opportunity for students to make informed judgments about their personal levels of comfort and safety. Where serious safety issues are involved, the faculty and students should put the physical welfare of the students before completion of the specific learning objective of the activity. Faculty are responsible for assessing the "degree of safety in the field" and to "consider what safety related actions or limits might be appropriate for particular field trips."

Cell Phones\Radios. We strongly advise you to carry at least one cell phone on your field trips. Two way radios are available at Media Loan

First Aid. The college vans are equipped with basic first aid training kits. Faculty should verify the location and contents of the first aid kit prior to the field trip. Basic first aid/CPR training is imperative. The college offers first aid/CPR/AED training for employees on a quarterly basis and certification is good for two years. Contact Robyn Herring 6111 for more information on upcoming classes.

Advanced medical aid training: Faculty taking students on field trips to remote locations- or with more substantive risks- may need more advanced training. Wilderness First Responder (WFR) training is now provided by the college to faculty who take students on recreational or wilderness based activities. This course is the industry standard for people who lead folks into the wilderness. This eight-day course provides a three-year certification. Contact the Budget Dean if you are interested in this training.

As a result of the WFR training, faculty and the Science Instructional Technicians (SITs) put together an extensive first aid kit for Evergreen field trips. Faculty may check out advanced first aid kits from the Science Support Center. The SITs check and replenish these aid kits each time they are used.

Notification: Prior to leaving on field trips, please remember to leave a contact number where the College can reach you while you are on the field trip, a class list, and itinerary with the program secretary and a copy to Police Services.

Motor Vehicle Travel: Motor vehicle travel constitutes the greatest risk of accident in most field trips. Statistically, more people are injured in outdoor program vehicles than in any other single accident category. Added to the normal risks associated with today's highway travel is the fact that our activities necessitate the use of large vehicles on narrow, winding, and poorly surfaced back roads. Accordingly, all operation and maintenance of program vehicles will be in compliance with existing laws, The Evergreen State College Motor Pool Policies and Procedures, and the precautions outlined herein.

Safety Policy:

- Only Evergreen employees or students who have passed the Motor Pool Van proficiency driving test- may drive.
- All vehicle operators must be licensed.
- Operators must comply with existing laws of the State.
- Operators must have passed the Motor Pool test.
- **Vans never exceed the speed limit.**
- When backing up, it is the driver's duty to ensure that a spotter is behind the van watching for obstacles. If an accident occurs while backing up, the driver will be held accountable. (This is due to the fact that most accidents occur while backing.)
- Van use is restricted to Evergreen Field Trip business.

Considerations:

- All passengers should remain seated and wear seat belts while the vehicle is in motion. Ensuring seat belt use is the duty of the driver.
- After using the vehicle, it is the responsibility of the Trip Leader to see that all trash is thrown away.
- Scuffling or horseplay while riding in any vehicle is prohibited.
- Report any vehicle problems as required by Motor Pool.
- Hitchhikers shall not be picked up.
- Smoking, drinking alcoholic beverages or using recreational drugs (including marijuana) is prohibited at all times.
- When driving in the desert, check tire pressure often for overheating. Release extra pressure as appropriate.

Accident Reports: Evergreen's *Injury and Illness Accident Report* is available on the facilities Environmental Health and Safety website. Fill out an *Injury and Illness Accident Report* form whenever:

1. A medical problem has a significant effect on a participant's experience. This can be either illness or injury.
2. A student or employee receives medical attention from someone other than the trip leader.
3. An incident reveals a potential safety problem that we may need to address.

Emergency Administrative Procedures:

The Faculty Trip Leader is responsible for Notifying the Provost's office and/or Police Services of any emergency or potential emergency- serious injury, extensive property damage, death, etc. The Trip Leader is responsible for reporting the incident as soon as possible to the local Sheriff. He or she should be prepared with a brief, factual statement of what happened; avoiding speculation until a complete investigation is undertaken. Refer further questions from the media to the Sheriff's department.

The College Relations Spokesperson will be responsible for 1) gathering all the pertinent facts and preparing a statement, 2) calling the appropriate officers of The Evergreen State College and informing them of the emergency, and 3) coordination/dissemination all of the incoming information to TESC officials and other appropriate sources. No one, including the spokesperson, will release any information identifying responsibility for an accident without first consulting legal counsel.

ALCOHOL AND RECREATIONAL DRUGS (INCLUDING MARIJUANA) ARE NOT PERMITTED ON ANY COLLEGE-SPONSORED FIELD ACTIVITY.

THE EVERGREEN STATE COLLEGE FIELD TRIP PROCEDURES

September 2013

General Information

A Motor Pool Coordinator schedules all vehicles for academic field trips, including obtaining vehicles from off-campus (e.g. the state motor pool, private rental firms, or buses) when college vehicles are not available. Faculty have "one-stop shopping" when planning field trips.

All college vehicles are located at the maintenance yard on Driftwood Road. This is where you will pick up and return vehicles.

Police Services has asked us to remind you that some information concerning your students' whereabouts is required when students are on program field trips. Specifically, you should provide your program secretary and Police Services (1) a class list, (2) the field trip itinerary, (3) an emergency phone number, when possible, and (4) the dates and times of your expected departure and arrival back on campus.

The cost of vans for all field trips of one day or less are to be charged to your program budget. Calculate carefully the cost of such trips, however, so that you do not exceed your program budget. Refer to the Motor Pool website for charges and policies.

For overnight field trips you may either charge the vans to your program budget (as for a one-day field trip), *OR* you may divide the cost of the vehicles according to the rates above and charge the students using your student fee budget. In general you will probably need to charge your students for travel on overnight trips in order to avoid bankrupting your program budget and should plan for that by requesting a student fee for your program before students register. Students must also pay for any meals and/or lodging associated with field trips. State funds cannot be used for these purposes.

Plan your field trips well in advance so that vans will be available for you and your students. The college has several vans, but run short when too many field trips are scheduled in the same week. When college vans are not available, the Motor Pool Coordinator will arrange for vehicles from other sources, but this may result in higher costs to your program.

Because of potential issues of legal liability to you as well as to the college, we *strongly* encourage the use of college vehicles on all field trips. The college is obligated to provide a reasonable option of travel in a state vehicle on all field trips. Students are adults, however, and we have neither the need nor the power to require them to travel in state vehicles. Still, because college vehicles are generally safer than student vehicles, we strongly urge you to support the use of college vehicles for yourself and all students while on academic travel. Note that the elimination of van charges to students on non-overnight field trips means that private cars will always cost students more than using college-supplied vehicles. The Academic Dean for budget and space *must* sign all travel authorities for private vehicle use.

When college vehicles are not available, the Motor Pool Coordinator can make other arrangements, as noted above. When using private providers' vans, please note that they may require that drivers be over 21. If you want to rent a bus rather than use vans, bear in mind that the capacity is between 44 and 65, depending on seating and that the cost of the bus will be high if much of the time is spent parked, with the driver waiting around. Buses are most sensible for long day trips where most of the time is spent on the road and/or where you want all the students in one vehicle for pedagogical reasons. (Note: drivers are only allowed to drive a limited number of hours in a day, so they can run into problems on a long trip, i.e. 12 hours. If the field trip is for overnight, the students or the program must pay for the driver's food and lodging.)

Definition of a field trip

- a. A field trip consists of student travel that is necessary for the award of academic credit and is more than 10 miles from the student's scheduled class meeting location--in Olympia or Tacoma.
- b. Student travel that does not take the student further than 10 miles from the scheduled class meeting location is not a field trip, and it is not essential to provide state vehicles for the travel. Nevertheless, faculty are encouraged to avail themselves of the use of state vehicles if a large group of students is going to a destination within 10 miles of the scheduled meeting location.

Procedures

Make the vehicle reservation with Motor Pool. Ask your program secretary to fill out a Travel Authority form using your program budget number, for day trips, or your student fee budget number, for overnight trips. If your trip is outside the U.S. or in Hawaii, you must also have the program secretary prepare a trip justification form. Sign the form(s) and return them to your program secretary. They will get any additional signatures (if needed) and forward the forms to the Travel Office. When you are ready to pick up the vehicle, the driver must take his or her driver's license to the motor pool office, where they will prepare a trip ticket for the driver to sign. The driver will then receive a copy of the trip ticket and the vehicle keys.

Exceptions

The budget dean must sign the travel authority if you are proposing a field trip in private vehicles without offering students the option of travel in a state vehicle.

If your travel is outside the U.S., the Provost must sign your travel authority and trip justification. The documents should go to the Academic Budget Office, Lib 3821, for securing the provost's signature and processing.

Please remind students to wear their seat belts