

Field Trip Policy

I. INTRODUCTION AND DEFINITION

This policy is promulgated under the authority of CSU Executive Order 1062 dated August 23, 2011. The Executive Order requires campuses to create a field trip policy and mandates that the policy contain specific elements.

A. Field Trip – Definition

A field trip is a university course-related, off-campus activity led or arranged by a faculty or staff member and designed to serve educational purposes. A field trip would include the gathering of data for research (such as at a geological or archaeological site), museum visit, participation in a conference or competition, or visits to an event or place of interest. The duration of a field trip may be a class period or longer, and could extend over multiple days. This definition does not apply to activities or placements in the context of a teacher preparation program, intercollegiate sports, service-learning placements, internships, or non-credit and C.E.U. based extended education programs, all of which are governed under separate policies.

B. Who may participate in a field trip?

Only faculty, staff, volunteer employees, regularly enrolled Sacramento State students, and students enrolled in the extended education programs carrying academic credit at Sacramento State are authorized to participate in a field trip. Any other participant must be approved in writing by the Dean or Associate Dean.

C. Who may lead a field trip?

A faculty or staff member must serve as the “Field Trip Leader.” While the Field Trip Leader may work with someone at the site who will guide the visit, the faculty or staff member is responsible as the Field Trip Leader to make sure that campus policy is followed.

II. FIELD TRIP IDENTIFICATION

- A. Pursuant to EO 1062, the campus must establish a means by which to identify all courses that involve a Field Trip. Every semester, Department chairs will identify courses that contain a field trip component and will report those courses to their College Dean, who in turn will report them to Academic Affairs.

III. PLANNING AND PREPARATION

A. Pre-trip planning and site evaluation

- 1) The Field Trip Leader must conduct a site visit prior to the field trip. The requirement for a site visit may be fulfilled if the Field Trip Leader can demonstrate and document sufficient knowledge of the field trip site. The site visit could be accomplished by review of online or published materials, or contacting the site to discuss the visit. Regardless of how the site visit is accomplished, the faculty or staff member leading the trip must complete a written evaluation of the site. The evaluation must include the educational purpose of the trip as well as any known hazards. This document will be maintained according to the Document Rules as laid out in item V.

- 2) The Field Trip Leader must ensure that student emergency contact information is obtained prior to the trip. The Field Trip Leader and Department must have emergency contact information readily available during the Field Trip.
- 3) The Field Trip leader is responsible for taking first aid and other supplies if the trip goes into wilderness areas.

B. Preparing students for the field trip

Prior to the beginning of the field trip, Field Trip Leader shall

1. Provide students with a written instructional agenda, health and safety information, emergency procedures and the student code of conduct. This information may be presented in the course syllabus.
2. Provide training for any equipment used on the Field Trip, to include maps and driving instructions for any vehicles being driven to the site.
3. Prepare an accommodation plan for students with special needs in coordination with the Sacramento State Office of Services to Students with Disabilities.
4. A field trip needs to be clearly explained in the syllabus and during the first week of classes. If a student notifies the Field Trip Leader that he or she is unwilling to accept the risk of participation in a Field Trip, the instructor must make reasonable attempts to provide a course-appropriate alternative assignment. In the case where a field trip makes up a significant element of the class requirements and no reasonable alternative assignment may be provided, the student may drop (subject to the campus drop deadline) or withdraw (subject to the campus deadline and restrictions for withdrawals) from the course as appropriate.
5. Obtain from each student a signed liability waiver (use only the approved waiver form which is found on the Risk Management website <http://www.csus.edu/aba/risk-management/about.html>). The Field Trip Leader is responsible for filling out the top of the liability waiver form that describes the Field Trip.

IV. CONDUCTING A FIELD TRIP

A. Use of vehicles to and from field trip

Use of university and private vehicles for transportation to and from field trips should comply with Sacramento State's current policy on "Driving on University Business" and the California State University Use of University and Private Vehicles Policy Guidelines and the California State University student travel policy where applicable. Further information is available on the Risk Management website.

B. Emergency measures

1. If a student is severely injured (defined by Cal-OSHA as—death, dismemberment, disfigurement, or hospitalization for 24 hours for other than observation) while participating in a Field Trip, the Field Trip Leader is responsible for insuring that the Vice President of Student Affairs and the Director of Risk Management are notified immediately. The Vice President of Student Affairs is responsible for notifying the student's family on behalf of the University.
2. If a University employee is severely injured (defined by Cal-OSHA as—death, dismemberment, disfigurement, or hospitalization for 24 hours for other than observation) while participating in a

Field Trip, the Field Trip Leader is responsible for insuring that Sacramento State's offices of Risk Management and Environmental Health and Safety are notified immediately. The Division of Occupational Safety and Health (DOSH), better known as Cal-OSHA, must also be notified of any such injury within eight hours of the incident if at all possible (916-263-2800). During normal business hours, the Offices of Risk Management or Environmental Health and Safety will be responsible for contacting Cal-OSHA once they are notified by the Trip Leader. Outside of normal business hours, the Field Trip Leader must report the injury directly to Cal-OSHA.

V. DOCUMENTATION

- A. Department Chairs are responsible for implementing this Field Trip policy, with oversight from Office of Academic Affairs.
- B. Departments that regularly take the same Field Trips over extended periods of time shall routinely verify the continued sustainability of the Field Trip site every three years.
- C. Retaining documentation

The Department should retain the instructional agenda and the executed liability waiver for a period of one year after the conclusion of the semester in which the Field Trip occurred. For minors, the documents are to be retained for one year after the minor reaches the age of majority.

- D. Audit of documentation

Departments shall administer regular reviews to monitor and document compliance with the field trip policy and update requirements as necessary at regular intervals. The list of courses which involve off-campus field trips shall be reviewed at the college or department level annually.

FS 15/16-95 Approved by the Faculty Senate, March 10, 2016
Approved by the President, May 6, 2016