Policy
The University complies with the following California State University Executive Orders pertaining to student travel: Executive Order 1062 – Field Trip Policy and Procedures, Executive Order 715 - CSU Risk Management Policy, Executive Order 1041 – CSU Student Travel Policy, and Executive Order 1051 – Use of Approved Waiver of Liability.

Definition
Per Executive Order 1062, a field trip is a university course-related off-campus activity led 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, or service-learning placements, all of which are governed under separate policy.

The University also recognizes non-course-related off campus trips sponsored by CSU Stanislaus related student organization, enterprise or auxiliaries. Trips to places of interest for short term are called “field trips”.

For field trips which occur out of the country, contact the Office of International Education, (209) 667-3117 and review the Foreign Travel Insurance Program details at: http://www.csustan.edu/RiskManagement/InternationalTravel/ForeignTravelInsProgram.html

Procedures
The University recognizes that field trips are often an essential part of academic course work and co-curricular activities. To ensure that all field trips avoid unnecessary liability exposure and promote the greatest amount of safety possible, faculty and staff, and student organizations planning off campus trips should consider the following:

A. Trip Coordinator
1. University faculty and staff have a duty to uphold University policy and exercise reasonable care to protect and supervise students while they are participating in a field trip conducted by the University.
2. Communicate codes of conduct for staff and students, addressing such issues as fraternizing, consuming alcohol, controlling activities, and conduct during "free time". Advise participants of the consequences of non-compliance and take appropriate action when aware that participants are in violation.
3. Faculty and staff are personally liable for their own personal activities, and for any intentionally harmful, willful acts or omissions while conducting the field trip. Be aware of how the situation, setting, and your personal conduct may be perceived by your students, and act accordingly.
4. Complete all paperwork and obtain the necessary management approvals required for traveling on University business in advance of the field trip.
5. Provide emergency procedures, crisis response plan, and maintain emergency contact information for all participants.
6. Maintain all records pertaining to the trip for at least one (1) year following the last date of travel.

B. Authorized CSU Stanislaus field trip participants
1. CSUS faculty and staff
2. Enrolled students in regular or extended education classes
3. Approved Volunteer Employees
4. Guests including family members and friends are not allowed on academic field trips (to minimize the risk exposure and liability to the University).

A. Pre-Trip Evaluation
1. The trip coordinator should conduct a pre-trip evaluation, which includes a written evaluation retained by the department and available for review (online and published materials about the site are acceptable).
2. The trip coordinator should (when possible) visit the general area prior to the field study course or demonstrate sufficient knowledge of the area.
3. Plan and include in the itinerary all destinations and alternates if an emergency prevents entry into the original destination.
4. Plan for and accommodate students with special needs.
5. Provide training for any equipment to be used on the trip.

C. Transportation
1. Field trips, with University provided transportation (charter bus or rental van), should begin and end on campus. A field trip that begins and ends on campus is less likely to be questioned as a “field trip” by insurance policy administrators when reviewing a claim.
2. If the University will not provide group transportation, then the participants must convene at the site off campus. The field trip will begin and end at the off campus location. Individual participants will be personally liable for transportation to/from/during events when the University does not provide for transportation. In these instances, faculty or staff should not be involved in planning or supervising the travel arrangements of individuals.
3. Comply with the CSU Use of University and Private Vehicles Policy Guidelines and the CSU Student Travel Policy, where applicable. (Reference Executive Order 1041)

D. Agenda and Safety Information
1. Provide students with an instructional agenda, health and safety information, emergency procedures, and the student code of conduct prior to the trip.
2. Consult the Risk Manager for sample materials for the provision of required information. The Release of Liability document refers to the additional information provided in a general way, and specific health and safety related details must be provided separately.

E. Roster and Emergency Contacts
1. The trip coordinator must retain a list (roster) of all persons participating in the field trip in the academic department office (with a designated faculty/staff contact person) in the event of a major accident or emergency.
2. Ensure student emergency contact information is obtained prior to the field trip.
3. The trip coordinator must have a crisis response plan and emergency contact information readily available.

F. Release of Liability
1. Require each student participant to sign a field trip liability release. The purpose of the field trip waiver is to provide notice of potential risks to the participant and to discourage claims against the University.
2. Consult the Risk Manager for a customized waiver if the field trip involves overnight stay, hazardous or strenuous activity, or potentially dangerous locations.
3. If a participant is unwilling to sign the Release of Liability and accept the risk of participation, then an alternate assignment must be provided for students to obtain course related credit. If the trip is optional, then the unwilling participant may not attend without signing the Release.
4. Retain signed field trip waivers in the academic department office for one (1) year following the last date of travel. (Reference Executive Order 1031)

**Student Travel Accident Insurance**
Student travel accident insurance is available at no cost for all students participating in a school sponsored activity. This includes travel or participation in activities away from campus which: 1) is a part of a course requirement, or 2) is sponsored by a university auxiliary organization or other recognized student organization or club, or 3) includes travel to or from intercollegiate athletic events away from campus but does not include participation in such events or practices.

This insurance covers accidental injury medical expenses up to $10,000 per student. In event of an injury during a field trip, the student’s personal health plan is primary.

As of 11/3/11
When authorized drivers are driving a privately owned vehicle, their personal vehicle liability insurance is primary and the University vehicle liability insurance is secondary. The University’s vehicle liability insurance is primary for any University owned vehicle or vehicle rented from a State of California Commercial Car Rental Contractor.

**Crisis Response Plan**

In all cases involving serious injury or death, multiple injuries, or extensive property damage, immediately call 911. Your first priority is to care for any injured individuals.

- Know in advance who you are going to call for help while on a field trip. Be familiar with the location of local hospitals.
- Have at least one other participant carry emergency contact phone numbers for all participants. Be certain they know what to do in an emergency.
- Notify University Administrators (Vice President, Dean, Dept. Chair, Director, etc.) as soon as possible of the crisis.
- Trip Coordinator(s) must remain with any injured student participants, including while in the hospital or when treated by emergency medical, until responsible family members arrive.
- If the situation attracts media attention, phone the Public Information Officer at 209-667-3997. Refer all media inquiries to the PIO.
- The UPD/Safety & Risk Management will coordinate follow-up reporting requirements.

**Vehicle Accidents**

- Record all pertinent information on the Accident Identification Card, STD. Form 269, before leaving the scene of the accident. If another vehicle is involved, detach the appropriate portion of the form and give it to the driver of the other vehicle.
- Immediately telephone the University Police Department at (209) 667-3114 and give a verbal report of the accident. If no answer, leave a message giving your name, department, telephone number where you can be reached, and a brief description of the accident.
- Make no comment or statement regarding the accident to anyone except investigating police, CSUS or other state officials, or an identified representative of the State’s insurance adjuster.
- All drivers involved in an accident while driving on official CSUS business must complete the Report of Vehicle Accident, STD. Form 270, and submit it to the University Police Department, within 48 hours.
- The appropriate administrator of every driver involved in an accident while driving on official CSUS business must investigate each accident promptly and thoroughly and prepare a Review of State Driver Accident, Form STD 274 and submit it to the CSUS Department of Public Safety Services, within five days.
- Note: In the event a driver is involved in an accident and the other party is non-cooperative do not get involved in a confrontation. Obtain as much information as possible, i.e. vehicle license plate number, make of car, description of driver, etc. and report this information to local police and to the University Police Department.