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|  (Department) Standard Operating Procedures | Procedure: | Field trip/Study Abroad Guidelines and Procedures |
| | Effective Date: | September 29, 2016 |
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| | Written By: | Updated by Risk Management |
| | Approved By: | Risk Management |
| | Type of Process: | <input type="checkbox"/> Internal Procedure <input checked="" type="checkbox"/> Campus Procedure |

Field Trip Defined

A Field trip is...

- An out-of-classroom, off-campus excursion within the state of California, any other state, the District of Columbia, or a foreign country;
- Related to a course of instruction or College-related activity
- Under the direction and supervision of a College employee

Ref: Title 5 CCR§5520

Who CAN attend a field trip?

- Students enrolled in the class – Enrolled students in the academic course or college sponsored program for which the field trip is required.
- Mt. SAC Faculty & Staff – Staff and Faculty needed to observe or conduct the field trip, who are authorized to travel on college business for this purpose.

Who CAN'T attend a field trip?

- Other than listed, anyone NOT enrolled in the course is prohibited from attending your field trip study course/study abroad.

Ref: Title 5 CCR§55220; BP/AP 4300 AP 4350

PART I – PLANNING THE FIELD TRIP

Planning the Field Trip

Step 1 – Selecting the Site

Step 2 – Field Trip Transportation Provided by the College

Step 3 – Health & Safety Instructions

Step 4 – Emergency Planning

Step 5 – Review Codes of Conduct

Step 1 – Selecting The Site

- Select area where the field trip is to be held. If possible, visit the general area prior to the field trip in order to document any potential risks.
- Secure the necessary departmental/college approvals such as the Field Trip Authorization and/or Transportation Request and the Conference Travel and Request/Expense claim form.
 - Dean: Travel within a 150 mile radius
 - Vice President: Travel past a 150 mile radius of the College, or out of the State
 - Board of Trustees: Travel past a 500 mile radius of the College or out of the country

Field Trips Involving Travel Outside of the U.S.

- Field trips involving travel outside of the U.S., including trips into Mexico, require Board of Trustees approval and have special insurance requirements.
- Travel to any country where there is a U.S. State Department “Travel Warning” is not advisable and may be difficult to obtain insurance.

Insurance for Filed Trips Involving Travel Outside of the U.S.

- Mexican Auto Insurance: When traveling to Mexico on College business which will involve driving, Mexican automobile insurance **must** be purchased.
- Foreign Travel Insurance: Insurance for foreign travel must be secured from a carrier licensed to transact insurance business in a foreign country and include the following types of coverage:
 - Health
 - Kidnapping
 - Criminal Defense
 - Medical Evacuation
 - Repatriation of Remains
 - Baggage and Property
 - Trip Interruption

*Contact Risk Management for assistance at ext. 5508

Step 2 – Field Trip Transportation

Transportation Provided by the College

Transportation may be provided by use of College equipment, by contracting with a transportation provider, or by arranging transportation by the use of other equipment. (Ref: Title 5 CCR§55220)

- It is recommended to begin and end the trip on campus.
- Use only chartered transportation services contracted through the Facilities Planning and Management, ext. 4850.
- Secure the necessary departmental/college approvals, such as the Field Trip Authorization and/or Transportation Request form. Requests for college vehicles must be made at least 2 weeks prior to the field trip.

Transportation Provided by the Student

- Field Trips should begin and end at the field trip site.

- Have the students meet you at the site – They are responsible for their own transportation (just as they are everyday to get to/from class).
- Provide site location information, but do not direct students to drive, what route to take, what stops to make, etc.
- Students driving their own vehicles to and from an academic field trip site do so at their own expense and liability. The College does not provide any type of insurance for students who provide their own transportation.
- Do not organize carpools or caravans to travel to an academic field trip site. Consider arranging for chartered travel services if the nature of the field trip requires it.

*Contact Facilities Planning and Management for assistance at ext. 4850

Step 3 – Health and Safety Instructions

- Plan for hazards that could be encountered and mitigation procedures (e.g. Sun Exposure: sunscreen, hat/clothing to avoid sunburn, water, etc.).
- Assess Person Protective Equipment (PPE) that might be needed for the trip and how/when it is used (e.g. goggles, gloves, protective boots, etc.).
- Determine any training needed for field trip participants, including training for safety gear or equipment to be utilized.
- Plan for and accommodate students with disabilities.

Other Safety Topics To Consider:

- Consider the physical demands that may be required (e.g. climbing hills and embankments) which may be excessive or beyond the capacity of participants.
- Forbidden/restricted items (e.g. firearms, alcohol, etc.) and forbidden/restricted activities (e.g. rock climbing, parachuting, use of rebounding devices, etc.) – contact Risk Management, ext. 5508, to discuss specific activities that may be excluded from College liability policy.
- Develop rules and restrictions specific to the field trip.

Step 4 – Emergency Planning

- The type of trip also indicates the level of emergency planning needed. – For example, if trip location is remote, you need to consider the availability of a first aid kit, individuals with first aid skills, cell phone or appropriate means of communication in the event emergency aid is needed.
- Confirmation that cell phones will operate from the field trip site should be made in advance so that alternative arrangements can be made if needed.
- Designate a meeting place in case of separation.
- Provide evacuation instructions, etc.
- Compile and take with you a list of emergency contacts, including police, trauma centers, etc. Provide these numbers to field trip participants, along with **your** emergency contact information.
- Notify the campus when an emergency occurs during a field trip by contacting the Public Safety Department: 909.274.4555 (24 hours a day, 7 days a week)
- Many people enter telephone numbers on their cell phones under the acronym *ICE* which stands for *In Case of Emergency*. – You can suggest that students program your contact information into their phones as *ICE* during the period of the field trip.
- Also determine a protocol for circumstances that may necessitate the supervisor's leaving the group to accompany an injured or ill student.

Step 5 – Review Codes of Conduct

Review Standards or Behavior for On-Campus and Off-Campus Activities

- Communicate codes of conduct for students, addressing such issues as consuming alcohol. Engaging in sexual harassment or discriminatory behavior, and conduct during “free time.”
- Advise participants of the consequences of non-compliance and take appropriate action when aware that participants are in violation.
- Visit the Student Life website for details regarding “Standards of Conduct and Student Discipline Policy”

PART II – COMPLETING THE PAPERWORK

Completing the Paperwork

Step 6 – Complete and File your Field Trip Authorization and/or Transportation Request

Step 7 – Student Agreement and medical release for Classroom-Related Travel

Step 8 – Course Syllabus

Step 9 – Agreement and Certificates

Step 6 – Complete and File your Field Trip Authorization and/or Transportation Request

- This form is available on the College website at:
<http://www.mtsac.edu/risk/fieldtripandstudyabroad.html>
- Complete a Field trip Authorization and/or Transportation Request form and obtain the necessary department/College approval. – Remember that trips over 150 miles or out of the country require additional approval.
- Request for Use of College Vehicle must be received at least 2 weeks prior to the event.
- All drivers of College owned or leased vehicles must file a Consent to Verify Driving Record form with the Transportation Office and show proof of insurance.

Step 7 – Student Agreement and medical release for Classroom-Related Travel

- All students participating in College-sponsored travel activity must sign this form which is available on the College website at: http://connection.mtsac.edu/forms/admin/2013-student_travel_medical_release.pdf
- The purpose of this form is to provide specific information about the event, to obtain medical authorization, and to advise the student of the waiver of claims.

Step 8 – Course Syllabus

- All academic field trips should be clearly identified as such in the course syllabus and discussed at the beginning of the semester with detailed information about dates, times, locations, and any risks associated with the field trip.

- On the syllabus, faculty should note the requirements for students to sign the Student Agreement and Medical release for Classroom-Related Travel which contains a medical authorization and waiver of claims.

Step 9 – Agreement and Certificates

Some field trip sites may require a Use of Facilities/Lease Agreement or Certificate of Insurance

- Use of Facilities/Lease Agreement – BP 1650, Designation of Authorized Signatures, identifies those individuals that are authorized to sign agreements on behalf of the College. – Caution: Your signing an agreement may make you liable for the terms of the agreement.
- Certificate of Insurance – When requesting a Certificate of Insurance, provide a copy of the use or lease agreement to Risk Management at least 2 weeks prior to the event. – Risk Management will review the agreement and provide the necessary insurance certificate.