



Field Trip Policy

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Introduction

Field trips can provide valuable learning experiences for many courses, but they can also present serious safety and liability hazards. As the primary person responsible for yourself, your students, and any accompanying SJSU faculty or staff, you need to consider a field trip carefully, weigh its benefits, and plan for emergencies. You should consider the following:

1. A complete itinerary (educational objectives, assignments, activities, dates, times, locations, transportation, etc.).
2. Adequate supervision for the number of students involved.
3. Any risks or dangers that might be involved in the field trip (strenuous physical activities, falling hazards, dangerous animals, poisonous plants, crime, etc.) and what you will do about those risks.
4. Environmental conditions such as weather at the time of the trip.
5. Protocols and contacts for emergency situations.
6. Possible ADA issues and reasonable accommodations.

Chancellor's Office Policy

No alcoholic beverage or chemical substance (drugs) shall be transported in a State/University vehicle at any time, nor shall they be transported in a private vehicle that is being used in support of a University-sponsored academic or athletic related activity. (FSR 84-15)

Participants

There are restrictions as to who may participate in a field trip, and there are safety and liability issues that should be addressed.

1. The **only** authorized participants of an SJSU field trip are SJSU faculty, SJSU staff, SJSU volunteer employees, regularly enrolled SJSU students, and students enrolled in the extended education program at SJSU.
2. In no case should spouses, relatives, friends, or any non-SJSU students be permitted on any SJSU activity.
3. Participants must sign the [Student Travel Informed Consent Form](#) and provide the name and number of an emergency contact. This information should be kept on file in the Department office for one year, in addition to being carried by the faculty member in charge of the trip and the backup person.
4. Faculty should take roll at the start of the field trip and at various times during the field trip.
5. Faculty shall ensure adequate supervision for the number of students involved and for the nature and duration of the trip.
6. Faculty need to identify any risks or dangers that might be involved in the field trip, such as any strenuous physical activities, physical hazards, dangerous animals, poisonous plants, local area crime, etc., and notify participants in advance.

7. Faculty should provide information on expected environmental conditions, such as weather, any special clothing required whether to bring sunscreen or rain gear.
8. Any ADA issues must be considered, including reasonable accommodations or an alternative assignment or activity for those who cannot participate in the field trip must be provided.
9. Training in the use of necessary safety equipment must be provided to participants prior to departure.
10. Possession and use of drugs or alcohol are prohibited.

Transportation Issues - Driving and Insurance

Getting to and from the field trip destination needs to be carefully considered and monitored by the faculty member planning the field trip. Participants in transit are not automatically covered by University insurance.

1. The field trip should begin and end at the destination, at set dates and times.
2. The University is not responsible and will not provide liability insurance; students are financially responsible for any accidents they might be in while driving to and from the destination.
3. Faculty will not ask for volunteers to be carpool drivers.
4. If the faculty member or other SJSU employee, including registered volunteer employees, is driving either a University vehicle or a rented/leased vehicle, the field trip will start and end at the SJSU campus.
5. The University's vehicle liability insurance program for University vehicles will cover any University or rented/leased vehicle for liability only.
6. Students may be authorized as volunteer drivers.
7. Faculty or staff driving their own cars to the destination must have an [Authorization to Use Privately Owned Vehicles on State Business \(STD. 261\)](#) on file with their manager/department.
8. Any faculty using his/her own vehicle should know that their own insurance is primary and that the University liability insurance is secondary.
9. Drivers must not have any DUI or reckless driving violations on their current MVR. If in doubt, regarding the acceptability of your MVR, consult with [Risk Management](#) at least 90 days prior to trip.
10. Faculty or staff who drive must complete the mandatory defensive driving class at least once every four years. For more information refer to [Driving on University Business](#).
11. Upon arrival at the destination in the process of the trip or activity, no student will be allowed to drive at all, either private vehicles or University vehicles. It is even more important that students do not transport other students and their vehicles during field trip activities.

Emergencies

The faculty member in charge needs to be able to respond appropriately. There should be at least one other person who carries the same information regarding the field trip participants as you do and who can act in your place, should you be unable to do so.

1. In the event of an accident or incident, the highest priority must always be caring for the injured individual.
2. The faculty member in charge should know in advance who to call for help in the case of emergency.
3. There should always be at least one backup person who carries contact numbers and knows what to do in the case of an emergency.
4. For vehicle accidents, the [Department of General Services, Office of Risk and Insurance Management](#) (ORIM), handles liability claims for the University. A form STD. 270 must be filled out after any accident or injury and faxed to the number on the form. The STD. 270 form can be found in the drop down menu of the [Office of State Publishing \(OSP\) Standard \(STD\)](#) section.
5. For medical emergencies, the faculty member in charge should be familiar with emergency information, e.g., the location of clinics or hospitals.
6. After all medical and emergency arrangements have been made; report the incident to the [University Police Department](#) (408-924-2222). UPD will answer that number 24 hours a day, seven days a week.
7. If the situation might attract public attention, contact the Director Media Relations in [Strategic Communications](#), at (408) 924-1174, or ask UPD to contact them on your behalf. Refer all media inquiries to the Director of Media Relations.
8. In all cases, the faculty member in charge or faculty backup should contact Risk Management at (408) 924-2159 as soon as is practical. Leave a voice message if the call is after hours.
9. Make statements only to authorized agencies.
10. Limit your statements to the known facts when completing reports.

Resources

Contact

Marla Perez
Associate University Risk Manager
Risk Management
One Washington Square
San Jose, CA 95192-0004

Phone: 408-924-2159
Email: marla.perez@sjsu.edu

Forms

[Accident Report \[Other than Motor Vehicle\] \[Form STD 268\]](https://www.documents.dgs.ca.gov/dgs/fmc/pdf/std268.pdf): The driver must complete this form whenever a State owned non-motor vehicle is involved in an accident. [https://www.documents.dgs.ca.gov/dgs/fmc/pdf/std268.pdf]

[Application for University Vehicle Operation Authorization](https://www.sjsu.edu/fabs/docs/risk_forms_vehicle_univ_operation.pdf): Employees who will operate any vehicles on university business must complete this form. [https://www.sjsu.edu/fabs/docs/risk_forms_vehicle_univ_operation.pdf]

[Authorization to Use Privately Owned Vehicles on State Business \(STD. 261\)](http://www.documents.dgs.ca.gov/dgs/fmc/pdf/std261.pdf): Any employee that uses a privately owned vehicle to conduct official university business must complete this form. Department supervisors that approved the travel must keep this form on file. Employees must re-sign this form every year. [http://www.documents.dgs.ca.gov/dgs/fmc/pdf/std261.pdf]

[Conduct Agreement](https://www.sjsu.edu/fabs/docs/risk_forms_student_conduct_agmt.pdf): Form to be completed by participants representing the university at events. [https://www.sjsu.edu/fabs/docs/risk_forms_student_conduct_agmt.pdf]

[Student Travel Informed Consent Form](https://www.sjsu.edu/fabs/docs/risk_forms_student_travel_consent.pdf): This form must be completed by all students participating in a university affiliated field trip. [https://www.sjsu.edu/fabs/docs/risk_forms_student_travel_consent.pdf]

Vehicle Accident Report (STD. 270): The driver must complete this form whenever a State owned vehicle, privately owned vehicle, or rental car driven on State business is involved in an accident. The STD. 270 form can be found in the drop down menu of the [Office of State Publishing \(OSP\) Standard \(STD\)](http://www.dgs.ca.gov/ofam/forms.aspx) section. [http://www.dgs.ca.gov/ofam/forms.aspx]

References

[California State University Use of University and Private Vehicles Policy Guidelines](https://www2.calstate.edu/csuo-system/administration/business-finance/systemwide-risk-management): CSU guidelines for employee who drive, or who authorize others to drive, on university business. [https://www2.calstate.edu/csuo-system/administration/business-finance/systemwide-risk-management]

[State of California Office of Risk and Insurance Management](https://www.dgs.ca.gov/ORIM): Website for the state's Office of Risk and Insurance Management. [https://www.dgs.ca.gov/ORIM]

University Departments

[Risk Management](https://www.sjsu.edu/fabs/services/risk/index.php) [https://www.sjsu.edu/fabs/services/risk/index.php]

[Strategic Communications](https://www.sjsu.edu/communications/index.php) [https://www.sjsu.edu/communications/index.php]

[University Police Department](http://www.sjsu.edu/police/) [http://www.sjsu.edu/police/]