

Risk Management Guidelines for *Field Trips*

- Is a field trip the best alternative for achieving course-learning objectives?
- Must be course requirement, not voluntary. Is it published in the syllabus?
- Identify reasonably foreseeable hazards and notify participants in writing.
- Conduct safety briefing for students of potential hazards, what to do in case of emergency.
- Consider ADA issues, reasonable accommodation, extra precautions
- Vehicle drivers must be CSUS employees if driving on University business.
- Form: *Authorization to Use Privately Owned Vehicles on State Business (STD 261)* must be on file.
- Volunteer Employee drivers must self-certify: no more than 2 moving violations in the prior 3 years, no more than 1 at-fault accident in the previous 3 years, and “0” driving-under-the-influence (DUI) or felony traffic convictions ever.
- If any University-vehicle driver (faculty, staff, or registered volunteer employee) drives on University business more than once during any one-month period, they must complete an approved Defensive Driving Course
- All Class B Drivers must participate in the University’s DOT drug and alcohol testing program
- The only authorized participants of a CSUS field trip are CSUS faculty, CSUS staff, CSUS volunteer employees, regularly enrolled CSUS students, and students enrolled in the extended education program at CSUS
- Any other participant must be approved in writing by the Dean or Associate Dean
- University’s vehicle liability insurance program for University vehicles covers only liability and property damage awarded to other parties involved. Student Volunteer Employee drivers are provided reduced Liability protection by the State due to higher risk.
- There is no coverage for damage to a University or private vehicle. Privately owned vehicle insurance (liability and material damage) is the responsibility of the owner.
- Privately owned vehicle owners must have State required limits of liability insurance.
- Student Travel Insurance (for domestic travel) is provided by Chancellors Office
 - Field trip must be a course requirement for students to be covered
- *Warning, Waiver and Release of Liability* form must be filled out, signed by all participants, and filed in the Department Office before departing on the field trip.
- Training in the use of any necessary safety equipment must be provided to participants before departure.
- 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, see also Title 5 CCR)
- Being under the influence of Drugs or Alcohol while driving, or consuming them and then driving is not permissible. Use of Drugs or Alcohol on Campus, Field Trips, or at University related activities is prohibited by the CSU and State law. (Title 5, California Code of Regulations, Student Conduct)
- If using Bus or University transportation, we advise faculty to begin and end all field trips on campus.
- If Students are to transport themselves to the Field Trip destination, then the Field Trip should begin and end at the destination, at known date(s) and time(s). Students are responsible for their own transportation arrangements. Do not ask persons to volunteer to be drivers to pool the students.
- Know in advance who you are going to call for help.
- It is OK to consult with Risk Management (916) 278-3656, prior to or when planning a Field Trip.
- Have University Vehicle Accident Reporting packet.
- Have at least one back-up carry emergency number, and be certain they know what to do in an emergency.
- **(916) 278-6851** is staffed by Public Safety (Campus **Police**) 24-hours a day, every day (24/7/365)
- Refer media question to the University’s Public Affairs office at (916) 278-6156
- Do not appear hostile and/or evasive and do not make judging or fault-finding statements (Gee, I’m sorry! or, I didn’t see you!) to media, the other party or authorities.
- **DO CALL (916) 278-3656** – Risk Management. We will serve as your liaison between all interested parties and insurers. We also need immediate notice. Even a voice mail works.
- When completing reports, limit your statements to the known facts.
- Make statements to only authorized agencies, if in doubt call first:
 - Steve Somsen, Risk Manager (916) 278-3656 or,
 - Edmundo Aguilar, University Counsel (916) 278-6940