

1. Ask: Is a field trip the best alternative for achieving course learning objectives?
2. Field trips must be a course requirement, not voluntary or extra. Is it published in the syllabus?
3. Identify reasonably foreseeable hazards and notify participants in writing.
4. Conduct a safety briefing for students citing potential hazards and what to do in an emergency.
5. Provide training in the use of any necessary safety equipment to participants before departure, unless safety training is best done in the field, in which case it must be completed before other training once in the field.
6. Consider ADA issues, reasonable accommodations and extra precautions.
7. Vehicle drivers must be Sacramento State employees if driving on University business.
8. Form: [Authorization to Use Privately Owned Vehicles on State Business \(STD 261\)](#) must be on file.
9. If using bus or University transportation, we advise faculty to begin and end all field trips on campus.
10. If students are to transport themselves to the field trip destination, 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.
11. Volunteer Employee drivers must self certify: no more than two moving violations in the prior three years, no more than one at-fault accident in the previous three years, and zero driving-under-the-influence (DUI) or felony traffic convictions ever.
12. 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.
13. All Class B drivers must participate in the University's DOT drug and alcohol testing program.
14. The only authorized participants of a Sacramento State field trip are members of the Sac State faculty and staff, Sac State volunteer employees, regularly enrolled Sac State students, and students enrolled in the extended education program at the University.
15. Any other participant must be approved in writing by the Dean or Associate Dean. (The better the visitor's presence can be justified in the educational setting of the field trip, the better the case for his/her attendance, should that attendance be questioned in court.)
16. 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.
17. 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.
18. Privately owned vehicle owners must have State-required limits of liability insurance.
19. Student Travel Insurance (for domestic travel) is provided by the Chancellor's Office.
 - o Field trip must be a course requirement for students to be covered.
20. [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.

21. 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 being used in support of a University-sponsored academic or athletic activity (FSR 84-15, see also Title 5 CCR).
22. 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, CCR, *Student Conduct*)
23. Know in advance whom you will call if routine or emergency assistance is required.
24. Have at least one back-up person carry a copy of the emergency numbers, and be certain that person knows what to do in an emergency.
25. A copy of the *University Vehicle Accident Reporting* packet must be in every vehicle. The packet consists of the following items:
 - 1) [Std Form 269 Accident Identification Card](#)
 - 2) [Std Form 270 Vehicle Accident Report](#)
26. It's okay to consult with Risk Management 916-278-7233, prior to or when planning a field trip.
27. No caravanning. Each vehicle must have adequate maps and driving directions, and be able to independently navigate public thoroughfares to the destination.
28. If involved in an accident:
 - o Call University Police (916-278-6851) to inform them. They are in business 24/7/365.
 - o Refer media questions to the University's Public Affairs Office at 916-278-6156.
 - o Do not appear hostile and/or evasive and do not make judging or fault-finding statements, e.g. "It was all my fault!" or "I didn't see her!" to media, the other party or authorities.
 - o When completing reports, limit your statements to the known facts.
 - o DO CALL Risk Management (916-278-7233). We can serve as your liaison between all interested parties and insurers. We also need immediate notice of an accident. Even a voice mail works.

o Make statements to only authorized agencies. If in doubt, call first:

Kirtland Stout, Risk Manager Office 916-278-7233

Cell 916-844-9847

Edmundo Aguilar, University Counsel Office 916-278-6940