

## Risk Management Guidelines for Field Trips and similar off-Campus Student Activities

### General

1. Is the off-campus activity the best alternative for achieving course-learning objectives?
2. Activity must be a course requirement, not voluntary. Evidence: Is it published in the syllabus?
3. Identify reasonably foreseeable hazards and notify participants in writing.
4. Conduct safety briefing for all participants of potential hazards, and what to do in case of emergency.
5. Consider ADA issues, reasonable accommodation, extra precautions
6. If clarification is needed, consult with Risk Management (916) 278-7233/5252, when planning a field trip.
7. The only authorized participants of a CSUS field trip are Sacramento State faculty, staff, volunteer employees, regularly enrolled CSUS students, and students enrolled in the extended education program at Sac State. Any other participant must be approved in writing by the Dean or Associate Dean.
8. Student Travel Insurance (health care coverage) for domestic travel is provided through Risk Management. Maximum payout: \$10,000. The field trip must be a course requirement for students to be covered.
9. *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. Single sheets only – no group sheets.
10. Training in the use of any necessary safety equipment must be provided to participants before departure.
11. If extra credit opportunities are offered that take a student off campus, the instructor should include the following statement in the syllabus: "Extra credit activities are not part of the core curriculum of this class, are not required for a grade or credit, are done at the student's discretion and at his/her own risk." Consider implementing the following standard for extra credit points: "Attendance at the activity is entirely at the student's discretion and has no point value in the class, but if the student can prove attendance AND he/she submits a written report within x number of days, and if the report meets writing standards for the course, extra credit will be considered." This protocol puts the possibility for extra credit into the writing, not simply attendance at an off-campus activity.
12. Vehicle drivers must be CSUS employees or volunteer employees if driving on University business. To become a University Volunteer, a person must fill out the HR form found at <http://www.csus.edu/hr/forms/CSUS%20Volunteer%20ID%20Form.pdf>. Send a copy to HR and retain the original. As a University Volunteer, the person has access to worker's compensation medical benefits if injured.
13. Form: *Authorization to Use Privately Owned Vehicles on State Business (STD 261)* must be on file.
14. Volunteer Employee drivers must self-certify: no more than 2 moving violations in the prior 3 years, no more than one at-fault accident in the previous 3 years, and NO driving-under-the-influence (DUI) or felony traffic convictions ever.
15. If any University-vehicle driver (faculty, staff, or registered volunteer employee) drives on University business more than once during any one-month period or 12 times in a year, they must complete an approved Defensive Driving Course
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. State self insurance system is invoked only if personal insurance has been exhausted. Private insurance (mandatory by California law) is primary; State coverage is secondary. Privately owned vehicle insurance (liability and material damage) is the responsibility of the owner.
18. Owners of privately owned vehicles must have State-required limits of liability insurance (See Std Form 261).
19. Students who drive privately owned vehicles to a field trip site are not driving on State or University business.

20. 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)
21. 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)
22. If using charter bus or University transportation, faculty are advised to begin and end all field trips on campus.
23. If Students are to transport themselves to the Field Trip or activity destination, the activity 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.
24. Know in advance whom you are going to call if you need help. Provide this information to students.
25. Have University Vehicle Accident Reporting packet in each vehicle. Find packet materials at <http://www.rms.csus.edu/riskmanagement/drivingonbusiness.html> (scroll to bottom of page).
26. If a University employee is severely injured (death, dismemberment, disfigurement, or hospitalization for 24 hours for other than observation), Cal-OSHA **must** be notified (916-263-2800) **within 8 hours**. Risk or EHS will do the notification if you get them the information. Otherwise YOU must make the call. (Mandatory penalty for failing to call: \$5,000)
27. Have at least one back-up carry emergency number, and be certain they know what to do in an emergency.
28. **(916) 278-6851** is staffed by Public Safety (**Campus Police**) 24/7/365
29. If an accident occurs, refer media questions to the University's Public Affairs office at (916) 278-6156
30. If an accident occurs, 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.
31. **DO CALL (916) 278-7233** – Risk Management. We can assist in many situations. We also need immediate notice. Even a voice mail can sometimes be helpful.
32. When completing reports, limit your statements to the known facts.
33. Make statements only to authorized agencies, if in doubt, first call:
 

a. University Police	Dispatch (916) 278-6851
b. Kirtland Stout, Risk Manager	desk (916) 278-7233 (or -5252, or -6456)
	Cell (916) 844-9847
c. Christine Lovely, University Counsel	desk (916) 278-6940