



HUMBOLDT STATE UNIVERSITY

FIELD TRIP POLICY

It is the policy of Humboldt State University that each college within the university develops a field trip policy appropriate to its field trip activities. A committee composed of members of the college and the university's risk manager will work in conjunction to develop these policies. All policies will receive final approval from the dean of the college and the vice president.

As mandated by the CSU Chancellor's Executive Order No. 715, at a minimum, the college policies shall be consistent with the CSU Risk Management Policy guidelines. The guidelines below will be used to assess, mitigate and monitor risk associated with field trip activities.

1. Select the area where the class is to be held. The faculty member or instructor should visit the general area prior to the field study course or demonstrate sufficient knowledge of the area.
2. Prepare a detailed day-to-day instructional agenda including health and safety instructions for all participants.
3. Plan and include in the itinerary all destinations and alternates if an emergency prevents entry into the original destination. Send a copy of the itinerary to the University Police Department.
4. Plan for and accommodate students with special needs.
5. Provide training for any equipment to be used on the trip.
6. Review permissible conduct rules. Be sure to include the CSU policy regarding alcohol and chemical substances (i.e. No alcoholic beverages or chemical substances, except personal prescriptions medication, shall be transported in any state/university vehicle or personal private vehicle used in support of a university sponsored activity).
See: HSU Campus Drug & Alcohol Policy:
http://studentaffairs.humboldt.edu/judicial/alcohol_drug_policy.php
See: CSU "Use of University and Private Vehicles Policy Guidelines":
http://www.calstate.edu/HRAdm/Policies/csumv__policy_guideline.pdf
7. Review emergency preparedness processes and the crisis response plan. Distribute a handout to students with the names and telephone numbers of who to contact in case of an emergency.
8. Communicate codes of conduct for staff and students, addressing such issues as fraternization, consumption of alcohol and conduct during "free

- time.” Advise participants of the consequences of non-compliance and take appropriate action when aware that participants are in violation.
9. Determine transportation needs. Recommend that students provide their own transportation to and from field trip sites whenever possible. For university provided ground transportation (non-commercial), all drivers must be state employees or identified university volunteers and must be authorized to drive vehicles on university (state) business. The use of personal vehicles on university business requires authorization. Refer to the CSU “Use of University and Private Vehicles Policy Guidelines” @ http://www.calstate.edu/HRAdm/Policies/csumv__policy_guideline.pdf when arranging for all university provided ground transportation. For air travel refer to CSU Executive Order 590.

In addition, the college field trip policies will include any special requirements applicable to the type of field trip activity in order to ensure the safety of the student and faculty members, and the protection of the university. All faculty members and students participating in field trips or any off-campus activities are to comply with the policy. It is the college committee’s responsibility to perform an annual review of the prior years’ field trips and to determine if the policy should be revised. See the attached guidelines and checklist for assistance in compliance to the policy.