

# CAL POLY HUMBOLDT

## FIELD TRIP GUIDELINES-CHECKLIST

*Form updated: October 2022*

- Review [Cal Poly Humboldt Field Trip Policy](#).
- Investigate site, and develop and document plans for activity.
- Complete arrangements with owner/manager of site/area and support services, if any.
- Contracts and agreements (for access, food, leases, lodging, rent, support services, transportation, etc.) must be reviewed and signed by Humboldt State University (CAL POLY HUMBOLDT), Department of Contracts, Procurement & Risk Management (CP&RM).
- If proof of insurance is required, complete a [Hold Harmless \(Insurance\) Request Form](#).
- Identify risks, analyze impact of risks, and develop and implement plans to reduce risk to participants, leaders, self, and others. See the [Event Planning/Risk Assessment Form](#) for assistance in this process.

Provide students with:

- Advance notification of required field trips;
  - Written instructional agenda including health and safety instructions;
  - Information about the site/area;
  - Emergency procedures including emergency telephone numbers and contacts;
  - Information regarding applicable rules of conduct; and
  - Training for any equipment to be used.
- Identify and arrange accommodations for students with special needs.
  - Arrange for transportation. It is recommended that students provide their own transportation to and from field trip sites whenever possible. Alternatives are:

*Rented Vehicles* – Contract through University or State contracted vehicle rental agencies whenever possible. All drivers must be State employees or identified University volunteers by completing a California State University (CSU) Volunteer Form.

Car Pools – Car pools may be organized; however, all drivers must be State employees or identified University Volunteers by completing a CSU [Volunteer Form](#). Use of personal vehicles on University business requires completion of [Form STD. 261 Authorization to Use Privately Owned Vehicles on State Business](#) and approval from CAL POLY HUMBOLDT Plant Operations.

\_\_ A copy of the completed roster goes with you, to your department office and the University Police Department. (If changes occur prior to departure and during the field trip, submit a new roster to your department and to UPD.) In addition, you should take “roll” at the beginning and end of the field trip and retain a copy of the “roll sheet” following completion of the trip. Students leaving during the field trip should sign out on a [Sign Out Release Agreement](#). Manual [Field Trip Participant Roster](#) also available if needed. (Note: please complete the Field Trip Participant Roster in pen.)

\_\_ Other specific responsibilities for leaders of field trips related to accidents include:

- Emergency Response Reporting Incidents and Accidents  
[Accident Report \(Other than Motor Vehicle\)](#)
- Reporting Vehicle Accidents  
[Form STD. 270 Vehicle Accident Report](#)

\* **Field Trips** – Voluntary Field trips offered by CAL POLY HUMBOLDT shall include the execution of a [Release of Liability Form](#). Contact CP&RM for additional information if needed.

\* Retain documents until the third full academic year following the field trip.

**International Travel** – Contact Study Abroad Program for specific requirements.

University Police Department - (707) 826-5555