



AUBURN
UNIVERSITY

FIELD TRIP GUIDELINES

A Guide for Students, University Faculty & Employee Organizers

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INTRODUCTION

Field Trips are an important component of the learning process at Auburn University. They often significantly enhance the content of a course by providing information that is hard to convey in the classroom. Site visits contextualize or enhance historical or scientific data; interviews with participants, or observation of species, phenomena, or events often become an important part both of course content and the study of a discipline's methodology.

In order to promote the success and safety of all involved in field trips, Auburn University Risk Management and Safety has published these FIELD TRIP GUIDELINES.

Purpose

These guidelines provide the basis for academic colleges, schools and departments at Auburn University to protect the health and safety of our students and reduce the potential for accidents. These guidelines are intended to supplement any existing college, school or department guidelines or procedures.

What Can I Do to Minimize Field Trip Risks and Liability?

It is impossible to eliminate all risks entirely. However, advanced planning can help minimize the exposures to you, your students, and Auburn University. The following information is designed to serve as a guide to assist AU faculty and staff in making a reasonable effort to ensure a safe educational experience for students participating in field trips under their guidance.

Careful consideration should be given to the potential for student injuries, employee injuries, injury and damage to others and damage to University property.

Most claims against colleges and universities associated with field trips can be attributed to the following:

- Lack of supervision
- Failure to enforce policies or rules
- Failure to provide proper or well-maintained equipment
- An unsuitable site

Definitions

- A. **Field Trip:** A University supervised educational or instructional journey or excursion away from the University campus, whether or not in University vehicles, involving two or more persons, that is organized and/or sponsored by a department or unit of the University, or by a faculty member or other authorized employee of the University, for academic research or recreational purposes that are related to an approved academic program or area of study.

**"Field Trip" as referenced in this guide is not intended to include internships, practicums, co-operative education, service learning, volunteer activity not part of a University program, study abroad, on-campus excursions, trips by University clubs, groups or organizations, and travel by University athletic teams and related personnel pursuant to approved policies of the Athletics Department.*

- B. **Field Trip Participant:** University faculty, staff, and students connected with the academic course. *Only students enrolled in the class or program sponsoring the field trip may participate (i.e., no friends or relatives).*
- C. **Student:** Part-time or full-time students enrolled at the University and in the course that has the field trip as part of its requirements.

GENERAL GUIDELINES FOR FACULTY

Conduct

Faculty should be guided by the University's Faculty Handbook.

Compliance with University Policies

Make sure all participants understand that university policies for faculty, staff and students apply to field trips regardless of the location. Instructional activities and settings should be consistent with AU policies including but not limited to policies on alcohol and drug use, vehicle use, student misconduct, etc.

Approval

Obtain school, college or department approval for field trips *where appropriate*.

The University through the college, school or department, should have complete information about the location, duration and transportation route for each field trip on file and accessible prior to the occurrence of the activity.

The University, through the college, school or department, should have a complete list of all participating students including emergency contact information on file and accessible prior to the start of the activity.

Exclude extra hazardous activities such as skydiving, scuba diving, white water rafting, kayaking, technical rock climbing and bungee jumping from your field trips. If a trip includes substantial risks due to strenuous or unusual physical activity, lasts longer than a week, or includes travel out of state, a participant agreement instead of an Assumption of Risk/Waive form should be used so that conditions and risks are explicitly described.

Notifying Students of Field Trips

Let Students Know Early

Whenever possible, Field Trips should be clearly identified in the course syllabus,(as to location, time, means of transportation, and with some reference to inherent risks associated with the particular activity.

The syllabus should also identify the Field Trip as "required" if this is the case.

Field Trips Later in the Semester

If an unforeseen educational opportunity arises later in the term, as soon as possible the faculty member should discuss it with the class. In that case, consider the other classes and workload of the students when requiring participation.

Informing Students

In the first class of the term, the faculty member should discuss with students in appropriate detail the schedule and activities that will take place, as well as any risks associated with the activities of the field trip and expectations for behavior during the field trip.

Such a discussion should be repeated no less than a week in advance of the trip.

Pre-Field Trip Site Inspections

Familiarize Yourself with the Destination Site

- The faculty or staff member in charge of the field trip should be familiar with the site and prepare a site safety plan to present to participants.
- Whenever practical, the site of the field trip should be visited in advance by the faculty member, or an appropriate University official, to evaluate potential risks and to minimize, through effective planning, any risks associated with the location.
- Know the site where you are visiting and what geographic areas to avoid.
- The instructor or field trip supervisor should determine whether immunizations are required, what skills are necessary, what students should do to acquire those skills and how competency will be evaluated prior to the trip.
- The number of supervisors for the trip and their competency level should be based upon the number of students and range of their skill levels.
- Lodging premises and locations should be reasonably safe or written documentation provided concerning associated risks (i.e. inner city accommodations in high crime area).

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Pre-Field Trip Risk Management

Itinerary

- Consider developing a detailed itinerary of the trip.
- Meet with all participants ahead of time to familiarize them with the itinerary and discuss in appropriate detail the risks associated with the site and the activity, relevant emergency preparedness information, as well as expectations for behavior during the field trip.

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Dealing with Hazards

- Provide information and training for *reasonably foreseeable* hazards involved with the activities related to the field trip such as crime, strenuous physical activities, falling hazards, dangerous animals, poisonous plants, etc.
- Identify any special requirements for participation in the field trip (special skills, fitness, or certification) as well as any hazards or dangers on the trip or at the site that might affect the health and safety of the participants.
- Be sure to provide the necessary orientation and training for participants.
- Consider the need for special clothing or equipment that may be needed because of environmental or weather conditions, or the general conditions of the site.
- Inform participants of requirements for personal protective equipment and supplies that be required or recommended to properly and safely participate in the activities of the field trip. This equipment may include hard hat, safety glasses, long sleeves, long pants, boots, sun block, glasses, hat, insect repellent, water, etc.
- Consider taking a first aid kit.
- Consider the trip leader to participant ratio.
- It is inadvisable to make any significantly risky field or research trip a 'required' or 'mandatory' class activity. Instructors should consider alternative assignments or activities in case a student declines a field trip for risk, expense, disability or health-related reasons.

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Pre-Field Trip Orientation & Trip Expectations

Faculty and staff coordinating field trips need to provide the participants with some form of orientation prior to departure. The type of field trip will again dictate the level of detail needed in the orientation, but both verbal and written communication is essential.

Orientation materials should include the trip destination and purpose, a travel itinerary, route, rest and meal stops, lodging and transportation information, appropriate clothing or gear, and the established rules and protocols specific to the field trip.

Orientation should also include any procedures for a "buddy system" and information on known risks as well as local cultural, custom and legal requirements.

In addition, materials should include a summary of activities and physical requirements students will encounter, any known or unusual circumstances that would require advance preparation or equipment, any known unique hazards.

Exposure to Animal and Insect-Borne Diseases in the United States

Field trips that may involve working with, or exposure to bites from, bats and other wild animals increase the risk of contracting rabies. Field trips involving camping in areas inhabited by rodents increase the risk of contracting hantavirus. Trips in tick infested area increase the risk of Lyme disease. The students should be informed in advance of the specific risk involved, and precautions that can be taken. The Centers for Disease Control (CDC) website is a good resource for general information.

Trip Contingencies

Even with the best planning effort, things can still go wrong. Try to anticipate what complications could arise, and then develop contingency plans in advance. Examples include: a student needs to leave early because of a personal emergency; a student violates established rules; weather or transportation delays or cancellations. Understand any contract limitations or restrictions. Will the "unused portion" of pre-paid trip expenses be refundable?

Paperwork, Records and Documentation (see page 15 for full explanations)

Trip coordinators should consider the nature of the field trip and review documentation to ensure that language is clear and accurate when providing information to participants or preparing informed consent forms or release statements. The following are written records that should be obtained in advance of the field trip and easily accessible. We recommend that the field trip leader have copies, as well as maintain a back-up record in the departmental office.

- Trip Itinerary and Planning Form. Ensure documentation exists at the departmental level indicating that the trip is a university authorized program and retain a list of who is authorized to be involved in the trip.
- Pre-Field Trip Check List. Ensure this document exists at the departmental level indicating that the Field Trip Guidelines have been reviewed and all relevant aspects have been applied to the field trip.
- Field Course Field Trip Participant Contact Information. Prepare a list of participating students. Remember, authorized passengers in Auburn University vehicles must be a university employee or participants in an official University sponsored/authorized field trip.
- Medical Information Form. Ensure this document exists at the departmental level indicating any medical concerns for Field Trip participants.
- Liability Waivers and Releases.

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- Certificates of Insurance

Sometimes the field trip destination, organization, or establishment will require a Certificate of Insurance from AU prior to use of their facility or event participation. If asked to provide this document, the Office of Risk Management can provide a Certificate of Self-Insurance for other parties.

Certificates of insurance are required from vendors providing services for hazardous trips, such as white water rafting, where the vendor has substantial control over a hazardous activity and provides equipment. The University requires the certificate of insurance to prove that the vendor has the financial resources to pay any liability claims resulting from its negligence. It generally takes vendors a minimum of two weeks to produce a certificate of insurance, so build this timeframe into your planning.

Vendors

The Procurement & Payment Office can help select competent and financially sound vendors, and take care of the contractual language and insurance needed to minimize liability.

Forward any vendor contracts such as Hold Harmless, or Indemnity Agreements, or Certificates of Insurance to the Office of Risk Management for review to minimize liability.

Special Attention to Minors

It is important to distinguish between minor (under 19) and adult students. Increased legal duties may arise from a minor's participation, and additional planning is needed.

- Minors cannot legally waive their own rights or assume liability. Although a minor's parents or guardians can agree to assume some responsibility on their behalf, the scope is more limited than in agreements with adults. The University is, therefore, automatically exposed to greater risk of liability in all activities involving minors.
- A higher standard of care is imposed by the courts when minors are involved in any activity. A thorough risk assessment of all activities involving minors is therefore crucial to minimize the impact of increased liability exposure.
- As mentioned above, minors cannot enter into binding legal agreements on their own behalf, nor can their parents or guardians waive their rights for them. Therefore, AOR forms for minors have a more limited scope than for adult participants. The AOR form can still be used for minors, but requires special language, and the parent or guardian must sign instead of the student.

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Accommodating Students with Special Needs

If there are students who will be participating for whom special accommodations are potentially necessary, faculty should discuss these matters with the student(s) in individual settings. After this meeting the faculty member should facilitate any special accommodations with representatives from the activity site location.

- Students with disabilities should always be permitted to participate in field trips, and trips should be arranged in ways that reasonably accommodate them.

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- Full consideration should be given by investigating the accessibility of the destination as well as transportation resources.
- Physical requirements should be clearly delineated and students should be afforded the opportunity to complete an alternate activity in the event that participation is not feasible.
- Faculty members are encouraged to consult with students regarding accessibility concerns and may contact the [Office of Accessibility](#) for assistance.

Emergency Situations and Accidents

What Do I Do If Something Happens During The Field Trip?

In the event of an emergency, field trip supervisors should attend to the injured and then determine what condition(s) or act(s) caused the injury or illness. The supervisor should initiate any steps that are necessary to prevent similar incidents in the future. Things to look for are:

- Specific sequence of events that led to the emergency situation.
- Conditions that may have contributed to the emergency situation.
- Statements from eyewitnesses, if available.

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As soon as possible, contact your department, the Dean of Student's Office, or Public Safety to report the situation and receive assistance.

Emergency Response Plan

- Have an emergency response plan and know the procedures for responding in event of an emergency. This means you should consider what you will do if unexpected things happen, and plan for these contingencies. The plan does not have to be complicated, but should include having a cell phone or other means of contact to call back to the University to report the circumstances and get instruction. Typical events can include:

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- A student becomes ill and needs to be taken to a local emergency room(e.g., the professor should accompany the student to the hospital, and make arrangements for them and the other students to get back to campus);
- One of the vehicles in your group is in an accident and the outcome ranges from needing alternative transportation to serious injuries;
- Adverse weather conditions prevent the trip from returning to campus when planned, or from starting out.

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- All participants should know how to contact the institution from the site, find and use the first aid kit, find and use the cell phone and what to do if separated from the group.

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- The type of field trip also dictates the level of emergency planning needed. If the trip location is remote, it is strongly recommended that at least two persons on the trip have first aid skills, a first aid kit and a cell phone or appropriate means of communication in the event emergency aid is needed.

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- Determine a protocol for circumstances that may necessitate the supervisor leaving the group to accompany an injured or ill student.

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- Confirmation that cell phones will operate from the field trip site should be made in advance so that alternative arrangements can be made if needed.

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Emergency Contact Information

Use the Field Trip Participant Contact Information Form, or other departmental form, to obtain from all participants before the trip, the names of emergency contacts to call should an emergency occur and a list of participants' medical conditions which might require emergency care or special treatment.

The field trip organizer should keep a copy of this list and the emergency contact names and one copy should remain with someone on campus who has a copy of your itinerary and would know where to locate you if necessary.

Have at least one back-up on the trip carry an emergency number, and be certain they know what to do in an emergency.

Students should be reminded to carry ID and medical insurance cards.

Medial Information

- It is recommended that each student complete the Medical Information Form prior to the field trip.
- These forms should be kept in a secure location.
- A copy of this form should be left with the appropriate person in the college, school or department.
- A copy of this form should also be taken on the field trip by the faculty member in charge.
- These forms should be reviewed ahead of time by the faculty member in order to be aware of any special medical conditions which might require emergency or special treatment.

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In the Event of an Emergency

- Immediately call 911 in all incidents involving serious injury or death, multiple injuries, or extensive property damage.
- Report all incidents of injury (of consequence) to Auburn University Risk Management and Insurance at 334-844-4870.

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GENERAL GUIDELINES FOR STUDENTS

Conduct

Students participating in University sponsored field trips are expected to conform to the same standards of behavior as published in the Tiger Cub. Any violation of the student code of conduct or local, state, or federal laws may result in disciplinary action or sanctions by the University.

All participants are individually responsible for their personal conduct while on the trip. The University has no obligation to protect students from the legal consequences of violations of law for which they are responsible.

Participants in University-sponsored field trips may not possess, consume or use any alcoholic beverage, narcotic, illegal drug or other controlled substances while participating in field trip activities.

While actually engaged in a field trip, the faculty member in charge may enforce the provisions of these guidelines and procedures by withdrawal or limitation of privileges, or, in the event of repeated violations, by excluding the offending student from further participation and arranging to return the student to the campus or to convey him/her to the nearest point of public transportation for return to the campus. The cost of such return transportation is a proper charge against University funds, but the University reserves the right to obtain reimbursement from the offending student.

Conflicts

Participating students are expected to fulfill the requirements of their other University courses.

Deviating from Field Trip Itinerary

Students who choose to travel to the site of a field trip early, remain at the site after the planned activity is completed, or who separate from the group, do so of their own freewill and at their own risk.

INSURANCE

Medical and Hospital Care

It is strongly recommended that each person participating in a field trip in any capacity (e.g., faculty, staff, or student) should be covered by insurance for medical and hospital care arising from any accident occurring while on the field trip.

Students

Students are responsible for their own medical insurance coverage for field trips just as they are while attending classes on campus. The student's medical insurance is considered primary. However, it is always important to report **any** accident or injury that occurs to a student participating in a sanctioned field trip experience.

Faculty & Employees

Faculty and staff that are part of sanctioned field trip experiences are considered to be working within the scope of their employment. If an injury occurs to an employee during the trip, employees are still covered by AU's OJI program.

Auto Physical Damage & Liability Insurance

Auto Liability Overview

Auburn University's automobile liability insurance applies to all vehicles owned, leased, or rented by the University.

Auburn University's automobile liability insurance covers claims of bodily injury or property damage, suffered by a third party, arising out of the ownership, maintenance, or use of a vehicle owned, leased, or rented by the University.

Liability insurance is provided on an excess basis for personal automobiles used on University business.

Liability insurance coverage is provided on a primary basis for automobiles rented for Auburn University business.

Auto Physical Damage Overview

Auburn University's automobile insurance provides physical damage insurance coverage (comprehensive & collision) for University owned or leased vehicles but only upon request.

The department responsible for the vehicle must request this coverage by submitting a request to Risk Management & Safety. A deductible will apply and is the financial responsibility of the department responsible for the vehicle.

Auburn University's insurance provides no physical damage coverage for personal vehicles.

Physical damage insurance coverage is provided for vehicles rented from a rental agency for University business for short term (30 days or less). Physical damage coverage is subject to a deductible and is the responsibility of the department renting the vehicle.

Faculty/Employee Drivers while on Field Trips

If a University owned vehicle is used for a field trip, that vehicle is insured by the University for liability and physical damage as outlined above.

A vehicle commercially rented by a University official that is being used for transportation for a field trip is thereby insured by the University for liability and physical damage. The University official renting the vehicle should not allow others to operate it.

If the faculty member or other University official elects to operate a privately owned vehicle for transportation, the vehicle owner's own insurance policy will then serve as the primary policy for liability and the sole policy for physical damage.

It is advisable for the University driver to confirm with their insurance agent that comprehensive or collision coverage will apply to business uses before using their personal vehicle on University business.

Student drivers while on Field Trips

The university does not provide automobile liability or automobile physical damage for students driving themselves or other students to University-sponsored field trips.

Automobile insurance policies held by the students are the primary and only policies covering them for injuries to themselves and others, as well as damage to their vehicles or other vehicles.

Claims

If you or your department is contacted by a third party about a claim arising from a field trip, your responsibility is to refer them immediately to Risk Management who will be able to provide them with a response.

Property

The university does not automatically provide insurance coverage for students' or other participants' property. If your personal property is lost or damaged while you are on the trip, whether it is your fault or not, your own homeowners/tenants insurance coverage would respond. You are responsible for any deductible amounts under your policy.

If you do not carry any homeowners/tenants insurance, then the entire amount of the damage is your responsibility. Neither the College nor the College's Insurance will pay for any loss or damage to your own personal property – you use it at your own risk.

If you will be taking expensive university equipment with you off premise, please check with Risk Management to discuss insurance needs.

TRANSPORTATION

If possible, begin and end all field trips on campus and determine your transportation needs in advance.

The type of field trip determines the method of transportation. The majority of field trips are by university vehicle, chartered vehicles, rented vehicles or personal vehicles. Whenever possible, chartered buses or University-owned vehicles should be used for transportation on a field trip.

Public transportation (e.g, regularly scheduled trains or buses) is also an appropriate means of transportation for a field trip.

Rented Vehicles

If a vehicle is rented with College funds, then only College employees should be allowed to drive. All terms and conditions of the rental contract should be followed explicitly.

When renting a vehicle for College business along with your signature add Auburn University to the document. Do not purchase the property or liability insurance policy if you are renting a vehicle in the USA. For overseas rental of vehicles you do need to purchase the property and liability insurance policy.

Use of University Vehicles

Students are eligible to drive university vehicles for approved field trips when accompanied by the university employee conducting the field trip.

Departments with vehicles can use them to transport students on field trips. The use of 12 and 15-passenger vans is prohibited.

Defensive Driving Training - anyone who operates a University-owned vehicle should complete the Defensive Driving Training Course offered by Risk Management & Safety.

Tickets and Violations - Any traffic or parking violations are the sole responsibility of the operator of the vehicle.

Commercial charter operators

When using commercial charter operators a contract for services should be executed.

- The department executing the contract should thoroughly review the contract, understand its requirements, negotiate acceptable terms and conditions, and agree to be bound by the terms of the contract. The contract should request the transportation contractor indemnify and hold harmless Auburn University, its Board of Trustees, Faculty, Staff, and Agents for incidents related to transportation services provided. The final document must be reviewed and approved by the authorized administrator and signed by Payment and Procurement Services.
- Contractor Selection: When selecting a contractor to provide transportation services, at a minimum, the department should evaluate the following:

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1. years in business
2. safety record - Satisfactory Safety Rating on FMCSA website (search by name, then click on Safety Rating on next page)
3. service provided
4. driver selection

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- Insurance Requirements: Prior to performing services for Auburn University, the transportation contractor shall furnish Auburn University with a certificate of insurance. Following are the minimum acceptable limits of coverage:

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1. Certificate of insurance should name Auburn University, its Board of Trustees, Faculty, Staff, and Agents as Additional Insureds.
2. Minimum limits of automobile liability recommended are \$5,000,000.
3. Insurance companies providing coverage should have an A.M. Best financial rating of A or better.
4. Coverage should be provided by an insurer licensed by the Insurance Commissioner to conduct business in the State of Alabama.

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- Risk Management & Safety can provide assistance with contract negotiation involving insurance terms and conditions.

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Use of Private Vehicles

It is strongly recommended that University faculty or employees not use privately owned vehicles for transporting students on field trips.

Transporting students in your personal vehicle is discouraged and it increases your personal liability.

Students in Personal Vehicles

- **Deviation From Travel Plans**

In certain situations, students may wish to deviate from the group travel plans such as requesting to drive their personal vehicle or make their own travel arrangements. A proper release form will indicate that they are traveling at their own risk and understand their own auto insurance is primary and that the university is not liable for physical damage to personal vehicles or medical compensation for their passengers.

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Students are urged to use university provided transportation if available.

Students who choose instead to operate a privately-owned or commercially-rented vehicle, or to ride as a passenger in a private automobile do so of their own freewill and at their own risk. It is recommended that students drive their own vehicles.

FOREIGN/OUT OF STATE TRIPS

Out of State Trips

Out of state trips require special language regarding transportation, medical facilities, and any special conditions of the trip on the Assumption of Risk Form. When using commercial carriers, travel agents, or hotels, include language that protects the University from liability for the vendor's actions.

If the field trip involves driving in other states, it is important to check road laws and traffic conditions, as many accidents nationwide are caused by drivers unfamiliar with the terrain. Automobile clubs, such as AAA, and state websites often provide traffic information guides. The [Insurance Institute for Highway Safety](#) website also provides an excellent summary of traffic and road condition information for all fifty states. Limit cell phone use while driving, especially in unfamiliar vehicles and roads.

Travel by Non-Commercial Aircraft and Boats

For trips involving flights in or leasing non-commercial aircraft or boats, special contractual terms and additional vendor insurance is needed. Please contact the Office of Risk Management at 334-844-4870 at least six weeks in advance of the trip to discuss coverage.

Foreign Trips

- Immunizations and Other Health Concerns

The Centers for Disease Control have an excellent website (Traveler's Health) containing immunization requirements and information on travel hazards for all areas of the world. Participants are responsible for completing all preparation for international travel including vaccinations, medication, travel registration, documentation and communication well in advance of their date of departure. The AU Medical Clinic provides vaccinations and medications recommended by the CDC.

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- Road Safety

Road accidents are the leading cause of death for Americans traveling abroad. Accidents in developing countries are 20 to 70 times more likely to result in death or serious injury than accidents in the United States. Knowing foreign road conditions and traffic laws is therefore an important risk reduction technique. Many travel guides contain information on road conditions and traffic laws, and some auto clubs have information as well. The Association for Safe International Road Travel (ASIRT) website provides information on road conditions and driving tips for various countries for a small fee.

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- Security

Over the last few years, several attacks during university sponsored trips has resulted in serious injuries and fatalities to students. It is therefore crucial that sponsoring departments provide students the latest and most accurate information regarding security in the field trip area.

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The US State Department website (International Travel) has the most up to date information on travel warning, security concerns and political situations for every country in the world. This site also provides contact information for local American consulates in each country, an invaluable resource during an emergency.

- Travel Documents and US Customs Information

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The State Department website has information and downloadable forms for passport ordering at Passports. The “Travel Warnings’ section of the website (mentioned above) has individual country profiles which include information on visa requirements and where to obtain visas.

- The pre-travel orientation

This should include such information as local customs and laws, contact information for the U.S. embassy in the country, medical services available and plans for communicating regularly with the school while on-site.

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AUBURN UNIVERSITY- FIELD TRIP GUIDELINES FORMS AND INSTRUCTIONS

DESCRIPTION OF FORMS AND WHEN THEY SHOULD BE USED

Consider the nature of the field trip and review documentation to ensure that language is clear and accurate when providing information or preparing informed consent forms or release statements. The following are written records that should be obtained in advance of the field trip and easily accessible. It is recommended that the faculty or staff member leading the field trip have copies, as well as maintain a back-up record in the departmental office.

**** Please note that all material contained in these forms should be maintained in a secure location in order to guarantee the privacy of the material contained in them.**

FIELD TRIP ITENERARY AND FORM – [Appendice A](#)

This form is used by the faculty or staff member leading the field trip. Ensure documentation exists at the departmental level indicating that the trip is a University authorized program and retain a list of who is authorized to be involved in the trip. It should be completed as early as possible prior to the beginning of the semester in which the field trip is planned. A copy should be left with a designated emergency contact person in the department. A copy should be kept by the field trip leader and taken on the field trip itself.

PRE-FIELD TRIP CHECKLIST – [Appendice B](#)

This form is used by the faculty or staff member leading the field trip. It is meant to be used as a guide for you during your pre-field trip planning. Not all parts of this checklist will apply to every field trip. Ensure this document exists at the departmental level indicating that the Field Trip Guidelines have been reviewed and all relevant aspects have been applied to the field trip.

FIELD TRIP PARTICIPANT CONTACT INFORMATION – [Appendice C](#)

Prepare a list of participating students. Students attending field trips should complete this form prior to the event. A copy of this form should be taken by the faculty or staff member in charge of the field trip. A copy should also be left with the designated emergency contact in your department. Remember, authorized passengers in University vehicles be a University employee or participants in an official University sponsored/authorized field trip.

MEDICAL INFORMATION – [Appendice D](#)

This form is used by field trip participants and should be obtained from participants as early as possible in the semester in which the field trip is to take place. This will allow field trip directors to make any special accommodations based on any medical conditions or disabilities. A copy of this form should be taken by the faculty or staff member in charge of the field trip. A copy should also be left with the designated emergency contact in your department.

INFORMED CONSENT, VOLUNTARY WAIVER, RELEASE OF LIABILITY AND ASSUMPTION OF RISKS – [Appendice E](#)

This form is used by field trip participants and should be obtained from participants as early as possible in the semester in which the field trip is to take place.

PARTICIPANT AGREEMENT – Contact Risk Management

This form should be used if a trip includes substantial risks due to strenuous or unusual physical activity, lasts longer than a week, or includes travel out of state.



AUBURN UNIVERSITY – FIELD TRIP GUIDELINES

APPENDICE A: Field Trip Planning and Itinerary Form

This form is used by the faculty or staff member leading the field trip. It should be completed as early as possible prior to the beginning of the semester in which the field trip is planned. A copy should be left with a designated emergency contact person in the department. A copy should be kept by the field trip leader and taken on the field trip itself.

1. **Field Trip Leader:** _____
Title: _____ Department: _____
Work Phone: _____ Cell Phone: _____
Email: _____

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2. **Class Information:**
Class Name: _____ Course Number: _____
Number of Participants: _____

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3. **Departure:** Date: _____ Time: _____ Location: _____
4. **Return:** Date: _____ Time: _____ Location: _____
5. **Destination:** Name: _____
Address: _____
City: _____ State: _____ Zip: _____
Contact at Destination: _____
Contact Phone Number: _____

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6. **Planned Route:** _____
7. **Purpose of Field Trip:** _____

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8. **Transportation Arrangements:** _____
Indicate the number of vehicles on the line beside the vehicle types:
____ University Vehicle(s) ____ Private Cars ____ Charter/Bus(es) ____ Student(s) provide own transportation

9. **Designated Department Emergency Contact:**
Name: _____ Contact Phone Number: _____

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10. **Emergency Services locations and contacts nearest to field trip site:**
Police/Law Enforcement: _____ Phone Number: _____
Fire Department: _____ Phone Number: _____
Hospital: _____ Phone Number: _____
Other: _____ Phone Number: _____

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Signed (Field Trip Leader): _____ Date: _____

- Copy to the Field Trip Leader to take on field trip.
- Copy to University, School, College or Department under which the class having the field trip is located.
- Copy to the nominated emergency contact person at the University.



AUBURN UNIVERSITY FIELD TRIP GUIDELINES

APPENDICE B: Pre-Field Trip Checklist

Faculty or Staff member in charge should complete this checklist prior to the Field Trip.

| | |
|--|---|
| Item | √ |
| Obtain University, School, College or Department approval for field trip if appropriate. | |
| Select the site where the field trip is to be held. Visit the site prior to the field trip and assess any concerns. | |
| At the start of the semester (no less than 1 week prior to the field trip) discuss with students in appropriate detail the schedule and activities that will take place, as well as any risks associated with the activities of the field trip, and expectations for behavior. | |
| Obtain signed copies of the Medical Information Form, which will be kept confidential. Review forms prior to departure so that you are aware of any health conditions. One copy of the form should be kept with the faculty member in charge of the field trip and one copy should be left with the appropriate person at the University. | |
| Create a participant list using the Participant Contact Information Form and leave a copy with the appropriate person in the University, School, College or Department. | |
| Identify any special requirements for participation in the trip – special skills, fitness, certifications – as well as any hazards or dangers on the trip or at the site that might affect the health and safety of participants. | |
| Plan for and make accommodations for students with disabilities or special needs. | |
| Consider who is going: students, employees, volunteers, minors, members of the public or people from other institutions. | |
| Identify the risks inherent in this specific trip and have participants sign the release and any supplement documents for specific activities. Contact Risk Management if any special assistance is needed with wording. Advise participants of any hazardous, extraordinary, or strenuous activity anticipated during the field trip and of requirements for personal protective equipment [hard hat, safety glasses, long sleeves, long pants, boots, etc.] Advise participants of any personal supplies they may want to bring [sun block, glasses, hat, insect repellent, water, food, etc.]. If needed provide training for any equipment that may be used on the trip. | |
| Obtain signed copies of Release. Ensure that all students who are attending have submitted a copy. These forms should be retained in departmental files. | |
| Determine transportation needs in advance. | |
| Review permissible conduct rules. Communicate codes of conduct for staff and students. Address such issues as fraternization, consumption of alcohol, and conduct during “free time.” Advise participants of the consequences of noncompliance and take appropriate action when aware that participants are in violation. | |
| If an injury occurs on a field trip the faculty or staff member in charge should notify proper local authorities, provide assistance to the participant and notify the proper departments on campus. | |
| Identify a near-by medical facility or medical provider. Have a first aid kit available if needed. | |

APPENDICE C: Field Trip Participant Contact Form

Students attending field trips should complete this form prior to the event. A copy of this form should be taken by the Faculty or Staff member in charge of the field trip. A copy should also be left with the designated emergency contact person in your department.

| Participant Name | Participant Contact Number | Emergency Contact Name and Phone Number |
|-------------------------|-----------------------------------|--|
|-------------------------|-----------------------------------|--|



AUBURN UNIVERSITY- FIELD TRIP GUIDELINES

APPENDICE D: Field Trip Medical Information Form

FIELD TRIP INFORMATION

Class Name: _____ Course Number: _____

Field Trip Description: _____

Field Trip Location: _____ Date(s): _____ Times: _____

PLEASE READ THE FOLLOWING INFORMATION CAREFULLY. AS A PARTICIPANT, PARENT OR GUARDIAN I UNDERSTAND THAT:

The information requested on this form is intended to help provide information on any pre-existing medical conditions. If you or your child has a pre-existing medical condition, participation in any strenuous activities may not be recommended. *This information will be kept in strict confidence.* Auburn University requests the information below so that, in case of an emergency, you have provided us with accurate information about you so that we can provide and/or seek appropriate treatment. You are accountable for providing an accurate medical history. *Final determination about whether to participate is the responsibility of you and your physician.* If you have any medical issue that is not requested below, but of which you think it is important, please include that information.

GENERAL INFORMATION

Participant Name _____ Email Address: _____

Parent/Legal Guardian Name (if applicable) _____

Street Address _____ City _____ State _____ Zip _____

Home Phone _____ Cell Phone _____

Date of Birth ____/____/____ Gender M ____ F ____

EMERGENCY CONTACTS

| Emergency Contact #1 Name | Home Phone # | Work Phone # | Cell Phone # | Relation |
|---------------------------|--------------|--------------|--------------|----------|
| Emergency Contact #2 Name | Home Phone # | Work Phone # | Cell Phone # | Relation |

MEDICAL INFORMATION

Physician's Name _____ Phone Number (____) _____

Health Insurance Company _____ Policy Number _____

ALLERGIES

Allergies to medication? Yes No Don't Know

Allergies to bee/insect stings? Yes No Don't Know

Allergies to food? Yes No Don't Know

If "Yes" please explain: _____

MEDICAL CONDITIONS

Do you have a history of, or do you currently suffer from, any medical condition(s) with which we made need to be aware (for example: diabetes, epilepsy, high blood pressure, heart disease, pulmonary disease, cancer, medication dependent depression or anxiety

Yes No Don't Know

If "Yes" please explain: _____

Medications and dosage for above conditions: _____

PLEASE READ: As a participant, parent or guardian I understand and acknowledge that my failure to disclose relevant information may result in harm to myself/my child and/or others during this field trip. By signing my name I represent and warrant that I have provided all materials and important information to Auburn University pertaining to my or my child's medical, mental and physical condition and that it is accurate and compete.

Signature _____

Date _____

Parent/Legal Guardian's Name _____

Date _____

A PARENT OR GUARDIAN MUST SIGN THIS FORM FOR A MINOR UNDER THE AGE OF 19



AUBURN UNIVERSITY

APPENDICE E: Hold Harmless, Voluntary Waiver, or Assumption of Risk Form

EVENT INFORMATION

Event Name: _____
Date(s): _____ Time(s): _____
Location: _____

PARTICIPANT INFORMATION

Name of Participant: _____
Address: _____ City: _____ State: _____ Zip: _____
Phone Number: _____ Date of Birth: _____ Gender: M _____ F _____

PLEASE READ THIS DOCUMENT CAREFULLY BEFORE SIGNING. THIS IS A LEGALLY BINDING DOCUMENT. THIS COMPLETED AND SIGNED FORM MUST BE SUBMITTED BEFORE ANY PERSON IS ALLOWED TO PARTICIPATE IN THE ABOVE EVENT.

I, the undersigned, wish to voluntarily participate in the above referenced event (hereafter "Field Trip") on the dates and times as indicated above and, in consideration of the mutual covenants and conditions contained in this Agreement, I hereby agree as follows:

I acknowledge, understand and appreciate that as part of my participation in this Field Trip there are dangers, hazards and inherent risks to which I may be exposed, including the risk of serious physical injury, temporary or permanent disability, and death, as well as economic and property loss. The dangers, hazards and risks may arise from my own actions, inactions, or negligence as well as from the actions, inactions or negligence of others, or the condition of the premises. I also acknowledge and understand that there may be other dangers, hazards or risks not presently known or reasonably foreseeable. Participation in the Field Trip includes travel to and from the Field Trip. Therefore, I voluntarily accept and assume all risk of injury, loss of life or damage to property arising out of training, preparing, participating and traveling to or from this Field Trip.

I hereby release Auburn University, its Board of Trustees, Administration, Faculty, Staff, Student Leaders, and all other officers, directors, employees and agents (hereafter "Auburn") from any and all liability as to any right of action that may accrue to my heirs or representatives for any injury that I may suffer while training, preparing, participating and/or traveling to or from the Field Trip. This agreement is binding on my heirs and assigns.

I furthermore release, indemnify and hold harmless Auburn from and against any and all liability, actions, debts, claims and demands of every kind whatsoever, specifically including, but not limited to, any claim for negligence or negligent acts or omissions and any present or future claim, loss or liability for injury to person or property that I may suffer, for which I may be liable to any other person, that may or does arise out of my participation in the Field Trip. I understand that Auburn accepts no responsibility for my personal property. I agree to be accountable in all respects for my own conduct and all actions, claims and demands for damages, loss and injury which may arise as a result of my own conduct.

In the event of an accident or serious illness, I hereby authorize representatives of Auburn to obtain medical treatment for me and on my behalf. I hereby hold harmless and agree to indemnify Auburn from any claims, causes of action, damages and/or liabilities, arising out of or resulting from said medical treatment. I understand that Auburn does not provide any medical, dental or life insurance to cover bodily injury, illness or death; nor insurance for personal property damage or loss; nor insurance for liability arising out of my negligent acts or omissions; and I acknowledge that I am completely responsible for my own insurance or financial resources to cover expenses related to these things.

I further acknowledge that if I drive my own vehicle, or am a passenger in another's private vehicle in connection with this Field Trip, that Auburn's auto insurance does not cover such a private vehicle. I also understand that the Auburn cannot be responsible for assuring the safety and reliability of such private transportation or driver, nor for any non-sponsored activities and travel that I choose to participate in before, during or after the Field Trip, and I therefore accept the risks and responsibilities associated with such private vehicle travel and activities.

This Agreement shall be governed by and construed under the laws of Alabama. I agree that any legal action or proceeding relating to this Agreement, or arising out of any injury, death, damage or loss as a result of my participation in any part of the Field Trip, shall be brought only in Lee County, Alabama. I, the undersigned have been given ample time to read and understand this Agreement, and fully accept its contents and conditions and agree to them by signing this Agreement voluntarily. I understand that I am giving up substantial rights (including my right to sue), and acknowledge that I am signing this document freely and voluntarily, and intend by my signature to provide a complete and unconditional release of all liability to the greatest extent allowed by law. My signature on this document is intended to bind not only myself but also my successors, heirs, representatives, administrators, and assigns. The information I have provided is disclosed accurately and truthfully.

A PARENT OR GUARDIAN MUST SIGN THIS FORM FOR A MINOR UNDER THE AGE OF 19

Participant Name: _____ Parent Name: _____ Date: _____
Participant Signature: _____ Parent Signature: _____ Date: _____



QUICK REFERENCE GUIDE

| | |
|---|---|
| <i>Office of Risk Management</i> | http://www.auburn.edu/administration/rms/ |
| Office of Accessibility | https://accessibility.auburn.edu/ |
| Association for Safe International Road Travel (ASIRT): | http://www.asirt.org |
| Centers for Disease Control: | http://www.cdc.gov |
| Passports: | http://travel.state.gov/passport/passport_1738.html |
| US State Department: | http://travel.state.gov/travel/travel_1744.html |
| AU Public Safety & Security: | http://www.auburn.edu/administration/public_safety/ |
| Purchasing | http://www.auburn.edu/administration/business_office/pps/contracts.html |
| First Aid/CPR classes | http://www.auburn.edu/outreach/opce/ http://www.redcross.org |
| USDOT – Safety & Fitness Records | http://safer.fmcsa.dot.gov/CompanySnapshot.aspx |