

CAL POLY HUMBOLDT

FIELD TRIP GUIDELINES-CHECKLIST

Form updated: October 2022

- Review [HSU 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 (HSU), 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 HSU 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:

- Reporting Incidents (student injury, property damage and/or emergency spills):
 - [Incident Report \(Other than Motor Vehicles\)](#)
- Reporting Vehicle Accidents:
 - [Form STD. 270 Vehicle Accident Report](#)

* **Field Trips** – Voluntary Field trips offered by HSU 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