



HUMBOLDT STATE UNIVERSITY

HUMBOLDT STATE UNIVERSITY FIELD TRIP GUIDELINES/CHECKLIST

- _____ Review [HSU Field Trip Policy](#)
- _____ Investigate Site, Develop and Document Plans for Activity
- _____ Complete arrangements with owner/manager of site/area and support services if any.
 - _____ Contracts and agreements (access, food, leases, lodging, rental agreements, support services, transportation, etc.) must be reviewed and signed by University Department of Contracts, Procurement & Risk Management.
 - _____ If proof of insurance is required, complete [Request for Hold Harmless \(Insurance\) Form](#)
- _____ Identify risks, analyze impact of risks, develop and implement plans to reduce risk to participants, leaders, self and others. See the [Event Planning 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 phone numbers and contacts
 - _____ Information regarding applicable rules of conduct
 - _____ 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:
 - Commercial Transportation* – Contact the Department of Contracts, Procurement & Risk Management to arrange for buses, ships, airplanes
 - Rented Vehicles* – Contract through University or State contracted vehicle rental agencies whenever possible. See [Management Memo MM 06-02](#) for list of agencies. All drivers must be state employees or identified University volunteers by completing 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 Vehicle](#) and approval by HSU Plant Operations. This is a State of California form and must be ordered through Contracts, Procurement and Risk Management.

_____ Complete [Field Trip Participant Roster](#) . A copy of the completed roster goes with you, to your department office and University Police. 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 trip. Students leaving during the field trip should sign out on a [Sign out Release Agreement](#).

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

- Emergency Response
Reporting Incidents and Accidents
[STD 268 Report of Non-Vehicle Accident](#)
- Reporting Vehicle Accidents
[STD 270 Report of Vehicle Accident](#)

Non Mandatory Field Trips - Voluntary field trips offered by the University shall include the execution of a [Release of Liability Form](#). Contact the Department of Contracts, Procurement & Risk Management for additional information if needed.

Extended (Domestic) Field Trips. (2+ days and/or extensive logistics)

_____ Have the student sign the [Release of Liability Form](#)*

_____ Have the student complete the [Medical Authorization](#)*.

_____ Provide a written Emergency Plan* including emergency contact numbers for emergency services at field trip destination(s), University personnel, field trip leaders, etc.

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

Air Travel - See [Executive Order 590](#). Contact the Department of Contracts, Procurement & Risk Management for assistance.

International Travel - Contact Study Abroad Program for specific requirements.