FIELD TRIP POLICY

Field trips are off-campus educational/instructional experiences provided by FSU faculty that are often essential for meeting learning objectives. Unfortunately, they can also present serious safety and liability hazards. The lead instructor is responsible for taking all reasonable steps to ensure the safety of all FSU field trip participants.

PLANNING THE TRIP

Develop a complete itinerary (educational objectives, activities, assessments, dates, times, locations, transportation, etc.).

1. Insure adequate supervision for the number of students involved.
2. Identify any risks or dangers that might be involved in the field trip, such as any strenuous physical activities, physical hazards, dangerous animals, poisonous plants, local area crime, etc., and notify participants in advance. Remind students with allergies that it is their responsibility to carry any necessary medications.
3. Review expected environmental conditions, such as weather, and inform students of any special clothing or equipment required.
4. Communicate information to students in advance about schedules, departure locations, route, rest and meal stops, lodging, emergency procedures, protocol for problems, and rules of conduct.
5. Review protocols and contacts for emergency situations.
6. Identify possible ADA (Americans with Disabilities Act) issues and consider reasonable accommodations or an alternative assignment or activity for those who cannot participate in the field trip.
7. Complete the Field Trip Authorization form and have your department chair sign it.

PARTICIPANTS

There are restrictions as to who may participate in a field trip, and there are safety and liability issues that should be addressed.

1. Participants must sign the Student Travel Informed Consent Form and provide the name and number of an emergency contact. These forms should be delivered to FSUPD, in addition to being carried by the faculty member in charge of the trip. Obtain signed parental permission forms for any minor students participating.
2. Faculty should take roll at the start of the field trip and at various times during the field trip.
3. Faculty shall ensure adequate supervision for the number of students involved and for the nature and duration of the trip.
4. Training in the use of necessary safety equipment must be provided to participants.
5. Possession and use of drugs or alcohol is prohibited.
TRANSPORTATION ISSUES – DRIVING AND INSURANCE

Getting to and from the field trip destination needs to be carefully considered and monitored by the faculty member planning the field trip. Participants in transit are not automatically covered by University insurance.

1. The field trip may begin and end at the destination, at set dates and times.
   a. Faculty may not ask for volunteers to be carpool drivers.
   b. The University is not responsible and will not provide liability insurance; students are financially responsible for any accidents they might be in while driving to and from the destination.
   c. Any faculty using his/her own vehicle should know that his/her own insurance is primary and that the University liability insurance is secondary.

2. If the faculty member or other FSU employee is driving either a University vehicle or a rented/leased vehicle, the field trip will start and end at the FSU campus.
   a. The University's vehicle liability insurance program for University vehicles will cover any University or rented/leased vehicle.
   b. Only students or other FSU personnel who are employed or approved by the FSU Department of Transportation Services may be authorized to drive University vehicles.
   c. If Transportation is provided, students who choose to use their own transportation must sign an FSU Transportation Waiver.

3. If public transportation is available, the faculty member may purchase tickets for the students and be reimbursed from departmental funds if available.

EMERGENCIES

During emergency situations, the FSUPD will serve as the point of contact between off-campus parties and the University. FSUPD will notify the Dean of Students of incidents that occur on off-campus trips during normal business hours. FSUPD will notify the Administrator on Call (AOC) of such incidents that occur after hours. FSUPD will also notify the Resident Director on Duty, when appropriate. The AOC will notify other University administrators as warranted.

1. Event involving death, psychiatric emergency, or an injury/illness requiring immediate medical attention
   a. Call 911 immediately.
   b. Ensure the safety of all participants and provide any requested support to emergency responders.
   c. Notify FSUPD (508-626-4911) of the situation as soon as is reasonably possible, providing as much information as available.
   d. If only one advisor is on the trip, that person should obtain information about where the involved party is being transported, while staying with the larger group.
   e. File a detailed incident report with FSUPD upon return to campus.

2. Situations involving criminal activity
   a. Notify local police (note: if emergency, call 911).
   b. If anyone is injured, follow the protocol outlined in above section (A).
   c. Notify FSUPD (508-626-4911) of the situation, providing as much information as possible.
   d. File a detailed incident report with FSUPD upon return to campus.

3. Situations involving lost or missing person(s)
   a. Speak with other participants to determine possible whereabouts of individual.
   b. Contact the local police.
   c. Notify FSUPD (508-626-4911) of the situation as soon as is reasonably possible, providing as much information as available (note: “Suzanne’s Law” requires immediate report and investigation of
missing persons between the ages of 18 and 21; the Higher Education Opportunity Act requires notification to FSUPD within 24 hours).

d. File a detailed incident report with FSUPD upon return to campus.

4. Situations involving minor motor vehicle accident

   a. Notify local police.
   b. Exchange insurance information with other involved parties.
   c. If anyone is injured, follow the protocol outlined in above section (A).
   d. Notify FSUPD (508-626-4911) if a University owned/leased vehicle is involved in the accident.
   e. File an incident report with FSUPD and the supervisor of the Department sponsoring the field trip upon return.

Situations of concern that do not fit into one of the above categories may occur during an off-campus trip. In cases involving the well-being of participants and/or violations of the University Code of Conduct, the person(s) responsible for the off-campus trip should contact FSUPD for consultation. FSUPD may refer the caller to the Dean of Students and/or the Administrator on Call, for after-hour incidents.
Field Trip Authorization Form

FIELD TRIP POLICY (from the FSU Undergraduate Catalog, 2015-2016):

Field trips must be approved in writing by the chair of the department to which the faculty member planning the trip belongs before any definite arrangements are made.

No special notice is required if the trip is to be completed during the normal class time. If a trip of longer duration than the normal class time is to be taken, it is the responsibility of the faculty member to publically post notice of any such trip at least two weeks prior to its occurrence.

Participation on the part of the students will be on a voluntary basis when a field trip conflicts with regularly scheduled classes. Before any such field trip, the instructor must advise students that they will not be penalized for non-participation. If more than half of the students in another class are absent because of such a field trip, the instructor in that course may cancel the class.

FACULTY MEMBER: ____________________________________________________________

DEPARTMENT: ________________________________________________________________

COURSE NAME & NUMBER: _____________________________________________________

DATE OF TRIP: ________________________________________________________________

DURATION OF TRIP: ___________________________________________________________

DESTINATION OF TRIP: _________________________________________________________

MODE OF TRANSPORTATION: __________________________________________________

Signature, Faculty Member ___________________________ Date ___________________________

Signature, Department Chair ___________________________ Date ___________________________

Please return completed and signed form to your Department Chair.
This form must be kept on file in the Department Chair’s office.
FRAMINGHAM STATE UNIVERSITY OFF-CAMPUS INFORMED CONSENT FORM

Participant Name: ___________________________ ID#: ___________________________

Name of Activity: ___________________________ Phone Number: ___________________________

Date and Destination of Activity: ___________________________

Department and Coordinator of Activity: ___________________________

Off-campus activities may involve greater risk to participants than are inherent in on-campus, day-to-day activities. By signing this form the above-named participant agrees as follows:

1. To observe all standards of conduct set forth in the FSU Student Code of Conduct and all University policies and procedures and agree not to possess nor consume alcoholic beverages en route to or from an event, or during an event if under the age of 21 and alcohol is present.
2. To understand that the circumstances of an off-campus activity may require a standard of decorum; this may exceed that applicable on campus.
3. To not act as an unauthorized agent of FSU during this activity.
4. To assume full financial responsibility for all costs and expenses incurred in connection with the activity other than those specified by the activity organizer.
5. To obtain and maintain such health, accident, disability, hospitalization, and travel insurance necessary to the activity and to be responsible for the costs of such insurance and for any expenses not covered by insurance.
6. To disclose in advance to the activity organizer any physical, mental, or emotional conditions or problems that may impair your ability to complete the activity and to release the University and its trustees, officers, employees, agents, and representatives from any and all liability resulting from failure to disclose such conditions or problems.
7. To agree that the activity is entirely voluntary and to be fully aware that participation involves risk of injury and/or property damage including the possibility of short-term or long-term disability and even death; to agree that these risks can come from many varied causes and that many of these risks are not foreseeable; to acknowledge, accept, and assume all such risks.
8. To understand that this agreement is to be as broad and inclusive as is permitted by the laws of the Commonwealth of Massachusetts and that if any portion of this agreement is held invalid, the remaining terms shall continue in full force and effect.
9. FSU Police Department is a resource if assistance is need during the trip. Contact 508-626-4911.

Signature: ______________________________________
(parent signature required if student is a minor)

All students attending off-campus activities are required to provide the University with the following emergency contact information:
Persons to Contact in case of emergency:
Contact #1: Name/Relationship to Student and Phone Number

Contact #2: Name/Relationship to Student and Phone Number
List of known allergies/conditions for which the student carries emergency medications:

List of current medications (optional):
TRANSPORTATION WAIVER

I, ______________________________, will be responsible for my own transportation for the trip to ______________________________ on (date) __________.

By taking my own transportation, I accept full responsibility for my actions and endeavors while attending the event listed above. I understand that the policies of Framingham State University are in effect during this event. Framingham State University is not responsible for my transportation.

Signature: ______________________________________ Date: _______________

Print your name: ________________________________

FSU ID# __________ Phone#: _______________________

Please return to the department sponsoring the trip. Thank you.

Copy to FSUPD