

Field Trip Guidelines

What constitutes a 'Field Trip'?

A Field Trip occurs any time students enrolled in an ASU course are required to meet at a location different from the classroom stated on the course semester schedule, or travel together to a location that is not on ASU property. Any time students, faculty, TA's and other people travel together off ASU property for an organized event, ASU Risk Management considers it a Field Trip.

Constitutes a field trip:

- Class is scheduled to meet at the Phoenix Zoo on September 30th at 3pm to observe animals.
- Students are required to meet in class and then walk together to A Mountain to collect rocks.
- An ASU sponsored group is meeting on Saturday morning and will travel together to an academic event.

Not a field trip:

- Students are required to visit the Phoenix Zoo during the first 3 weeks of semester to observe animals and write a report as a homework assignment.
- Homework assignment requires students to visit A Mountain and collect two specific types of rocks and bring them to class the following week.
- An academic event is being held in Flagstaff. Attendance is not a class requirement, but several people decide during class to meet on Saturday morning to travel together.

All Employees are required to take the following online training:

Title IX Training is a requirement for University personnel. <https://cfo.asu.edu/titleIX>

This online training must be completed by faculty and TA's before any field trip is considered.

Defensive Driving is required for anyone using a State vehicle, renting cars for University business, or transporting students in your personal vehicle. <https://cfo.asu.edu/defensive-driving-training>

If you would like to use the School vehicle, please print a copy of your training grade and submit it to the Front Office. In addition, you will need to submit a copy of your driver's license and complete a Risk Management form.

Where do I start?

Associate Dean Paul LePore would like you to ask yourself the following questions before building a field trip into your course curriculum.

Questions faculty should ask:

- Did the students know at the time of registering that the field trip was a requirement of the course?
- **Does the field trip need to be a mandatory part of the course?**
- Under what circumstances would an alternative assignment be developed? Work, family/child care, illness, or perhaps under no circumstances (that is, the field trip is an integral part of the course learning goals and those goals cannot be achieved through other avenues).
- Should a course fee be attached to this course to pay expenses?
- Faculty and TAs should not be sharing sleeping spaces with students. Students can be housed together and would be housed (generally) by gender. All of this would depend on the nature of the trip and where the students are going and how they are "living" during the field experience. If students are camping, faculty should have their own tents. Students can be roomed together. I would want to know the specifics of the trip to determine what living arrangements make sense.

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As you develop your course/field trip

Purpose: What Learning outcomes are achieved that cannot be achieved through a class exercise? Put this in writing. Is it logical, how much will it cost? What are the Measurable outcomes?

Homework assignment: For students with a disability, family obligations or for other reasons cannot attend, **an alternative learning activity must be available**. A justification in writing may be requested from students for non-attendance.

Where: Are you familiar with this location? If not, plan a visit before taking students.

When and for how long: Will time frame keep students from attending other classes?

Transportation: What is the safest form of transportation? Only ASU vendors may be used. **Students cannot transport other students in their personal vehicle under any circumstances**. To become an authorized driver under ASU, the employee must complete the Authorized Driver Program which includes:

- Completing the Authorized Driver training course
- Completing all steps in the Authorized Driver Program guide (Accessed in MyASU in the Employee tab)
- Driver Authorization for rechecks, which includes proving proof of a valid U.S. Driver's License of the appropriate class
- Motor Vehicle Record check

When an employee's driver's license expires, or their driver's license has more than six points, a re-verification process is required.

Food: Are students bringing their own food or are you purchasing food?

Housing: If the trip requires an overnight stay, see guidelines for sleeping arrangements. A Concur travel request needs to be submitted.

Expectations for Students: What type of clothing? Footwear? Additional items students should bring. Food, water, sun screen, etc. How much will the trip cost each student? They need to know at the beginning of the semester for planning purposes.

Review the ABOR Code of Conduct with your students and include the link in your syllabus.
<https://eoss.asu.edu/dos/srr/codeofconduct>

Emergency Plan: Have a plan in place before the unthinkable happens. Emergency contact info is on the Release and Assumption of Risk. Carry a copy with you on the trip.

Considering the above items, what services and/or equipment will you need to purchase? Is a Class fee required to cover costs associated with the trip? **For expense requests and ALL overnight trips, a request for authorization in writing must be sent to the School Director at least one month in advance of departure.**

ADA compliant:

Determine what skills are required by students.

Evaluate competencies prior to trip. i.e. ability to hike 1 mile over rugged terrain.

Can students acquire these skills before the trip? If not, develop an alternative assignment to fulfill course requirements.

Submitting the Required Paper work

All 3 of the following processes must be completed to provide a limited medical benefit for students injured on approved field trips. University employees traveling on authorized university business, who have submitted a Concur Travel Request, are provided insurance coverage under the State of Arizona Department of Administration, Risk Management Section's Workers' Compensation Program.

1. A course syllabus, an overview of the trip, including the date(s) of field trip, location, list of participants, and responsible university authority needs to be submitted to our School office with enough time to review all the submitted materials. An itinerary including the date(s) of field trip, location, list of participants, and responsible university authority shall be sent to ASU Insurance Services Department prior to departure of the event. This mechanism ensures the travel is authorized by the traveling department. If overnight stays are included on the itinerary, specific sleeping arrangements, need to be detailed and reviewed by the **School Director at least one month in advance of departure.**
2. Risk Management will provide a *Release, Indemnity, and Assumption of Risk* form for participants to complete at least 2 weeks prior to travel. **Keep a copy of the forms to take on the trip, and give the originals to the School.**
3. A Concur Group Travel Request must be completed when faculty are incurring expenses for the trip. If all parties participating are employees, each person should submit a Concur Travel Request.

Transportation: Only ASU authorized vendors may be used. Our Rental car company is Enterprise. Students are not permitted to drive personnel vehicles to transport other students. They may drive rental

cars after completing the volunteer form and requesting a security role to complete the Authorized Driver Guide. To become a volunteer, the following must be completed before being eligible to drive.

Go to <https://cfo.asu.edu/volunteer-insurance-services>

- Select the appropriate form according to the nature of the volunteer work
 - General Volunteers
 - General Volunteers (Minor Participants) – Under 18 years old
 - Volunteers in labs
- Complete electronic fields in the appropriate volunteer form
 - List the full name of the volunteer's direct supervisor or primary investigator and the department head.
 - Once the Volunteer has signed the form, the Volunteer should advise their direct supervisor or primary investigator
- All parties on the form must sign to be executed and to begin volunteer duties.
 - If the volunteer is a minor, excluding minors in labs, a parent or legal guardian must also sign the form.
 - A waiver must also be signed by all volunteers and is included in the respective volunteer form.
- Completed electronic forms are electronically sent to ASU Risk and Emergency Management.
 - Paper forms are available for special cases, such as large events where 25 or more volunteers may be present.

Volunteer frequently asked questions can be answered at <https://cfo.asu.edu/volunteer-insurance-services>. All other frequently asked questions can be found at <https://cfo.asu.edu/authorized-driver-program>.

Once the student has completed and submitted the volunteer form online, please contact Nicholas Ray, Nick.Ray@asu.edu to create a volunteer sub-affiliate for the student. Additional instructions will be sent to the volunteer after the sub-affiliation is created.

Housing: DO NOT Pay for Hotels with a Purchasing Card! Use a University Travel Card, or a personnel card to pay for hotel rooms. DO NOT ALLOW students who are not employees to pay for hotel rooms on their credit card. Any trips requiring overnight stays require a sleeping arrangement plan prior to departure of the campus. It should list the names of Individuals who will be rooming together. Remember, Faculty and TAs may not share a room with students.

Reimbursable Expenses: Not all expenses may be reimbursable. Verify the method of payment and expenses that are reimbursable with our Business Operations Specialist Sr.

We Went, We Survived, We Returned.

File a Travel Expense Report in Concur Travel within 1 week of your return. If no Concur request was filed, please request reimbursement for expenses within 1 week.