

Administrative Procedures	
Procedure No. 420.6A Policy No. 420	Field Trip Procedure

Faculty and staff who lead or participate in field trips shall follow the field trip procedures.

Field trip Logistics

To plan for a rewarding field trip experience and to reduce the risk of injury or mishap, field trip leaders should consider the following when planning an off-campus event:

- Goals and objectives of the field trip
- Itinerary
- Preparation for weather and any necessary equipment and supplies, including first aid kit
- Emergency response plan
- Composition of participants
- Overnight accommodations, food and water supplies, and transportation
- Disability accommodations
- Necessary safety trainings and college forms, including emergency contact information for participants and the college
- Communication plan with participants and supervisor

Prior Approval

[A Prior Approval for Travel form](#) must be completed in full by the employee and signed by their immediate supervisor at least 10 days prior to scheduled college-related travel. In addition, the respective Vice President must sign the prior approval when the employee is traveling outside of Washington state or Oregon, requires the purchase of airline tickets, or when more than five employees are traveling to the same event. The President’s signature is not required on prior approval forms except for their immediate staff. ([540.1A Procedure Travel](#))

Informed Acknowledgment of and Consent to Field Trip/Activity Hazards and Risks Form

Informed Acknowledgment of and Consent to Trip Hazards and Risk form shall be completed for each student participating in a field trip prior to the start of the field trip.

Students who travel frequently throughout the year for regularly scheduled events, such as athletic games or speech and debate tournaments, may complete one form for the season, however the student should review their forms before each field trip to ensure contact information is up to date.

The form expires at the end of the academic year and a new form must be completed before a student may travel again.

Prior to leaving campus for a field trip, each participant's completed form must be shared in the appropriate Google shared drive: *Field Trips*. Clear pictures of the document uploaded into the appropriate folder are permitted.

Disability Accommodations

LCC staff, faculty, and/or students requiring accommodations should contact the Disability Support Services Office and/or Human Resources for assistance at least two weeks prior to the field trip.

Vehicles

To reserve a state-owned vehicle, contact Lower Columbia College Campus Services at (360) 442-2260. Drivers of any full-sized van owned by LCC must complete Van Safety Training, subject to renewal every two years. Contact Environment Health & Safety for any questions or to enroll in the training at (360) 442-2273.

All drivers must familiarize themselves with the [Requirements for Driving a State-Owned Vehicle](#). Vehicles are to be used for official College purposes only, regardless of the source of travel funds. Drivers are limited to Lower Columbia College faculty members, staff, and other College officials.

Passengers are restricted to employees or students of the College or other persons being transported in the course of official business. Children of faculty members, staff, or students are prohibited except when such transportation is connected with official College business.

If an employee chooses to use a personal vehicle to transport students, they should familiarize themselves with the [Requirements for Driving a Personally Owned Vehicle](#)

Student Conduct

Prior to leaving campus, staff and faculty should be familiar with the [Code of Student Conduct](#) and review it with students. In the event of a student violating the Code of Student Conduct, the field trip supervisor shall report the incident through the [Make a Report](#) submission form.

Lodging Accommodations

Faculty and staff are not permitted to share a room with a student unless the student is a relative of the staff or faculty member. Faculty and staff are permitted to share a room, however, staff or faculty in a supervisory role are not permitted to share a room with a staff or faculty whom they supervise. Staff, faculty and students are not permitted to share a bed.

Lodging accommodations must be made to allow each person attending the field trip to have their own bed, separate from other attendees. Exceptions may be made for relatives traveling together.

Emergency Preparation

Field trip leaders should develop an emergency response plan and know the procedures for responding in event of an emergency. The type of field trip may dictate the level of emergency planning needed. Items to consider in preparing for an emergency may include:

- All participants should know who and how to contact the college in case of an emergency.
- If the trip location is remote, consider the availability of a first aid kit, of individuals with first aid skills, and a cell phone or appropriate means of communication in the event emergency aid is needed.
- 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.
- Designate a meeting place in case of separation.
- Provide evacuation instructions.
- Compile and bring a list of emergency contacts, including local police, trauma centers, etc. Provide these numbers to field trip participants, along with the field trip leader's emergency contact number.
- Determine a protocol for circumstances that may necessitate the supervisor to leave the group to accompany an injured or ill student.

Emergency Response

- In the event of an emergency, field trip leaders should attend to the injured immediately, including calling 911 in all incidents involving serious injury or death, multiple injuries, or extensive property damage.
- As soon as is reasonably possible after the situation has stabilized, the field trip leader or designee should contact the Safety & Security Office at 360.442.2911 and the field trip leader's direct supervisor to report the situation and receive assistance. If Safety & Security are not available at the office number, try their cell number at 360-431-8839.
- After the situation has been stabilized, the field trip leader should submit an accident report through the [Accident or Injury Make a Report form](#).

Resources/References

[Policy 228, Employee Relationships](#)

[Code of Student Conduct](#)

[Requirements for Driving a State-Owned Vehicle](#)

[Requirements for Driving a Personally Owned Vehicle](#)

[Accident or Injury report](#)

[Informed Acknowledgment of and Consent to Trip Hazards and Risk form](#)

[Policy 476 Deceased Student Notification](#)

Initiated by the Vice President for Student Success: May 2021

Approved by Cabinet: May 26, 2021

Approved by Governance Council: June 2, 2021

Approved by UMCC: June 5, 2021

Public Review Period: June 16-30, 2021