

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

Faculty and staff who lead or participate in field trips shall follow this field trip procedure. A “field trip” is defined as a trip that takes students outside of the normal classroom/instructional space for the purposes of academic instruction, or other college related activity. The “field trip supervisor” is defined as the staff or faculty member who directly leads or oversees the field trip. This procedure covers trips that are made domestically. Please refer to program-specific requirements in addition to the items covered in this procedure.

Field Trip Logistics

To plan for a safe and rewarding field trip experience, field trip supervisors must provide the following documentation to a relevant supervisor and upload those details to the shared Field Trip Folder:

- A final roster indicating the travelers who actually departed on the trip.
- A Prior Approval Travel Form with itinerary.
- Informed Acknowledgement of and Consent to Field Trip Hazards and Risk form (received from each participating student).

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 Hazards and Risks Form for Student Travel

[Informed Acknowledgment of and Consent to Field Trip Hazards and Risk form](#) (Consent 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 Consent 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. It is the field trip supervisor’s responsibility to ensure an up-to-date form is on file.

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 and Access Services (DAS) Office and/or Human Resources for assistance at least two weeks prior to the field trip. The field trip supervisor should inform students of travel with enough lead-time so they may consult the DAS office in advance of travel.

Traveling with State-Owned 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 generally limited to Lower Columbia College faculty members, staff, and other College officials. LCC approved volunteers and students may be allowed to drive a state-owned vehicle if approved by the field trip supervisor in advance and they successfully completed the Van Safety Training. A Vice President's signed approval is required for a student driver.

Traveling with Personal Vehicles

Any employee traveling on college business with their personal vehicle must familiarize themselves with [requirements for traveling with a personally owned vehicle](#).

Students may drive themselves to a field trip as approved on a case-by-case determination. Students must sign the [Student Personal Vehicle Operation Acknowledgement](#) form.

Vehicle Passengers

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

Student Conduct

Prior to leaving campus, staff and faculty should be familiar with the [Code of Student Conduct \(which continues to apply to students while off campus\)](#) 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.

No one traveling is permitted to share a bed with another person. 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 supervisors should consider an emergency response plan and know the procedures for responding in the 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, but are not limited to:

- 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, the location of the nearest medical facility, whether you are traveling with individuals who have 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 supervisor'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/Inclement Weather Response

- In the event of an emergency, field trip supervisors should attend to the injured immediately, including calling 911 in all incidents involving serious injury or death, multiple injuries, or extensive property damage.
- Due to an emergency, or inclement weather, the field trip supervisor may deviate from the approved field trip plan.
- As soon as possible, the field trip supervisor or designee should contact the Safety & Security Office at (360) 442-2911 and the field trip supervisor'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 supervisor should submit an accident report through the [Accident or Injury Make a Report form if appropriate](#).

Communications Plan

The communications plan should include information about who the field trip supervisor will contact in the event of an emergency or anytime the field trip supervisor deviates from the plans submitted to the relevant supervisor before leaving campus. This plan will help ensure the field trip supervisor receives any support that may be needed from the college while away.

Resources/References

[Policy 228, Employee Relationships](#)

[Code of Student Conduct](#)

[Employee Safety Trainings Page](#)

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

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

[Accident or Injury report](#)

[Informed Acknowledgment of and Consent to Field Trip Hazards and Risk form
Policy 476 Deceased Student Notification](#)

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