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Field Trip Guidelines for Authorized Participants and Drivers:

These guidelines are offered to supplement any existing College or Department procedures. To ensure that all field trips have the least potential liability and follow the greatest amount of safety, the following guidelines are recommended:

- 1 **All field trips should begin and end on campus.**
- 2 College/Department will designate a responsible faculty/staff for the trip.
- 3 All field trips should be designated as a mandatory course requirement. (Exceptions to and/or make-up participation are decided by the college or department.)
- 4 Advise students of any hazardous, extraordinary, or strenuous activity anticipated during the field trip.
- 5 All field trip participants must complete the Academic Field Trip Waiver of Liability & Hold Harmless Agreement indicating an emergency contact person for retention in the academic department office.
- 6 A completed Field Trip Participant List should be retained in the academic department office (with a named faculty/staff contact person in charge of safety) in the event of a major accident or emergency. A completed copy **MUST** be forwarded to University Police.
- 7 All designated vehicle drivers must obtain appropriate authorization from the University to participate and submit appropriate forms to the Department Chair.

Consumption and transportation of alcoholic beverages and controlled substances are not allowed at any time in state or private vehicles.

Authorized Participants of a CSUSB field trip are CSUSB:

- ◆ Faculty
- ◆ Staff (academic)
- ◆ Approved Volunteer Employees*
- ◆ Enrolled Students
- ◆ Enrolled College of Extended Learning Students

Authorized Vehicle Drivers of a field trip include, only CSUSB:

- ◆ Faculty
- ◆ Staff (academic)
- ◆ Enrolled student, graduate, or teaching assistants (whose duties are directly related to the class and/or field trip)
- ◆ Approved Volunteer Employees*

All Vehicle Drivers must possess:

- ◆ A valid California drivers license
- ◆ A current CSUSB Defensive Driver Training certificate
- ◆ A good driving record per DMV
- ◆ If driving a private vehicle, a completed Authorization to Use Privately Owned Vehicles on State Business (Std.261) must be on file.

Please note that personal liability insurance is primary coverage when driving a privately owned vehicle.

*Non-academic staff and student volunteers are appointed by the use of the Volunteer Appointment Directive number 156E-1 which is completed and returned to the Human Resources Department.

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In case of a vehicle accident:

1. Determine whether immediate medical attention is needed for anyone involved in the accident. Obtain necessary medical assistance.
2. Use the Accident Information Card Std 269 if driving a state or rental vehicle and share information with the other driver. ***Do not admit any fault or make promises.***
3. If law enforcement is present and the accident is documented, obtain a police report number.
4. Immediately report any bodily injury or significant property damage to non-state person/parties to Facilities Services (909)537-5166 and Automotive (909) 537-5181.
5. Using the information on the STD 269, complete an STD 270, (Vehicle Accident Report) form upon return to the campus and fax the completed form to Automotive (537-7579) within 24 hours.
6. Your supervisor must complete STD 274 (State Driver Accident Review) and fax to Automotive within 24 hours.
7. Forms STD 269, 270 and 274 will be provided by the Facilities Services front office.
8. If you receive any telephone calls or correspondence (from insurance companies, attorneys, etc.) regarding the accident, refer the caller to the CSUSB Risk Manager, (909)537-5138.

In case of extreme emergencies, University Police (909) 537-5911 will attempt to contact campus resources after hours.

Accident Injury

Student Participants

In the event of an accident injury during a field trip, the student's personal health care plan provides for primary medical coverage payment. If the student's health care benefits are exhausted, the CSU Student Travel Accident Insurance helps pay for additional related injury expenses. Enrolled students without a private health plan may seek medical attention (*Basic First Aid Only*) from the campus Student Health Center at (909) 537-5241. Please note that the CSU Student Travel Insurance policy **covers accident injury only**. The policy **DOES NOT** provide coverage for any illness or disease unless an accident is the direct cause of the illness.

**Contact University Police to complete
State of CA Std. Form 268
(Accident other than Motor Vehicle)**

Workers' Compensation Benefits

If you are an employee with CSUSB participating in a field trip (i.e. staff, faculty, student working on a field trip as a student assistant, college work study student, or approved student volunteer*, etc.) you may be eligible for Workers' Compensation benefits. This may assist to pay for medical expenses related to your accident. Call the campus Workers' Compensation Coordinator to obtain more information or a claim form at (909) 537-5138.

**Supervisors must complete the
EHS Supervisor's Injury and Illness
Prevention Report**

Air Travel

Students shall be thoroughly informed in writing that air travel is voluntary and involves personal safety risks and CSUSB assumes no liability for damage, injury or death occurring as a result of air travel. Students must understand that they participate at their own risk. Students who participate in air travel shall acknowledge in writing that they have been informed of all risks and they understand that CSUSB shall not be held liable. "Release and Hold Harmless Statement" must be signed prior to travel.

Campus Resources

Environmental Health and Safety

Phone: (909) 537-5179

Fax: (909) 537-7049

*Field Trip & SIPR Forms, Accident Investigation,
Safety Consultation, ORIM Liaison*

Facilities Services

Phone: (909) 537-5166

Fax: (909) 537-5049

Vehicle Rental, Vehicle Accident Forms

Human Resources

Phone: (909) 537-5138

Fax: (909) 537-7019

*Workers' Compensation, Volunteer Policy,
Risk Management (Insurance Programs)*

Parking Services

Phone: (909) 537-5912

Fax: (909) 537-7087

Defensive Driver Training & Certification

University Police

Phone: (909) 537-5165 (24hour)

Fax: (909) 537-7022

Emergencies



California State
University
San Bernardino

ACADEMIC FIELD TRIPS & DRIVER GUIDELINES

California State University, San Bernardino
Environmental Health & Safety Department
5500 University Parkway, ES 102
San Bernardino, CA 92407
Phone (909)537-5179 Fax (909)537-7049
E-mail: allehs@csusb.edu
<http://adminfin.csusb.edu/ehs/>