



## University Field Trip & Off-Campus Activity Policy

<b>Policy Number:</b>	AF 09-002 (Formerly Travel of Student Groups and Teams)
<b>Policy Administrator:</b>	Vice President, Administration and Finance
<b>Policy Initiator:</b>	Director of Safety and Risk Management
<b>Authority:</b>	<a href="#">EO 1062 Field Trip</a> , <a href="#">CSU University and Private Vehicles Policy Guidelines</a> , <a href="#">EO 715-CSU Risk Management</a> , <a href="#">EO 1041- CSU Student Travel</a> , <a href="#">EO 1051- CSU Liability Waivers</a> , <a href="#">California Public Contract Code Section 10326.01</a> , <a href="#">Board of Trustees resolution REP 1-92-02</a>
<b>Effective Date:</b>	January 2012
<b>Revised Date:</b>	March 22, 2018
<b>Approved:</b>	President Thomas A. Cropper
<b>Approval Signature:</b>	/s/

**Purpose:**

This policy defines travel and liability requirements for field trips and all other off-campus activities sponsored by California State University Maritime Academy (Cal Maritime), which is intended to mitigate risk to participants and minimize liability to the Cal Maritime, as articulated in the following California State University (CSU) Executive Orders (EOs): 1062, 1041, and 1051.

**Scope:**

The policy shall apply to all employees and students, and includes, but is not limited to, the following program areas: academic (both domestic and international), campus and student life, athletics, student clubs and organizations, advocacy, and community engagement. This policy shall also apply to all other external individuals who engage in business on behalf of Cal Maritime and its auxiliaries, including contractors, vendors, and drivers.

**Accountability:**

The Director of Safety and Risk Management is responsible for the administrative oversight and implementation of this policy. The department/unit remains responsible for all travel coordination and/or travel program development.

**Policy:**

It is the policy of Cal Maritime that students and employees shall participate in field trips and other off-campus activities sponsored by the Cal Maritime, so long as such travel is appropriately assessed for risk and liability to ensure the personal safety and security of all travelers.

**Procedures:**

All students participating in Cal Maritime-affiliated programs that require travel shall be informed, in writing, that participation is voluntary and that travel involves risks to personal safety, which could result in damage to property, injury or death. Additionally, students shall be informed, in writing that both Cal Maritime and the CSU assumes no liability for damage, injury, or death occurs during travel.

**A. Minimum Field Trip Requirements:**

As per the EO 1062, Cal Maritime field trips and off-campus activities must include the following minimum requirements:

1. Require the use of the approved liability waiver. See Executive Order 1051.
2. Ensure student emergency contact information is obtained prior to the field trip. The campus must have emergency contact information readily available.
3. Provide students with an instructional agenda, health and safety information, emergency procedures, and the student code of conduct, prior to the field trip.
4. Require a pre-trip evaluation. This should include a site visit and a written evaluation should be retained by the qualifying department and available for review. The pre-trip location visit can be bypassed if the campus can demonstrate and document sufficient knowledge of the field trip site. This could be accomplished by review online, published materials, or contacting the site to discuss the visit.
5. Include a plan to accommodate students with special needs.
6. Provide training for any equipment that may be used on the activity.
7. Provide for an alternate assignment for students unwilling to accept the risk of participation.
8. Comply with AF 09-001, University Use and Authorized Driver Policy and the California State University Use of University and Private Vehicles Policy Guidelines and the California State University student travel policy, where applicable. See Executive Order 1041.
9. Administer regular reviews to monitor and document compliance with the field trip policy and update requirements as necessary at regular intervals.

**B. Document Retention:**

All travel-related documents must be retained on file for three years beyond the year in which the off campus trip occurs.

**C. Additional Resource Links:**

1. [Department of Safety & Risk Management](#)
2. [Field Trip/ Off Campus Activity Guidelines](#)
3. [Pre-Trip Site Evaluation: Field Trip /Off Campus Activity Worksheet](#)
4. [Field Operational Safety Plan](#)
5. [Group Participant List](#)
6. [University Field Activities Notification Instructions](#)
7. [University Field Activities Notification](#)
8. Travel Authorization Form
9. [Field Activities Sign Out Release Agreement](#)
10. [University Release of Liability Agreement](#)