

*their students which normally involve travel. University field tri*

*and understanding of a subject and add realism to the topic of study through active hands-on experience with the rich resources of the local community.*

*Good planning must precede field trips. Careful attention should be given to trip selection, pre-visit preparation, the trip itself, appropriate follow up, and evaluation. When considering a field trip, faculty/staff are advised to first review existing policies and follow those recommended procedures. Before the activity, you should have:*

- 1. Have documented itinerary and description of activities*
- 2. Review and plan for inherent risks associated with activities*





employees must exercise reasonable care to protect and supervise students while they are participating in a field trip conducted by the University.

## Liability Insurance

Any liability of a faculty or staff member associated with conducting a University-sponsored field trip, for acts that fall within that individual's normal job responsibility, is addressed in the [Collected Rules & Regulations Chapter 490.010 Defense and Protection](#) of Employees.

## Personal Liability & Responsibility

Faculty and staff have no special duty to protect adult students from their own voluntary actions while on their own personal time. However, prudence may dictate setting limits on students' off-time activities while on a field trip.

Similarly, faculty and staff are personally liable for their own personal activities, and, for any intentionally harmful, willful acts or omissions while conducting the field trip.

University faculty and staff should consider the proximity of personal, social, and instructional activities in a field trip situation. Be aware of how the situation, setting, and your personal conduct may be perceived by your students, and act accordingly.

## Contracts

If the activity includes services or the use of equipment or facilities of another business, chances are they will have a form/agreement for the University to sign. This type of form could have many different titles but essentially it is a contract. The organizer should not sign the contract unless they have the delegation to do so. All contracts must be sent to the delegated authorized signer for processing as they have the authority to sign on behalf of the University. Contracts processed outside of Business Services could bring personal responsibility of the signer.

## Miscellaneous Forms and Records

Please contact Risk & Insurance Management to discuss activities and assist in determining which forms may be needed. Some suggested forms:

- x Request for Travel – If your campus requires one, please complete and submit as indicated.
- x Student Sign-up List - University faculty/staff should have an official list of participants.
- x Medical Insurance - For extended trips (over 3 days), out of state trips, or trips requiring any special physical skills or fitness level, the University strongly recommends requiring students to have health insurance or a medical care plan.
- x Assumption of Risk /Permission Forms - Activities may require a form to notify participants of the nature and specified risks that may occur. Minors will need parental permission to participate.

Contact Risk & Insurance Management (573.882.8100) for information on the development and use of such forms.

- x Site Sponsor Contracts – Certificate of University insurance- The University generally does not agree to hold harmless or indemnify other parties, but will agree to be responsible for all claims arising from negligence of the University or its employees, pursuant to 490.010 Defense and Protection of Employees of the Collected Rules & Regulations. Contact Risk & Insurance Management for Certificate of Self-Insurance to be provided to other parties or for more information.

## Reporting Accidents/Incidents

Report incidents to your department head and your [campus contact](#) within 48 hours of the incident. Report injuries immediately. If the incident is an employee injury Contact your [campus workers' compensation contact](#) for information and [claim forms](#). For vehicle accidents report vehicle accidents involving injury to your [campus contact](#) and local police or campus police department (if it occurred on campus). Vehicle accident forms should be completed and returned to them within 48 hours. Please provide a written description of the incident, the names and phone numbers of any witnesses, and forward the information to your campus claims contact if an incident occurs which you believe could lead to a liability claim against the University. Your campus contact will communicate these incidents with Risk & Insurance Management as needed.

## Bring It All Together

The organizer can now include in one document the itinerary, the description of activities, the inherent risks associated with the activity, how each liability has been addressed and the emergency plan. The organizer can now provide to the unit a complete look at that activity.

The unit should ask the organizer to review the information with Risk, the club advisor, and if applicable, Environmental Health and Safety, to help with solidifying the plan, reviewing training needed or obtaining risk transfer.

The complete information can be used as an educational tool for participants before the activity, shared with the campus emergency contact and retained with the group for use throughout the activity, as well as making sure the entire group and its gear is headed back to campus. To schedule a Risk review, email [risk@umsystem.edu](mailto:risk@umsystem.edu).