

Risk Management Department

Field Trip Leader/Administrator Checklist (The Trip Leader is the Faculty member in charge)

Pre-Trip

- Review, understand and agree to enforce [Procedures for the Approval of Academic Travel](#)
- Submit Accounts Payable's [Request for Approval of Travel](#) and other required documentation to Trip Administrator
- Prepare a Trip Information Sheet for distribution to all participants
- Collect all required documentation, authorizations and waivers
- Advise / Document students of all possible hazards and potential problems
- Update Trip Administrator/Department Chair of any changes in Trip details
- Document/Attend 'Trip Leader Meeting' prior to departure
- Have current 1st Aid/CPR certification

(If vehicles will be driven on the trip)

- Assure 1st Aid Kit is in each vehicle
- Verify working cell phones are in each vehicle
- Document/Conduct or verify pre-trip vehicle inspections
- Submit the following to Trip Administrator (in Department Office) before departure:
 - All documentation
 - Final Roster
 - Completed vehicles inspection sheets

During Trip

- Carry Credit Card on Trip
- Assure multiple vehicles stay in touch (i.e., Cell Phones, Walkie-Talkies)
- Enforce driver changes and rest stops
- Take roll at the start and at regular intervals
- Enforce behavior guidelines and alcohol & drug policies
- Implement Emergency Response Plan when needed
- In Emergency, contact Department Administrator and/or phone 'Tree'

Post Trip

- Document unusual encounters or problems
- Complete Trip and/or Accident Report Forms
- Contact Trip Administrator

Field Trip Administrator Responsibilities

(The Field Trip Administrator is a full time campus person in the Department Office)

- Coordinate Trip with Chair's approval (determine that it's mandatory)
- Assure faculty/student/volunteer drivers are authorized
- Ensure that copies of current driver licenses, certifications, authorizations, DMV driving records, signed waivers, etc., are on file
- Conduct/Verify Defensive Driver Testing
- Conduct Trip Leader Meeting prior to departure
- Verify Trip Leader's First Aid/CPR certification
- Files to maintain:
 - List of Driver & Driver details
 - Itinerary with dates and times
 - Vehicle Registration and Insurance documents
 - Travel Roster and documents
 - Participants' list with complete Contact information
 - Academic Field Trip Informed Consent Forms

General Requirements

- Maintain vehicle registration and insurance documents
- Verify any bus or van rental operators' insurance and driver policies.
- Air travel documentation (if air travel involved)
- Cost accounting as necessary