Risk Management Considerations for Western Field Trips

This information applies to day or overnight trips to domestic destinations, including BC Canada.

AUTHORIZATION

- There is a University policy called Authorizing and Reimbursing Travel for Official University Business which outlines approval requirements.
- TEM – The University’s online travel authorization and reimbursement processing system.
- Online Travel Authorization Form

If you have any questions, contact Travel Services x3341.

PARTICIPANTS

- Field trip participants should possess official status, such as faculty, staff, enrolled students or registered volunteers of the University.
- Volunteers should be registered with Human Resources.

HOLD HARMLESS FORM

- It is recommended that students sign an acknowledgement of risk/hold harmless form. Forms are available from Risk Management. If you have an existing form, Risk Management can review it for updating.

TRANSPORTATION

- Basic Driver Safety Program – All drivers of motor pool, rental or privately-owned vehicles on behalf of the University must complete this state program once during their career at WWU. It’s a checklist with online action items. Click on the link for details.

- Large Passenger Van Training Program – All drivers of 12-passenger vans must complete this program every two years in addition to the Basic Driver Safety Program above. Drivers must be 21 years old and have 5 years driving experience. It’s an online Canvas course. Click on the link for details regarding enrollment. **Note:** Any use of 15-passenger vans for passenger transportation is prohibited by the University.

- If possible, avoid “caravanning” when using multiple vehicles. Following another vehicle diverts a driver’s attention from traffic conditions and road hazards. Instead, drivers should plan travel routes in advance, make use of maps and directions and meet at predetermined points along the way to the destination.

- Commercial Bus Service - Contact the University’s Purchasing Department x3340 to arrange transportation.

- Aircraft - Use of any kind of aircraft, except scheduled airline service, must be pre-approved by Risk Management per University policy.
INSURANCE

- **Student Health Insurance** – A fairly large percentage of our students are uninsured, so there is a good chance that one-quarter to one-third of the students in the group are without health insurance. It is important to recognize that in the event of injury or illness. The University offers a student health insurance plan for those who are interested. The plan has eligibility and enrollment requirements.

- **Field Trip Insurance** – This is not a substitute for health insurance, but it offers students some limited accident insurance benefits, including coverage for medical expenses. In order to obtain coverage, departments must register before the day of the trip or activity by completing the **Field Trip Insurance Registration e-sign form** located at the [Web Forms](#) webpage. Coverage is not available for individuals. It is not required for faculty or staff.

SAFETY & SECURITY

- **Field Trip Leaders** – According to University policy, field trip leaders should establish and maintain a healthy and safe environment for participants. Depending on the scope of the field trip, one or more of the following considerations may apply:
  
  - Pre-trip preparation and orientation for participants
  - Appropriate trip leader to participant ratio
  - Accident reporting procedures (people and vehicles)
  - Emergency response plans for injury, illness and/or death
  - CPR/first aid training for leaders and perhaps participants
  - First aid kits
  - Familiarity with the University’s alcohol use policy
  - State/University vehicle use limitations
  - Participant conduct expectations and rules
  - Protection of University and personal property
  - Proper travel documents for each participant
  - All University policies and procedures and state laws and regulations still apply in the field

OTHER CONSIDERATIONS

- **Study Abroad with Students** – This field trip information is not intended for the complexities of international travel. International travel planning should begin with a review of applicable University policies and consultation with the Director of International Programs and Exchanges.

- **DisAbilities** - You may need to accommodate a participant that has a disability. For students, contact DisAbility Resources at x3083. For faculty, staff or volunteers, contact Human Resources at x3774.

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