



Risk Management Considerations for WWU 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.
- [Online Travel Authorization Form](#)

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. Information is available [online](#).

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. Essentially, it is a checklist with online action items. Once you are on the webpage, click on “Drivers” and follow the three steps.
- [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. The program is on Blackboard, so the driver or supervisor must call EHS x3064 to enroll. Once enrolled, login to [Blackboard](#) using your Novell User Name and Password. It’s a three-part course involving a PowerPoint presentation, quiz and two state forms that need to be printed and completed by the driver and her/his supervisor. **Any use of 15-passenger vans is prohibited by the University.**
- [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. It is not required for faculty or staff.

SAFETY

- *Field Trip Leaders* – According to University policy, field trip leaders have a duty to establish and maintain a healthy and safe environment for participants. Depending on the scope of the field trip, there may be many things to consider, such as:
 - The items listed on this information sheet
 - Trip leader to participant ratio
 - Accident reporting (people and vehicles)
 - Emergency response plans for injury, illness and/or death
 - Pre-trip preparation and orientation for participants
 - CPR/first aid training for leaders and participants
 - First aid kits
 - Personal Protective Equipment (PPE) needed, depending on expected hazards
 - Familiarity with the University's alcohol use policy
 - State vehicle use limitations
 - Clothing and equipment requirements
 - Participant conduct expectations and rules
 - Protection of University and personal property
 - Proper travel documents for each participant

Remember that all University policies and procedures and state laws and regulations still apply in the field.

OTHER CONSIDERATIONS

- [International Travel with Students](#) – The field trip consideration sheet is not intended for international travel considerations. International travel planning should begin with a review of the University policy 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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