

Selkirk College Policies and Procedures		Title and number	8350 Educational Field trips		
		Replaces	B3010		
		Effective	2003-02-25	Next review :	2008-06-25
Executive Responsibility	Administrative Responsibility	Recommended by Policy Review Committee		2003-02-25	
Deans	School Chairs	Recommended/Approved by Education Council		N/A	
		Approved by President		2003-06-11	

1 POLICY

Selkirk College will make provision for the safe and orderly participation of students, under the direction of a faculty member, in an off-campus educational field trip when it supports the objectives of a course or program. A field trip is longer than a regularly scheduled class or lab and takes place off campus.

2 ADMINISTRATIVE REGULATIONS

1. Regardless of the number of persons, vehicles or activities involved, one employee will be identified by the School Chair as the field trip leader for a field trip. That person will be responsible for ensuring that all administrative regulations are carried out. (This does not prevent delegation or shared decision-making.)
2. Only a proposal which has been approved by the School Chair will be recognized as a College field trip.
3. Field trips requiring the use of equipment which is the responsibility of a Program must follow the approved Program policies regarding the equipment.
4. Whenever possible, transportation arranged by the College shall be used, subject to College and Program policies. When group transportation is unavailable, the field trip leader may designate a destination assembly location. Students will be responsible for their safe arrival at that location.
5. ALL College vehicles must be properly licensed and insured in accordance with Policy R9090.2 and all drivers of same must have a valid driver's license.
6. ALL private vehicles must be properly insured and in good repair and drivers of same must have a valid driver's license.
7. Students will be informed at the start of the school year of their financial responsibility for the cost of field trips and the anticipated number and dates.
8. A complete itinerary for an extended field trip (overnight or longer) must be filed with the School Chair prior to departure. This should include locations of events and accommodation so that contact can be made by the College, if necessary. The School Chair will inform the relevant Dean about the field trip prior to departure.
9. A complete list of participants including students, instructor(s) and driver(s) must be filed with the School Chair.
10. Appropriate first aid equipment will be taken on the field trip.

11. Field trip leaders are responsible to insure that instruction in safety requirements and procedures unique to the field situation will be given.
12. When practical, all participants should keep together as a group (or in sub-groups) particularly in situations which are unfamiliar to the student. If this is not practical, arrangements for specific meeting places should be made.
13. On overnight field trips, unsupervised (free) time may be allowed. The College cannot be responsible for the actions of students during their designated free time. The field trip leader should:
 - a. keep free time to a minimum (a field trip is an educational activity).
 - b. clearly identify free time period(s) to the students.
 - c. obtain from each student their intended destination or use of free time.
 - d. college vehicles will not be used for free time activities.
14. Students are expected to appear in attire suitable for the field trip and must bring the required or recommended materials or equipment. Students should sign a consent form for every field trip acknowledging that they have no disabilities or known medical problems that might prevent them from completing the activity.
15. Field trip participants should be guided by the regulations/expectations of a participating institution.
16. Illegal use of drugs is prohibited on college field trips or in field trip vehicles.
17. Use of alcoholic beverages is prohibited in field trip vehicles.
18. Section 10.4 of the Admission and Standards Policy indicates that to compromise the safety of others, destroy property, or disrupt the learning processes are grounds for compulsory withdrawal from the field trip and/or expulsion from the College.
19. In the event of accident resulting in injury or damage, the field trip leader will:
 - a. take the necessary action to ensure the well-being of the injured and/or minimize loss or damage to property.
 - b. call Ancillary Services Manager or the appropriate senior manager for further instructions, including seeking legal services in the event of serious injury or a major loss.
 - c. report promptly to School Chair and Ancillary Services Manager any accident involving injury or damage to property.
 - d. NOT ADMIT LIABILITY OR AGREE TO ANY MEANS OF SETTLEMENT.
 - e. complete the Preliminary Accident Report when reporting accidents involving third party bodily injury, or property damage.
 - f. complete the Preliminary Damage Report when reporting losses involving damage to or destruction of College property by fire, burglary, or other insured peril.
20. Out-of-province and out-of-country trips require special attention, i.e., medical, excess medical, travel, accident, trip cancellation insurance, lost baggage, custom excise, citizenship and immigration papers, passport. All out of province and out-of-country trips require approval by the President or his/her designate.
21. The School Chair will be responsible for ensuring that these administrative regulations are carried out.

Other relevant policies:

R9090.2 College Vehicles- Drivers College Fleet Safety

Key words:

Administrative, Fieldtrip, Students, Liability

