**INFORMATION FOR**

**COURSE-RELATED FIELD TRIPS[[1]](#footnote-1)**

**GENERAL CONSIDERATIONS:**

* Field trips must be course-related, for educational purposes, approved and authorized by the appropriate faculty, and have on-site supervision by a UW employee or agent. [See section on “agents”, below.]
* You do not need to have participants sign the “Uniform Statement of Responsibility, Release and Authorization to Participate In A Field Trip” (a.k.a., waiver) if the trip is required for a course that's required for graduation (a non-elective) or if there is no transportation provided for low risk field trips (e.g., meet at museum, theater, etc.).
* You do need to have participants sign the form if the trip is required but the class is not required for graduation.\*
* You do need to have participants sign the form if the trip is optional for the class or for graduation.\*
* You do need to have participants sign the form if you are planning a high risk activity (e.g., visiting a quarry, construction site, etc.).

\*Note - These are considered voluntary activities.

**WHERE AND WHEN SHOULD I INCLUDE INFORMATION ABOUT WAIVERS?**

* Courses with field trips need to be flagged, in the course catalog and syllabi, in order to alert students that proof of health insurance is required in order to participate in the field trip (for high risk activity field trips).
* Syllabi should include information about field trips, requirements, costs, expectations and a field trip waiver if appropriate.
* Provide students with a waiver prior to the trip. Do not take students on the trip who have not completed the waiver.

**WHO KEEPS WAIVERS FOR FIELD TRIPS AND FOR HOW LONG?**

* Each instructor or group leader needs to maintain a "Waiver File" for course related field trips. Please bring the waiver on the trip in the event that someone needs emergency care.
* We recommend that originals or scanned copies be retained for 12 months; please retain for 3 years (minimum) in the event of an accident or injury.
* Do not send copies to Safety-Risk Management; rather, please keep in departmental offices.

**DRIVERS, VEHICLE USE AND TRANSPORATION?**

* The University must authorize all employees, students or volunteers who may drive a vehicle (owned, rented or leased) on University business. Persons who do not carry current University driving authorization should apply for authorization a minimum of 5 business days prior to the start of a trip. Authorizations for students and volunteers must be renewed annually after July 1. Visit <https://www.uwp.edu/explore/offices/safety/vehprog.cfm> for driver authorization forms.
* Persons unrelated to the University may not ride in University fleet vehicles without prior approval from Safety/Risk Management. Unrelated persons include family, friends, guests and others who do not have a recognized affiliation with the University.
* Rental vehicles may be used if the vehicle is rented through an approved vendor such as Enterprise or National. Use of an agent’s personal vehicle is discouraged due to potentially significant liabilities and consequences to the owner’s insurability in the event of a loss. However, the use of the agent’s personal vehicle is at the discretion of the agent.
* Participants may choose to arrange their own personal transportation to or from a field trip destination. However, participants that choose to arrange their own transportation must be made aware that the State does not accept any liability for losses sustained during their travel to or from the field trip destination. These participants’ personal insurance would be their only source of liability protection.
* When a personal vehicle is used for University business, the owner’s automobile insurance coverage is primary to any State coverage and the State will only provide excess coverage to owners when they are using their personal vehicles for University business.

**AGENTS:**

* Agents are persons that are officially recognized and authorized by the University to act in the best interests of the University on the field trip. Agents are responsible and accountable for their actions and those taken or made by others subject to the agent’s leadership or supervision. It is very important for liability purposes that anyone volunteering at UW-Parkside be given a letter, similar to an appointment letter, outlining the conditions of the relationship. Please see the campus “j” shared drive *J:\Campus Info\Safety & Risk Management\Risk Management\Volunteers* for additional information.

v. 11/28/2016

**UNIVERSITY OF WISCONSIN SYSTEM**

**UNIFORM STATEMENT OF RESPONSIBILITY, RELEASE AND AUTHORIZATION TO PARTICIPATE IN A FIELD TRIP**

Whereas, I, \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (print name) desire to participate in the field trip sponsored by the University of Wisconsin-Parkside and the University has approved my participation in the field trip on or during the period of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ , 20\_\_\_\_\_. I hereby agree as follows:

1) I assume full legal and financial responsibility for my participation in the program;

2) I grant the University, its employees, agents and representatives the authority to act in any attempt to safeguard and preserve my health or safety during my participation in the trip including authorizing medical treatment on my behalf and at my expense and returning me home at my own expense for medical treatment or in case of an emergency;

3) Accident and health insurance, medical evacuation, and repatriation insurance applicable inside/outside of the United States are recommended for my participation in the trip. I understand that the University encourages me to have appropriate insurance coverage for the entire time of the trip;

4) I shall conform to all applicable policies, rules, regulations and standards of conduct as established by the University to ensure the best interest, comfort and welfare of the trip;

5) I shall accept termination of my participation in the trip by the University with no refund of fees and accept responsibility for transportation costs home if I fail to maintain acceptable standards of conduct as established by the University;

6) The University reserves the right to make changes to the program at any time and for any reason, with or without notice, and that the University shall not be liable for any loss whatsoever to program participants as a result of such changes;

7) I voluntarily indemnify and hold harmless the University and the Board of Regents of the University of Wisconsin System (Board of Regents), their respective officers, employees, and agents from any and all liability, loss, damages, costs, or expenses (including attorney's fees) arising out of my participation in the field trip and which do not arise out of the negligent acts or omission of an officer, employee, and agent of the University and/or Board of Regents while acting within the scope of their employment or agency;

8) I acknowledge that I have read this document and understand and accept its terms.

|  |  |
| --- | --- |
| Participant's Signature | Date |
| Signature of Parent/Guardian (if Participant is less than 18 years of age) | Date |

Departments / Instructional Personnel / Field Trip Leaders: Please retain this form for 12 months; 3 years (minimum) in the event of an accident or incident.

1. For purposes of this document, a field trip is defined as an irregularly occurring, off-campus excursion. Regular, reoccurring attendance to off-campus educational instruction as part of a course does not fall within this definition. [↑](#footnote-ref-1)