**Field Trip Policy**

Field trips can provide valuable learning experiences for participants, but they can also present serious safety and liability hazards. As the primary person responsible for yourself, your students, and staff, you need to consider a field trip carefully, weigh its benefits, and plan for emergencies. You should complete the following:

* A complete itinerary should be completed and shared with the group and supervisor with safety rules
* Adequate supervision for the number of youth involved. (minimum of one adult staff per site)
* Contact information for all participants.

**Participants**

* Participants must have a completed and signed Parent Informed Consent/Waiver Form, and provide the name and number of an emergency contact. This information should be kept on file with RAHS, in addition a RAHS staff member should have access also.
* Van rental
* RAHS staff should take roll at the start of the field trip and at various times during the field trip.

**Transportation and Driving**

* There will be a designated date, time and destination the field trip should begin and end.
* Staff transporting any participants of the field trips must have a valid Michigan driver’s license and must follow RAHS policy 4.1

* No student will be allowed to drive their personal or any other vehicle to/from or during a field trip.
* The driver is responsible for all violations issued to the vehicle during the period of the rental. All fines or fees are at the driver’s expense and will not be reimbursed by the University.
* The Office of Risk Management insures all University vehicles with a $250 deductible. The Vehicle Ownership Identification (blue card) is the vehicle’s registration and proof of insurance. The card may be found in the glove compartment.
* In the case of an accident or alleged accident, completion of a Driver’s Report of vehicle Damage or Public Incident (Accident Report) is required.
* In the event of a breakdown or malfunction of a University vehicle, please contact Garage Services at 734-764-2490 (Monday-Friday from 7:00 a.m. to 12:30 a.m.). After hours or weekends, contact Public Safety at 734-763-1131. If the vehicle is located out of the city please make these calls for direction on how to proceed.
* Smoking and alcoholic beverages are prohibited in University vehicles.

**Emergencies**

The RAHS Staff member in charge must be able to respond appropriately. There should be at least one other staff who has the same information regarding the field trip participants as the staff in charge and can act in your place, should you be unable to do so. In the event of an accident or incident, the highest priority must always be caring for the injured individual or getting students to safety

The RAHS member in charge should know in advance who to call for help in the case of emergency.

* For vehicle accidents, Please contact the police department to obtain an accident report, **(this is required)**

Please contact Campus Risk Management Services (if University vehicle or students involved): Phone: (734) 764-2200, Fax: (734) 763-2043

* For medical emergencies, the staff member in charge should be familiar with emergency information, to either give first aid or in an acute situation dial 911.
* After all medical and emergency arrangements have been made; report the incident to
1. Risk Management UMHS – Janice Beck or Lisa Richardson OGC is 300 North Ingalls, Room 3B04; 734-764-2178, fax 734-647-2781

b) Public Relations- 734-764-2220 Christy Barnes (chrbarne@umich.edu)

c) Campus Risk Management Services (if UM vehicle or students involved): Phone: (734) 764-2200 Fax: (734) 763-2043

* Refer all media inquiries to the Universities Public Relations department