

Procedure: 6.8.1p. (V. I.) Field Trips

Revised: May 7, 2015
Last Reviewed: October 14, 2016
Adopted: December 7, 1989



I. PURPOSE:

Field Trips can be an important component of a student's educational experience and the use of such out-of-classroom experiences by the technical colleges is encouraged when appropriate. College sponsored field trips shall be education-related and conducted with a focus on the safety of students and staff, fiscal responsibility and academic responsibility. Each technical college is required to develop a local field trip procedure that is consistent with the provisions below and which includes steps to address emergencies, and compliance with relevant fiscal, academic, and student and employee conduct policies.

II. RELATED AUTHORITY:

O.C.G.A. § 20-4-11 – Powers of the Board
O.C.G.A. § 20-4-14 – TCSG Powers and Duties
State Board Policy: 6.8.1. Field Trips
TCSG Procedure: 4.7.2p. Driver Qualification

III. APPLICABILITY:

All work units and technical colleges associated with the Technical College System of Georgia.

IV. DEFINITIONS:

Field Trip: any activity which normally involves off-campus travel for one or more students enrolled in the college or Adult Education program. Independent study, internships, class meetings, and off campus work on an individual project are not considered Field Trips.

Section 504 Coordinator: an individual designated by the president of the college to ensure compliance with Section 504 of the Rehabilitation Act of 1973, the Americans with Disabilities Act of 1990 as Amended, and any other state and federal regulations governing disabilities; the responsibilities of the 504 Coordinator will include, but may not be limited to evaluating students requesting accommodations for a disability and ensuring equal access to facilities, services and programs.

Sponsor: an employee of the college who is organizing a field trip and/or accompanying students on a field trip.

V. ATTACHMENTS:

Attachment: 6.8.1p.a1. Assumption of Risk, Agreement to Abide by Code of Conduct, Release of Liability, and Limited Medical Authorization

VI. PROCEDURE:

A. Driver Qualifications/Transportation

1. Any employee who operates a vehicle for field trip activities must be in compliance with the TCSG Driver Qualification Procedure. (NOTE: Colleges should provide a copy of this procedure to any employee who may be responsible for transporting students on field trips).
2. Colleges will ensure that any state owned vehicle offered for transportation is properly maintained and insured in accordance with Georgia Department of Administrative Services regulations.
3. If chartered transportation is utilized for field trips, colleges must ensure that the provider has the appropriate liability insurance and is utilizing properly licensed professional drivers.
4. A person renting a car should not allow others to drive the vehicle unless such use has been authorized by the rental agency.
5. Presidents may determine that personal vehicles will not be used by any employee or student for the transporting of students on field trips.
6. Any traffic and parking citations received during the course of a field trip are the responsibility of the driver, and must be immediately reported to the employee's supervisor.
7. College transportation for field trips must be provided and must depart from and return to the college campus.

B. Students participating in field trips are required to sign the attached "Assumption of Risk, Agreement to Abide by Code of Conduct, Release of Liability, and Limited Medical Authorization"; if the student is under the age of 18, the form must be executed by a parent or legal guardian.

C. Colleges must provide reasonable accommodations to students with disabilities to enable them to participate in field trips. Questions regarding accommodations may be addressed to the college's Section 504 Coordinator or the Office of Legal Services.

D. For each field trip, the technical college must have a designated contact person on campus with information about the field trip in the event that emergency communication is necessary. Information should include the purpose, location, duration, mode and route of transportation, and emergency contact information for each participating student or sponsor. Field trip sponsors should have access to communicate with contact or emergency personnel at all times and are required to maintain a copy of the emergency contact information for each participant during the course of the trip.

E. Whenever possible, field trips should be clearly identified in the course syllabus (including location, time, and mode of transportation). The syllabus should also identify the field trip as "required" if student participation is mandatory. The sponsor should discuss in appropriate detail with students the risks associated with the activity, relevant emergency preparedness information, as well as expectations for behavior during the activity (including transit to and from the location(s)).

- F. Sponsors will be subject to all policies and procedures, including the Ethics and Standards of Business Conduct during the course of a field trip.
- G. Students are subject to all policies and procedures, including the Student Code of Conduct.

VII. RECORD RETENTION:

Documents collected pursuant to this procedure are subject to the Georgia Records Retention Schedule. Upon reasonable belief that legal action may occur as a result of an injury or loss suffered on a field trip the college shall suspend any schedule for destruction of related records and take immediate and affirmative steps to secure such records in their original format(s).

http://www.georgiaarchives.org/records/retention_schedules

Attachment: 6.8.1p.a1.

RELEASE, WAIVER OF LIABILITY, AND COVENANT NOT TO SUE

(READ CAREFULLY BEFORE SIGNING)

I hereby acknowledge my awareness that my participation in the [REDACTED] activity may expose me to risk of property damage, bodily or personal injury, including death. The Technical College System of Georgia and/or the [REDACTED] Technical College will be providing transportation and activities will include [REDACTED]. I understand that the risks that I may encounter include, but are not limited to transportation accidents, [REDACTED], [REDACTED], as well as other risks that may not be foreseeable. I have been informed and understand that there are inherent risks and dangers involved in this activity. (Attached description, syllabus or website.) I knowingly and freely assume any and all such risks and voluntarily participate in this activity.

In exchange for the use of equipment, materials, supplies and for being allowed to participate in this event, I hereby release and forever discharge [REDACTED] Technical College, the Board of the Technical College System of Georgia, the Technical College System of Georgia, their members individually and their officers, agents and employees from any and all claims, demands, rights, expenses, actions, and causes of action, of whatever kind, arising from or by reason of any personal injury, bodily injury, property damage, or the consequences thereof, whether foreseeable or not, resulting from or in any way connected with my participation in this activity.

I further covenant and agree that for the consideration stated above, I will hold forever harmless and will not take legal action against [REDACTED] Technical College, the Board of the Technical College System of Georgia, the Technical College System of Georgia, their members individually, and their officers, agents, and employees for any claim for damages arising or growing out of my participation in this activity whether caused by negligence or otherwise.

I grant permission for my likeness, image and voice to be recorded in any media during this activity and to be used by [redacted] Technical College on behalf of the Technical College System of Georgia in any publications, media, or technology now known of or hereafter developed in the future for any lawful purpose whatsoever without further permission from me. I understand I will not be compensated further for use of these recordings.

In the event of an emergency and I am unable to act on my own behalf, I authorize the faculty and directors of the activity/field trip program to take whatever action they deem is warranted and appropriate regarding my health and safety.

I certify that I am at least 18 years of age. This consent is given freely and voluntarily by me without coercion, duress, threat or promise of any kind. I certify that I understand and have read the above carefully before signing. I understand that I am not subject to any adverse action if I do not sign.

Signature of Student

Date