

APPENDIX E
NorthWest Arkansas Community College
Field Trip Guidelines

Introduction

Field trips are often an essential part of teaching and learning at NorthWest Arkansas Community College. A *field trip* is defined as a class-related trip or student activity that takes place away from the regular classroom and involves the class as a whole (as opposed to clinicals, service learning, and internships that are individually arranged). The following procedures are intended to assist faculty, staff, students, and volunteers in planning and preparing for health, safety, and risk management issues related to field trips so that the outcome will be a positive learning experience for all involved.

Preparations for Field Trips

- 1) A faculty member planning field trips as a course requirement must include that fact both in the schedule of classes and on the course syllabus given to students the first day of classes so that students will understand that field trips are part of the course's learning methodology. The faculty member should also explain in the syllabus the learning objectives of the field trips.**
- 2) Some department/division heads will require that faculty or staff planning field trips fill out the Pre-Approval Form for Semester Field Trips to get advanced approval of the planned field trips for learning goals and budget availability.**
- 3) A faculty or staff member who is going to take his/her students on a field trip during the semester must get from each participating student a signed Release of Liability Form. The completed forms will then be forwarded to the head of the department for an authorizing signature.**
- 4) So that NWACC will know at all times which field trips are scheduled when and the participants on each field trip, the sponsor must provide the appropriate department secretary with all information for the Field Trip Log once the Release of Liability Form has been completed and signed by the department head authorizing the field trip.**
- 5) The sponsoring faculty/staff member should remind students that if they will miss other classes or work-study duties because of the trip, they must contact their other instructors and supervisors in advance. When a conflict occurs, the two faculty/staff members need to reach a resolution to the problem and communicate that resolution to the student. Although instructors and supervisors are encouraged to cooperate in supporting field trip, the decision of whether or not to approve an absence and make-up work for an individual student rests with each supervisor or instructor affected by the absence.**

Safety and Risk Management Training

Faculty and staff planning a field trip will have available to them through the campus police department in conjunction with the sponsoring department the appropriate training for the field trip they will be sponsoring. This training may include such topics as

- Fire prevention and safety
- Defensive driving for van drivers
- First Aid and CPR
- Risk management for administrators

Following College and State Rules on Field Trips

State and college regulations that must be followed on field trips include the following

- All occupants wearing seat belts
- Driving under the speed limit
- Having a valid driver's license and be approved according to the procedures established by the college and the State of Arkansas. Contact the Physical Plant office to complete the forms to be approved.
- Not carrying alcohol in the vehicle or drinking while driving
- Adhering to the Arkansas State Safety Vehicle Program as stated in Section 2-2-4(1) of the NWACC Policy and Procedures Manual
- No more that 10 occupants including the driver may ride in the 15 passenger van.
- No luggage may be stored nor may a passenger sit behind the rear seat of the 15 passenger van.

Insurance

--Liability Insurance

NWACC has a general liability insurance policy. Questions concerning coverage should be referred to the Division of Risk Management in BH 3006 at 479-619-4127.

--Property and Vehicle Coverage

NWACC vehicles are insured by a state policy. Cards are in each vehicle with instructions for contacting the insurance company, which should be done at the time of the accident regardless of the extent of injury or damage.

Emergency Procedures

Report emergencies during the day to the college through this number: 1-800-995-6922 and to the sponsoring department.

After hours, report emergencies to the Campus Security Department at 1-479-619-4229

In the case of accidents, the college will need the name of the injured; the date, time, and location of the accident; and a description of the incident. Vehicle accidents should also be reported in accordance with local requirements. Affected employees are asked to cooperate with local law enforcement authorities. Matters relating to insurance coverage, however, should not be discussed with anyone except an authorized agent of the college's insurance company. All questions regarding insurance should be directed to the Division of Risk Management, 479-619-4127.

All property loss claims should be reported as soon as possible to the Division of Risk Management 479-619-4127 or 479-619-5185 in case of an emergency. Upon returning to the NWACC campus, the driver of the vehicle must complete an accident report at the Physical Plant office and send a copy to Steve Pelphrey in the Risk Management office.

Revised 9/25/09

NORTHWEST ARKANSAS COMMUNITY COLLEGE

FIELD TRIP AND STUDENT ACTIVITIES PERMISSION, RELEASE OF LIABILITY AND MEDICAL RELEASE FORM

(Print Name) (Class) (Field Trip or Student Activity)

I hereby expressly consent to my participation in class sponsored field trips. I acknowledge that such participation includes but is not limited to, training for, participation in, attendance at, travel to (public or private), or other involvement in any and all parts of the activity.

I understand that the activity involves inherent other risks of INJURY. I voluntarily agree to expressly assume all such risks which may result from the activity or in any way related to my participation in the activity.

In consideration of the right to participate in the activity, I hereby release from any legal liability Northwest Arkansas Community College ("NWACC"), and its trustees, employees, faculty, staff, agents, instructors and all individuals assisting with the activity for injury or death caused by or resulting from my participation in the activity or in any way connected with my participation in the activity, whether such injury or death was caused by the alleged negligence of NWACC, another participant, or any other person or cause. This agreement will apply for each and every day I engage in the activity during the _____ SCHOOL YEAR (July 1 to June 30) without requiring me to sign an additional form for each day or activity.

I further agree to defend and indemnify NWACC for loss or damage, including any that result from claims or lawsuits for personal injury, death, or personal property damage, relating to the activity or use of NWACC facilities or equipment.

I represent that I am in satisfactory physical condition to participate in the activity. I authorize any person connected with the activity or NWACC to administer first aid to me, as they deem necessary. I authorize medical and surgical care and transportation to a medical facility or hospital for treatment necessary for my well being, at my expense.

This agreement is governed by the laws of the State of Arkansas, and exclusive jurisdiction shall be in the circuit court of Benton County, Arkansas or in the United States District Court, Fayetteville, Arkansas division. If any part of the agreement is determined to be unenforceable, all other parts shall be given full force and effect. The undersigned parent or guardian acknowledges that she/he is signing this agreement on behalf of a minor and that the minor shall be bound by the terms of the agreement. This agreement shall be binding on the participant's assignees, subrogors, heirs, next of kin, executors and personal representatives.

I HAVE READ AND UNDERSTOOD THIS RELEASE OF LIABILITY AGREEMENT.
I VOLUNTARILY AGREE TO ITS TERMS.

Signature of Participant Date of Birth Date

Signature of Parent/Legal Guardian (If Participant is under 18) Date

In the Event of an Emergency, Please Contact Phone Number

Received By: _____
(Sponsoring Department Chair) Date