

STUDENT FIELD TRIP & INTERNATIONAL TRAVEL PROGRAM

INTERNAL PROCEDURES

March 2010

Approval: _____
Risk Management & EHS Director

Approval: _____
Public Safety Director

Reviewed By: _____
Vice President of Administration & CFO

Reference:
CSULA Risk Management Policy Section 7.4 /
Administrative Procedure #418

Student Field Trip and International Travel Program

Purpose:

To develop and formalize standard guidelines related to student field trips and travel in support of CSU policy and sound risk management protocol.

References:

- CSU Executive Order #715, Risk Management Policy, dated 10/27/99
- CSULA Risk Management Policy, Administrative Procedure #418

Definitions:

Field Trip Supervisor – Is the individual responsible for the coordination and establishment of the field trip event. This individual may or may not be required to administer field supervision. This individual takes on the responsibility to administer and implement the guidelines and protocols in this University Program.

Authorized Participants on Field Trips – Are those persons that fall into one of the categories listed below:

- Be employees (faculty, staff, or student) of California State University, Los Angeles (CSULA) on the active payroll.
- Be a registered University volunteer with CSULA. Registration as a volunteer must be through the University Human Resources Department.
- Be students enrolled in the course(s) officially associated with the field trip.

Responsibilities:

- **College Deans and/or Administrators** shall be responsible for the coordination and implementation of these University directives as they apply to the activities and business of the respective academic/administrative units. Delegation of these duties and responsibilities must be clear and concise to effectively administer a level of adherence to the practices and guidelines established in this program. Such delegation shall not diminish the overall responsibility each College Dean and/or Department Administrator might have in the implementation of this program.
- **Office of Risk Management & EHS** shall be responsible for the development, monitoring, and review/update of this program for adherence to established risk management practices, and overall CSU directives and policy. Deficiencies shall

be effectively communicated to the College Deans or Department Administrators for corrective action and closure.

- **Employees and Students of CSULA** shall adhere to the guidelines established for field trips and international travel as they might apply to them.
- **CSULA Business Financial Services** shall coordinate through the process of review and approval of Request for Travel the adherence to program elements, especially as related to use of vehicles, insurance and required travel documents.

STUDENT FIELD TRIPS

CSULA Field Trip Guidelines:

- Field Trip Supervisor shall ensure that the field trip supports the educational outcome of the course.
- Authorized participants of a field trip must receive course credit.
- The Field Trip Supervisor shall visit the site or general area prior to the field study course, or demonstrate sufficient knowledge of the area in order to identify any potential risks.
- The Field Trip Supervisor shall prepare a detailed day-to-day instructional agenda that includes health and safety instructions for all participants, as applicable.
- For each field trip participant (non-CSULA employee) complete the University General Release Form (See Appendix A), which includes the identification of specific risks associated with the trip/site, and the Emergency Contact Information (See Appendix D). The Field Trip Supervisor shall retain originals in the department office. Copies of the completed General Release Form should be sent to the Office of Risk Management & EHS.
- The Field Trip Supervisor shall consider ADA accessibility issues, provide reasonable accommodation as appropriate, and provide the appropriate and necessary precautions for the health and well being of all field trip participants.
- If travel is by personal vehicle, it is preferred that the field trip originate at the field trip destination, with participants instructed where and when to meet.
- If travel is by CSULA State Vehicle, leased van or chartered bus, then it is preferred that the field trip originate at the campus.
- Vehicle drivers must be CSULA employees if driving for the purpose of a University sponsored field trip. Consult with Risk Management if in doubt.

- If volunteers are identified for a field trip, they must be registered with the University Human Resources Management Department, and consult with the Office of Risk Management & EHS first.
- Any employee or registered volunteer driving their personal vehicle, State vehicle, or rented vehicle for the purpose of a class required field trip must register in the State Vehicle Drivers Program with the Office of Risk Management & EHS, and complete an Authorization to Use Privately Owned Vehicles on State Business (STD 261) form. This form is an annual requirement. In addition, a formal volunteer designation must be completed with the Human Resources Management (HRM) Department and maintained on file.
- The travel participants shall be provided training and orientation with any specialized safety or other pertinent equipment, as applicable.
- CSU policy states that no alcoholic beverage or chemical substance (drugs) shall be transported in a State/University vehicle at any time, nor shall they be transported in a private vehicle that is being used in support of a University-sponsored academic or athletic related activity, except for personally prescribed medication. The individual shall be able to provide evidence of a doctor's prescription if their personal identification is not affixed on such medication.
- Persons on a field trip shall not be under the influence of drugs or alcohol.
- The Field Trip Supervisor shall communicate appropriate University codes of conduct for staff and students. This shall include at a minimum issues such as: consumption of alcohol, harassment, intimidation, field behavior, and conduct during non-instructional "free-time". All traveling participants should understand the consequences of non-compliance and the Field Trip Supervisor shall take appropriate action when aware that participants are in violation.
- The Field Trip Supervisor shall have a written emergency preparedness process (who to contact under what circumstances) with emergency contact information for each field trip (See Appendix D). This information shall be provided to each traveling participant and retained in the department office.
- Each Field Trip Supervisor shall designate an alternate with all applicable emergency contact information. This alternate must be an employee of the University or designated a registered volunteer prior to the travel.
- If minors (participants under 18 years of age) are traveling, please contact the Office of Risk Management & EHS for additional assistance.

In the Event of a Motor Vehicle Accident or Other Incident:

- If involved in a vehicular accident, crime scene, or other police event, require that a police report be taken and request a copy of that report. Take the incident

number and agency name responding for future follow-up. Report such incidents immediately upon your return to campus to the Office of Risk Management & EHS. If injuries are involved, immediately contact the University Public Safety dispatch at (323) 343-3700 (at any time of the day), and request to be put into contact with the Risk Management & EHS Director.

- If involved in an incident or accident, do not admit fault. Take all necessary information (names, identification, insurance, scene, witnesses, injuries, hospitals) at the time of the incident, and report to the Office of Risk Management & EHS all information immediately upon return to the campus.

**Campus Contacts are: Office of Risk Management & EHS at (323) 343-3527
and
Public Safety Dispatch at (323) 343-3700**

- Do not make any statements to the media, but rather state “all media referrals should be addressed with CSULA Public Affairs” and inform CSULA Public Affairs at (323) 343-3050 of such inquiries. Do be responsive to authorized response agencies in the furtherance of their investigation.
- All insurance-related inquiries shall be made to the Office of Risk Management & EHS for follow-up/coordination.
- If there is any doubt, question, or other concern related to the guidelines for field trips, contact the Risk Management & EHS Office at (323) 343-3527 or (323) 343-3531.

Field Trip Procedures:

1. The Field Trip Supervisor shall develop a field trip that meets course requirements and where the student receives course credit.
2. The Field Trip Supervisor reviews the *CSULA Field Trip Guidelines* noted above to ensure all elements are addressed in the development, coordination, and implementation of the field trip event.
3. A copy of the field trip itinerary, completed release form(s), emergency contact information and other related documentation shall be retained in the department office for a period of not less than one-year. A copy of each Release Form shall be submitted to the Office of Risk Management & EHS prior to the field trip event.
4. The Office of Risk Management & EHS shall review all submitted release forms for conformance to CSULA guidelines, and retain for one-year. After one-year, the release forms can be discarded.
5. The Risk Management & EHS Director shall communicate program related deficiencies to the appropriate College Dean and/or Department Administrator.

6. The Office of Risk Management & EHS shall review the Program for necessary revision in accordance with CSU policy or appropriate risk management protocol.

INTERNATIONAL TRAVEL

CSULA International Travel Guidelines:

- Travel Administrator and/or Faculty initiate Request for Travel documentation for international travel event. In the case no monetary reimbursement is required; this documentation is completed for “*Insurance Purposes Only*”. The travel documentation shall clearly state:
 - (a) Travel destination;
 - (b) Dates of departure and return;
 - (c) Names of all traveling participants (faculty, staff and students), indicate status next to name or list separately;
 - (d) CSULA Department affiliation; and
 - (e) Purpose of travel.
- Travel documentation shall be completed for all individual, or group international travel activity. It must be submitted to the University Business Financial Services travel group prior to the travel event and preferably one-month in advance of the departure date. A copy of that Request for Travel should also be submitted to the Office of Risk Management & EHS, attention Dan Thomas and/or Kevin Brady.
- If the international travel is related to the “*Study Abroad*” Program, contact the University International Programs Office at (323) 343-3170 for further guidance.
- The Travel Administrator and/or Faculty shall have all traveling participants that are not employees of CSULA complete the University Release form (See Appendix A) and the Emergency Contact Information (See Appendix D). The original of the Release Form should be retained in the department office, and a copy submitted to the Office of Risk Management & EHS. After one-year, these records can be destroyed.
- The Travel Administrator and/or Faculty shall contact the Office of Risk Management & EHS for travel assistance cards related to the University’s medical insurance and general liability insurance for international travel. These cards must be picked up prior to the pre-departure meeting where each student should be issued a card. For individuals traveling, the card must be obtained prior to departure. Following the travel, the laminated cards should be returned to the Office of Risk Management & EHS.

- The Travel Administrator and/or Faculty shall research the international location(s) included on the itinerary for all pertinent information, to include:
 1. Travel Warnings & Consular Information
 - a. http://travel.state.gov/travel_warnings.html
 2. U.S. State Department Country Background Notes
 - a. http://www.state.gov/www/background_notes/
 3. CDC Information on Travel Vaccinations and Country Medical Concerns
 - a. <http://www.cdc.gov/travel/vaccinat.htm>

- Prior to travel, the Travel Administrator and/or Faculty shall conduct a pre-departure orientation meeting where the following information (at a minimum) shall be discussed:
 1. Arrangement for any out-of-country visas, passports, and licenses, as they might apply to the country of travel.
 2. Discuss country-specific information such as medical concerns, consular information, internal conflict, cultural differences, prohibitions, etc. The information should be obtained by printing current country information from the electronic resources noted above. Discuss information on health and safety, legal, environmental, political, cultural, and religious conditions in the host country.
 3. Discuss travel details, such as where and when to meet, modes of transportation, hours/dates of departure and return, and packing tips.
 4. Discuss in detail information pertaining to cultural differences that a participant might experience while visiting the foreign country(s) for this travel.
 5. Collection of University general release forms, and a discussion as to the specific risks identified on that release form. The Travel Administrator and/or Faculty shall obtain medical information on each traveling participant (In Accordance with Appendix D) explaining any special medical conditions or needs.
 6. Reminder that each participant should ensure sufficient medication supplies and physician documentation for medication to last the length of travel or to replace medication lost during the trip.
 7. Review emergency preparedness protocols and crisis response plans.
 8. Each traveling participant shall provide current immunizations and vaccinations pertinent to the country/region of travel. This shall be consistent with the Centers for Disease Control (CDC) and the World Health Organization (WHO), and/or as required by the Travel Administrator and/or Faculty.

9. Issue medical insurance and general liability cards showing proof of international coverage.
 10. Identify health and safety products or services that may not be available at overseas locations.
 11. Discuss schedule/frequency of orientation briefings while in-country.
 12. Communicate codes of conduct for staff and students, addressing such issues as fraternizing, consuming alcohol, controlling activities, and conduct during periods of “free time”.
- The University Office of Risk Management & EHS is available to assist departments and individual faculty/staff in ensuring that all guidelines and appropriate measures are addressed related to international travel. You may contact the office at (323) 343-3531, or (323) 343-3527 with questions or for assistance.

International Travel Procedures:

1. The Travel Administrator and/or Faculty shall only schedule international travel when there is a substantial educational or professional benefit to be gained by such travel.
2. The Travel Administrator and/or Faculty must complete a University Request for Travel form, even if no reimbursement is requested, and submit to Business Financial Services Department with a copy to the Office of Risk Management & EHS.
3. The University Business Financial Services Department shall send a copy of any requested international travel via University mail or fax [323-343-3464] to the Office of Risk Management & EHS for review.
4. The Office of Risk Management & EHS will assess the international travel against a listing of “War Risk” areas (See Appendix B) and other risk-related exposures (health considerations, political, internal conflict, and U.S. sanctions/embargos). Any concerns or considerations shall be immediately communicated to the Travel Administrator and/or Faculty initiating such travel.
5. The Office of Risk Management & EHS shall maintain and administer the records evidencing any international travel insurance policies for the University and communicate such conditions and requirements to travel organizers.
6. The Office of Risk Management & EHS shall support pre-departure meetings as requested by the Travel Administrator and/or Faculty.

7. Distribution of the medical and general liability assist cards to the Travel Administrator and/or Faculty is the responsibility of the Office of Risk Management & EHS. Further disbursement to the individual travel participants is the responsibility of the Travel Administrator and/or Faculty. Every effort should be made by the Travel Administrator and/or Faculty to return said cards to the office of Risk Management & EHS.
8. The Office of Risk Management & EHS shall maintain a database of international travel events and submit to the insurance company, as required. Notification of travel to a “War Risk” area (See Appendix B) must occur prior to the travel to the country in question. The Travel Administrator and/or Faculty must inform the Office of Risk Management & EHS in order for such timely notification to occur.
9. Travel to Cuba requires the guidelines identified in Appendix C to be understood and adhered to. Questions related to these provisions should be directed to the Office of Risk Management & EHS at (323) 343-3527.
10. The International Programs Office shall institute the guidelines as they may apply to the Study Abroad Program, and direct inquiries to the Office of Risk Management & EHS related to individual or classroom related international travel.