

ACADEMIC FIELD TRIP POLICIES AND PROCEDURES



Academic Deans
September, 2002

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Field Trip Policy

The Evergreen State College

August, 2002

Field trips are part of many students' education programs. They provide opportunities for connecting theory and practice, and for experiencing the physical and social realities which are the subject matter of TESC programs. As a part of our educational program, we must take steps to foster field trip safety while at the same time recognizing that there are inherent risks in many activities and significant levels of personal responsibility that each student must assume for him/herself.

Travel. As our travel policy makes clear (Sections 8.100 and 8.200 of the Faculty Handbook), it is the Academic Program's responsibility to offer travel to students on field trips through the use of motor pool vehicles and authorized drivers.

Overseas Studies. If programs involve overseas travel or field studies, faculty must work within the guidelines specified in Section 7.400 of the Faculty Handbook and students must complete, sign, and submit a *Study Abroad Waiver, Release and Indemnity Agreement* and *Study Abroad Emergency Contact Information* form (attached) prior to commencing travel.

Field Trip Safety. The degree of concern about safety in the field will vary widely with the extent of inherent danger involved in the activity and with the students' familiarity with the conditions and environment they are confronting.

Students should understand their responsibility for safety-related concerns on field trips. In particular students should:

- a. understand the objectives and limits of the field trip.
- b. make any medical, physical or emotional concerns known to instructors.
- c. share information affecting safety with their parties or team members.

Faculty should consider what safety related actions or limits might be appropriate for particular field trips. When it is clear that a program activity will involve inherent and unavoidable risks, e.g., mountain climbing, cycling, rafting, sailing, Challenge program, or wilderness hiking, students must read carefully and sign an *Outdoor Activity Academics Field Trips: Statement of Risks and Liability Release* waiver form and a *Medical History* form acknowledging the fact that the program may involve special risks (attached). In cases where the risk of injury or accident is especially high, faculty must consult with- and obtain approval from- the Academics Risk Liability Committee, giving them adequate lead-time to make recommendations. For all other field trips of a more routine nature, faculty are urged to have students fill out and sign the usual *Field Trip Waiver* form.

To summarize, use the *Field Trip Waiver* form for routine field trips, the *Outdoor Activity Academics Field Trips: Statement of Risks and Liability Release* waiver form and a *Medical History* form for outdoor activity field trips, and the *Study Abroad Waiver, Release and Indemnity Agreement* and *Study Abroad Emergency Contact Information* form for all Overseas travel.

If someone shows up without a signed health or liability release form, the Faculty Trip Leader will not allow him/her to participate in the activity. **It is the trip leader's responsibility to insure that each participant fills out the appropriate forms in a complete manner.**

In planning field trips and evaluating the risk (and consequent need to obtain one or both kinds of signed waivers from students), faculty might consider the following items:

- a. Judge the experience level of the students against the conditions that it appears will be encountered if the field trip is undertaken.
- b. Identify the objective of the field trip and provide any necessary basic instructions, maps, and information about destination and rendezvous times so that students can plan and make safety decisions in situations that they will confront.
- c. Suggest basic safety equipment to student field trip participants and remind students that they should have this equipment before they are allowed to take part in the field trip.
- d. Provide basic instruction, if necessary, for specialized equipment provided by TESC.
- e. Encourage students to use the resources of the TESC Wilderness Center for equipment training and general safety orientation and the McLane Fire Department for first aid training.
- f. Provide a level of direction or guidance on a field trip appropriate to the risk involved in the field trip. Thus, for example, an experience involving climbing or river kayaking might indicate the party should stay together at all times, a hike or snorkeling on a reef might be handled with a buddy system, and an exercise like plant identification in a valley could probably be done individually.
- g. Consider a means to account for location of students on a field trip when this could be a significant concern.
- h. Consider guiding the group's activity based on observation of the capability of the less able participants on the field trip.

Safety on any field trip is a shared concern of students and faculty. The faculty will make clear the parameters of the activity and provide opportunity for students to make informed judgments about their personal levels of comfort and safety. Where serious safety issues are involved, the faculty and students should put the physical welfare of the students before completion of the specific learning objective of the activity. Faculty are responsible for assessing the "degree of safety in the field" and to "consider what safety related actions or limits might be appropriate for particular field trips." In Fall, 2002, the Academic Risk Assessment Committee will convene. One of its primary tasks is to assist faculty in making informed decision about field trip risks/activities.

Cell Phones. We now have six cell phones available for check out at Lab Stores and strongly advise you to carry at least one cell phone on your field trips.

First Aid. The college vans are equipped with basic first aid training kits. Faculty should verify the location and contents of the first aid kit prior to the field trip. Basic first aid/CPR training is imperative. The College will pay for the costs of this training; it may be obtained through the McLane Fire Department. Contact Robyn Herring X6111 or Jeannie Chandler X6402 to arrange this training. Our Human Resource Services Department sponsors quarterly training sessions.

Advanced medical aid training: Faculty taking students on field trips to remote locations- or with more substantive risks- may need more advanced training. Wilderness First Responder (WFR) training is now provided by the college to faculty who take students on recreational or wilderness based activities. This course is the industry standard for people who lead folks into the wilderness. This eight-day course provides a three-year certification. Contact Don Bantz, X6777 if you are interested in this training. We intend to offer the WFR training program on-site during summer school, 2003.

As a result of the WFR training, faculty and the Science Instructional Technicians (SITs) put together an extensive first aid kit for Evergreen field trips. Personnel with current WFR certification may check out advanced first aid kits from Lab Stores. The SITs check and replenish these aid kits each time they are used.

Notification: Prior to leaving on field trips, please remember to leave a contact number where the College can reach you while you are on the field trip, a class list, and itinerary with the program secretary and a copy to Police Services.

Motor Vehicle Travel: Motor vehicle travel constitutes the greatest risk of accident in most field trips. Statistically, more people are injured in outdoor program vehicles than in any other single accident category. Added to the normal risks associated with today's highway travel is the fact that our activities necessitate the use of large vehicles on narrow, winding, and poorly surfaced back roads. Accordingly, all operation and maintenance of program vehicles will be in compliance with existing laws, The Evergreen State College Motor Pool Policies and Procedures, and the precautions outlined herein.

Safety Policy:

- Only Evergreen employees- or students who have passed the Motor Pool Van proficiency driving test- may drive.
- All vehicle operators must be licensed.
- Operators must comply with existing laws of the State.
- Operators must have passed the Motor Pool test.
- **Vans never exceed 55 mph.**
- When backing up, it is the drivers duty to insure that a spotter is behind the van watching for obstacles. If an accident occurs while backing up, the driver will be held accountable. (This is due to the fact that most accidents occur while backing.)
- Van use is restricted to Evergreen Field Trip business.

Considerations:

- All passengers should remain seated and wear seat belts while the vehicle is in motion. Insuring seat belt use is the duty of the driver.
- After using the vehicle, it is the responsibility of the Trip Leader to see that all trash is thrown away.
- Scuffling or horseplay while riding in any vehicle is prohibited.
- Report any vehicle problems as required by Motor Pool.
- Hitchhikers shall not be picked up.
- Drinking alcoholic beverages or using drugs is prohibited at all times.
- When driving in the desert, check tire pressure often for overheating. Release extra pressure as appropriate.

Accident Reports: Evergreen's *Illness and Injury Report* is appended or is accessible on-line at http://www.evergreen.edu/facilities/workunits/environmental_health_safety/accidentreport.pdf

Fill out an *Injury and Illness Accident Report* form whenever:

1. A medical problem has a significant effect on a participant's experience. This can be either illness or injury.
2. A student or employee receives medical attention from someone other than the trip leader.
3. An incident reveals a potential safety problem that we may need to address.

Emergency Administrative Procedures:

The Faculty Trip Leader is responsible for Notifying the Provost's office and/or Police Services of any emergency or potential emergency- serious injury, extensive property damage, death, etc. The Trip Leader is responsible for reporting the incident as soon as possible to the local Sheriff. He or she should be prepared with a brief, factual statement of what happened; avoiding speculations until a complete investigation is undertaken. Refer further questions from the media to the Sheriff's department.

The College Relations Spokesperson will be responsible for 1) gathering all the pertinent facts and preparing a statement, 2) calling the appropriate officers of The Evergreen State College and informing them of the emergency, and 3) coordination/dissemination all of the incoming information to TESC officials and other appropriate sources. No one, including the spokesperson, will release any information identifying responsibility for an accident without first consulting legal counsel.

**STUDENTS ARE NOT TO USE ALCOHOL OR DRUGS ON
ANY COLLEGE-SPONSORED FIELD ACTIVITY.**

STUDY ABROAD WAIVER, RELEASE, AND INDEMNITY AGREEMENT

Please attach to your contract or return to the Academic Deans Office, Library 2217.

The Evergreen State College 98505 (Revised 8/30/02)

Read carefully before signing.

I, _____ (Evergreen ID# _____), hereby affirm that I have
(please print)
voluntarily enrolled in (program/contract title) _____
sponsored by (faculty) _____;
in (location/country) _____.

I certify that I am cognizant of inherent dangers associated with participating in this program/contract including accidents, illness, civil strife, terrorism, and any other harm, injury, illness or damage which may befall me. I understand that neither The Evergreen State College (Evergreen), its instructors nor any of its agents serve as guardians or insurers of my safety. I understand that Evergreen does not provide any insurance for my protection and acknowledge responsibility for providing my own insurance against these risks.

I further acknowledge and understand that my decision to take part in this program/contract is not a requirement for completing my degree at Evergreen. I understand that other options are available, which would enable me to earn my degree.

I understand that it is my responsibility to have a medical examination to assure myself that I am physically fit and capable of participating in this program/contract, and I assume all risks for failing to do so. I verify that I have received all the recommended vaccinations appropriate to my travel destination.

I understand that if I am a student with a documented disability that it is my responsibility to have an accommodation plan on file with the Office of Students with Disabilities in a timely manner – at least three months before departure.

In consideration of being allowed to participate in this program/contract, I hereby personally assume all risks in connection with said program/contract, and I further release and hold harmless the State of Washington, Evergreen, Evergreen faculty and agents for any harm, injury or damage which may befall me, including all risks connected therewith, whether foreseeable or not. Further, I understand and agree that neither the State, Evergreen, instructors, nor agents thereof, may be held liable by me or my family, estate, heirs, or assigns, in any way for any negligence in connection with the program/contract which may result in my injury, death, or other damages.

I further state that I am eighteen years of age or older and legally competent to sign this affirmation and release; that I understand the terms herein are contractual and not a mere recital; and that I have signed this document and knowingly assume the risks inherent in this program/contract. The terms of this document shall serve as a release and assumption of risk for myself, my heirs, executor and administrators and for all members of my family.

I have fully informed myself of the contents of this affirmation and release by reading it before I signed it. I acknowledge that this release must be completed, signed and submitted before departure. I have read and completed the study abroad pre-departure check list.

I CERTIFY UNDER PENALTY OF PERJURY UNDER THE LAWS OF THE STATE OF WASHINGTON THAT THE FOREGOING IS TRUE AND CORRECT.

(Student's Signature and date)

City, state where signed

Parent/Guardian signature required for students under age 18.

Parent/Guardian Signature(s) and date

City, state where signed

Outdoor Activity Academic Field Trips

STATEMENT OF RISKS AND LIABILITY RELEASE

Name: _____ Phone # _____

Address: _____

Emergency Contact: _____ Relationship: _____ Phone # _____

Name of Field Trip: _____ Date of Field Trip: _____

STATEMENT OF RISKS AND RESPONSIBILITIES:

Please do not participate in any activity without acknowledging the potential risks. You could be severely injured or killed! You and your fellow companions are expected to use common sense to reduce risk for yourself and to others. The material in this section is provided for your general information. Be sure to check the attachments to this form, if any, which describe specific risks and responsibilities associated with the particular activity in which you may be engaged.

Initial

Participation in this activity is voluntary: Field Trips are often required components of academic programs. If you feel a particular part of the field trip is beyond your ability or if you feel it has some risks you are not prepared to accept, you should feel free to inform your faculty and negotiate alternative activities. It is your responsibility, however, to constantly evaluate field trip activities and your ability to safely participate in such and make careful decisions whether or not you should participate. Participate at your own risk.

Initial

GENERAL RISKS:

Please understand that when you participate in recreational or certain skill-developing activities both indoors and outdoors, you may be risking your physical being. It is impossible, however, to list all the dangers involved in any activity. The eventualities of injuries, death, or property damage are so diverse that no one can second-guess everything that can go wrong. Before you participate, you should become informed, as much as possible, about the inherent dangers associated with the particular activity in which you are to be engaged. Also, you should make sure that you are adequately prepared with the proper skills, equipment, and clothing to minimize these dangers. Here are only some of these possibilities:

- You can become ill or die from: polluted drinking water; improperly washed eating utensils; snake, insect, or animal bites; exposure to heat or cold; personal health complications, e.g., strokes, appendicitis, heart attack.
- You can also sustain injuries (sprained ankles, deep cuts, blisters, and other wounds) or die from: falling off cliffs; slipping off wet or mossy boulders or trees; being caught in avalanches or flash floods, colliding with a vehicle, boat, rock, log, or tree; being hit by lightning; hit by falling rocks; being attacked by bears or other wildlife; falling and receiving injuries from climbing tools, such as ice axes, crampons, and rope; becoming entrapped in a kayak, raft, or canoe; falling through snow into an underground stream; receiving burns from hot fires, gas stoves, or other instruments; falling into streams or rivers and drowning; flipping boats in rapids; and, with respect to indoor and outdoor, including clock tower, climbing, falling, being fallen on, tripping, landing on uneven surfaces, sprained ankles, abrasions, lacerations, blisters, fractures, dislocations and even death; as well as many other possibilities.

PERSONAL MEDICAL CONDITIONS:

It is your responsibility to check with a medical doctor to see if you have any medical or physical conditions which might create a risk to yourself or to others who would depend on you during this outing. These conditions may include, but are not limited to, the following: physical or medical disabilities; medication or drugs you may be taking; dietary restrictions; allergies or sensitivities to penicillin, insects, bees, poison oak, horses, dust, hay, foods, etc. You should discuss any potential problems with the activity leader prior to the outing.

Initial

Obligation regarding personal medical insurance: No personal medical insurance is provided by the Evergreen State College. It is your responsibility to obtain proper personal medical and injury insurance.

Initial

Medical Transport: Recognize that some outdoor activities take place far away from medical attention. Help can be hours or even days away. Rescue, if possible, is often difficult and expensive. If you must be rescued, you will be expected to bear the costs of the rescue. Recognize also that injuries, death, and property damage may occur while rescue efforts are in progress.

Initial

PERSONAL RESPONSIBILITIES:

In order for this outing to be enjoyable, it means that you need to take on some very important responsibilities. These responsibilities, in part, include: taking care of personal medical and insurance concerns prior to participating, realistically and honestly evaluating your abilities, and helping in any way possible to make the class, outing, or activity enjoyable for yourself and others. Also, you must attend the pre-trip meeting before the trip date to find out about specific risks and responsibilities that apply to the outing or activity.

Initial

USE OF MOTOR VEHICLES AND INSURANCE:

Participating in this activity may involve the use of motor vehicles. If you drive or provide your own motor vehicle for transportation to or from the program site, you are responsible for your own acts and for the safety and security of your vehicle and those who ride with you. You must accept full responsibility for the liability of yourself and your passengers. You are not covered by insurance through The Evergreen State College. Your personal property is not insured for damage or theft.

Initial

Riding as a passenger: If you are a passenger in a private vehicle, you should understand that The Evergreen State College, faculty, personnel, or volunteers are not in any way responsible for your safety during this outing. Further, recognize that The Evergreen State College is not responsible for any damage, theft, or injury suffered in the course of traveling in private vehicles.

Initial

DRUG & ALCOHOL POLICY:

Alcohol and drugs are not permitted on Academic Field trips.

Initial

ASSUMPTION OF RISKS:

By signing and initialing as appropriate, you are agreeing to the following:

I have read the foregoing statement of risks together with any attachments associated with this outing and I acknowledge that I am acquainted with the dangers and risks of this outing. Also, I am of the appropriate skill level and physical condition to undertake the rigors of this class or outing. If I have any doubts of my physical or mental condition, I will seek medical advice. I have made a careful decision that I am willing to accept and assume all risks.

Initial

Additionally I have read the information on personal vehicles and understand that if I drive my own vehicle, I am responsible for my actions. I understand that The Evergreen State College is not responsible for the safety of personal vehicles, nor does it provide insurance. I also understand that personal medical insurance is not provided by The Evergreen State College and that I am responsible for obtaining proper personal insurance coverage.

Initial

LIABILITY RELEASE:

For and in consideration of The Evergreen State College permitting me to participate in the above-stated event, activity, or class, I understand and agree that situations may arise during the event which may go beyond the control of The Evergreen State College or of outing guides or other program participants. For myself and my personal representatives, assignees, heirs, and next of kin, or any other related party, I RELEASE, FOREVER DISCHARGE, AND AGREE NOT TO SUE the State of Washington, The Evergreen State College and their employees, officers, agents and volunteers, and other outing members from any and all claims and liability arising out of strict liability or ordinary negligence which causes the undersigned injury, death, or property damage. I HEREBY WAIVE ALL SUCH CLAIMS WHICH I NOW OR MAY HEREAFTER HAVE AGAINST THE ABOVE ORGANIZATION OR PERSONS. I have read and understood the above and agree to be bound by it.

Initial

IMPORTANT NOTE:

Before signing, read carefully the statements on the front and back of this form. DO NOT sign until you fully understand all statements and the risks associated with this outing. If you have any questions, please do not hesitate to ask your faculty.

I HAVE READ CAREFULLY THIS FORM AND FULLY UNDERSTAND ITS CONTENTS. I AM AWARE THAT THIS IS A RELEASE OF LIABILITY, A WAIVER OF CLAIMS, AN AGREEMENT NOT TO SUE, AND A CONTRACT BETWEEN MYSELF AND THE EVERGREEN STATE COLLEGE, AMONG OTHERS, AND FOR MYSELF AND FOR THE BENEFIT OF OTHERS DESCRIBED HEREIN, I SIGN IT OF MY OWN FREE WILL.

Signature (if over 18)

Date

Guardian Signature (if under 18)

Date

Medical History

Name _____ Birth date _____ Phone Number _____

Address: _____
STREET CITY STATE ZIP

Insurance Carrier _____ Policy Number _____

Physician _____ Phone Number _____

Medical History of Participant: Please answer the following questions to the best of your knowledge.

NO YES

☐ ☐ Do you have any physical complaints or chronic illnesses at this time?
If yes, please describe _____

☐ ☐ Have you had injuries in the past (back, knee, shoulder, elbow, etc.)?
If yes, please describe _____

☐ ☐ Are you currently under the care of a physician or practitioner of any kind?
If yes, please describe _____

☐ ☐ Are you taking medicines? If yes, what dosage _____

☐ ☐ Are you on a special diet? If yes, specify _____

Do you have, or have you ever had:

☐ ☐ Diabetes If yes, are you taking insulin ? _____ How much? _____

☐ ☐ Seizures

☐ ☐ Asthma

☐ ☐ Allergies, Please Specify _____

☐ ☐ Allergies to bee stings? Type of reaction _____

Please specify any other medical conditions. _____

I approve of emergency care for myself, or the above minor, under the direction of the event leader or consulting doctor, if I am unable to make my wishes known. (Cross out the above statement if you do not wish to grant medical consent.) I have filled out the above section to the best of my knowledge. If I am an adult, I read and understand the risks of exercise information and have consulted a physician if I have any cardiac risk.

Signature _____

Date _____

Field Trip Waiver

The Evergreen State College

Acknowledgment of Risk

I, the undersigned, acknowledge that I am fully aware of and understand the special risks involved in participating in the field activities of (name of TESC program) _____

during the period in (location) _____ The risks are those associated

particularly with (list specific program activities) _____

Signature _____

Date _____

Medical Insurance

I have medical insurance that will provide coverage in (location) _____ in case of accidents or illnesses that may occur during the period that I shall be in (name of program) _____

The name of the insurance company is _____

Policy number _____

Program Covenant

I acknowledge that I have read, understand and agree to abide by the provisions of the program covenant for (name of program) _____ Signature _____

Date _____

Medical/Physical Limitations

Please state here any medical/physical limitations that may affect your participation in the program's field activities, including (list program activities) _____

_____ that the program faculty or food supervisors should be aware of.

Physical disabilities or conditions: _____

List any medication you are taking: _____

What special dietary restrictions do you have: _____

What else might affect your participation: _____

Do you have any allergies? _____ If so, indicate below:

_____ penicillin _____ dust _____ bees

_____ wasps _____ hay _____ fur

_____ foods (list) _____ drugs (list) _____ other (list)

Assumption Of Risks

By signing and initialing as appropriate, you are agreeing to the following:

I have read the foregoing statement of risks together with any attachments associated with this outing and I acknowledge that I am acquainted with the dangers and risks of this outing. Also, I am of the appropriate skill level and physical condition to undertake the rigors of this class or outing. If I have any doubts of my physical or mental condition, I will seek medical advice. I have made a careful decision that I am willing to accept and assume all risks.

Initial _____

Additionally I have read the information on personal vehicles and understand that if I drive my own vehicle, I am responsible for my actions. I understand that The Evergreen State College is not responsible for the safety of personal vehicles, nor does it provide insurance. I also understand that personal medical insurance is not provided by The Evergreen State College and that I am responsible for obtaining proper personal insurance coverage.

Initial _____

Liability Release

For and in consideration of The Evergreen State College permitting me to participate in the above-stated event, activity, or class, I understand and agree that situations may arise during the event which may go beyond the control of The Evergreen State College or of outing guides or other program participants. For myself and my personal representatives, assignees, heirs, and next of kin, or any other related party, I RELEASE, FOREVER DISCHARGE, AND AGREE NOT TO SUE the State of Washington, The Evergreen State College and their employees, officers, agents and volunteers, and other outing members from any and all claims and liability arising out of strict liability or ordinary negligence which causes the undersigned injury, death, or property damage. I HEREBY WAIVE ALL SUCH CLAIMS WHICH I NOW OR MAY HEREAFTER HAVE AGAINST THE ABOVE ORGANIZATION OR PERSONS. I have read and understood the above and agree to be bound by it.

Initial _____

Important Note:

Before signing, read carefully the statements on the front and back of this form. DO NOT sign until you fully understand all statements and the risks associated with this outing. If you have any questions, please do not hesitate to ask your faculty.

I HAVE READ CAREFULLY THIS FORM AND FULLY UNDERSTAND ITS CONTENTS. I AM AWARE THAT THIS IS A RELEASE OF LIABILITY, A WAIVER OF CLAIMS, AN AGREEMENT NOT TO SUE, AND A CONTRACT BETWEEN MYSELF AND THE EVERGREEN STATE COLLEGE, AMONG OTHERS, AND FOR MYSELF AND FOR THE BENEFIT OF OTHERS DESCRIBED HEREIN, I SIGN IT OF MY OWN FREE WILL.

Name (print) _____ Age _____

Signature _____ Current Date _____

THE EVERGREEN STATE COLLEGE

FIELD TRIP PROCEDURES

September 2002

General Information

A full-time Motor Pool Coordinator (867-6354) schedules all vehicles for academic field trips, including obtaining vehicles from off-campus (e.g. the state motor pool, private rental firms, or buses) when college vehicles are not available. Faculty have "one-stop shopping" when planning field trips.

All college vehicles are located at the maintenance yard on Driftwood Road. This is where you will pick up and return vehicles.

Police Services has asked us to remind you that some information concerning your students' whereabouts is required when students are on program field trips. Specifically, you should provide your program secretary and Police Services (1) a class list, (2) the field trip itinerary, (3) an emergency phone number, when possible, and (4) the dates and times of your expected departure and arrival back on campus.

The current rates for motor pool vans are \$60/day each with a 200-mile mileage allowance per day. Mileage above 200 miles/day is charged at .25/mile (15 passenger) or .20/mile (7 passenger). These rates are subject to change. Call the Motor Pool Scheduling office for confirmation of rates.

The cost of vans for all field trips of one day or less are to be charged to your program budget. *Do not* collect money from students for such trips. *Do* calculate carefully the cost of such trips, however, so that you do not exceed your program budget.

For overnight field trips you may either charge the vans to your program budget (as for a one-day field trip), *OR* you may divide the cost of the vehicles according to the rates above by the number of students and collect from each student going on the trip, using the field trip budget. In general you will probably need to charge your students for travel on overnight trips in order to avoid bankrupting your program budget. If you do decide to charge your students, please have each student take their money to the cashier's office to be deposited to the central academic field trip budget (#111725-5600) using the field trip payment form (sample attached). Students must also pay for any meals and/or lodging associated with field trips. State funds cannot be used for these purposes. The money for non-motor pool expenses should be deposited to account 218122-0140. Individual field trip accounts are set up only if the field trip is longer than one week or outside the United States. If you need to arrange a program fee budget to handle the funds associated with overnight field trips, contact Lorri Moore in Lib 3234 (867-6867).

Plan your field trips well in advance so that vans will be available for you and your students. The college has several vans, but run short when too many field trips are scheduled in the same week. When college vans are not available, the Motor Pool Coordinator will arrange for vehicles from other sources, but this may result in higher costs to your program.

Because of potential issues of legal liability to you as well as to the college, we *strongly* encourage the use of college vehicles on all field trips. The college is obligated to provide a reasonable option of travel in a state vehicle on all field trips. Students are adults, however, and we have neither the need nor the power to

require them to travel in state vehicles. Still, because college vehicles are generally safer than student vehicles, we strongly urge you to support the use of college vehicles for yourself and all students while on academic travel. Note that the elimination of van charges to students on non-overnight field trips means that private cars will always cost students more than using college-supplied vehicles. The Academic Dean for budget and space *must* sign all travel authorities for private vehicle use.

When college vehicles are not available, the Motor Pool Coordinator can make other arrangements, as noted above. When using private providers' vans, please note that they may require that drivers be over 21. If you want to rent a bus rather than use vans, bear in mind that the capacity is between 44 and 65, depending on seating and that the cost of the bus will be very high if much of the time is spent parked, with the driver waiting around. Buses are most sensible for long day trips where most of the time is spent on the road and/or where you want all the students in one vehicle for pedagogical reasons. (Note: drivers are only allowed to drive a limited number of hours in a day, so they can run into problems on a long trip, i.e. 12 hours. If the field trip is for overnight, the students or the program must pay for the driver's food and lodging.)

Definition of a field trip

- a. A field trip consists of student travel that is necessary for the award of academic credit and is more than 10 miles from the student's scheduled class meeting location--in Olympia or Tacoma.
- b. Student travel that does not take the student further than 10 miles from the scheduled class meeting location is not a field trip, and it is not essential to provide state vehicles for the travel. Nevertheless, faculty are encouraged to avail themselves of the use of state vehicles if a large group of students is going to a destination within 10 miles of the scheduled meeting location.

Procedures

Trips charged to your program budget

Make vehicle reservation (call 6354). Have your program secretary fill out the travel authority using your program budget number. If your trip is outside the U.S., you must also have the program secretary prepare a trip justification form. Sign the form(s) and return them to your program secretary. S/he will get any additional signatures (if needed), notify the motor pool office of the travel authority number and budget number, and forward the forms to the Travel Office. When you are ready to pick up the vehicle, the driver must take his or her driver's license to the motor pool office, where they will prepare a trip ticket for the driver to sign. The driver will then receive a copy of the trip ticket and the vehicle keys.

Trips financed by you and your students

1. Make vehicle reservation (call 867-6354). Have your program secretary fill out the travel authority using account number 111725-5600. If your trip is outside the U.S., you must also have the program secretary prepare a trip justification form. Sign the form(s) and return them to your program secretary. S/he will get any additional signatures (if needed), notify the motor pool office of the travel authority number and budget number, and forward the forms to the Travel Office.
(Note: No travel authority will be accepted unless an account number is listed.)

2. Determine the cost to each student by dividing the cost of the vehicles according to the motor pool rates by the number of students. Students should pay their field trip costs at the cashier's office using the Field Trip Payment form (see attached). Each student will then have a receipt to prove s/he has paid. The account number for motor pool expenses is 111725-5600. The cashier will need to have this account number in order to accept money from the students. Cashier's hours are 10:00-4:00, daily, including the lunch hour.
3. When you are ready to pick up the vehicle, the driver must take his or her driver's license to the motor pool office, where they will prepare a trip ticket for the driver to sign. The driver will then receive a copy of the trip ticket and the vehicle keys. The Motor Pool Coordinator's hours are 8:00 a.m.-5:00 p.m. daily, excluding lunch.

Exceptions

The budget dean, Don Bantz, must sign the travel authority if you are proposing a field trip in private vehicles without offering students the option of travel in a state vehicle.

If your travel is outside the U.S., the Provost must sign your travel authority and trip justification. The documents should go to Lorri Moore, the fiscal specialist, Lib 3234, for securing the provost's signature and processing.

Please remind students to wear their seat belts!

Field Trip Payment

The Evergreen State College

NAME OF THE CLASS OR PROGRAM _____

INSTRUCTOR

STUDENT NAME

EXT # _____ ID# _____

	account #	sub-code	amount
VAN RENTAL	111725	5600	
LODGING AND MISC	218122	1040	
OTHER			
OTHER			
TOTAL			

RECEIPT # _____

Payments should be made at the Cashier's Office. Hours are 10:00 AM – 4:00 PM Mon. – Fri.

Please make checks payable to T.E.S.C.

Don't forget to write your ID# on your check. Thank you!

Motor Pool Policies and Procedures

The Evergreen State College

Use of Evergreen Vehicles

The use of Evergreen's vehicles is restricted to official state business as defined in WAC 82-36. Use of the vehicle must be in support of the business and/or academic functions of the state or college. Vehicles cannot be used:

- For commuting, personal trips or errands
- To transport passengers, such as hitchhikers, family or friends, who are not on official college business.
- For 'side' trips, i.e. use of the vehicle to visit friends while attending a conference.

Authorized Renters

- Evergreen staff and faculty
- Evergreen student organizations
- State, federal, county and municipal government organizations

Travel Authorization

A travel authority form must be completed and filed with the Travel Office for all trips involving students. Employees do not need a travel authority to travel in the vicinity of Olympia, Lacey or Tumwater. Blanket travel authorities may be authorized for routine, recurring travel within Washington state.

A trip justification is required if travel is out of the country.

Driver Requirements

All drivers of motor pool vehicles must possess a valid U.S. driver's license and be at least 18 years old.

Driving records for all drivers will be checked at least once every three years. The following violations will make a driver ineligible to drive TESC vehicles:

- Suspended license
- Driving under the influence of alcohol or drugs
- Vehicular homicide or assault
- Unpaid traffic tickets
- Excess points due to many violations.

Drivers of Motor Pool vehicles must have an Evergreen Use Permit and must be listed on the travel authority for the trip.

Driver Responsibilities

Drivers of college vehicles represent the college community to the general public. Drivers are expected to drive defensively, be courteous and obey all traffic laws. In addition, drivers are responsible for:

- Restricting passengers to employees, students of the college or other people being transported on official college business.
- Ensuring all passengers, including the driver, use seat belts.
- Not allowing smoking, alcohol consumption or drug use in the vehicles.
- Locking the vehicle when not in use.
- Paying any traffic or parking fine resulting from driver negligence.
- Checking oil and water levels regularly when on overnight trips.
- Checking tire pressure especially when driving in extreme heat..

- Reporting all accidents and damage to the vehicle to the Motor Pool office.
- Completing all required accident reports and turning them in to the Motor Pool office.
- Returning vehicles to the appropriate location on time and in a clean and presentable condition.
- Notifying the motor pool office if the vehicle cannot be returned on time.

Vehicle Operation Standards

- A qualified driver must be on board for every 400 miles.
- Maximum driving time for any one driver is 8 hours in a 24-hour period.
- Drivers should take at least a 10 minute break every 2 hours.
- College vehicles should not be operated between 11:00 p.m. and 5:00 a.m. except when
 - a) the trip is solely to return to a home base **and**
 - b) the return trip is less than 4 hours in duration.
- A navigator should be assigned for long trips. The navigator must stay awake while on duty. The entire navigator/driver team should be replaced at least every 4 hours.
- "Spotters" should be utilized whenever a van is backing up or parking in a tight area.
- No items should be placed on the roof of 15 passenger vans.
- Do not overload 15 passenger vans with passengers and equipment. Weight should be distributed toward the front of the 15 passenger van as much as possible.
- The hauling of trailers is prohibited unless special permission has been obtained. Anyone driving a van and trailer combination must be pre-approved by the motor pool office.

Evergreen Use Permit

All drivers of motor pool vehicles must have a current Evergreen Use Permit and a signed Acknowledgment of Responsibility form on file with the Motor Pool office.

To obtain a permit, drivers must:

- Demonstrate they understand TESC Motor Pool Policies and Procedures by taking a quiz
- Present a valid driver's license
- Read and sign an Acknowledgement of Responsibility form
- Complete and sign the Motor Vehicle Record form that authorizes the college to check their Motor Vehicle driving records.

Drivers should submit their authorization to check their Motor Vehicle records at least 3 days before they plan on driving.

Vehicle Insurance

The college does not carry comprehensive or collision insurance on motor pool vehicles. Liability coverage is provided by our participation in the Washington State Self Insurance Program. This program will pay for damages to the other driver's property or injuries sustained in an accident when the driver of the college's vehicle is at fault while operating the vehicle in good faith on official college or state business.

In the event of an accident, the budgetary unit, i.e. Academics, Athletics, First People's, Computing and Communication, Advising, etc. that rented the vehicle will be responsible for the costs of the repair unless the damage is due to normal wear and tear or is covered by another vehicle's insurance.

Driver liability: If an accident occurs due to the gross negligence of the driver, i.e. driving under the influence of alcohol, reckless driving, etc. or if the vehicle was not being used for "official college or state business", the State may elect not to defend the driver in the event a lawsuit is filed. The driver would then be responsible for providing his/her own defense.

The State may also choose to subrogate part or all of the claim to the driver or actually file suit against the driver to recover damages if there is evidence of gross negligence or unofficial use.

Drivers are not required to carry personal liability insurance but, because of the limitations of the State's Self Insurance program, are urged to contact their personal insurance carrier to ensure they are covered while driving college vehicles.

Reservation Procedure

Call the Motor Pool office at extension 6354 or send an email to the Motor Pool Coordinator to make reservations for vehicles. The Coordinator can also make reservations for you at the State Motor Pool in Lacey or at private car rental organizations. A confirmation notice will be mailed to the requesting unit.

Requests for vehicles made by students must be confirmed with the appropriate faculty before the vehicle is reserved. All vehicle requests for student groups must be approved by the Student Activities office. Requests by the Wilderness Center and Outdoor Pursuits must be confirmed with the Athletics office.

A cancellation fee of \$25 will be assessed for reservations canceled less than 24 hours in advance.

Check-out Procedures

College vehicles are parked adjacent to the Motor Pool garage in the Maintenance Yard off Driftwood Road. When it is time to pick up your vehicle be sure the Motor Pool has a record of the travel authority form for the trip. The Coordinator will not release a vehicle to you until he/she has the TA number and the budget account to be charged. Program Secretaries normally take care of preparing and forwarding the TA number for academic field trips.

The Motor Pool Coordinator will prepare a trip ticket for the vehicle and give you the keys, a Voyager credit card that can be used for fuel and repairs, a Maintenance Yard gate key so you can pickup or return the vehicle after hours and a copy of the trip ticket.

Inspect the vehicle for any damage and check the beginning odometer reading. If there is damage, notify the Motor Pool Coordinator or note it on the trip ticket.

If you need to leave when the office is not open, you must make arrangements to pick up the keys the day(s) before.

Note: If the vehicle is not available or will not start and the Motor Pool office is closed, contact Police Services by dialing "0" on the telephone across from the gas pumps on the side of the Motor Pool garage. Police Services will contact a Motor Pool staff member who can help you.

Office hours are 8:00 a.m. until 4:30 p.m. The Motor Pool office is closed on the weekends and college holidays.

Return Vehicle Procedure

- Park the vehicle in the vehicle return area next to the gas pumps.
- Enter the return date and ending odometer reading on the Trip Ticket.
- Note any problems with the vehicle on the Trip Ticket under the 'Remarks' area.
- Make sure all garbage, debris and personal belongings have been removed.
- Turn off the lights, close and lock all windows and doors.
- Place the keys, gasoline credit card, gas receipts and your copy of the Trip Ticket in the drop box to the right of the door of the Motor Pool Garage office.
- If you are returning a vehicle after hours, make sure the Maintenance Yard gate is locked upon leaving.

TESC vehicles do **not** need to be refueled before returning. State Motor Pool and private rental agency vehicles **do** need to be refueled.

Fuel and Repairs

The Voyager credit card issued with each vehicle can be used to purchase:

- Gas/Oil. All TESC Motor Pool vehicles use standard, unleaded fuel. Premium fuel is not authorized. Use the self service pumps unless you have a physical disability that prevents you from doing so.
- Minor repairs (i.e. estimated to cost less than \$300.00)
- Emergency purchases of tires and batteries
- Towing and repair charges resulting from a vehicle breakdown.

For **major** repairs, (i.e. estimated to cost more than \$300), you must obtain prior authorization from the Motor Pool office at (360) 867-6354. If the office is closed, contact Police Services at (360) 866-6000.

Do **not** use the Voyager credit card for the following:

- Fuel for private vehicles
- Parking fees, ferry and bridge tolls. These tolls can be reimbursed via travel expense vouchers.
- Putting on or taking off chains.
- Removal of a flat tire. If vandalism is involved and more than one tire is damaged, contact the Motor Pool office for instructions.
- Food or other supplies.

The Motor Pool will reimburse the traveler for repair or fuel costs paid by cash, check, or personal credit card. An original receipt must be submitted.

Accidents

An accident is any damage to person or property. All accidents must be reported to the Motor Pool even if no other vehicles are involved.

- When conditions and/or regulations permit, move to the shoulder or side of the roadway to prevent further damage.
- Contact the local authorities and request an accident investigation if there is more than \$700 damage to a vehicle or if anyone is injured. If you are not sure who to call, call "911" and they will send the appropriate authority.
- Notify TESC Police Services at (360) 866-6000 if anyone is injured or if there is major damage involved.
- Use the Vehicle Accident Checklist (in the Accident package located in the glove compartment) to write down necessary information such as the names and addresses of witnesses, vehicle information and the other driver's insurance data.
- Do not give statements or discuss the details of the accident with anyone other than police or college authorities.
- Complete the State Accident Report form (SF-137) found in the accident package in the vehicle) and submit to the Motor Pool office within 48 hours of your return. Note that this form requires the signature of the responsible faculty member or supervisor.

Emergency Telephone Numbers

Motor Pool Office: (360) 867-6354
Motor Pool Garage (360) 867-6985

If there is no answer at the above numbers or after business hours, call Evergreen Police Services at (360) 866-6000. Police Services have a call back list and they will contact someone to help you.