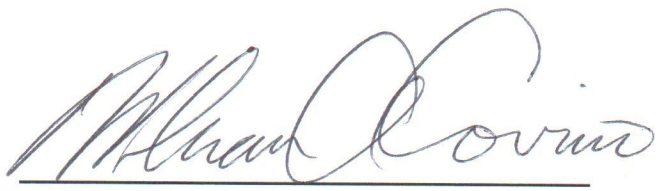
STUDENT FIELD TRIP & INTERNATIONAL TRAVEL PROGRAM

FOR

CALIFORNIA STATE UNIVERSITY, LOS ANGELES

March 2018

PROGRAM APPROVAL AND AUTHORIZATION



William A. Covino, President

3/19/18

Date

Reference:
California State University, Los Angeles (Cal State LA)
Administrative Procedure 418
Risk Management Policy Section 7.4.

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1.0. Purpose:

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

2.0. References:

1. California State University (CSU) Executive Order 1069, Risk Management and Public Safety.

2. Cal State LA Administrative Procedure 418, Risk Management Policy.

3.0. Definitions:

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

1. Employees (faculty, staff, or student) of Cal State LA on the active payroll.

2. A registered University volunteer with Cal State LA. Registration as a volunteer must be through the University Human Resources Management Office (HRM).

3. Students enrolled in the course(s) officially associated with the field trip.

Field Trip Supervisor – 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.

Travel Coordinator - The individual (faculty, staff or student) responsible for the coordination and processing of the international travel documentation. This individual also takes on the responsibility of facilitating the guidelines and protocols in this program.

4.0. Responsibilities:

4.1. 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.

4.2. The Office of Risk Management & Environmental Health and Safety (RM/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.

4.3. Employees and Students of Cal State LA shall adhere to the guidelines established for field trips and international travel as they might apply to them.

4.4. Business Financial Services (BFS) shall coordinate through the process of review and approval of the Request for Travel, the adherence to program elements, especially as related to use of vehicles, insurance and required travel documents.

5.0. Student Field Trips:

5.1. Cal State LA Field Trip Guidelines:

1. The Field Trip Supervisor shall ensure that the field trip supports the educational outcome of the course.

2. Authorized participants of a field trip must receive course credit.

3. 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.

4. The Field Trip Supervisor shall prepare a detailed day-to-day instructional agenda that includes health and safety instructions for all participants, as applicable.

5. For each field trip participant (non-Cal State LA employee) complete the Individual General Release form (Appendix A), which includes the identification of specific risks associated with the trip/site, and the Field Trip Information Guidelines Form (Appendix C). The Field Trip Supervisor shall retain originals in the department office. Copies of the completed Individual General Release form should be sent to the RM/EHS.

6. The Field Trip Supervisor shall consider ADA accessibility issues, provide reasonable accommodations as appropriate, and provide the appropriate and necessary precautions for the health and wellbeing of all field trip participants.

7. 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.

8. If travel is by a Cal State LA State Vehicle, leased van or chartered bus, then it is preferred that the field trip originate at the campus.

9. Vehicle drivers must be Cal State LA employees if driving for the purpose of a University sponsored field trip. Consult with RM/EHS if in doubt.

10. If volunteers are identified for a field trip, they must be registered with HRM and consult with RM/EHS first.

11. 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 RM/ EHS, and complete an Authorization to Use Privately Owned Vehicles on State Business (STD 261) (Appendix E). This form is an annual requirement. In addition, a formal volunteer designation must be completed with HRM and maintained on file.

12. The travel participants shall be provided training and orientation with any specialized safety or other pertinent equipment, as applicable.

13. 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.

14. Persons on a field trip shall not be under the influence of drugs or alcohol.

15. 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.

16. 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 (Appendix D). This information shall be provided to each traveling participant and retained in the department office.

17. Each Field Trip Supervisor shall designate an alternate with all applicable emergency contact information. This alternate must be an employee of the University or a designated registered volunteer prior to the travel.

18. If minors (participants under 18 years of age) are traveling, please contact RM/EHS for additional assistance.

5.2. In the Event of a Motor Vehicle Accident or Other Incident

1. 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 RM/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 RM/EHS Director.

2. 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 RM/EHS all information immediately upon return to the campus. Campus Contacts: RM/EHS at (323) 343-3527 and Public Safety Dispatch at (323) 343-3700.

3. Do not make any statements to the media, but rather state "all media referrals should be addressed with Cal State LA Communications and Public Affairs and inform Cal State LA Communications and Public Affairs at (323) 343-3050 of such inquiries. Do be responsive to authorized response agencies in the furtherance of their investigation.

4. All insurance-related inquiries shall be made to RM/EHS for follow up/coordination.

5. If there is any doubt, question, or other concern related to the guidelines for field trips, contact RM/EHS at (323) 343-3527 or (323) 343-3531.

5.3. 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 Cal State LA 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 (1) year. A copy of each release form shall be submitted to RM/EHS prior to the field trip event.

4. RM/EHS shall review all submitted release forms for conformance to Cal State LA guidelines, and retain for one (1) year. After one (1) year the release forms can be discarded.

5. The RM/EHS Director shall communicate program related deficiencies to the appropriate College Dean and/or Department Administrator.

6. RM/EHS shall review the Program for necessary revision in accordance with CSU policy or appropriate risk management protocol.

6.0. International Travel:

6.1. Cal State LA International Travel Guidelines:

1. The Travel Coordinator will initiate the Request for Travel documentation for the international travel event. In cases for which 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) Cal State LA department affiliation; and
   (e) Emergency contact information and method of contact (e.g., email, cell phone number, etc.).

2. Travel documentation shall be completed for all individual or group international travel activity and submitted to the Office of the Provost/Vice President for Academic Affairs (Provost's Office) prior to the travel event and preferably one (1) month in advance of the departure date. A copy of the Request for Travel (Appendix F) also should be submitted to RM/EHS to the attention of the Risk Analyst and/or Director, RM/EHS.

3. If the international travel is related to the Study Abroad Program, contact the University International Programs Office at (323) 343-3170 for further guidance.

4. The Travel Coordinator shall have all traveling participants that are not employees of Cal State LA complete the Individual General Release form (Appendix A) and the Field Trip Information Guidelines Form (Appendix C). The original of the release form should be retained in the department office, and a copy submitted to RM/EHS. After one (1) year these records can be destroyed.

5. The Travel Coordinator shall contact RM/EHS for travel assistance cards related to the University's medical insurance and general liability insurance for international travel. These cards are issued prior to departure.

6. The Travel Coordinator 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

7. Prior to travel, the Travel Coordinator shall conduct a pre-departure orientation meeting where the following information, at a minimum, shall be discussed:

    a. Arrangement for any out-of-country visas, passports, and licenses, as they might apply to the country of travel.

    b. 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.

    c. Travel details, such as where and when to meet, modes of transportation, hours/dates of departure and return, and packing tips.

    d. Detailed information pertaining to cultural differences that a participant might experience while visiting the foreign country(s) for this travel.

    e. Collection of University general release forms, and a discussion as to the specific risks identified on that release form. The Travel Coordinator shall obtain medical information on each traveling participant, in accordance with the Field Trips Information Guidelines Form (Appendix D), explaining any special medical conditions or needs.

    f. 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.

    g. Review emergency preparedness protocols and crisis response plans.

h. 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 Coordinator.

i. Schedule/frequency of orientation briefings while in-country.

j. Communicate codes of conduct for staff and students, addressing such issues as fraternizing, consuming alcohol, controlling activities, and conduct during periods of "free time".

8. RM/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.

6.2. International Travel Procedures:

1. The Travel Coordinator shall only schedule international travel when there is a substantial educational or professional benefit to be gained by such travel.

2. The Travel Coordinator must complete a Request for Travel form, even if no reimbursement is requested, and submit to the Provost's Office with a copy to RM/EHS.

3. The Provost's Office shall send a copy of any requested international travel via email or fax to RM/EHS (323-343-3464) for review.

4. RM/EHS will assess the international travel against a listing of "War Risk" areas (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 Provost's Office.

5. RM/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. RM/EHS shall support pre-departure meetings as requested by the Travel Coordinator.

7. Distribution of the medical and general liability assist cards to the Travel Coordinator is the responsibility of RM/EHS. Further disbursement to the individual travel participants is the responsibility of the Travel Coordinator. Every effort should be made by the Travel Coordinator to return said cards to RM/EHS.

8. RM/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 (Appendix B) must occur prior to the travel to the country in question. The Travel Coordinator must inform RM/EHS in order for such timely notification to occur.

9. Travel to Cuba requires the guidelines identified in Appendix D to be understood and adhered to. Questions related to these provisions should be directed to RM/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 RM/EHS related to individual or classroom related international travel.