



# WIREGRASS

GEORGIA TECHNICAL COLLEGE®

## **PROCEDURE: 6.8.1p.L1**

### **WGTC Field Trip**

**Revised:** June 29, 2020

**Last Reviewed:** November 3, 2014; March 17, 2011

**Adopted:** November 20, 2009

#### **Purpose**

Wiregrass Georgia Technical College recognizes that trips of an educational nature, ideally emphasizing some practical application of the technical education process, are often a vital component of the students' overall educational experience. A "field trip" is defined as travel off-site of any Wiregrass Georgia Technical College campus. However, any activity by the students and faculty carried on as a part of official class functions (such as a site or industry visit, clinicals, or live work project within the service area) shall be bound by the requirements and limitations of this policy concerning approval, safety, authority/responsibility of instructors, fiscal and academic responsibility, student conduct, and emergencies.

#### **Approval**

The faculty member, responsible director, or staff member will complete and submit a "Field Trip Approval Form" through his/her supervisory chain for approval by the Dean of Academic Affairs or Vice President of Academic Affairs, as appropriate. All field trips, whether academic (conducted as a complement to classroom instruction) or non-academic (co-curricular activity conducted under the auspices of a sanctioned institutional organization), require completion of activities and prior approval.

#### **Safety and Emergencies**

The safety of students, faculty, and staff will be paramount in trip planning. Planners will abide by the procedures and philosophies in the Wiregrass Georgia Technical College Safety Plan as well as the Emergency Action & Safety Plan during all facets of planning and execution.

#### **Fiscal and Academic Responsibility**

Transportation, lodging, and college-funded meals will be obtained at the lowest cost compatible with safety and security. Event-sponsored lodging and food will be used to the maximum extent possible. Utmost consideration is to be given to the academic purpose of the trip when planning activities. Students who cannot or choose not to participate in a field trip must be given the option of completing an alternative, supervised activity in lieu of the field trip.

#### **Transportation**

No personal vehicles shall be used by any college personnel for the transporting of students on

field trips. Students may transport themselves to certain field trips. However, if a student chooses to do so they are assuming the risk of this responsibility.

Absent extraordinary circumstances (specifically approved by the President, Provost, or Vice President of Academic Affairs) field trip transportation offered by Wiregrass Georgia Technical College shall be conducted by fully insured, properly licensed professional drivers using either licensed livery vehicles or State of Georgia vehicles that meet all appropriate safety standards. Faculty members driving college vehicles shall be deemed to meet this requirement.

### **Accident Insurance Coverage**

Appropriate accident insurance coverage is provided to both students and faculty as required by TCSG and Wiregrass Georgia Technical College policies.

### **Acknowledgements by Students, Faculty, & Staff**

Every participant in a field trip will be required to sign a Wiregrass Georgia Technical College "Assumption of Risk, Agreement to Abide by Code of Conduct, Release of Liability, and Limited Medical Authority Form". An example of this form follows this policy. This copy will suffice for official activities within the service area, not strictly defined as "field trips" for the purposes of this policy. The faculty member, responsible director, or staff member will secure emergency information from the student and keep the information available at the field trip site. Such information includes the name, address, and telephone number of the student's parent, spouse, or other relative who may be contacted in event of an emergency. A copy of this form with the student information and contact information must be left with the appropriate Dean of Academic Affairs or designee. The Vice President for Academic Affairs will ensure that all applicable credit and non-credit students under the supervision of that division complete the form prior to any field trip.

### **Records Maintenance**

The responsible faculty member or director will maintain all field trip records (transportation and lodging arrangements and receipts, waiver forms, incident reports, etc.) for a period of two years. For any reportable incident that required the attention of the office of the President, the Vice President for Academic Affairs will retain the file indefinitely.

### **Responsibility**

The Vice President of Academic Affairs has the overall responsibility of ensuring this procedure is implemented.

### **References**

TCSG Policy 6.8.1 Field Trips

TCSG Procedure 6.8.1p Field Trips

WGTC Procedure 4.7.2p.L2. Driver Qualification Standards

Forms:

Wiregrass Field Trip Request Form

High School Field Trip Request Forms

Participant Roster

Assumption of Risk, Agreement to Abide by Code of Conduct, Release of Liability, and Limited Medical Authority Form

Self-Transportation Statement