

## **WGTC 5.21**

### **Field Trips**

Field Trips can be an important component of a student's educational experience and the use of such out-of-classroom experiences by the College is encouraged when appropriate. College sponsored field trips shall be education-related and conducted with a focus on the safety of students and staff, fiscal responsibility, and academic responsibility. Each Technical College is required to develop a local field trip procedure consistent with the provisions below and includes steps to address emergencies and compliance with relevant fiscal, academic, and student and employee conduct policies.

#### **Definitions**

**Field Trip:** any activity typically involves off-campus travel for one or more students enrolled in the college or Adult Education program. Independent study, internships, class meetings, and off-campus work on an individual project are not considered Field Trips. Section 504

**Coordinator:** an individual designated by the president of the college to ensure compliance with Section 504 of the Rehabilitation Act of 1973, the Americans with Disabilities Act of 1990 as Amended, and any other state and federal regulations governing disabilities; the responsibilities of the 504 Coordinator will include, but may not be limited to evaluating students requesting accommodations for a disability and ensuring equal access to facilities, services, and programs.

**Sponsor:** an employee of the college organizing a field trip and/or accompanying students on a field trip. This individual is usually a Student Life employee and/or a Student Organization Advisor.

#### **Driver Qualifications/Transportation**

1. Any employee who operates a vehicle for field trip activities must comply with the TCSG [Driver Qualification Procedure](https://www.tcsg.edu/tcsgpolicy/files/4.7.2p.pdf) (<https://www.tcsg.edu/tcsgpolicy/files/4.7.2p.pdf>). (NOTE: Colleges should provide a copy of this procedure to any employee who may be responsible for transporting students on field trips).
2. Colleges will ensure that any state-owned vehicle offered for transportation is adequately maintained and insured in accordance with Georgia Department of Administrative Services regulations.

3. If chartered transportation is utilized for field trips, colleges must ensure that the provider has the appropriate liability insurance and uses licensed professional drivers.
4. A person renting a car should not allow others to drive the vehicle unless the rental agency has authorized such use.
5. Employees and/or students may use personal vehicles to transport students on field trips if granted permission by the trip advisors and the area VP is notified.  
**This is not recommended.** If granted, then the waiver should be completed (apart of the Field Trip Release Form).
6. Any traffic and parking citations received during a field trip are the driver's responsibility and must be immediately reported to the employee's supervisor.
7. College transportation for field trips must be provided, depart from, and return to the college campus.

The Student Organization Advisor or the Student Life Employee will **first complete the [Field Trip Request Form](#)** to gain permission from some and give notification to others about the trip.

**All students and instructors/advisors participating on field trips** are required to complete the [Student/Advisor Field Trip Release Form](#). There are self-transport release and guidelines if the students/advisor is driving a personal vehicle.

This form includes:

- a. Student's contact information
- b. General trip information
- c. Student emergency/medical information
- d. Possession of Drugs and Alcohol Policy (including tobacco and alternative smoking devices)
- e. Seat Belt Notification
- f. Student Code of Conduct/Student Discipline
- g. Release and Waiver of Liability
- i. Acknowledgement and Agreement
- j. Self-Transport Guidelines

Dual Enrollment students are generally not allowed to participate in overnight trips so the advisors need to discuss this with supervisors ahead of completing any forms. If the student is **under the age of 18, a parent or legal guardian must execute the form.**

Colleges must provide reasonable accommodations to students with disabilities to enable them to participate in field trips. Questions regarding [accommodations](#) may be addressed to the college's Office of Accessibility Services at <https://www.westgatech.edu/contact-us/accessibility-services/>.

For each field trip, the Technical College must have a designated contact person on campus with information about the field trip if emergency communication is necessary. Information

should include the purpose, location, duration, mode and route of transportation, and emergency contact information for each participating student or sponsor. Field trip sponsors should have access to communicate with contact or emergency personnel at all times and are required to maintain a copy of the emergency contact information for each participant during the trip.

Field trips should be clearly identified in the course syllabus (including location, time, and mode of transportation) when the trip is connected to the course. The syllabus should also identify the field trip as "required" if student participation is mandatory. The sponsor should discuss in relevant detail with students the risks associated with the activity, relevant emergency preparedness information, and expectations for behavior during the activity (including transit to and from the location(s)).

During a field trip, sponsors will be subject to all policies and procedures, including the [Ethics and Standards of Business Conduct \(https://www.tcsg.edu/tcsgpolicy/files/4.3.2p1.pdf\)](https://www.tcsg.edu/tcsgpolicy/files/4.3.2p1.pdf).

Students are subject to all policies and procedures, including the Student Code of Conduct.

### **Records Retention**

Documents collected according to this procedure are subject to the Georgia Records Retention Schedule. Upon reasonable belief that legal action may occur due to an injury or loss suffered on a field trip, the college shall suspend any schedule for the destruction of related records and take immediate and affirmative steps to secure such records in their original format(s) [http://www.georgiaarchives.org/records/retention\\_schedules](http://www.georgiaarchives.org/records/retention_schedules).

Reference: State Board Procedure 6.8.1  
State Board Procedure 6.8.1p.  
<https://tcsg.atlassian.net/wiki/spaces/policymanual/overview>

Policy Source: West Georgia Technical College	Policy Manager: Vice President, Student Affairs	Effective: 3/2009
Division: Student Affairs	Reviewed: 9/2021; 5/2024  Revised: 9/2021; 5/2024	