

WGTC 6.9

Field Trips

A field trip is defined as any structured learning experience that takes place outside the physical surroundings of the College.

Field Trips can be an important component of a student's educational experience, and the use of such out-of-classroom experiences by West Georgia Technical College is encouraged when appropriate. Field trips must be program-course-related or club- organization-related. In general, field trips should be a recommended activity but not mandated. An alternate plan related to the curriculum must be developed for credit course students not attending the planned field trip. Courses taught with a mandatory field trip must disclose the field trip requirement in the course syllabus.

Student field trips may be requested by instructors or organization advisors and then submitted to the Academic Dean for consideration. If approved by the Academic Dean, the request is submitted to the Vice President of Academic Affairs for overall approval. In addition, the current work load of adjunct faculty requesting permission to participate in field trips must be evaluated for compliance with ACA thresholds or other ACA restrictions prior to receiving approval for participation. Generally, adjunct faculty may not participate in field trips exceeding half of a traditional work day or requiring overnight lodging. Transportation and any costs incurred, i.e., meals, are the responsibility of the student. Field trip participants are expected to conduct themselves in conformance with policies established by the College and the directives of any applicable faculty or club sponsors or other applicable College approved and designated supervisor attending the activity.

No personal vehicles shall be used by any College personnel for the transporting of students on field trips. Field trip transportation offered by West Georgia Technical College shall be conducted by fully insured, properly licensed professional drivers using either licensed delivery vehicles or State of Georgia vehicles that meet all appropriate safety standards. Students shall be discouraged from transporting other students on field trips and shall be prohibited from doing so if travel is a component of the field trip.

To minimize the risk of liability, all employees exercise prudence and good judgment in the management of all field trip activities.

A. Driver Qualifications/Transportation

1. Any employee who operates a vehicle for field trip activities must be in compliance with the TCSG Driver Qualification Procedure.
2. Colleges will ensure that any state-owned vehicle offered for transportation is properly 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 is utilizing properly licensed professional drivers.
4. A person renting a car should not allow others to drive the vehicle unless such use has been authorized by the rental agency.
5. Presidents may determine that personal vehicles will not be used by any employee or student for the transporting of students on field trips.
6. Any traffic and parking citations received during the course of a field trip are the responsibility of the driver, and must be immediately reported to the employee's supervisor.
7. College transportation for field trips must be provided and must depart from and return to the college campus.

B. Students participating in field trips are required to sign the attached "Assumption of Risk, Agreement to Abide by Code of Conduct, Release of Liability, and Limited Medical Authorization"; if the student is under the age of 18, the form must be executed by a parent or legal guardian.

C. 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 Section 504 Coordinator or the Office of Legal Services.

D. For each field trip, the College must have a designated contact person on campus with information about the field trip in the event that 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 course of the trip.

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

F. Sponsors will be subject to all policies and procedures, including the Ethics and Standards of Business Conduct during the course of a field trip.

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

Reference: State Board Policy 6.8.1.
<https://www.tcsg.edu/tcsgpolicy/files/6.8.1.pdf>

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