



# WIREGRASS

GEORGIA TECHNICAL COLLEGE®

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

### **WGTC Field Trips**

**Revised: October 18, 2022**

**Last Reviewed: October 18, 2022; 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. If the field trip is an overnight trip, all employees on the field trip (faculty/staff/chaperones) must complete Campus Security Authority (CSA) training. If you have not completed CSA training during this staff development reporting year, please contact Human Resources

#### **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 or Executive 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 Executive 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



# Field Trip Request Form

Approval must be requested by instructor at least **four (4) weeks** prior to the requested date of the field trip. **If this is for a high school class, please complete the High School Request Form.** Instructor must take a copy of the Student Accident Report form on the field trip and report any accidents immediately to [accidents@wiregrass.edu](mailto:accidents@wiregrass.edu).

\_\_\_\_\_  
Program Instructor/Advisor CSA Trained Yes ( ) No ( )

\_\_\_\_\_  
Destination Instructor Contact Number Instructor/Advisor CSA Trained Yes ( ) No ( )

\_\_\_\_\_  
Date/Time Departing Date/Time Returning Instructor/Advisor CSA Trained Yes ( ) No ( )

\_\_\_\_\_  
\*Transportation to be used Instructor/Advisor CSA Trained Yes ( ) No ( )

\_\_\_\_\_  
Purpose of Field Trip/Description

Attach:

- List of participants with emergency contact
- Signed copy of **Release & Waiver of Liability** form
- Copy of **Request for Absence** form and **Out of State Approval** if necessary
- \*If a private vehicle is used, submit **copy of driver's license and proof of insurance** with form, along with the completed **Self-transportation Statement**.
- If this is an overnight trip, send a list of room numbers and hotels used, once you return, to Chief Allmond.
- **If this is an overnight trip, all instructors must be CSA trained. If you have not completed CSA Training, contact HR.**

\_\_\_\_\_  
Instructor's Signature Date Dean's Signature Date

**Submit completed form and attachments to Exec. Vice President for Academic Affairs.  
Signature below indicates approval.**

\_\_\_\_\_  
Exec. VP for Academic Affairs Signature Date President's Signature Date

\_\_\_\_\_  
Tim Allmond, WGTC Chief of Police Date

\_\_\_\_\_  
Comments or Notes: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_





**Code of Conduct**

I hereby agree that, in consideration of my being permitted to participate in this Wiregrass Georgia Technical College field trip/conference/competition as a student, I will be subject to the supervision and authority of the instructor/advisor in charge. I also understand and agree that the instructor/advisor in charge has the sole authority to make decisions regarding my continued participation in the field trip/conference/competition if he/she determines that my conduct warrants disciplinary action or that my continued participation, for whatever reason, poses an immediate risk of harm to me or to others.

**Assumption of Risk, Waiver of Liability, and Medical Authorization**

I understand that participation in this activity may involve certain risks to my property and/or person that may, in rare cases, be serious or even lethal. I understand that Wiregrass Georgia Technical College shall not assume any liability for damage to or loss of my person or property or for financial obligations incurred by me. Therefore, I freely assume those risks associated with these activities by waiving my rights to sue or otherwise bring claims against WGTC, the Technical College System of Georgia and its Board, and their officers, faculty, employees or agents for personal injuries, death or any other claim, except for those caused by a deliberate wrongful act of the aforementioned. *\*It is strongly recommended that personal medical insurance be obtained by students prior to attending the activity.*

**Medical Authorization**

Student Name: \_\_\_\_\_ Student ID #: \_\_\_\_\_ SS# \_\_\_\_\_

Insurance Carrier, Phone & Group #: \_\_\_\_\_

Name of policy holder & Policy #: \_\_\_\_\_

Current medical condition/Allergies(s): \_\_\_\_\_

Current medication(s): \_\_\_\_\_

Emergency contact name, relation and phone number: \_\_\_\_\_

In the event of an emergency and I am unable to act on my own behalf, I authorize the faculty/advisor of the field trip/conference/competition to take whatever action they deem is warranted and appropriate regarding my health and safety. I affirm that I am eighteen (18) years of age or older.

\_\_\_\_\_  
Student's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Advisor/Instructor's Signature

\_\_\_\_\_  
Date

**DECLARATION AND RELEASE OF PARENT OR GUARDIAN FOR PARTICIPANTS WHO ARE UNDER 18 YEARS OF AGE**

I certify that I am the parent or legal guardian of \_\_\_\_\_ who has applied for participation in the field trip program. I have read the foregoing Assumption of Risk, Waiver of Liability and Medical Authorization, and I understand it. Further, in consideration of \_\_\_\_\_ being permitted to participate in the Wiregrass Georgia Technical College field trip, I accept and agree to be bound by, on my own behalf and on behalf of \_\_\_\_\_, the terms and conditions set forth in the foregoing Assumption of Risk, Waiver of Liability and Medical Authorization.

If the Wiregrass Georgia Technical College student organization conference/competition or field trip that the student has applied for participation in requires overnight lodging, students who are under the age of 18 are required to have a parent or guardian accompany them, at the parent or guardian's own expense. For a conference or competition that requires registration, confirmation of the parent or guardian who will accompany the student must be received before Wiregrass Georgia Technical College will register the student for the conference or competition.

\_\_\_\_\_  
Parent/Guardian/s Signature

\_\_\_\_\_  
Date



## Self-Transportation Statement

Wiregrass Georgia Technical College will provide transportation in official government or rented vehicles for the purpose of sanctioned field trips, conferences, competitive events, and other activities which involve WGTC students and employees.

In extenuating circumstances, students may request permission to use personal vehicles for transportation. If self-transportation to and from the sanctioned event is approved, the student assumes all risks related to self-transportation, waives any and all claims for injury, damage, death or any other legal claim and covenants not to sue Wiregrass Georgia Technical College, the Technical College System of Georgia or its Board or their employees, officers or other agents.

If permission to self-transport is given, students and employees are **expressly prohibited** from transporting another student to or from **any event outside of the WGTC 11 county service area**. Wiregrass Georgia Technical College will not be liable for damage, injury, or death incurred by students or employees who violate this condition. Violators of these policies will be subject to administrative reprisal and possibly dismissal from Wiregrass Georgia Technical College.

### STATEMENT OF UNDERSTANDING

I, \_\_\_\_\_, request that I be allowed to provide my own transportation to the field trip or event listed below. I hold Wiregrass Georgia Technical College harmless from any liability in the event of damage, injury, or death incurred as a result of providing my own transportation to and from the event. Furthermore, I understand that I am prohibited from providing transportation to another student outside of the WGTC 11-county service area and that failure to abide by this condition will result in administrative reprisal and possibly suspension.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Organization

\_\_\_\_\_  
Activity Description

\_\_\_\_\_  
Dates of Travel

\_\_\_\_\_  
Location



# High School Field Trip Request Form

Approval must be requested by instructor at least **four (4) weeks** prior to the requested date of the field trip. Instructor must take a copy of the Student Accident Report form on the field trip and report any accidents immediately to [accidents@wiregrass.edu](mailto:accidents@wiregrass.edu). **Field trips for high school students must also be approved by the high school, following their policies and timelines. In some cases, additional school system forms are required.**

\_\_\_\_\_  
Program Instructor/Advisor CSA Trained Yes ( ) No ( )

\_\_\_\_\_  
Destination Instructor Contact Number Instructor/Advisor CSA Trained Yes ( ) No ( )

\_\_\_\_\_  
Date/Time Departing Date/Time Returning Instructor/Advisor CSA Trained Yes ( ) No ( )

***(WGTC will not provide transportation for high school students. School system bus transportation should be requested according to school system policy.)***

\_\_\_\_\_  
Instructor/Advisor CSA Trained Yes ( ) No ( )

\_\_\_\_\_  
\*Transportation to be used

Do we have parental consent forms for all students?  
Yes ( ) No ( )

Has High School Field Trip Request Form Been completed and approved? Yes ( ) No ( )

Purpose of Field Trip/Description \_\_\_\_\_

Attach:

- List of participants with emergency contact
- Signed copy of **Release & Waiver of Liability** form
- Copy of **Request for Absence** form and **Out of State Approval** if necessary
- If this is an overnight trip, send a list of room numbers and hotels used, once you return, to Chief Allmond.
- **If this is an overnight trip, all instructors must be CSA trained. If you have not completed CSA Training, contact HR.**
- Approved High School field trip form.

\_\_\_\_\_  
Instructor's Signature Date

\_\_\_\_\_  
Dean's Signature Date

***Submit completed form and attachments to Exec. Vice President for Academic Affairs.  
Signature below indicates approval.***

\_\_\_\_\_  
Exec. VP for Academic Affairs Signature Date

\_\_\_\_\_  
President's Signature Date

\_\_\_\_\_  
Tim Allmond, WGTC Chief of Police Date

Comments or Notes: \_\_\_\_\_





