

Medical Coverage

Student Participants

In the event of an injury resulting from an accident during a field trip, the student's personal health care plan is *primary*. If the student's health care benefits are exhausted, the CSU Student Travel Accident Insurance may help pay for additional related injury expenses. Enrolled students without a private health plan may seek medical attention from the campus Student Health Services.

Please note that the CSU Student Travel Insurance policy **covers accidental injury only**. The policy **DOES NOT** provide coverage for any illness or disease unless an accident is the direct cause of the illness.

Workers' Compensation Benefits

If you are an employee with Cal Poly Pomona, participating in a field trip (i.e., staff, faculty, student working on a field trip as a student assistant, including college work study funded student assistants, or as an approved volunteer employee), you may be eligible for Workers' Compensation benefits that may assist in paying for medical expenses related to your accident. Call the campus Workers' Compensation Coordinator to obtain a claim form at (909) 869-3725.

Campus Resources

Risk Management Services

Workers' Compensation claim forms.
Claims Coordinator
Phone: (909) 869-3725
Fax: (909) 869-2926
E-Mail: vjeberle@csupomona.edu



Authorization to Drive on University/State Business, Authorization to Use a Private Vehicle Form, Accident Information Card, Defensive Driver Training requirements, and DMV Clearance.

Loretta Roth
Training & Development Coordinator
Organizational Development & Training
Phone: (909) 869-2705
Fax: (909) 869-3779
E-Mail: ljroth@csupomona.edu

University Police Services

Emergencies and other assistance.
Phone: (909) 869-3070
Fax: (909) 869-4909



Cal Poly Pomona

Field Trip Guidelines



Rev. May25, 2009

What is a Field Trip?

A field trip is an out-of-classroom, off-campus trip relating to an academic course or university sponsored program where the date, time and location (usually for a group) is selected by a faculty or staff member.

For example, if a course requires students to meet the faculty member at a museum on a specific date/time, and this meeting is considered part of the course's required content, then this would be considered a field trip.

However, if the faculty member asks students to visit a museum sometime during the academic term, and they do it on their own without any involvement of faculty/staff, then the student's visit to the museum would not be considered a field trip.

Field Trip Guidelines

To ensure that all field trips have the least potential liability and promote the greatest amount of safety possible, the following guidelines are recommended and are intended to supplement any existing college/departmental procedures:

- **All field trips shall begin and end at the field trip site.**
- To be a University-covered field trip, it needs to be a course requirement.
- Students should be advised of any hazardous, extraordinary, or strenuous activity anticipated during the field trip.
- All field trip participants must complete and submit the appropriate liability waiver (including the designation of an emergency contact person), before departing on the trip. The waivers are to be retained in the academic department office.
- A list of all persons participating in the field trip should be retained in the academic department office (with a designated faculty/staff contact person in charge of safety), in the event of a major accident or emergency.

Field Trip Guidelines (Continued)

- Faculty/staff field trip participants shall complete all paperwork and obtain the necessary management approvals, required for traveling on University business, in advance of the field trip.
- No alcoholic beverages or controlled substances shall be transported in a State or private vehicle (on State business) at **ANY TIME**.

Authorized Participants & Drivers

Authorized Participants of a Cal Poly Pomona (CPP) Field Trip are CPP:

- Faculty
- Staff (academic)
- Approved volunteer employees*
- Enrolled students
- Enrolled College of the Extended University students

***For non-academic staff and student volunteers, the completion of a CSU Volunteer Identification Form is required. This form is to be held in the academic office.**

Authorized Vehicle Drivers on a Field Trip Must Possess:

- A valid **California** driver's license
- A good driving record (DMV pull notice)
- If driving a private vehicle**, a completed Authorization to Use Privately Owned Vehicle on State Business (Form STD 261) is to be submitted to be submitted.

**Please note that personal liability insurance is primary when driving a privately owned vehicle.

What to Do in Case of a Vehicle Accident

1. Determine whether immediate medical attention is needed for anyone involved in the accident. Obtain necessary medical assistance.
2. Use the STD 269 (Accident Information Card), if driving a State vehicle, and share information with the other driver.
3. **Do not admit any fault or make promises.**
4. Report any accident to the State Office of Risk and Insurance Management (ORIM) that involves any State-owned vehicle or any vehicle (personal, rental, leased, etc.) used for State business within 48 hours. Complete and submit the form STD 270 (Vehicle Accident Report) to your supervisor and Risk Management Services.
5. If a police report was completed, provide the report number with the STD 270. Your supervisor must complete and submit form STD 274 (State Driver Accident Review).
6. **Immediately report any bodily injury or significant property damage** to the State Office of Risk Insurance and Management (ORIM) by telephone at (916) 376-5302 or by FAX (916) 376-5277. Weekend voicemail messages may be left at (800) 900-3634. All calls will be returned on the next business day.