Field Trip Leader/Administrator Checklist
(The Trip Leader is the Faculty member in charge)

Pre-Trip

☐ Review, understand and agree to enforce Procedures for the Approval of Academic Travel

☐ Submit Accounts Payable’s Request for Approval of Travel and other required documentation to Trip Administrator

☐ Prepare a Trip Information Sheet for distribution to all participants

☐ Collect all required documentation, authorizations and waivers

☐ Advise / Document students of all possible hazards and potential problems

☐ Update Trip Administrator/Department Chair of any changes in Trip details

☐ Document/Attend ‘Trip Leader Meeting’ prior to departure

☐ Have current 1st Aid/CPR certification

(If vehicles will be driven on the trip)

☐ Assure 1st Aid Kit is in each vehicle

☐ Verify working cell phones are in each vehicle

☐ Document/Conduct or verify pre-trip vehicle inspections

☐ Submit the following to Trip Administrator (in Department Office) before departure:
  ☐ All documentation
  ☐ Final Roster
  ☐ Completed vehicles inspection sheets

During Trip

☐ Carry Credit Card on Trip

☐ Assure multiple vehicles stay in touch (i.e., Cell Phones, Walkie-Talkies)

☐ Enforce driver changes and rest stops

☐ Take roll at the start and at regular intervals

☐ Enforce behavior guidelines and alcohol & drug policies

☐ Implement Emergency Response Plan when needed

☐ In Emergency, contact Department Administrator and/or phone ‘Tree’
Post Trip

- Document unusual encounters or problems
- Complete Trip and/or Accident Report Forms
- Contact Trip Administrator

**Field Trip Administrator Responsibilities**
(The Field Trip Administrator is a full time campus person in the Department Office)

- Coordinate Trip with Chair’s approval (determine that it’s mandatory)
- Assure faculty/student/volunteer drivers are authorized
- Ensure that copies of current driver licenses, certifications, authorizations, DMV driving records, signed waivers, etc., are on file
- Conduct/Verify Defensive Driver Testing
- Conduct Trip Leader Meeting prior to departure
- Verify Trip Leader’s First Aid/CPR certification
- Files to maintain:
  - List of Driver & Driver details
  - Itinerary with dates and times
  - Vehicle Registration and Insurance documents
  - Travel Roster and documents
  - Participants’ list with complete Contact information
  - Academic Field Trip Informed Consent Forms

**General Requirements**

- Maintain vehicle registration and insurance documents
- Verify any bus or van rental operators’ insurance and driver policies.
- Air travel documentation (if air travel involved)
- Cost accounting as necessary