

## MUSE – Field Trip Procedure Info for Faculty

The following information was obtained from a phone conversation Annette Nellen had with Dian Tollinger in SJSU's Safety & Risk Services in the HR Group on 3/26/02.

- As long as the trip is part of the curriculum, the activity itself is covered by university insurance (apparently just as if you were in the classroom).
- Faculty should not drive students or encourage students to drive other students. Such driving is not covered by university insurance. It is best to just tell students – “we will all meet (for example) at the Tech Museum or Latino Library at 11:00.” It is ok if students arrange among themselves to ride together, but you should not set it up. If you are going somewhere on public transportation, it is ok to all go together (such as Caltrain to SF) once you all get yourselves to the public transportation.
- If you hire a bus as part of class trip, that is ok because the bus will have insurance coverage (you should verify this). You should also work with your department chair and/or administrative assistant to arrange for the payment procedures.
- For some trips for which there may be some risk (apparently something beyond the typical classroom experience), such as trip to the San Andreas Fault, it would be best to have students sign an “informed consent” form which you should collect. The completed form can be stored in the Undergraduate Studies office (send to Anna Tappero at 0030) or your department office – it just needs to be on file (no need to send it to Dian). See attached word file (“Informed Consent Master”) for the form.
- Questions on field trips – contact Dian Tollinger at 4-2151 or dtolling@email.sjsu.edu. You may also want to check with your department chair.