



Organized field trips and recreational visits enhance learning and the student experience. The guidance below assists staff responsible for organizing field trips to ensure appropriate arrangements for health and safety are in place.

PLAN AHEAD:

Transportation Trip leaders should review training and driver certification requirements when traveling on University business. parking.uoregon.edu/content/business-travel

Waiver of Liability A waiver of liability is used to inform prospective participants of potential risks involved with an activity, allow individuals to voluntarily choose to incur risks, and to secure an agreement from the individual to hold the university harmless. A waiver is not required if the activity is for class credit.

safety.uoregon.edu/waivers-liability

Clery Act Mandatory Reporting The Clery Act is a federal law that requires schools to collect information on and report crimes that occur at certain types of locations, including crimes that occur during student trips. clery.uoregon.edu/student-travel-requirements

Emergency procedures

- Plan for what to do in the event of a serious incident, plan a central meeting location.
- Prepare for first-aid arrangements and identify medical resources.
- Know weather and road conditions before travel, check with U.S. Forest Service or Coast Guard.
- Emergency contact Collect emergency contact information for all participants including staff prior to travel.

Roles and responsibilities Have roles and responsibilities of participants been defined? Communicate the Student Code of Conduct and expectations.

Accessibility Consider researching accessibility services, including those for service animals before you travel.

Injury Reporting Workers' compensation coverage at the university does not extend to the general student population, visitors, temporary agency employees, volunteers, or faculty on a courtesy appointment. However, Safety and Risk Services must be notified of any injury to a temporary agency employee working for the university.

safety.uoregon.edu/injury-reporting-and-workers-compensation

safety.uoregon.edu/third-party-incident-reporting

