

OSU INSTITUTE OF TECHNOLOGY
POLICY & PROCEDURES

Field Trips	4-009 STUDENT SERVICES April 2013
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POLICY

- 1.01 OSU Institute of Technology (OSUIT) administration recognizes the value of field trips as part of the overall educational program.
- 1.02 Field trips must not exceed two days of actual class time throughout a semester. Additional field trips in excess of the allotted two days or scheduled for weekends must have the approval of the unit leader.
- 1.03 No field trips are to be scheduled the last two weeks of a full semester course or the last week of a half semester course. The Executive Vice President's Office must approve any exceptions in advance.

PROCEDURES

- 2.01 Certain guidelines must be observed. The following regulations will be used in planning and making field trips:

A. Field Trip Requests

1. The Field Trip Request Form is to be completed and submitted at least seven (7) days prior to any field trip.
2. To be valid, routing and the approval process begins with the unit leader and is forwarded to the Director of Student Life.
3. The request is acknowledged by the Director of Student Life for student accounting purposes.
4. All divisions will receive advance notice of the date of the trip along with names of participants. Students are responsible for making arrangements with faculty to make up any class work they miss during the trip.

B. Insurance

1. Accident insurance is required and initiated by processing the Field Trip Insurance Form. All recognized club sponsored off-campus trips require student participants to be covered under the "Trip Insurance Plan." No additional insurance is needed for faculty and staff.

OSU INSTITUTE OF TECHNOLOGY
POLICY & PROCEDURES

2. Trip insurance must be purchased for each participant at a rate determined by the OSU main campus. The cost is calculated by multiplying the rate times the number participants times the number of calendar days (not 24 hour period) of the trip. This charge is to be paid at the time the insurance form is filed for unit trips.
3. The form and the money must be sent to the Bursar's Office at least 24 hours in advance of any trip. Activity Requests will be returned "Denied" if trip insurance is not purchased 24 hours prior to any trip.
4. School vehicles are insured by the university with liability coverage.

C. In-State Trips

1. Field trips in Oklahoma may be planned, and the completed request form submitted, in accordance with the above procedures for action.
2. Generally, one field trip per semester is considered reasonable for a unit.
3. Consideration will be given when a club or class has plans for multiple field trips in the same semester. The Executive Vice President's Office must approve additional trips in advance.

D. Out-Of-State Trips

Out-of-state travel forms are required for out-of-state trips, and must be submitted to the President's Office for approval by the President or his/her designee, at least seven days preceding the date of the trip.

E. Overnight Trips

1. When students and faculty are scheduled out overnight as a part of an approved campus activity, all participants must sign and submit the Student Travel Form, indicating they are aware of the campus expectation for acceptable behavior. The form also grants OSUIT and/or its designee to seek medical treatment for participants should the need arise. The Student Travel Forms are to be submitted to the Student Life office at least two days prior to departure. See also Policy 1-018 *Drug Free Campus*.
2. When making lodging accommodations, female students must be housed with female students and male students with male students. Advisors and/or faculty must never be housed with students.

F. General safety requirements for both operators and passengers:

1. Insurability: drivers must be insurable per OSU Risk Management.

OSU INSTITUTE OF TECHNOLOGY
POLICY & PROCEDURES

2. Seat Belts: occupants of motor vehicles must use seat belts or other approved safety restraint devices at all times.
3. Alcohol and Illegal Substances: occupants of any vehicle shall not possess, consume, or transport any alcoholic beverages or illegal substances. Drivers shall not use alcohol within eight (8) hours prior to, or during, operation of motor vehicles.
4. Passenger Capacity: the total number of passengers may not exceed the number of authorized seatbelts available.
5. At least two qualified drivers must be used if traveling farther than 350 miles one way, or if the trip is expected to extend later than 2:00 a.m.
6. The maximum number of hours a driver may drive in any twenty-four (24) hour period is eight (8) hours.
7. Drivers must refrain from using electronic devices while the vehicle is in operation.

Approved: August 1996
Revised: September 2005
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