



# Field Trip Guidelines for Faculty

## Field Trip Gear

Field trip gear (camping gear, binoculars, lanterns, etc.) is kept in 003 KINCAID, just off the KIN loading dock, secured by a card-swipe lock. Contact Ron Killman ([killmr@uw.edu](mailto:killmr@uw.edu)) to borrow this equipment or to arrange for storage of field gear for your class. Report any problems or mal-functioning equipment to Ron.

All items stored in this room should be clearly labeled with your name, office number, email, and course number (and a hands-off note if you don't want others to use it).

## Recycling & Compost

All courses are strongly encouraged to recycle waste whenever possible. There are several large plastic bins in KIN 003 to collect cans, bottles, glass, plastics (#1 or 2), and paper. Empty these bin into the collection bins on the KIN loading dock upon your return and return them to KIN 003.

There are several special vented containers for food waste. Empty these into the compost bin on the KIN loading dock.

Let's get students into the habit of recycling and composting!

## Vehicle Reservations

Gretchen Shirley-Bellande ([shirlg@uw.edu](mailto:shirlg@uw.edu)) will reserve vehicles for your class. For safety reasons, 15-passenger vans are no longer available. Canceling or changing reservations must be done at least 72 hours in advance or we will be charged the full daily rate of the initial reservation.

## UW Vehicle Regulations

Only registered UW students and faculty can travel in or drive UW vehicles. Drivers must have a valid driver's license and UW ID card with them at all times and must be familiar with, and follow, traffic laws. Temporary employees who don't have an id card must obtain an authorization letter from the Instructional Support Office, 302 HCK. No smoking in vehicles is allowed.

Regular motor pool vehicles cannot be driven off-road. Only Suburbans or Jeeps can be used for off-road activity; please request in advance. University vehicles may not be used for transportation to/from personal on- or off-campus residences or for transportation to purely recreational activities in the field.

Before leaving check to make sure that the vehicle has a spare tire, jack, and lug wrench—these have been known to be missing.

Drivers must be courteous to other drivers and pedestrians. If you have even a minor accident, you must immediately pull over, open the glove compartment and follow the accident instructions inside. The driver is personally liable for any traffic or parking tickets incurred. Minor damage/repair to the UW vehicle is covered by the rental rate, but the department will be charged for extraordinary items. Contact Motor Pool if repair is necessary during the trip. The University does not carry comprehensive insurance nor is equipment or personal property insured.

Clean out vehicles being returning to Motor Pool or a cleaning fee of \$25/hour is incurred. We have been charged over \$100 for vehicles returned with dirt, sand, leaves or debris in them—this has a huge impact on course budgets so please make sure you clean vehicles as much as possible!

Turn in all motor pool paperwork to Yen Lai in KIN 106 Kincaid after completing the trip (or give to Gretchen Shirley-Bellande in HCK 302, to send to Yen).

## Ferry Fares

UW field trips are official state-supported educational functions and are thus eligible for special ferry fares. The flat fee for all walk-ons, regardless of number, is \$2; vehicles and drivers pay the regular fare.

To qualify for the flat fee, the instructor must have an official letter, on letterhead, specifying the date of the trip, the name of the driver (if a van is involved), the destination (ferry to be taken), and a statement to the effect that this is an official educational activity. If no vehicle is taken on the ferry, specify the total number of walk-ons. See the [sample letter](#).

Use the flat fee whenever possible, the department saves a substantial amount of money. For trips to Friday Harbor, FHL has a van they will loan out for class use. If it's feasible, arrange to use that and not take vehicles on the ferry (or even 1 less vehicle).

## Liability

Students do NOT automatically have accident insurance coverage for injuries or illnesses that occur during field trips and must be informed of any potential risks. UW employees are automatically covered for work-related injuries by Worker's Compensation.

Each student must sign the [Field Trip Participant Agreement](#) form. Special provisions may need to be taken for minors (under the age of 18). It is the instructor's responsibility to ensure that all students fill out and return this form.

The instructor should fill out the top part before giving it to the student to sign. One form is adequate for multiple field trips within a course. Signed forms should be with the instructor on the trip and at the end of the quarter should be sent to the Instructional Support Office (HCK 302) for filing (to be kept for 3 years).

On the form, students should acknowledge accepting the following risks:

- Work with, or exposure to, bats and other wild animals increases the risk of contracting rabies.
- Camping in areas inhabited by rodents increases the risk of contracting hantavirus.

- Trips in tick infested areas increase the risk of Lyme disease.
- Challenging terrain or field conditions or demanding physical activity required.

For more information on prevention and detection of these diseases and a complete list of risks involving animals and insects in the field, contact the Occupational Health Nurse at Environmental Health and Safety, 206-685-1026. The [Centers for Disease Control](https://www.cdc.gov) (CDC) website is also a good resource for general information.

If you or your TAs need first aid training, contact [Environmental Health and Safety](https://ehs.washington.edu) at 206-543-7201 or [ehstrain@uw.edu](mailto:ehstrain@uw.edu).

Before leaving, you should think about potential emergency procedures and how to obtain medical help. Check out a well-stocked first aid kit from Gretchen in HCK 302—none are automatically supplied in vehicles.

**Worst case scenario:** if someone is seriously injured or killed during a field trip—it is imperative you notify:

- UW Environmental Health and Safety, 206-543-7388 or [injury@uw.edu](mailto:injury@uw.edu) (Required ASAP). If it is after hours contact EH&S through UW Police at 206-685-8973.
- Office of Risk Management at 206-543-2033 (Advisable).

UW Police 206-586-8973 can help notify the next of kin, if needed. If UW actions (e.g., a motor vehicle accident) cause or may have caused death to a third party, notify the Office of Risk Management Liability Claims Program at 206-543-3657 as soon as possible after the incident. Do not admit liability, regardless of the circumstances, as this may impair the UW's ability to effectively defend you and the University against a claim or legal action brought by the injured party.

## Faculty, Student, and Staff Conduct on Field Trips

All faculty, staff, and students on official departmental field trips represent the University of Washington and must comport themselves accordingly. In all cases, but especially when on field trips in another state or a foreign country, students should be aware of local laws and customs and act in accordance with these laws and customs.

Regarding the use of alcohol and other intoxicating substances during department sponsored field trips:

- Never drink and drive, or allow anyone under the influence to drive.
- No open containers of alcohol in university vehicles at any time.
- Absolutely no alcohol in the field, during instructional time, or consumption by minors.
- Any off-hour consumption of beer or wine must be strictly limited and well-controlled.
- University vehicles may not be used for trips to pubs, bars, or to purchase alcohol.
- No illegal substances at any time.
- At all times, avoid behavior that negatively affects the comfort, well-being or learning environment of fellow field trip participants and/or members of the general public.

Even when participants are not engaged in educational activities, it is expected that all University employees and students will conduct themselves in a manner consistent with University policies and the Student Conduct Code throughout the course of the field trip. Faculty have the obligation to provide supervision and

the authority to enforce this policy and take corrective action if necessary. See the [Student Conduct Handbook](#) for a more complete discussion of student conduct guidelines and sanctions.

In the event that a student is deemed to have violated any of the recommended behavioral guidelines, the faculty member in charge of the class will issue a warning. If the offense is sufficiently egregious and is deemed to be a violation of the UW Student Conduct Code, the faculty member in charge has the authority to report the incident to the office of Vice-President of Student Affairs. This office will proceed as stipulated in the Student Conduct Code.

For trips to Friday Harbor Labs: Students may not row the lab's rowboats to town. With instructor's permission, rowboat use is limited to daylight hours and rowboats must be signed out, life vests worn, and rowers must stay near shore, well out of ferry lanes. (This is meant to apply to short-term visits only.)

## Quick reference guide and useful numbers

Office	Phone	Email / Website
<b>Risk Services</b>		
<b>Workers' Compensation</b>	206-543-0183	<a href="mailto:claims@uw.edu">claims@uw.edu</a>
<b>Equipment Insurance</b>	206-221-2984	<a href="mailto:rmequip@uw.edu">rmequip@uw.edu</a>
<b>Claims</b>	206-543-3657	<a href="mailto:claims@uw.edu">claims@uw.edu</a>
<b><a href="#">Association for Safe International Road Travel (ASIRT)</a></b>	240-249-0100	<a href="mailto:asirt@asirt.org">asirt@asirt.org</a>
<b><a href="#">Centers for Disease Control</a></b>	800-CDC-INFO (800-232-4636)	<a href="http://www.cdc.gov">www.cdc.gov</a>
<b><a href="#">Criminal Background Checks (UW HR)</a></b>		
<b><a href="#">Disability Resources for Students</a></b>	206-543-8924 (Voice & Relay)	<a href="mailto:uwdrs@uw.edu">uwdrs@uw.edu</a>
<b><a href="#">Disability accommodation for faculty and staff</a></b>	206-534-6450	<a href="mailto:dso@uw.edu">dso@uw.edu</a>
<b>First Aid/CPR classes, Incident/Accident Reports (<a href="#">Environmental Health &amp; Safety</a>)</b>	206-543-7262	
<b><a href="#">Occupational Health Nurse &amp; Travel Clinic (Hall Health Primary Care Center)</a></b>	206-685-1011	<a href="mailto:travel@uw.edu">travel@uw.edu</a>
<b><a href="#">Passports</a></b>	<a href="tel:877-487-2778">877-487-2778</a>	<a href="mailto:npic@state.gov">npic@state.gov</a>
<b><a href="#">US Department of State (travel warnings)</a></b>		<a href="http://Travel.state.gov">Travel.state.gov</a>
<b><a href="#">University Police</a></b>	206-685-8973 (non-emergency) <b>9-1-1 emergency</b>	<a href="mailto:uwpolice@uw.edu">uwpolice@uw.edu</a>