

Academic Field Trip Guidelines¹

Because field trips are university-sanctioned events, all participants should conduct themselves appropriately as representatives of the university, including abiding by Academic Integrity Guidelines and the Student Code of Conduct.

If the trip is over 100 miles from campus, and/or has more than 20 students attending, more than one accompanying coordinator is recommended.

TRANSPORTATION

Students and coordinators may arrange for their own transportation.

If a university van is needed, coordinators can reserve vans through Conference Services via the UPJ Campus Services site. They will need their account number and the information for their drivers.

Vehicles may also be reserved from licensed outside companies, through university channels, coordinated by Division personnel.

BEFORE

- The faculty or staff coordinator(s) should alert the Department Coordinator, Division Chair, and Division Administrative Assistant(s) with the details of the trip: location, dates, times, purpose, pick up/drop off details, and a list of all faculty, staff, and student attendees, with cell phone numbers. This is not a request for approval, but rather an alert so the university is aware of the activity in case of emergency.
- Funding (if any) to cover costs must be negotiated on a case-by-case basis.
- Liability/emergency contact/special circumstances form(s) should be signed by all students, faculty, staff, and any guests before the trip. If a guest who is not a member of the university community is attending, the relationship should be defined on the form. Copies of these forms, which will serve as a list of all persons attending the trip, should be filed with the Division Office and faxed to Campus Police.

DURING

- During the trip, coordinators should check periodically on all attendees. If attendees are exhibiting signs of distress of any kind (such as emotional or physical), the coordinator should work to reasonably resolve the problems and/or contact the proper authorities to resolve the problem. In cases of emergencies, the coordinator should contact the Division Chair and Campus Police and they will assist in completing an incident report and notifying parents and other appropriate parties.
- Coordinators should return to campus with all attendees accounted for, unless special arrangements are made.

AFTER

Upon return, the trip coordinator should send an email to the Department Coordinator, Division Chair, and Division Administrative Assistant(s) letting them know of the safe return of all parties.

¹ With permission of the Division Chair, these guidelines may be modified to suit the needs of individual instructors or departments.

RELEASE AND WAIVER OF LIABILITY

Printed Name of Student/Participant: _____

Activity: _____

Instructor/Sponsor: _____ Destination (if travel required)

Date(s) of Participation: _____

In consideration of being permitted to participate in the activity described above (the "Activity") provided or sponsored by the University of Pittsburgh – Of the Commonwealth System of Higher Education (the "University"), I agree to the terms and conditions set forth in this agreement (this "Agreement").

ASSUMPTION OF RISK. I understand that participation in the Activity involves inherent risks and dangers of accidents, emergency treatment, property loss or damage, serious personal and bodily injury, death, and severe personal and economic losses. These may result not only from my own actions, inactions, or negligence, but also from the actions, inactions, or negligence of others, or the condition of the facilities, equipment, or vehicles. Further, there may be other risks not known to me or reasonably foreseeable at this time. I understand and I have considered the risks involved, and I voluntarily and freely choose to assume these risks.

RELEASE FROM LIABILITY. I fully and forever release and discharge the University and its officers, trustees, employees, students, and agents (collectively, the "University Releasees") from any and all injuries (including death), losses, damages, claims (including negligence claims), demands, lawsuits, expenses, and any other liability of any kind, of or to me, my property, or any other person, directly or indirectly arising out of or in connection with my participation in the Activity. I will not initiate any claim, lawsuit, court action, or other legal proceeding or demand against the University Releasees, nor join or assist in the prosecution of any claim for money or other damages which anyone may have, on account of injuries (including death), losses, or damages sustained by me, other parties, or my (or others') property in connection with my participation in the Activity, and I waive any right I may have to do so.

INDEMNITY. I will defend, indemnify, hold harmless, and reimburse the University Releasees from and for all damages, losses, costs, or expenses (including legal fees) incurred by the University Releasees or paid by them to any person (including me or my insurers) in respect of any accident, injury (including death), loss, or property damage, however caused, resulting from, arising out of, or otherwise in connection with my participation in the Activity. I will reimburse the University Releasees if anyone makes a claim against the University Releasees in connection with my participation in the Activity, including, without limitation, any accident I may be involved in or any injury, loss, or damage to me, other parties, or property, however caused.

PUBLICITY. I hereby grant the University, without limitation, the right to use my name and likeness in connection with the Activity for any publicity without further compensation or permission.

SEVERABILITY. This Agreement shall be binding upon and enforceable against me, my personal representatives, spouse, assigns, heirs, and next of kin without limitation. It is my desire and intent that the words, terms, provisions, covenants, and remedies contained in this Agreement shall be enforceable to the fullest extent permitted by the laws of the Commonwealth of Pennsylvania. If any portion of this Agreement is held invalid, the remainder shall not be affected and shall continue in full legal force and effect.

BY SIGNING, I ACKNOWLEDGE THAT I HAVE READ AND UNDERSTOOD ALL OF THE TERMS OF THIS AGREEMENT AND THAT I AM VOLUNTARILY GIVING UP LEGAL RIGHTS, INCLUDING THE RIGHT TO SUE THE UNIVERSITY RELEASEES.

PARTICIPANT SIGNATURE: _____

DATE: _____

PARENT/GUARDIAN SIGNATURE: _____

DATE: _____

(if participant is under 18 years of age)