

Students on the Move

Field Trips and Off-Campus Activities

*Presented by Amy S. Kelso, Senior Associate General Counsel
Office of Legal Affairs Symposium, Fall 2014*

Common Questions

- What approvals and forms do I need when planning a field trip?
- Can I invite a group of students to my house for a social event?
- Am I permitted to drive students in my personal car to an off-campus activity?
- Can I use a University- or State-owned vehicle to drive students to off-campus activities?

Field Trips:

What we're NOT talking about ...

Field trips, for the purpose of this presentation, do NOT include:

- Education Abroad travel
- Venture Program travel
- Athletic team travel
- Field experience/internship travel

Please feel free to contact Sally Peterson or Amy Kelso directly about these types of travel.

Field Trips

What approvals and forms do I need when planning a field trip?

- Field Trip Planning resources on the OLA website:
<https://legal.uncc.edu/legal-topics/field-trip-planning>
- Guidelines for Planning Field Trips:
<https://legal.uncc.edu/legal-topics/field-trip-planning/guidelines-planning-field-trips>
 - Forms:
 - Field Trip Report Form (Risk Management & Insurance)
 - Field Trip Acknowledgement of Risk/Consent for Treatment Form

Guidelines for Planning Field Trips

Approval & Report

- Field Trip Report Form (Risk Management & Insurance)
<http://rmi.uncc.edu/sites/rmi.uncc.edu/files/media/Forms/FieldTripForm.pdf>
- Before field trip, complete and return first part of form to Risk Management & Insurance
 - Provide basic information about planned trip: dates, times, place(s), purpose, attendance, roster
 - Approval by supervising faculty member and department chair
 - Opt in or out of supplemental accident insurance
 - Fund number for insurance premium
- After field trip, complete and return second part of form to Risk Management & Insurance
 - Report actual data on trip, including actual number of participants, names of all participants, department fund number for insurance

Guidelines for Planning Field Trips

Acknowledgement of Risk/Consent Purpose

- Field Trip Acknowledgement of Risk/Consent for Treatment Form:
<https://legal.uncc.edu/sites/legal.uncc.edu/files/media/fieldtripriskform.pdf>
- Planning tool for faculty
- Review plans with Risk Management & Insurance (687-5711) to determine risks
- Discuss potential risks, precautions, responsibilities with students in advance
- Be as specific as possible on Field Trip Acknowledgement of Risk form
- If field trip is for credit, offer reasonable alternative project/activity for students unable to participate

Guidelines for Planning Field Trips

Acknowledgement of Risk/Consent Form

Section 1: Completed by Field Trip Leader

- Basic trip information
- Equipment/supplies provided
- Immunizations required
- Physical activities undertaken
- Risks of injury
- Alternative project/activity available for credit

Guidelines for Planning Field Trips

Acknowledgement of Risk/Consent Form

Section 2: Completed by field trip participant or parent/guardian of minor participant

- Acknowledgement of inherent risks
- Representation of ability to participate
- Consent for treatment for accident or illness
- Acknowledgement of financial responsibility for medical bills
- Emergency contact information
- Disability accommodations information
- For international trips, contact Office of Education Abroad; other forms and procedures are required

Social Activities with Students

Can I invite a group of students to my house for a social event?

- Yes, but ...
 - Be aware of personal liability (no University insurance coverage)
 - Be clear that it's not University-sponsored
 - Sexual harassment/misconduct claims
 - Alcohol and minors (see University Policy 706, Alcoholic Beverages, <https://legal.uncc.edu/policies/up-706>)
 - Social host liability (negligence)
 - Social host may be liable for property damage/personal injury if:
 - Host served alcohol to a person
 - Host knew or should have known person was intoxicated
 - Host knew or should have known person would be driving

Driving Students to Off-Campus Activities

Can I drive students in my personal car to an off-campus activity?

- Yes, but ...
 - Must be an official University activity
 - Be aware of personal liability
 - Your auto and liability insurance is primary; you pay deductible
 - State auto liability coverage may supplement (after personal coverage exhausted)
 - Your own injuries may covered by Worker's Compensation (if within course and scope of employment)
 - Report to local police immediately and to University Risk Management (687-8448) by noon the following business day
 - Accidents Involving Vehicles Operated on University Business:
<http://rmi.uncc.edu/sites/rmi.uncc.edu/files/media/accident-reporting-and-auto-insurance.pdf>

Driving Students to Off-Campus Activities

Can I drive students in a University- or State-owned vehicle to an off-campus activity?

- Yes, but...
 - Must be an official University activity
 - Only UNC Charlotte faculty, staff, or student employees (on payroll) may drive
 - Driver responsible for vehicle and passengers at all times
 - Driver must have a valid, current driver's license
 - Driver must adhere to any driver's license restrictions
 - University Policy 604.2, State-Owned Vehicles:
<http://legal.uncc.edu/policies/up-604.2>

Driving Students to Off-Campus Activities

Driving University-owned vans

- Must have UNC Charlotte Van Driver Certification Card
- If driving 16-passenger van, must have valid NC Class C Commercial Driver's License (CDL)
- Accompanying passenger may assist with driving only if he or she is faculty, staff, or student employee (on payroll) and meets requirements above

Driving State Motor Fleet Vehicles (usually sedans or station wagons)

- May be driven only by:
 - Faculty, staff, student employees (on payroll)
 - Drivers for blind or permanently disabled state employees
 - Accompanying passenger may assist with driving only if he or she is faculty, staff, or student

Departments may specify additional requirements

Resources

- Field Trip Planning Resources: <https://legal.uncc.edu/legal-topics/field-trip-planning>
- Guidelines for Planning Field Trips: <https://legal.uncc.edu/legal-topics/field-trip-planning/guidelines-planning-field-trips>
- Field Trip Report Form (Risk Management & Insurance): <http://rmi.uncc.edu/sites/rmi.uncc.edu/files/media/Forms/FieldTripForm.pdf>
- Field Trip Acknowledgement of Risk/Consent for Treatment Form: <https://legal.uncc.edu/sites/legal.uncc.edu/files/media/fieldtripriskform.pdf>
- University Policy 706, Alcoholic Beverages: <https://legal.uncc.edu/policies/up-706>
- Accidents Involving Vehicles Operated on University Business: <http://rmi.uncc.edu/sites/rmi.uncc.edu/files/media/accident-reporting-and-auto-insurance.pdf>
- University Policy 604.2, State-Owned Vehicles: <http://legal.uncc.edu/policies/up-604.2>

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