

FIELD TRIP AND FIELD WORK MANUAL EARTH & ENVIRONMENTAL SCIENCES

Review **Field Trip Guidelines for Faculty and Staff** on the **Risk Management, Insurance, and Loss Prevention** website (<https://uiowa.edu/riskmanagement/field-trip-guidelines-faculty-and-staff>).

- **EVENT CALENDAR** - Determine date(s) of field trip or field work by checking the department's calendar (RES-EES-Events) to determine if there are conflicts with other planned trips, then send the information to the Department Secretary to add to the event calendar. This should be done at least one month BEFORE the start of the semester.
- **TRAVEL APPROVAL**
Instructors in courses with required field trips must fill out a travel approval form delivered to the Department Secretary for DEO approval. Trips must be created and approved in a timely manner prior to travel with an up-to-date class list. All *international travel* must be approved six weeks prior to travel so that international insurance information can be issued. In the case of international field trips, faculty responsible for the trip should contact Study Abroad (335-0353) to obtain and fill out all required paperwork. (<https://international.uiowa.edu/study-abroad> or study-abroad@uiowa.edu.)

Students conducting field research, attending conferences, or assigned as TAs for field trips must fill out a travel approval form delivered to the Department Secretary for DEO approval, and the trips need to be approved in workflow prior to travel. Students engaging in *international travel* must fill out the trip approval form and have it signed by the DEO at least 6 weeks in advance of the trip. Students are responsible for registering with Study Abroad and completing all training modules before the trip. (<https://international.uiowa.edu/study-abroad> or study-abroad@uiowa.edu.)

NOTE: An up-to-date list of trip participants must be kept by the Department Secretary in the course folder on the Geoscience shared drive. Faculty must inform the Department Secretary about any last minute changes in the list of participating students.

Volunteers must be approved by DEO and have a **University of Iowa Volunteer Authorization** (https://uiowa.edu/riskmanagement/riskmanagement/riskmanagement/sites/uiowa.edu.riskmanagement/files/volunteer_authorization_06-06-2018-fillable.pdf) form completed by the faculty member responsible for the trip, signed by volunteer, and approved by the DEO. The University has explicit guidelines that dictate who may serve as a volunteer, the responsibilities for departments, and the responsibilities of the volunteer, that should be reviewed before volunteer participation is requested (<https://uiowa.edu/riskmanagement/volunteers>).

ADDENDUM A_ Field Trip Guidelines

ADDENDUM B_ Travel Approval Form

ADDENDUM C_ UI Volunteer Authorization Form

- **VEHICLES**

Review the **University Driving Policy** in the **Operations Manual**

(<https://opsmanual.uiowa.edu/administrative-financial-and-facilities-policies/risk-management-insurance-and-loss-prevention#15.7>).

University vehicles - Provide the following to the Department Secretary 2-3 weeks before the trip so the vehicles can be ordered through the Fleet Service On-Line Requisition:

1. Date and time of vehicle(s) pick up and return (if departure is on a Saturday, you will be required to pick up vehicle(s) on Friday after 5 pm)
2. Destination(s) of trip
3. Purpose of trip
4. Type of vehicle(s) requested
5. Names of faculty and student drivers. Faculty instructors and students must review the University's Long-Distance Driving Guidelines (<https://uiowa.edu/riskmanagement/vehicle-use>).
6. Number of passengers
7. MFK that the vehicles will be charged

Commercial vehicles can be reserved directly through the preferred vendors, National or Enterprise. Check the Purchasing, Accounts Payable, & Travel website for direct links to the preferred vendors (<https://uiowa.edu/ap-purchasing/car-rental>).

Vehicular Accidents - University faculty and staff must report any accident involving injuries immediately and all other accidents within 48 hours (two working days). All vehicle incidents involving University of Iowa vehicles may be reported online in Employee Self Service or MyUI. The online reporting tool is in the "General Systems and Tools" tab on Employee Self Service or MyUI. Next, select "Vehicle Accident Reporting", and the online tool will walk you through step-by-step how to report your accident. Paper forms will continue to be available in the glove compartment of university vehicles.

Report incidents to the department DEO or CLAS Dean (optional) and Risk Management, Insurance & Loss Prevention (<https://uiowa.edu/riskmanagement/> or risk-management@uiowa.edu or 319-335-0010). Any motor vehicle accident occurring during the course of university business must be reported by the university driver, regardless of injury, property damage, location, or responsible party. Accidents involving injury or death must be reported immediately to the nearest law enforcement agency.

Faculty or staff employees who are injured in the course of their employment are covered under workers' compensation. Contact Staff Benefits (<https://hr.uiowa.edu/benefits> or 319-335-2976 or 877-830-4001) for information and claim forms.

If there is an incident which you believe could lead to a liability claim against the University, please provide a written description of the incident, the names and phone numbers of any witnesses, and forward the information to: Department of Risk Management, Insurance & Loss Prevention, The

University of Iowa, 430 Plaza Centre One, Iowa City, IA 52242. (<https://uiowa.edu/riskmanagement/> or risk-management@uiowa.edu or 319-335-0010).

ADDENDUM D_ University Driving Policy

ADDENDUM E_ Vehicle Accident Report

- **STUDENT DRIVERS**

Course instructors will determine how many and which students will need approval to drive. Two approved students per vehicle are required. The exceptions are courses EES:2831 Geologic Field Methods and EES:4832 Geologic Field Analysis, for which all students need approval to drive (barring anyone without a valid license or those with multiple driving violations).

Instructors should get students to obtain a **Driver Information** form from the Department Secretary. This form is completed by the students and returned to the secretary with a copy of a valid license.

This license information is entered into the EES Risk Management driver's license database by the secretary. Once the licenses have been reviewed, the secretary fills out a blue req form and Drivefleet Course Assignment form, and e-mails the scanned forms to Fleet Services who then enroll the students in the defensive driving training course provided by a 3rd party contractor. A link is emailed to the students to complete this online training in order to be allowed to drive a fleet service vehicle. Instructors should notify the students to watch for this email. The online training must be completed two weeks prior to travel. Students must email the secretary when the course is completed so that they can be added to the field trip driver list.

ADDENDUM F_Driver Information Form

- **REQUIRED FORMS**

Templates for all required forms are available on the EES Department Resources webpage (<https://clas.uiowa.edu/ees/resources>).

For course-related field trips, faculty should revise the appropriate template form (Multi-day Field Trip Pre-Activity Safety Statement or Low Risk (1 day) Field Trip Pre-Activity Safety Statement) with information pertinent to the specific trip. Each student must complete one of these forms and the Personal Information Form before the trip and the faculty instructor should submit completed forms to the department secretary. One copy of each form is stored on the shared drive and one copy goes with faculty on the trip.

While consumption of alcohol is not restricted on field trips per University policy, instructors have the option to ban drinking on field trips. If instructors allow drinking, students of age are expected to act responsibly and observe the rules of campgrounds, hotels, etc. Students are also not allowed to transport alcohol in University vehicles, nor be "dropped off" to purchase alcohol with the intent of walking back to the campsite or hotel.

For research-related field work, all participants are required to complete and submit to the Department Secretary the Personal Information Form.

ADDENDUM G_ Low Risk (1 day) Field Trip Pre-Activity Safety Statement

ADDENDUM H_ Generalized Multi-Day Field Trip Pre-Activity Safety Statement

ADDENDUM I_ Personal Information Form

- **OPTIONAL FORMS**

Independent Travel Waiver and Release – This form is used for student(s) who will travel independently to the starting location of a University-sanctioned trip (either with a personal vehicle or public transport, including flights). This form should be updated by the faculty member who is responsible for the trip, and then signed by student, faculty member, and DEO.

ADDENDUM J_ Independent Travel Waiver and Release

- **LOCATION OF TRIP FORMS**

On the Geoscience shared drive, a separate folder is created for each course that involves a field trip and placed into the folder labeled “Field Trips Fall or Spring 20xx”. This course folder is used to store all forms related to that course (waivers, syllabus, class list etc.) so that it is accessible to all faculty & staff, and relevant university administration.

- **FIRST AID TRAINING**

Faculty instructors who are leading wilderness or remote field trips or accompanying students for wilderness or remote field work must have sufficient first aid training. A NOLS Wilderness First Aid course or equivalent experience or knowledge is required. For students conducting field work independently, faculty advisors are responsible for assuring proper first aid training.

All University vehicles must be equipped with a first aid kit and instructors are responsible for determining the appropriate supplies relative to the location and terrain of the field trip.

Accidents and Incidents - University faculty and staff must report any accident involving injuries immediately and all other accidents within 48 hours (two working days). Report incidents to your department head or Dean (optional) and Risk Management, Insurance & Loss Prevention (319-335-0010).

All incidents affecting members of the general public, students or others while on campus which you believe could reasonably result in a liability claim against the University should be reported to the Risk Management, Insurance & Loss Prevention Department using this form: (<https://uiowa.edu/riskmanagement/sites/uiowa.edu.riskmanagement/files/Incident%20Report%20Form%20.pdf>).

ADDENDUM K_ Incident Report Form

- **FIELD TRIP VEHICLE REPAIRS**

The procedure for a maintenance issue is to call Fleet Services during business hours (319-335-5105). If they cannot help you, they will ask you to call the roadside assistance provider. The roadside assistance card and info is in the yellow envelope in each vehicle.

- **MISCELLANEOUS**

Camping equipment, such as tents, stoves, and coolers may all be transported in University vehicles or as checked baggage if flying. Propane tanks for the stoves must be purchased on site.

Communication devices are required. Depending on the area, cell service is not always available. The department owns two-way radios for field trips. Batteries must be checked/purchased prior to each trip. The department will research the feasibility of purchasing a satellite-based communication options or remote trips.

For field trips that include white water rafting, canoe trips, or scuba diving, the Purchasing Department and Risk Management must review and sign all contracts for these services prior to travel.

- **POLICIES FOR TRAVEL-RELATED PURCHASING**

For specific EES policies, see addendum N.

For general University policies, see:

Travel Manual: https://uiowa.edu/ap-purchasing/sites/uiowa.edu.ap-purchasing/files/travel_manual_2018.pdf

Purchasing Manual: https://uiowa.edu/ap-purchasing/sites/uiowa.edu.ap-purchasing/files/purchpol_proc_guide.pdf

ADDENDUM L_Travel-related-purchasing
