

art museum for art students could be considered a SU field trip, but a social gathering or trip without educational purpose would not normally be considered a field trip.

Planning the Trip

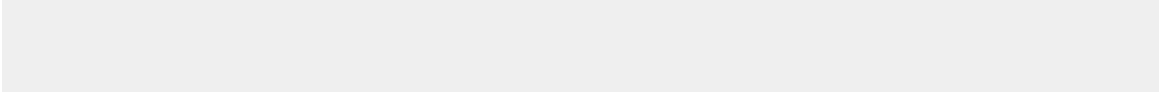
There are a number of steps you may need to consider in planning your trip:

1. 1. I where appropriate.
3. Ask students to advise you of any special disabilities, problems or needs that may need to be accommodated.
4. Obtain signed parental permission forms for any minor students participating. (under age 18).
5. Consider the need for special clothing or equipment that may be needed because of weather or other conditions.
6. Determine transportation needs -- reservation of vehicles, drivers, need for site supervision.
7. Plan for emergencies -- theft, illness, vehicle emergency, weather delays, student misconduct or threats to the safety of others.
8. If the trip is outside the continental U.S., consult Education Abroad (206-296-2226) for additional information.

Transportation

Arrange for University vans or charter bus transportation well in advance through Campus Public Safety. Do not use students' personal vehicles. (Students can be approved to drive University vehicles for field trips, provided they meet the University Public Safety requirements. University employees must accompany the students during the travel time of such trips). Determine the route, stops, timetables, and assign drivers. You'll need a system for communicating and performing student counts. Make sure you have an adequate number of drivers for longer trips to allow sufficient rest for drivers. If

you intend to use vehicles from rental agencies, be sure to purchase a basic limit of liability insurance if none is provided with the vehicle.



Similarly, faculty and staff are personally liable for their own personal activities, and, for any intentionally harmful, willful acts or omissions while conducting the field trip. For example, faculty and staff are personally liable if they supply alcohol to students or engage in harassing or other unlawful behavior toward students.

University faculty and staff should consider the proximity of personal, social, and instructional activities in a field trip situation. Be aware of how the situation, setting, and

Report vehicle accidents involving injury to Campus Public Safety and the local police department. Vehicle accident forms should be completed and returned to Campus Public Safety within 48 hours.

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:

Seattle University
Campus Public Safety
901 12th Avenue
P.O. Box 222000
Seattle, WA 98122-1090