**Office of Student Services and Development**

**Field Trip Guidelines for Local and International Travels**

These guidelines and procedures are for field trips which are organised and planned by any department out of the Office of Student Services and Development.

A field trip is any visit to an event or place of interest (this includes cultural exchanges and participation in competitions). The duration of the trip may be hours or extend over multiple days.

1. **FIELD TRIP PARTICIPANT MUST:**
2. Be an employee/s of the University of the West Indies participating in an official capacity as part of their employment.
3. Be a registered student at the University of the West Indies. (Student must meet the necessary registration requirements stipulated by the University of the West Indies).
4. Not carry or use any illegal drugs.
5. Not carry or use any illegal weapons.

*N.B. Family, friends, children and pets are specifically prohibited from accompanying participants.*

1. **EACH FIELD TRIP PARTICIPANT IS RESPONSIBLE FOR:**
2. Following the safety instructions of the field trip leader(s).
3. Act in a manner that is safe for themselves and their fellow participants.
4. Inform the field trip leader of any personal dietary/medical needs, health risks or physical disabilities that may limit their full participation in the field trip, or that may affect their health and safety or that of other participants.
5. Must complete a ‘*Release of Liability, Waiver of Claims and Indemnity Agreement*’ form.
6. Receiving any immunization that may be necessary before the trip.

**(II) FIELD TRIP LEADERS ARE RESPONSIBLE FOR:**

1. Prepare a detailed trip itinerary, which included details of departure and return dates and times, all scheduled stops and destinations and the proposed route. This itinerary must be submitted to the Hall Office or the Office the Director of Student Services and Development prior to the trip.
2. Collating a list of all the information on all students who are on the trip and who to contact in cases of an emergency and any specific medical information. This must be submitted to the Hall Office or the Office of the Director of Student Services and Development prior to the trip.
3. Ensuring that all participants on the trip have completes a ‘*Release of Liability, Waiver of Claims and Indemnity Agreement*’ form. These forms should be submitted to the Hall Office or the Office of Student Services and Development before departure on the trip.
4. Restricting trip attendees to authorized personnel only.
5. Obtain all necessary permission in advance, if needed for admission to any particular property or event which they may be visiting.
6. Ensure that no illegal drugs are used on field trips.
7. Planning for all aspects of field trip safety, both general and site-specific.
8. Ensuring that a First Aid Kit and a first aid provider is available for the trip and that the first aid kit contains first aid supplies relevant to the type of risk that may exist on the trip.
9. Taking immediate action to correct any unsafe action or condition.
10. Ensure that students are fed meals as agreed or arranged by the field trip leader

**(III) REQUIREMENTS FOR TRANSPORTATION:**

1. Whenever possible, the University owned buses should be used for transportation on a field trip. Chartered transportation can be used as an alternative.
2. Cars/buses driven on the field trip must be properly registered, inspected and insured. They must be in a safe/legal working condition and carry a fire extinguisher.
3. Drivers must be certified by the Licensing Department as having been qualified to drive the said vehicle possessing a valid driver’s permit of the appropriate class.
4. The use of transportation provided by the University for the field trip is strongly urged. Anyone who chooses to use alternative transportation does this at their own risk.
5. Drivers will be expected at all times, to drive defensively and safely and must know and comply with all applicable driving laws.
6. Drivers shall be rested and may not be under the influences of alcohol or drugs.
7. The number of passengers in a vehicle must not exceed the number of seats.
8. Weather must also be monitored by the trip leader and the driver to ensure that weather induced conditions like floods, landslides do not hamper the field trip, endanger the participants or trap the participants of the field trip.