

UW-SUPERIOR RISK MANAGEMENT GUIDE

FOR COURSE-RELATED EDUCATIONAL FIELD TRIPS

- I. General Considerations:
 - a. Field trips must be course-related, for educational purposes, approved and authorized by the appropriate faculty, and have on-site supervision by a UW employee or agent. [See Section II, below.]
 - b. All participants must sign a **Field Trip Hold Harmless Agreement**.
 - c. The University must authorize all employees, students or volunteers who may drive a vehicle (owned, rented or leased) on University business. Persons who do not carry current University driving authorization should apply for authorization a minimum of 5 business days prior to the start of a trip. Authorizations are generally valid for 12 months and are renewable. Call Trish Hegstrom-Olson, extension 8177, (or 715-394-8177 from an off campus phone) for **Driver Authorization Form**.
 - d. Persons unrelated to the University may not ride in or on University vehicles without prior approval from the Safety and Risk management Office. Unrelated persons include family, friends, guests and others who do not have a recognized affiliation with the University.
 - e. The use of University fleet, aka enterprise Rental, vehicles is strongly encouraged. Use of an agent's personal vehicle is discouraged due to potential significant liabilities and consequences to the owner's insurability in the event of a loss. However, the use of the agent's personal vehicle is the sole-option of the agent.
 - f. Participants may choose to arrange their own personal transportation to or from a field trip destination. However, participants that choose to arrange their own transportation must be made aware that the State does not accept any liability for losses sustained during their travel to or from the field trip destination. These participants' personal insurance would be their only source of liability protection.
- II. Agents
 - a. Agents are persons that are officially recognized and authorized by the University to act in the best interests of the University on the field trip. Agents are responsible and accountable for their actions and those taken or made by others subject to the agent's leadership or supervision. Recognition of a non-employee agent (i.e. student or volunteer) is achieved through a written Recognition of Agency Statement (ROAS), signed and dated by the agent and the appropriate Department chairperson. The Department Chairperson must retain all Field Trip Hold Harmless agreements and ROASs for a period of 12 months. If an accident occurs on a field trip, all records for the affected persons shall be retained for a period of 3 years.