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 an 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.