**County College of Morris Protocols for Academic Field Trips**

For purposes of this document, an academic field trip is defined as a course-related activity that serves education purposes and occurs outside of the classroom at a location other than on the campus at which the course is regularly taught. Any academic field trip that is co-sponsored with the Office of Campus Life is excluded from most of these guidelines as there are separate guidelines assigned to those trips as managed by the Office of Campus Life.

###### GUIDELINES

Faculty Requirements

* Academic field trips are college-sponsored events.
* All **required** academic field trips must be clearly identified in the course syllabus as to location, time, means of transportation and any fees for which the student is responsible.
* In the first class of the semester, the faculty member must discuss with the students in appropriate detail any risks associated with the activity of the field trip, expectations for behavior during the trip, and relevant emergency preparedness information. Such a discussion must be repeated no less than one week in advance of the trip.
* A faculty member must accompany all academic field trips.
* Faculty can only transport students in CCM vehicles and cannot use personal vehicles. Deviation from this policy puts the faculty member at personal risk. The college does not provide liability or automobile insurance for faculty or students utilizing personal vehicles. Faculty must be designated as a CCM Approved driver before utilizing CCM vehicles. Faculty should contact the Business Services Coordinator in Business & Finance to become an Approved Driver.
* Any traffic or parking violations are the sole responsibility of the operator of the vehicle.
* A contract may be required for the use of facilities or the procurement of others good and services. **Faculty members are not permitted to sign contracts**. All contracts must be forwarded to the Purchasing Department or the Office of the Vice President for Business & Finance for review and signature. Additionally, all requests for evidence of College insurance should be referred to the Office of the Vice President for Business & Finance.

Student Requirements

* Only students currently enrolled in the course may participate in the field trip. Animals are not permitted, unless they are service dogs. Exceptions to these requirements may be made for those trips that are co-sponsored with the Office of Campus Life.
* Students with disabilities who require accommodations for the field trip should discuss them with the Office of Accessibility Services.
* Students participating in the event must conform to the same standards of behavior as published in the Student Code of Conduct.

###### REQUIRED PAPERWORK

Academic Departments

* The Department must have a complete list of all participating students including emergency contact information on file prior to the event. Contact information is to be maintained in the office of the appropriate Dean. Scanned copies of the paperwork should be sent to the VPAA Executive Assistant and saved in F:\groups\Student Trips\Academic Affairs.
* Each Department must have an on-campus contact person with information about the field trip and participants in the event that emergency communication is necessary.
* All records from each field trip must be retained for three years beyond the year in which the field trip occurs.

Faculty

* The faculty member must provide the Department complete information about the location, duration and transportation route for each academic field trip and this must be on file and accessible prior to the event (“Field Trip Information Page” document).
* The faculty member must complete a CCM “Clery Act Reporting for Off Campus Student Trips” form if the trip involves the rental of a room or facility, or overnight lodging. The form is to be completed within one week of the academic trip and sent to Public Safety.
* The faculty member in charge of the academic field trip must ensure that they have access to a cell phone throughout the event and provide that number on the field trip information page.
* A contract may be required for the use of facilities or the procurement of others good and services. **Faculty members are not permitted to sign contracts**. All contracts must be forwarded to the Purchasing Department or the Office of the Vice President for Business & Finance for review and signature. Additionally, all requests for evidence of College insurance should be referred to the Office of the Vice President for Business & Finance.
* **In cases of injury, illness, accident or other incident:**
  + Injuries or illnesses requiring immediate attention should be treated at the nearest healthcare facility. The faculty member should contact 911 to summon an ambulance or arrange for safe transportation to the hospital.
  + A faculty member must submit an **Incident Report** with CCM Health Services or Public Safety when they return to campus.
  + In all injury/illness cases when the faculty member is the one injured or ill, the Employee Work-Related Accidents, Injuries or Illnesses Reporting Requirements must be followed (including the reporting forms).

Students

* All students participating in the trip must sign the Hold Harmless and Indemnification Agreement, which also must be kept on file in the academic department sponsoring the trip.
* **In cases of injury, illness or accident:**
  + An Incident Report must be completed by the student at CCM Health Services or Public Safety when he/she returns to the campus.

###### Action Required Before Trip

(Responsible offices: Compliance, Public Safety, School Deans, Academic Departments)

* Contact Public Safety to reserve CCM vehicle.
* Faculty to receive Campus Security Authority Training
* Field Trip Fact Sheet with Student Roster of Hold Harmless Forms
* Complete Hold Harmless and Indemnification Agreement Form
* Scan required forms and save in F:\groups\Student Trips
  + STUDENT TRIPS Group Folder will have subfolders for each academic year:
    - ACADEMIC YEAR
      * 2019-2020 (for example)
        + Each Academic Year subfolder will have subfolders for:

Academic Affairs

Create a folder with date and name of trip for each trip filed under one of these subfolders

###### During Trip

* Faculty member should contact CCM Public Safety at (973) 328-5550 immediately upon a student or guest reporting to them a Clery crime including:
  + Manslaughter, rape, fondling, incest, robbery, aggravated assault, sexual assault, burglary, motor vehicle theft, arson, hate crimes, domestic violence, dating violence, stalking or violations of weapons, drug abuse or liquor laws.
* Faculty member to have communication plan for reporting incidents to:
  + Contact person in the department
  + Students in attendance

###### After Trip

* Original Records are kept by Academic Department Offices in the case of field trips offered through courses
* Clery Act Form – if the trip will be overnight or involves the rental of a room or facility
* Records are kept for three years beyond the year in which the field trip took place
* File appropriate incident report as necessary
  + Incident Report with Public Safety for student
  + Workman’s Comp/Incident Report with Public Safety, Risk Management, and HR if faculty was injured or became ill

# FIELD TRIP INFORMATION PAGE WITH

STUDENT DOCUMENTS

|  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **NAME OF EVENT:** | |  | | | | | | | | |
|  | **ADDRESS:** |  | | | | | | | | |
|  | **DATE OF EVENT:** |  | | | | **Overnight (enter dates):** | |  | | |
|  | **Faculty Member** |  | | | | **Course Section:** | |  | | |
|  | **Cell Phone:** |  | | | |  | **Dept/Division:** |  | | |
| **TRANSPORTATION (check one)** | | | | | | | | | | |
|  | **MODE:** | **CCM PROVIDED** |  |  |  |  | **STUDENT'S OWN** |  |  | |
|  | **ARRIVAL PLAN:** | **MEET AT CCM** |  |  |  | **MEET AT LOCATION:** | |  |
|  |  | **MEET TIME:** |  | |  |  | **MEET TIME:** |  | |  |
|  |  | **RETURN TIME:** |  | |  |  | **DEPART TIME:** |  | |
|  | Name | CCM Student ID | Student | Guest | F/S | Alum | Emergency Phone # | Date | Initials | Hold Harmless Returned |
| 1 |  |  |  |  |  |  |  |  |  |  |
| 2 |  |  |  |  |  |  |  |  |  |  |
| 3 |  |  |  |  |  |  |  |  |  |  |
| 4 |  |  |  |  |  |  |  |  |  |  |
| 5 |  |  |  |  |  |  |  |  |  |  |
| 6 |  |  |  |  |  |  |  |  |  |  |
| 7 |  |  |  |  |  |  |  |  |  |  |
| 8 |  |  |  |  |  |  |  |  |  |  |
| 9 |  |  |  |  |  |  |  |  |  |  |
| 10 |  |  |  |  |  |  |  |  |  |  |
| 11 |  |  |  |  |  |  |  |  |  |  |

HOLD HARMLESS/INDEMNIFICATION

FORMS

#### County College of Morris

#### 214 Center Grove Rd., Randolph, NJ 07869

**Hold Harmless and Indemnification Agreement**

Event:

Event Date(s):

The Participant agrees to indemnify and hold harmless the County College of Morris, its board members, its administrators, its faculty, its employees, its volunteers and its agents from and against any and all demands, claims, suits, causes of action, bodily injuries, property damages, losses, penalties, and/or expenses, including attorney’s fees, arising out of or resulting from any and all actions, accidents and events caused by or incurred by the Participant.

The Participant agrees to assume the entire responsibility and liability for all damages or injuries to himself/herself and all other persons and to all property, arising out of or in any manner connected with the County College of Morris due to his/her acts, negligence or alleged negligence and to the fullest extent permitted by law, the Participant shall defend and indemnify the County College of Morris, its board members, its administrators, its faculty, its employees, its volunteers and its agents from all such claims and Participant further agrees to pay all damages and costs resulting from such a claim including reimbursement to the College.

The Participant agrees to notify the College of any health or physical concern before the date of the field trip. Examples include but are not limited to allergies to bee-stings or plants, pregnancy, motion sickness, or disabilities that might prevent physical activity. In some instances the College may require a physician’s letter confirming the Participant’s clearance to participate in the activity.

This release confirms Participant’s understanding that his/her participation in this activity is on an individual basis, at Participant’s own risk, for Participant’s personal benefit, and that Participant is solely responsible for his/her well-being and personal property. The terms of this release shall be binding on Participant’s heirs, executors, administrators and assignees.

Participant’s signature below signifies that he/she has read this form and understands the terms of the agreement. Participant agrees to abide by CCM’s Student Code of conduct and the College’s policies and procedures as a participant on this College sponsored trip.

###### Participant Name (Print): Phone #:

**Participant Status: Student Faculty Staff Guest**

I hereby certify that I am eighteen years of age or older:

Participant’s Signature: Date:

###### If Participant is a Minor:

I certify that I am the legal guardian of the participant and agree to all the terms and conditions noted above.

Legal Guardian Signature: Date:

Print Name/Address of Legal Guardian:

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#### County College of Morris

#### 214 Center Grove Rd., Randolph, NJ 07869

**Hold Harmless and Indemnification Agreement**

|  |  |  |
| --- | --- | --- |
| **List Planned Events (Title & Location)** | **Event Date:** | **Participant Initials** |
| 1. | 1. | 1. |
| 2. | 2. | 2. |
| 3. | 3. | 3. |
| 4. | 4. | 4. |

The Participant agrees to indemnify and hold harmless the County College of Morris, its board members, its administrators, its faculty, its employees, its volunteers and its agents from and against any and all demands, claims, suits, causes of action, bodily injuries, property damages, losses, penalties, and/or expenses, including attorney’s fees, arising out of or resulting from any and all actions, accidents and events caused by or incurred by the Participant.

The Participant agrees to assume the entire responsibility and liability for all damages or injuries to himself/herself and all other persons and to all property, arising out of or in any manner connected with the County College of Morris due to his/her acts, negligence or alleged negligence and to the fullest extent permitted by law, the Participant shall defend and indemnify the County College of Morris, its board members, its administrators, its faculty, its employees, its volunteers and its agents from all such claims and Participant further agrees to pay all damages and costs resulting from such a claim including reimbursement to the College.

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Participant’s signature below signifies that he/she has read this form and understands the terms of the agreement. Participant agrees to abide by CCM’s Student Code of conduct and the College’s policies and procedures as a participant on this College sponsored trip.

###### Participant Name (Print): Phone #:

**Participant Status: Student Faculty Staff Guest**

I hereby certify that I am eighteen years of age or older:

Participant’s Signature: Date:

###### If Participant is a Minor:

I certify that I am the legal guardian of the participant and agree to all the terms and conditions noted above.

Legal Guardian Signature: Date:

Print Name/Address of Legal Guardian:

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# [CLERY FORM](https://www.ccm.edu/wp-content/uploads/pdf/safety/CleryOffCampusTripsReportForm.pdf)

# [INCIDENT REPORT](https://www.ccm.edu/wp-content/uploads/pdf/hr/EWRAAttachA.pdf)

# [EMPLOYEE WORK-RELATED ACCIDENTS,](https://www.ccm.edu/wp-content/uploads/pdf/hr/Employee-Work-Related-Accidents-Policy.pdf)

[INJURIES AND ILLNESSES PROCEDURE](https://www.ccm.edu/wp-content/uploads/pdf/hr/Employee-Work-Related-Accidents-Policy.pdf)

# MORRIS COUNTY WORKERS COMPENSATION REPORT OF INJURY

# [EXPOSURE INCIDENT REPORT](https://www.ccm.edu/wp-content/uploads/pdf/hr/EWRAAttachD.pdf)