



COSE Field Trip Policy

1. Scope and General Requirements

This policy covers vehicles and personnel affiliated with the College of Science and Engineering (COSE). The COSE policy may be more restrictive than CSU or SFSU policies.

- Field trips are subject to CSU policies and SFSU guidelines
- No guests are allowed on field trips
- Trip leader must follow department field trip planning procedures
- Fill out the COSE “Vehicle Reservation Request” if taking a COSE vehicle

Appendix A: SFSU Field Trip Guidelines

Appendix B: Field Trip Forms

2. Vehicle Drivers

Eligible University employees that are in the campus Approved University Drivers database may be allowed to reserve or operate a COSE vehicle.

Eligibility: Current SFSU employee paid through “General Fund” or “ORSP Grant” funds are eligible to apply for Approved University Driver status, with Department Chair or Director approval.

Eligible Drivers: √ COSE faculty and staff
 √ Paid student employees and research staff

Not Eligible: ∅ Volunteers of any type
 ∅ Non-Employee students, which include those paid solely with stipends

Note: Effective 2/29/2012, per SFSU policy, no “appointed” or “acknowledged” volunteer employee of any kind may reserve or drive a state vehicle or drive on state business.

Approved Driver Status: To be on the Approved University Drivers list, an eligible SFSU employee must meet the following criteria:

- Current California driver’s license
- 18 years of age or older
- Good driving record (DMV Employee Pull Notice)
- Current defensive driver training certificate
- Required signed documents on file with Safety and Risk Management
 1. *Request for Approved University Driver Status* form
 2. *Authorization for Release of Driver Record Information* (DMV Pull Notice Form INF 1101)
(DMV Employee Pull Notice program allows SFSU to review your driving record.)

Personal Vehicles: Student field trip participants, not the instructor, should organize and arrange for their own transportation to and from field trip site(s).

Students who make their own transportation arrangements to a field trip meeting site are not subject to the University vehicle driver requirements listed above. Please note that personal liability insurance is primary coverage when driving a privately owned vehicle.



3. Field Trip Planning and Recordkeeping

The field trip leader is required to follow campus and department planning procedures and maintain an accurate list of attendees.

Required Field Trip Records

1. List of people participating in the field trip and faculty/staff in charge
2. Student Field Trip Registration form for each participant
3. “Approved CSU Liability Waiver” (*CSU Executive Order No. 1062*)

State Vehicle Driver Eligibility

The designated departments should maintain a current list of Approved Drivers and verify that those reserving a COSE vehicle are on the list.

- Geoscience Office (Campus vehicles only)
- Biology Office (Campus vehicles only)
- RTC Office (RTC vehicles only)

Record Retention

The designated department offices are required to maintain field trip files. The instructional agenda, field trip registration form and executed liability waivers should be retained together for a period of one year after the conclusion of the semester/quarter during which the field trip took place. For minors, the documents are to be retained for one year after the minor reaches the age of majority. Electronic copies of these signed documents are acceptable.

Additional Resources

- [CSU Executive Order 1062 - Field Trip Policies and Procedures \(2011\)](#)
- [SFSU Authorized Drivers of State Vehicles Procedures](#)