

COLUMBIA COLLEGE

Field Trips Policy

POLICY TITLE:

Field Trips

POLICY STATEMENT:

Columbia College defines a field trip as a school sanctioned off-campus group enrichment activity for students that relates to a course of study and is supervised by staff and/or faculty. Columbia College believes that field trips can be a valuable element in an overall educational program. Field trips are an optional student activity and have no impact on course grading.

POLICY RATIONALE AND APPROACH:

Field trips must advance important educational goals and as such the value of all field trips must be assessed in the context of the amount of classroom instruction time lost versus the potential contribution to student learning. To ensure a positive learning experience and student safety, field trips must be carefully planned, executed and controlled.

Due to current insurance requirements field trips cannot be held outside of Canada.

Students are not permitted to drive themselves or transport other students in their vehicle to and/or from a field trip venue. Transportation of students to and from a field trip venue may be provided through the following alternatives only:

- Calgary City Transit.
- A licensed commercial provider

Staff and/or Faculty are not permitted to transport students either to or from a field trip location, as per Columbia College policy: "Driving Vehicles for Work Related Purposes". Please refer to Page 23 in the "Columbia College Employee Handbook".

Staff and faculty may drive themselves to and from a field trip location.

Transportation for all field trips must begin and end at Columbia College. All participants, including at a minimum one staff or faculty member, must leave and return to Columbia College by the approved form of transportation. Participants choosing other forms of transportation or other arrangements do so at their own risk.

Columbia College will cover staff, faculty and student transportation expenses when a field trip has been budgeted and/or approved. Where applicable, Columbia College will cover staff/faculty admission fees and other costs where budgeted and/or approved. Where applicable, students are responsible for their own admission fees and any other costs.

PROCEDURE:

Before planning a field trip, staff and/or faculty must determine if this is an acceptable alternative to provide an appropriate learning experience while limiting the amount of risk to participants. Students must understand that the field trip is an educational experience with specific learning outcomes and potential risks. If a field trip is considered an acceptable option, staff and/or faculty must consult with their Department/Program Manager to discuss:

1. The rationale for the trip.
2. Available budget.
3. The learning outcomes that will be achieved.
4. The level of risk involved.

Subsequent to their discussion with the Department/Program Manager, the staff and/or faculty member is responsible for completing the Columbia College Student Field Trip Planning Document and presenting this to their Department/Program Manager for their review and possible approval.

The Department/Program Manager is responsible for approving in writing, each field trip before the activity occurs. Approval will be primarily based on the written documentation provided by the staff and/or faculty addressing the four criteria previously indicated and listed above as items 1, 2, 3 and 4. In addition, the Department/Program Manager may ask for any additional information deemed necessary to make a decision. After formally approving the field trip, the Department/Program Manager has the authority to cancel the trip should dangerous conditions exist which may affect the health and safety of participants. Staff and/or faculty will also have authority to cancel or postpone the trip for the same reasons.

Upon approval of the field trip, staff and/or faculty are responsible for reviewing:

1. The Columbia College Student Field Trip Planning Document.
2. The Columbia College Student Field Trip Hold Harmless Agreement with the students who will be participating in the field trip.

Each student participating will be provided with a copy of the Student Field Trip Planning Document and the Student Field Trip Hold Harmless Agreement. Each student will need to complete and sign the Columbia College Student Field Trip Hold Harmless Agreement prior to being permitted to participate in the designated field trip. These forms will be submitted to the Department/Program Manager prior to the field trip.

All field trips will normally be completed within a ten hour period between the hours of 8am and 6pm on the same day.

Subsequent to the field trip the staff and/or faculty will engage the students in a review of what they experienced and learned.

COLUMBIA COLLEGE STUDENT FIELD TRIP PLANNING DOCUMENT

Directions:

This document is to be completed by the course staff and/or faculty who would like to take his/her students on a field trip. This form must be approved by the Department/Program Manager prior to the scheduled event and placed on file by the Department/Program Manager along with the Columbia College Student Field Trip Hold Harmless Agreements signed by each student who will participate in the field trip. Add additional pages where space is limited.

Field trips are an optional student activity and have no impact on course grading.

Program: _____ Course: _____

Date of Field Trip: _____ Staff/Faculty: _____

Facilitator Phone Number: Office _____ Home _____ Cell _____

- **Starting point and ending point of this field trip must be Columbia College.**

Destination of Field Trip: _____

Purpose of Field Trip (Desired Learning Experience): _____

Itinerary: _____

Will this field trip be started and completed between the hours of 8am and 6pm? Yes No
If no, please explain on attached sheet the reason to go beyond this time period.

Estimated Time of Departure from Columbia College: _____

Estimated Time of Return to Columbia College: _____

Transportation of students, staff and faculty to and from a field trip venue will be paid for by Columbia College. Students will be responsible for paying any admission fees and/or any other fees associated with the field trip. Transportation may be provided through the following alternatives only:

- Calgary City Transit.
- A licensed commercial provider.
- Staff and faculty may drive themselves to and from a field trip location. Staff are not permitted to transport students either to or from a field trip location, as per Columbia College policy: "Driving Vehicles for Work Related Purposes". Please refer to Page 23 in the "Columbia College Employee Handbook".

It is the responsibility of the Department/Program Manager to decide whether he/she or the staff/faculty member will book the licensed commercial provider.

Method of Transportation (Check One): City Transit Commercial Provider

Cost of Transportation: _____

Cost of the field trip for staff/faculty including admission fees and any miscellaneous costs: _____

Cost of the field trip per student for admission fees and any other costs (paid by student): _____
Transportation for all field trips must begin and end at Columbia College. All participants, including at a minimum one staff or faculty member, must leave and return to Columbia College by the approved form of transportation. Participants choosing other forms of transportation or other arrangements do so at their own risk.

Unless funds are budgeted and approved for a licensed commercial provider it is expected that all students will travel by Calgary City Transit

Travel by commercial vehicle must be arranged using a Columbia College purchase order with a licensed commercial provider. Please note that licensed commercial providers have busy schedules and it is highly recommended that their services be reserved as far as possible in advance of a planned field trip.

Upon receipt of an invoice or receipt from a licensed commercial provider or Calgary City Transit, Columbia College will pay the approved amount. Staff and Faculty using their own vehicle to transport themselves will be reimbursed as per Columbia College policy. Students will be required to pay any applicable admission fees or other costs.

Risk Assessment: Are there any hazards or dangers that you believe are reasonably foreseeable in connection with the field trip that might affect the health and safety of the participants/students?

Yes No (Check one)

If yes, please explain on attached sheet:

If yes, how do you plan on minimizing these above noted, reasonably foreseeable, health and safety concerns? Please explain on attached sheet.

The staff or faculty responsible for this field trip are expected to take a copy of the Student Field Trip Hold Harmless Agreement with him/her on the field trip in case it is needed during an emergency.

All students are expected to remain under staff/faculty supervision from the time they leave the College to the time they return to Columbia College.

A copy of this document will be provided to each participating student and reviewed with them prior to signing their Student Field Trip Hold Harmless Agreement and prior to commencing the field trip.

Students Not Attending: Please review all Student Field Trip Hold Harmless Agreements and ensure that any individual student health issues will be properly managed during the field trip. If in your opinion, an individual student's stated health issues cannot be satisfactorily managed, then you should not permit that student to participate in the field trip. Please also excuse without penalty any other student who does not want to attend the field trip. Remember that all field trips are a voluntary activity and as such are not a requirement for any course or program at Columbia College.

Specific to government funded programs only, describe how students who will not be attending the field trip will be accommodated. Please describe on attached sheet.

Please sign and date this document to acknowledge you have read, understand and will follow the Columbia College Field Trip Policy and Procedure Document.

Course Facilitator (print): _____

Course Facilitator (Signature): _____

Dated: _____

Department/Program Manager Approval

Department/Program Manager (print): _____

Department/Program Manager (Signature): _____

Dated: _____

**COLUMBIA COLLEGE
STUDENT FIELD TRIP
HOLD HARMLESS AGREEMENT**

Program: _____ Course: _____ Staff/Faculty: _____

Date of Field Trip: _____ Destination of Field Trip: _____

Method of Transportation: _____ Cost per Student for Admission or Other Costs (if any): _____

Student Health Issues: If you believe that this planned field trip is not in your best interests, please advise the staff/ faculty member that you will not be attending.

Please specify any health condition that you have that staff/ faculty should be aware of that may negatively affect you during this field trip: _____

Field trips are an optional student activity and have no impact on course grading.

To prevent any legal liability and to ensure that Columbia College meets its due diligence responsibility, Columbia College requires that the following conditions regarding field trips must be met by all students:

- Students will leave for all field trips from Columbia College and will return to Columbia College at the completion of the field trip.
- Students are responsible to travel to and from all field trips either by Calgary City Transit, or a licensed commercial provider.
- Students are not permitted to drive themselves or transport other students in their vehicle to and/or from a field trip.
- Students must travel and remain as a group with at least one staff and/or faculty member to and from the designated field trip location.
- Students will do their best to ensure that their own safety and the safety of others is the foremost priority while participating in every aspect of a field trip.
- Students will conduct themselves in the same responsible manner on a field trip as they are expected to do on campus (please refer to the Student Roles and Responsibilities Document). The student is aware that any irresponsible actions on their part may cause harm to themselves or others and that Columbia College will not be responsible for these actions or the result of these actions.

Release Provision:

"I, the undersigned, for and in consideration of being allowed to participate in this field trip do hereby fully, finally and absolutely release and forever discharge Columbia College, its directors, officers, shareholders, servants, consultants, agents, staff and faculty and each of their respective heirs, executors, successors and assigns from all actions and causes of action, claims and demands whatsoever which the undersigned now or at any time hereafter may have, or could or might have had against the parties who are hereby released, for or in respect of any loss, injury or damage that may in any way be related to the undersigned's participation in the field trip. The undersigned further agrees and acknowledges that he or she assumes all risks associated with the field trip and despite the exercise of reasonable safety precautions by Columbia College, injury is possible whenever one engages in a field trip. The undersigned understands that Columbia College does not insure the undersigned against injury or accept any responsibility for any medical costs incurred by the undersigned that may be in any way related to the field trip."

Student Name (print): _____

Student Signature: _____
(To be signed by parent or legal guardian if student is under 18 years of age or where required.)

Student Emergency Contact Name (print): _____ Phone # _____

Date Signed: _____