

University Field Trip & Off-Campus Activity Policy

Policy Number:	AF 09-002 (Formerly Travel of Student Groups and Teams)
Policy Administrator:	Vice President, Administration and Finance
Policy Initiator:	Director of Safety and Risk Management
Authority:	EO 1062 Field Trip, CSU University and Private Vehicles Policy Guidelines , EO 715-CSU Risk Management , EO 1041- CSU Student Travel , EO 1051- CSU Liability Waivers , California Public Contract Code Section 10326.01 , Board of Trustees resolution REP 1-92-02
Effective Date:	January 2012
Revised Date:	March 22, 2018
Approved:	President Thomas A. Cropper
Approval Signature:	/s/

Purpose:

This policy defines travel and liability requirements for field trips and all other off-campus activities sponsored by California State University Maritime Academy (Cal Maritime), which is intended to mitigate risk to participants and minimize liability to the Cal Maritime, as articulated in the following California State University (CSU) Executive Orders (EOs): 1062, 1041, and 1051.

Scope:

The policy shall apply to all employees and students, and includes, but is not limited to, the following program areas: academic (both domestic and international), campus and student life, athletics, student clubs and organizations, advocacy, and community engagement. This policy shall also apply to all other external individuals who engage in business on behalf of Cal Maritime and its auxiliaries, including contractors, vendors, and drivers.

Procedures:

All students participating in Cal Maritime-affiliated programs that require travel shall be informed, in writing, that participation is voluntary and that travel involves risks to personal safety, which could result in damage to property, injury or death. Additionally, students shall be informed, in writing that both Cal Maritime and the CSU assumes no liability for damage, injury, or death occurs during travel.

A. Minimum Field Trip Requirements:

As per the EO 1062, Cal Maritime field trips and off-campus activities must include the following minimum requirements:

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