

## FIELD TRIP

### PLANNING and GUIDELINES

May 16, 2007

- a. Department completes a Department Program Student Driver Authorization form (found on Risk Management's website (click on "Forms" link). Forward form to Linda Thomae Recker (Ph: 5.3027) for review a minimum of 6-8 weeks prior to trip departure.
- b. Contact Kathryn Kurth (ph: 5.0110) to determine if a waiver will be necessary.
- c. The trip must be directly related to the academic program in the department. Travelers must be authorized passengers.
- d. The trip is financially supported by the department and at the request of the department head.
- e. All drivers are required to meet Fleet Safety Program requirements, which includes: driving records reviewed and in compliance with the Fleet Safety driving standards.
- f. Successful completion of appropriate vehicle training course (allow time to reserve, watch a video and take exam), as well as the actual hands-on driving experience - both offered by Fleet Services). Arrange timely especially during the busy summer travel season.
- g. A faculty, staff person or primary driver must be selected. This person is responsible to provide information to drivers and passengers regarding vehicle-use policies found on Risk Management's website:
  - secure vehicle during trip
  - perform headcounts
  - assign drivers
  - determine rest stops
  - administer the Field Trip Guidelines for Faculty and Staff
  - Seatbelts must be worn at all times during vehicle travel
- h. The vehicle shall be used only for normal transportation to and from event or Program, not for personal or unauthorized side trips. University liability does not extend to unauthorized drivers, vehicles or non-approved uses.
- i. No family members, friends, or unauthorized persons in vehicle.
- j. Adhere to guidelines regarding packing and loading of equipment and/or luggage.
- k. Number of people in vehicle is to be no more than vehicle is meant to carry.
- l. Loading Guidelines: equipment cannot be higher than seat height and the driver must be able to see out of all windows. Heavy items should be on bottom.
- m. If above procedures are not followed, the general liability coverage for the University of Iowa may not apply if an event occurs. As a result, departmental funds may be at risk.