Faculty/Staff Trip Coordinator Responsibilities

1. Transportation:
   - For a required field trip, the trip coordinator must arrange transportation and accompany the group.
   - For optional student travel, trip coordinators are strongly encouraged to arrange transportation and accompany the group when practical and reasonable to do so. Trip coordinators should not transport students in their personal vehicles to avoid personal liability.
   - When using university vehicles, trip coordinators and all drivers must abide by the Fleet Safety and Vehicle Use/Rental policy.

2. Provide students:
   - A description of the trip, including purpose, scheduled activities, location(s) to be visited, agenda and cost summary (when applicable).
   - A description of the risks inherent to trip activities.
   - Any special requirements to participate – specific skills, fitness level, training/certifications.
   - Health and safety information, which may include safety equipment, clothing and footwear requirements.
   - Behavior and conduct expectations, and consequences for failure to meet those expectations.

3. Get a signed Participation Agreement from each student, and retain in the department/unit for three years.

4. Have medical emergency contact information available at all times for the duration of the trip, and help students get appropriate medical treatment when needed.

5. Abide by all applicable university policies.