

## **LOCAL FIELD TRIPS**

The following guidelines are taken from the Faculty-Led Field Trip & Travel Risk Management Policy available at <http://www.ric.edu/oirp/policies.php>. These guidelines apply only to local (not overnight) field trips.

Field trips should be described in the syllabus and discussed in class during the add/drop period. Include:

- date, time, location, means of transportation, any costs for which student is responsible
- academic purpose of the travel
- potential hazards, if any.

If the college is providing transportation, public carriers or private charters must be engaged from an approved vendor that possesses all necessary licenses and liability insurance. Exceptions may be granted according to the policy.

All policies, rules, and regulations that would normally apply on campus will also apply during the field trip.

Additional requirements:

- Each faculty-led academic field trip/travel experience shall have a designated leader, normally the course instructor.
- The only authorized field trip participants are college faculty, staff, registered students, and community members who have registered for the field trip. No minor is allowed unless he/she is a registered student.
- The ADA and Section 504 of the Rehabilitation Act apply on field trips, so reasonable accommodations for students with documented disabilities must be considered. Consult with the Disability Services Center as needed.
- In case of emergency, the trip leader should attend to matters of physical injury and/or personal safety first. A serious emergency warranting a call to 911 should be reported to the RIC Security and Safety Department at 401-456-8201 as soon as is practicable.