

Department of Earth, Environmental, and Planetary Science, Rice University
Departmental Field Trip Policies (Updated January 2019)

All departmental-sponsored field trips* must be carried out according to EEPS and Rice University Policies, as summarized in the attached EEPS Code of Conduct. Any problems identified will be dealt with according to stated policies. All field trip leaders and participants must follow Rice University policies, in particular, regarding alcohol use (Rice University Alcohol Policy 848) and sexual harassment (Rice University Sexual Harassment Policy and Procedures 830-01). Up to date policies can be found at the following website:
<http://professor.rice.edu/professor/policies.asp>.

The attached EEPS Code of Conduct and Emergency Contact Information should be distributed to all field trip participants prior to departure.

Departmental policies may supersede university policies, to better ensure health, safety, and comfort of all field trip participants. Failure to follow these guidelines may result in being barred from leading field trips in the future, or other corrective actions, at the discretion of the department chair or university authority.

***Definition:** A department-sponsored field trip is one that is organized through and on behalf of faculty, staff, and students in EEPS, involving off campus travel for research or instructional purposes; the latter category includes class-related field trips. Such trips range in length, encompassing local day trips, multi-day trips requiring overnight stays, as well as trips extending one week or more. The requirements and expectations for each type of trip will vary, and recommendations will change accordingly.

Procedures to follow - proposing, planning, and carrying out an EEPS field trip:

- (1) Prior to organizing any field trip (or set of trips), both instructional and research, field trip leaders must submit a proposal detailing the purpose, location, dates, duration, and proposed activities and expectations, along with a list of participants. Please use the EEPS Field Trip Proposal Form attached. This proposal should summarize the transportation plan (including modes of transport, travel distances, drivers), accommodation and meal arrangements, along with estimated costs and fees, if supported by departmental funds. The proposal should also include a brief description of known risks and hazards, plans to ensure participant health and safety, and arrangements for communication. The EEPS Field Trip Committee and Department Chair will review all field trip proposals to ensure that the trip plan meets EEPS and university requirements.
- (2) Once approved, a pre-trip meeting will be held to brief all participants on the field trip plan, conditions, and policies. A member of the Field Trip Committee will present, in cooperation with field trip leaders, and answer questions that arise. The trip plan and instructions will be distributed and must be accepted by all participants. Procedures to follow in case of emergency, infractions, or other concerns that may arise during the trip, will be included, along with a list of EEPS and Rice University contacts in the case of emergency, as well as local authorities in the case of long-distance, international travel.
- (3) A post-trip review of the field trip will be carried out by anonymous surveys of participants, to be submitted to the EEPS field trip committee. If necessary, the committee will prepare a summary report with recommendations to the EEPS Chair to improve field trip procedures and practices.

- (4) Rice University personnel, including students, participating in university-related travel, are covered by Rice University Travel Insurance: <https://people.rice.edu/benefits-rewards/other/travel-insurance>, including International Travel Coverage. Participants must provide emergency contact information.
- (5) Non-Rice personnel must be approved to participate in the field trip by the Field Trip Committee and Department Chair. Their roles must be explained and justified in the field trip proposal. All such participants must sign a “Participation Agreement” and Travel Waiver, and provide medical insurance and emergency contact information. Non-Rice personnel are subject to the same rules and requirements as Rice participants.
- (6) Other requirements and recommendations:
 - a. All drivers must have a valid driver’s licenses for the location of the field trip. All drivers must have up to date Defensive Driving Certification. This can be arranged through the EEPS Department Office.
 - b. Field trip leaders must take Title IX training annually. This can be arranged through the Rice University Title IX Office.
 - c. It is recommended that, at least one field trip leader, or an assigned designate, have up-to-date First Aid Training. This can be arranged through the EEPS Department Office or Rice Recreation Center. (<http://rems.rice.edu/cpr-fa/>) This recommendation will be a requirement in the case of field trips lasting one week or longer, or field trips into remote areas, as determined by the Field Trip Committee.
 - d. A satellite phone or alternative means of communication is recommended for long duration or remote field trips, as determined by the Field Trip Committee. The EEPS Department Office maintains some of this equipment.

EEPS Field Trip Proposal Form

General Information

Course or Project Title _____ Semester _____

Course Instructor _____

Destination _____

Dates _____

Personnel Attending

Faculty Members

Postdocs

Students

Guests

Liability Waiver

Yes

No

Purpose of the Field Trip

(This section should include information about proposed activities and expectations for the field trip. It should also include a summary of the transportation plan, known risks and hazards, as well as plans to ensure participant health and safety, and communication arrangements. Attach extra pages as needed.)

Estimated Field Trip Costs

Airfare

Departing Airport _____

Price / ticket _____ # of tickets _____

Accommodation and Meal Arrangements

Lodging Location _____

Cost / night _____

Meals/Arrangements _____

Ground Transportation

Type of Vehicle (indicate whether Rental, University, or Personal)

of Vehicles _____

Anticipated travel distance (total) _____

Drivers (List all potential drivers. All drivers must be on Rice insurance and take the defensive driving course)

Other Misc Fees (Park fees, equipment rentals, professional services, etc.)

Cost to Students* _____

*Please note: the syllabus should state that there are costs related to field trips that students are expected to pay.

Instructor/Faculty Signature

Date

Department Chair Signature

Date

Field Trip Approved _____ Fund Number _____

Additional Notes _____
