

Section:	Academic/Student (AC)
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**APPROVED:** \_\_\_\_\_  
**President and CEO**

## POLICY

The policy of the Board of Governors is to encourage the use of field trips and study abroad activities to provide students with relevant skill-oriented learning and to support students in their personal and professional development and growth, while at the same time ensuring that risks associated with off-campus activities are effectively mitigated.

## PROCEDURE

### DEFINITIONS

**Field trip** A SAIT-approved learning activity for an individual or group that occurs off-campus, within Canada. There are two types of field trips:

**Academic field trip:** A field trip which is listed as a learning activity in a course outline, which may occur with or without direct instructor supervision and which is mandatory for students in that course.

**Non-academic field trip:** A SAIT-sponsored social, cultural, sport or recreational activity or competition for an individual or group, which is usually supervised by a trip leader and which is an optional activity for students.

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**Program leader**

A SAIT employee organizing a field trip. In the case of an academic field trip, this is usually the instructor. The program leader may not necessarily accompany the participants on the field trip.

**Trip leader**

A SAIT employee accompanying and supervising participants on a field trip. In the case of an academic field trip, this is usually but not always the instructor.

**GOVERNING PRINCIPLES**

1. To have value for student learning, personal and professional development, field trips shall be planned in a manner that assesses and manages risks for the students, accompanying SAIT employees and SAIT. The extent of planning, preparation and approvals depends on the level of risk associated with the field trip. Risk assessment requires the exercise of good judgment, based on expertise and experience. It is a process that involves identifying hazards associated with each field trip, analyzing the risks related to each hazard and determining how best to manage and mitigate those risks.
2. An academic field trip is an appropriate learning activity when:
  - a) The trip provides a valuable experience relevant to course objectives;
  - b) An assessment of any potential hazards reveals that the trip, if well managed, presents minimal safety and health risks for students and accompanying SAIT representatives;
  - c) The trip does not cause an undue burden for the students;
  - d) Transportation requirements for students are reasonable; and
  - e) The trip is described in the course outline.
3. A non-academic field trip is an appropriate activity when:
  - a) The trip provides a valuable experience relevant to the students' personal and professional development and growth;
  - b) An assessment of any potential hazards reveals that the trip, if well managed, presents minimal safety and health risks for students and accompanying SAIT employees;

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- c) The trip does not cause an undue burden for the students; and
  - d) Transportation requirements for students are reasonable.
4. This procedure does not apply to:
- a) Trips between SAIT's campuses in the City of Calgary.
  - b) Trips over which SAIT exercises no control and for which it can therefore take no responsibility, including but not limited to trips organized exclusively by students or student groups without SAIT's expressed written approval, sanction or funding, and trips organized by the SAIT Students' Association (SAITSA), including clubs and bodies ratified by SAITSA. Please note that trips organized by students clubs are governed by the provisions of procedure [AC.6.2.1 Student Clubs](#).

## PROCEDURE

### A. Student Expectations and Coverage

1. Students are expected to participate in all assigned academic field trips. Students are responsible for disclosing any health concerns, disabilities or medical conditions they may have that might affect their ability to safely and fully participate in the academic field trip and/or that might require reasonable accommodation. If a student has a documented disability or religious requirement that will affect the student's participation in a field trip, please see procedures [AC.3.16.1 Accommodations for Students with Disabilities](#) and [AC.3.8.1 Attendance Requirements](#) respectively. In some situations, it may be necessary to devise an alternative activity for that student, in alignment with the course outcomes.
2. Student participation in non-academic field trips is optional. Students are responsible for disclosing any health concerns, disabilities or medical conditions they may have that might affect their ability to safely and fully participate in the non-academic field trip and/or that might require reasonable accommodation.
3. Students may be required to make arrangements for their own transportation by using public transit or their own vehicle. If traveling in their own vehicle, it is the students' personal automobile insurance that covers accidents and any related injuries.

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4. Students who are injured during an academic field trip in Alberta or while traveling to/from an academic field trip site in Alberta are generally covered through Workers' Compensation Board insurance (WCB), through SAIT's Student Accidental Death and Dismemberment insurance policy and/or through the student's own personal insurance policy. For information about WCB coverage for out-of-province academic field trips, please contact SAIT's ability management advisor, in the Employee Services department.
5. Students who are injured during a non-academic field trip or while traveling to/from a non-academic field trip site are generally covered through SAIT's Student Accidental Death and Dismemberment insurance policy and/or through the student's own personal insurance policy.
6. Students who cause accidental property damage or injury to another person during a field trip are generally covered through SAIT's third party liability insurance.
7. Students on a field trip must follow SAIT's safety and other related directives, and must comply with all requirements of personnel at the field trip site. Failure to do so may result in proceedings pursuant to procedure [AC.3.4.1 Student Code of Conduct](#).
8. Before students may participate in a field trip, they must sign the Field Trip Participation Agreement, set out in Schedule B, an Associated Document to this procedure. A student who does not sign the agreement may not participate in the field trip.
9. The Field Trip Participation Agreement must specify the field trip location and addresses. If the location changes or if a new site is added to the trip, students must sign a new agreement.
10. If a student is under the age of 18, or over the age of 18 and with a legal guardian, the student's parent or legal guardian must also sign the Field Trip Participation Agreement.

#### **B. Staff Expectations and Coverage**

1. The program leader and the trip leader will manage the risk inherent in a field trip, regardless of whether or not the trip is supervised, by:
  - a) Acting reasonably to reduce the likelihood of injury to students and accompanying SAIT employees;

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- b) Identifying and documenting any potential reasonably foreseeable hazards and risks associated with the field trip, using Schedule D, an Associated Document to this procedure, and obtaining their supervisor's signature on Schedule D as permission to proceed with the trip;
- c) Cancelling a field trip in a situation of adverse weather;
- d) Considering the needs of students with disabilities and medical conditions as part of the planning process and ensuring that those students are prepared for the field trip. Please note that the need to reasonably accommodate disabilities can arise because of unforeseen circumstances during a field trip, and the duty to reasonably accommodate remains, regardless of whether or not the student disclosed the disability prior to departure; and
- e) Ensuring that appropriate first aid is available for students during the field trip.

The Health, Safety and Environment department and the Accessibility Services unit of the Learner and Academic Services department can provide program leaders and trip leaders with guidance and assistance as required.

2. The program leader will provide students with clear transportation and location directions, expectations for the field trip and identification of any potential hazards.
3. If an academic field trip is without direct supervision, the program leader will provide all students with emergency contact information and will ensure that the emergency contact is aware of the field trip. If the field trip is supervised directly, the trip leader will, in the event of an emergency, contact the trip leader's supervisor at SAIT as soon as is reasonably possible.
4. SAIT's policies [FN.11.1 Expenses](#) and [HR.1.4 Travel](#), and their accompanying procedures, apply.
5. For information on SAIT property transported to the off-site field trip location, see procedure [FM.1.1.2 Use of Institute Facilities, Tools, Equipment and Workspace](#).
6. The program leader will administer the Participation Agreement and will collect signed agreements from all students prior to students participating in the activity. See Schedule A - Guidelines for Administering the Field Trip Participation Agreement, and Schedule B – Field Trip Participation Agreement, Associated Documents to this procedure.

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7. The program leader will prepare a list of students participating in the field trip, in the form set out in Schedule C, an Associated Document to this procedure. If a student is a last-minute addition to the field trip, the student must sign the agreement (Schedule B) and Schedule C must be updated to include that additional student, before the field trip begins.
8. The program leader is responsible for storing the students' original signed agreements (Schedule B), the list of student participants (Schedule C) and the Field Trip Hazard Assessment form (Schedule D) in accordance with the requirements of procedure [AD.3.2.1 Records Management](#).
9. If the field trip site requests a waiver be signed, a copy of the waiver will be sent to the insurance coordinator for review prior to signing. Following signing and before the field trip occurs, the waiver will be returned to the insurance coordinator for storage.
10. Transportation arrangements are subject to the following provisions:
  - a) If using a SAIT vehicle or if renting a vehicle, please see procedure [FM.1.1.5 Operations of SAIT Vehicles](#).
  - b) If arranging bus transportation, please check with the Finance department to determine which bus companies have been approved by SAIT.
  - c) A trip leader may use the trip leader's own vehicle to travel to/from the field trip site, but may not transport students in the vehicle. The trip leader is strongly advised to contact the trip leader's own personal insurance company to ensure that appropriate coverage is in place, as SAIT's insurance does not cover operation of a personal vehicle.
  - d) All other transportation arrangements shall be made through SAIT's approved travel company. Please check with the Finance department for further information.

## ASSOCIATED DOCUMENTS

Schedule A	Guidelines for Administering the Field Trip Participation Agreement
Schedule B	Field Trip Participation Agreement
Schedule C	Field Trip Roster
Schedule D	Field Trip Hazard Assessment Form

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## POLICY/PROCEDURE REFERENCE

- AC.2.13 Field Trips policy
- AC.2.13.2 Study Abroad procedure

**PROCEDURE**

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