

## Field Trips and Outings

Most injuries and losses that occur during field trips and outings can be traced to two areas; the planning and preparation phase or supervision and instruction. The magnitude of the injuries or losses naturally depends on the incident itself, but an additional factor is the management of the incident after the injury or loss has occurred

### Planning and Preparation

Reasonable planning and preparation can avoid most problems. Adventist Risk Management has developed a tool to assist in this area. It is the Field Trip/Outing Planner, included on the next page. Remember, this is merely a tool. It is still up to you to make reasonable decisions. You should refer to other portions of this Safety Officer Manual for additional guidance. Feel free to call the Southeastern California Conference (SECC) Risk Management Department or Adventist Risk Management for specific questions.

Some helpful forms have been included in this Safety Officer Manual, e.g., Drivers Questionnaires (for MVRs), Vehicle Information Sheet, Trip Permission Slip with Medical Consent section, Transportation information for volunteer vehicles. These forms are contained in the packet under the “Forms” tab of this Manual.

Please note a few MAJOR points while planning a field trip or outing:

1. Anyone driving a van designated for 15 or more passengers for a church or school activity, must have a commercial drivers license. It does not matter if there are only 6 passengers.
2. If you are traveling out of the country, the trip supervisor **MUST** obtain special written permission from the parents/guardians to transport minors out of and into the U.S. The signature(s) of the parents/guardian must be notarized/ This includes Canada and Mexico.
3. If you are traveling to Mexico, be sure you obtain auto liability insurance from a company licensed in Mexico. This may be arranged near the border, or through AAA. In addition, you should arrange for excess coverage. Contact the SECC Risk Management Department.
4. Determine whether additional insurance coverage is advisable. These may include Short-term Travel, Miscellaneous Accident and Volunteer Labor coverage's.
5. Screening and selection of vehicles, volunteers and drivers are extremely important. Please review the sections in this Manual.
6. An Authorization for Medical Treatment and Parental Permission form must be completed for every minor on a field trip or outing.

### Management of situations involving injuries and losses

Planning and preparation can only reduce the risk of injury or loss, so accidents will happen. However preparation can also reduce the severity of an injury or loss. In addition, how the situation is managed can also have a significant effect. It is important that the “Emergency Planning” section of the Field Trip/Outing Planner be carefully considered and utilized.

It is also very important and helpful to have claim forms available. They can act as a checklist for information needed to initiate a claim, and can expedite access to insurance coverage for those who might be injured or who suffer of loss.

Mission construction trips present special challenges and problems. Please call the SECC Risk Management Department when planning such a trip.