

Procedure: 6.8.1p

Field Trips

Revised: May 7, 2015

Last Reviewed: May 23, 2025

Adopted: December 7, 1989



I. PURPOSE:

Field Trips can be an essential component of a student's educational experience, and the Technical Colleges' use of such out-of-classroom experiences is encouraged when appropriate. College-sponsored field trips shall be education-related and conducted with a focus on the safety of students and staff, fiscal responsibility, and academic responsibility. Each Technical College is required to develop a local field trip procedure consistent with the provisions below and includes steps to address emergencies and compliance with relevant fiscal, academic, and student and employee conduct policies.

II. RELATED AUTHORITY:

O.C.G.A. § 20-4-11 – Powers of Board

O.C.G.A. § 20-4-14 – TCSG Established; Powers and Duties

TCSG State Board Policy: 6.8.1 – Field Trips

TCSG Procedure 4.7.2p – Driver Qualification

III. APPLICABILITY:

All work units and Technical Colleges associated with the Technical College System of Georgia

IV. DEFINITIONS:

Field Trip: any activity typically involves off-campus travel for one or more students enrolled in the college or Adult Education program. Independent study, internships, class meetings, and off-campus work on an individual project are not considered Field Trips.

Section 504 Coordinator: an individual designated by the president of the college to ensure compliance with Section 504 of the Rehabilitation Act of 1973, the Americans with Disabilities Act of 1990 as Amended, and any other state and federal regulations governing disabilities; the responsibilities of the 504 Coordinator will include, but may not be limited to evaluating students requesting accommodations for a disability and ensuring equal access to facilities, services, and programs.

Sponsor: an employee of the college organizing a field trip and/or accompanying students on a field trip.

V. ATTACHMENTS:

Attachment: 6.8.1p.a.1 Assumption of Risk, Agreement to Abide by Code of Conduct, Release of Liability, and Limited Medical Authorization

VI. PROCEDURE:

A. Driver Qualifications/Transportation

1. Any employee who operates a vehicle for field trip activities must comply with the TCSG Driver Qualification Procedure. (NOTE: Colleges should provide a copy of this procedure to any employee who may be responsible for transporting students on field trips).
 2. Colleges will ensure that any state-owned vehicle offered for transportation is adequately maintained and insured in accordance with Georgia Department of Administrative Services regulations.
 3. If chartered transportation is utilized for field trips, colleges must ensure that the provider has the appropriate liability insurance and uses licensed professional drivers.
 4. A person renting a car should not allow others to drive the vehicle unless the rental agency has authorized such use.
 5. Presidents may determine that any employee or student will not use personal vehicles to transport students on field trips.
 6. Any traffic and parking citations received during a field trip are the driver's responsibility and must be immediately reported to the employee's supervisor.
 7. College transportation for field trips must be provided, depart from, and return to the college campus.
- B. Students participating in field trips are required to sign the attached "Assumption of Risk, Agreement to Abide by Code of Conduct, Release of Liability, and Limited Medical Authorization;" if the student is under the age of 18, a parent or legal guardian must execute the form.
- C. Colleges must provide reasonable accommodations to students with disabilities to enable them to participate in field trips. Questions regarding accommodations may be addressed to the college's Section 504 Coordinator or the Office of Legal Services.
- D. For each field trip, the Technical College must have a designated contact person on campus with information about the field trip if emergency communication is necessary. Information should include the purpose, location, duration, mode and route of transportation, and emergency contact information for each participating student or sponsor. Field trip sponsors should have access to communicate with contact or emergency personnel at all times and are required to maintain a copy of the emergency contact information for each participant during the trip.
- E. Field trips should be clearly identified in the course syllabus (including location, time, and mode of transportation) whenever possible. The syllabus should also identify the field trip as "required" if student participation is mandatory. The sponsor should discuss in relevant detail with students the risks associated with the activity, relevant emergency preparedness information, and expectations for behavior during the activity (including transit to and from the location(s)).

- F. During a field trip, sponsors will be subject to all policies and procedures, including the Ethics and Standards of Business Conduct.
- G. Students are subject to all policies and procedures, including the Student Code of Conduct.

VII. RECORD RETENTION:

Documents collected according to this procedure are subject to the Georgia Records Retention Schedule. Upon reasonable belief that legal action may occur due to an injury or loss suffered on a field trip, the college shall suspend any schedule for the destruction of related records and take immediate and affirmative steps to secure such records in their original format(s).

http://www.georgiaarchives.org/records/retention_schedules

Attachment: 6.8.1p.a1.

RELEASE, WAIVER OF LIABILITY, AND COVENANT
NOT TO SUE

(READ CAREFULLY BEFORE SIGNING)

I hereby acknowledge my awareness that my participation in the [redacted] activity may expose me to the risk of property damage and bodily or personal injury, including death. The Technical College System of Georgia and/or the [redacted] Technical College will provide transportation, including activities. I understand that the risks that I may encounter include, but are not limited to transportation accidents, [redacted], [redacted], as well as other risks that may not be foreseeable. I have been informed and understand that there are inherent risks and dangers involved in this activity. (Attached description, syllabus, or website.) I knowingly and freely assume any and all such risks and voluntarily participate in this activity.

In exchange for the use of equipment, materials, and supplies and for being allowed to participate in this event, I hereby release and forever discharge [redacted] Technical College, the Board of the Technical College System of Georgia, the Technical College System of Georgia, their members individually, and their officers, agents, and employees from any and all claims, demands, rights, expenses, actions, and causes of action, of whatever kind, arising from or because of any personal injury, bodily injury, property damage, or the consequences thereof, whether foreseeable or not, resulting from or in any way connected with my participation in this activity.

I further covenant and agree that for the consideration stated above, I will hold forever harmless and will not take legal action against [redacted] Technical College, the Board of the Technical College System of Georgia, the Technical College System of Georgia, their members individually, and their officers, agents, and employees for any claim for damages arising or growing out of my participation in this activity, whether caused by negligence or otherwise.

I grant permission for my likeness, image, and voice to be recorded in any media during this activity and to be used by [redacted] Technical College on behalf of the Technical College System of Georgia in any publications, media, or technology now known of or hereafter developed in the future for any lawful purpose whatsoever without further permission from me. I understand I will not be compensated further for using these recordings.

In the event of an emergency and I am unable to act on my behalf, I authorize the faculty and directors of the activity/field trip program to take whatever action they deem is warranted and appropriate regarding my health and safety.

I certify that I am at least 18 years of age. I give this consent freely and voluntarily without coercion, duress, threat, or promise. I certify that I understand and have read the above carefully before signing. I understand that I am not subject to any adverse action if I do not sign.

Signature of Student

Date