

STANDARD OPERATING PROCEDURES - STUDENT CLASS TRIPS
Department of Biological Sciences, Michigan Technological University
INSTRUCTOR REQUIREMENTS

Prior to traveling off campus for any reason, the instructor (faculty, staff or graduate student in charge) must:

- _____ Review the “student requirements” with the class or individuals and get all required signatures for date of travel.
- _____ Monitor the weather for inclement conditions and modify the travel or activities as appropriate.
- _____ Confirm a travel plan and expected return time with an identified University contact **or** confirm students working on independent projects or outside the designated class time have established a check in/checkout procedure with another designated person.
- _____ Ask students to, privately, identify themselves if they have a medical condition (i.e. Epilepsy, diabetes, medical alert bracelets, etc.), that might require special monitoring or be useful information during emergency medical assistance.

Prior to leaving for an outdoor field trip the instructor must:

- _____ Confirm that each group has all the safety equipment needed for the activity; special considerations should be given to working after dark, in or around the water, in extreme weather conditions or if handling chemicals.
- _____ Confirm that the class has legal access to the location(s) being visited.
- _____ Confirm that, if mammals, birds, fish, reptiles, or amphibians will be actively sought, collected, handled, or disturbed, a Protocol has been approved and is currently active from the University’s Institutional Animal Care and Use Committee.

If vehicles will be used for transporting students, the instructor must:

- _____ Remind owners of private vehicles transporting students that their insurance, not Michigan Tech’s, will be invoked in the event of an accident.
- _____ Confirm that anybody driving a Michigan Tech van has completed Van Driver Training, read the Michigan Tech Vehicle Use Policy and accident reporting, <http://www.mtu.edu/facilities/husky-motors/rentals/> information. They should be comfortable driving a large vehicle in the given weather conditions or after dark. It is strongly recommended that for trips longer than 100 miles (or 2 hours) that a second certified relief driver be identified.
- _____ University policy states “Occupancy for 15 passenger vans is limited to 10 occupants, including the driver, for travel outside of a 100 mile radius of the campus”.
- _____ Reemphasize with drivers that it is University policy to obey all traffic laws, that they must pull off to the side of the road when using a cell phone and that they are expected to enforce the requirement that the drivers and all passengers wear seatbelts.

_____ When traveling in multiple vehicles, confirm that a designated person in each vehicle has key information as appropriate including routes, final destination and contact information.

_____ **N/A While in the field the instructor must:**

- _____ Carry appropriate communication equipment which may include: cell phone, 2 way radios, and/or whistles.
- _____ Carry a list of students in the class.
- _____ Pay attention to changing weather conditions and modify the activity as appropriate.
- _____ Confirm that at least one vehicle in a caravan, or every vehicle if splitting up, is carrying an "emergency" backpack to include, at a minimum: first aid kit, extra candy/snacks, emergency blanket, flashlight with extra batteries, map marked with hospitals, emergency contact numbers, small knife and lighter or matches.

_____ **N/A If boats (including canoes) are being used, the instructor must:**

- _____ Use the *RV Agassiz* or other vessel with a US Coast Guard-licensed Captain for all activities on Lake Superior, Portage Lake (including bays) or Torch Lake.
- _____ Have prior permission from the Department Chair before using a boat (including canoes) on inland lakes, bogs, ponds or rivers; note that all boats must be owned and **insured** by Michigan Tech or other commercial entity.
- _____ Complete departmental Boater Safety Training prior to any boat outing on inland lakes, bogs, ponds or rivers.
- _____ Remind everyone that life jackets must be worn when on a boat (including canoes) unless exempted by a Licensed Captain or Crew