

Checklist of administrative things to do by those responsible for a UCR Dept of Earth and Planetary Sciences fieldtrip (i.e. those running the fieldtrip – faculty, their appointed students etc.) before leaving

Paperwork concerning Driving Vehicles

If you are driving any UC vehicle (even if not for a fieldtrip) there are a minimum of TWO and up to FOUR documents relate to driving vehicles that you should have signed and sent to the authority noted:

1. All drivers of UC vehicles must have the authorization for “DMV pull” to the Departmental Administrative Assistant at least 5 working days before they first drive the vehicle. They must provide a valid driver’s license and proof of automobile insurance. The DMV pull is good for 2 years. **Document: UCR-DMVpull.pdf**
2. All members of the Department must complete the Department of Earth and Planetary Sciences Vehicle Instructions, Guidelines and Sign-off form that acknowledges department-specific matters related to driving UC vehicles. This can be done once in the student’s career, provided the information does not change. **Document: UCR-VehicleDeptGuidelinesSign.doc**
3. All post-doc, graduate and undergraduate student drivers of UC vehicles must have the Student Driver Application signed and the completed version to the Departmental Administrative Assistant who will then forward up to, ultimately, the Dean. This can be done once in the student’s career, provided the information does not change and the student drives a UC vehicle at least once per year. Note that this form requires the time for DMV pull processing (five days). **Document: UCR-Student_Driver_Application_Form**
4. If you are taking a UC vehicle out-of-state, special provisions apply (and are particularly drastic if travelling out of the country). You must complete the out-of-state driver form, and submit copies of that to the Departmental Administrative Assistant and Fleet Services as per the instructions on the form. This should be done for each trip abroad. **Document: UCR-OutofStatedrivingForm**

When driving a UC vehicle, you are also required to carry with you proof of currently valid/unexpired personal auto insurance.

Paperwork concerning Liability

This paperwork is to be completed before the trip and handed to the Departmental Administrative Assistant:

1. All undergraduate students must sign individual copies of the Waiver of Liability, Assumption of Risk, and Indemnity Agreement. This form should mention the class that the trip relates to.
Document: UCR-RequiredLiabilityWaiver.pdf
2. All non-employed passengers in UC vehicles (i.e. most undergraduates) must sign the Vehicle Passenger Waiver.
Document: UCR-VehiclePassengerWaiver.pdf

Paperwork informing the Department of “when, where, and who” is on the fieldtrip

It is standard practice in other geology departments for the departmental administration to know when, where, and who is going on fieldtrips, so that if anything happens an informed response can be given. This paperwork is to be completed before the trip and sent to both the Chair and to the Administrative Assistant.

1. Copies of trip itinerary sent to both the Chair and the Administrative Assistant. This must be done for each fieldtrip. **Document: UCRField_trip_itinerary_form.doc**

Paperwork concerning Student Behavior Policy

1. All participating students must sign signature page of Field Trip Policy for Students and pass this to the Departmental Administrative Assistant. This should be done on the first fieldtrip a student participates in and retained thereafter. **Document: UCRFieldTripStudentPolicySignature.doc**

Paperwork concerning Student Health

1. For all students on fieldtrips longer than two days, and for any student who wishes to on shorter trips, have them fill out a medical history and contact form that will be kept in a sealed envelope to be opened in an emergency that will be returned to student unopened at the end of the trip in normal circumstances. **Document: UCR-StudentHealthStatement.doc**

Paperwork concerning Expectations and Incidents on Trip

Make sure that copies of the following forms and other materials are readily available on the trip:

Accident/health issue reports (see section 2 above): [UCRField_trip_incident_report.doc](#)

Auto Incident Report (see section 1.4 above): [UCR-AutoIncidentReportProcess.pdf](#)

Dept of Earth and Planetary Sciences Field Trip Policy for Students. Students will have signed acknowledgment and acceptance of these policies prior to the trip:

[UCRDeptStudentFieldGuidelines.doc](#)

Handbook for Department of Earth and Planetary Sciences faculty member(s) leading fieldtrips, and associated staff and graduate students with responsibility for student welfare, and all drivers of UC vehicles. [UCRDeptFacultyFieldHandbook.doc](#)