

Environmental Studies Program Field Trip Planning Instructions

Plan well in advance – field trip dates and fees must be listed in the schedule of classes. You need to know how many students, cost of vehicles to transport, and destination, in order to estimate cost of field trip and amount to charge each student. See attached rate information for details. Schedule information is prepared for publication months in advance.

Travel Approval Form

This form must be completed and approved prior to making travel reservations. This form can be found on the ENVS website (<http://envs.uoregon.edu/>) or you can stop by and pick one up from Alison in the ENVS Office. Please send at the beginning of the term, a *minimum* of 2-3 weeks prior to the trip

Field Trip Funding

Was a course fee added to the class for the field trip? Contact the travel coordinator if you are unsure of the funding source

Field Trip Fee Estimation

$(\# \text{ miles round trip}) \times (\text{mileage rate}) + \text{vehicle cost} = \text{field trip fee}$
students (anticipate low enrollment)

Activity Waiver

Why are waivers essential?

The University of Oregon sponsors many travel, recreational, cultural, educational, and physical activities for members of the university community and the public. Some of these activities may subject the university and its employees to increased legal liability. In order to ensure that participants fully understand and appreciate the risks associated with these activities, as well as to mitigate the potential liability risk to the university, participants need to sign waivers.

When are waivers necessary?

Waivers are not required for routine educational activities for adults. However, **if activities include overnight travel, out-of-town trips, or participating in activities with increased risk, the Office of Risk Management strongly recommends departments require waivers for participants. A waiver is *required* if the activity will be open to minors, under the age of 18.** Faculty and staff participating in the same activities are not required to sign waivers if they are acting in the course and scope of their employment.

What other activities might require a waiver?

Waivers may be necessary for elective or voluntary activities (i.e., activities not required for a degree or academic program). Participants might include students, faculty, or staff on personal time outside of work, community members, children, or others who are partaking in elective field trips, recreational activities, programs for children, or any activity with increased risk.

Who do I contact for assistance or to request a waiver?

Alison will help you determine whether waivers are necessary for specific activities or events. You will need to supply a summary of the activity or event. If a waiver is required, Alison will prepare the document for your activity.

Van Driver Training/Certification

All van drivers must take a training course through the Office of Environmental Health & Safety. The university van training is approximately a 90-minute class that has classroom and practicum portions. In addition, attendees of the van course must contact Alison so she can submit a request through UO Parking and Transportation for your "**Driver Certification Card**". **Please Note: This can take up to two weeks; please ask well in advance.** The van training course cannot be attended prior to receiving the "Driver Certification Card", unless prior approval is obtained (see Alison). The card is valid for 12 months for

students and 36 months for faculty and staff. Van certification is a **one-time training** and is valid indefinitely. Both van and driver certifications are required by OAR 571-10-100 through 571-10-140.

Required information for new cards or renewals:

- First and Last Name
- Driver License #
- State
- Date of Birth
- GTF/Faculty/Staff/Student
- UO ID #
- Van Trained? Y/N
 - If YES, include van training date

Van training classes are offered at least twice monthly by Environmental Health and Safety, with frequency increasing as the need arises (usually the beginning of the school year and the beginning of each quarter).

Contact the Office of Environmental Health & Safety extension 6-3192, or visit their website at <http://oehs.uoregon.edu/training/index.html> for class location and registration.

Use of Personal Vehicle (UO employees only)

If you are a **University of Oregon employee** and intending to use your personal vehicle for **University of Oregon business**, you are required to submit a **Request to use Personal Vehicle and/or Transport Passengers on State Business** (forms available on the website or from the travel coordinator) form be filled out each time a personal vehicle is used for university business. For employees who routinely use their personal vehicles the form may be filled out to cover a period of one year if the department supervisor agrees. If you will be transporting others, you will need to apply for your **Driver Certification Card**. **This can take up to two weeks; please ask well in advance.**

University Insurance

ALL drivers driving a University vehicle or rented vehicle (i.e. Motor Pool, Enterprise) must carry an **Oregon Insurance Identification Card**, which can be obtained from the travel coordinator.

First Aid Kits

Vehicles that are used for University business must carry a first aid trip kit during use. Motor Pool vehicles should be equipped with first aid kits. It is the driver's responsibility to check that the kit is in the van at the time of departure. Trip kits can be picked up from the travel coordinator.

Travel Itinerary

Prior to leaving, an itinerary must be filed with the UO Department of Parking and Transportation. This can be filled out online at <http://parking.uoregon.edu>. The form is located under **Online Forms**, then click on **Travel Itinerary**. Please consult with the travel coordinator to determine appropriate emergency contact information or other details as needed. **Note:** This requires a complete passenger list of those participating in the field trip. If any passengers are not employees/students of the University of Oregon, please see the travel coordinator for additional information.

Travel Expense Summary/Reimbursement Request

Forms can be obtained online or from the travel coordinator. Forms should be returned to her for reimbursement for travel expenses. This form must include your odometer reading and signature (if ELP student, form must be signed by advisor).

Travel Expenses Summary Form

- Complete the information on this form and return to travel coordinator for processing
- Make sure to note the 'Beginning Odometer' reading and 'Ending Odometer' reading to calculate mileage
- **ELP** – Be sure to indicate the team project and have the form signed by the appropriate ELP co-director, Peg or Katie

Other Reimbursements

- Complete the **Request for Reimbursement** form and return to travel coordinator for processing

Oregon State University Motor Pool

This should be your first choice for renting vehicles. You can request a vehicle by submitting the online form to the travel coordinator for approval.

Please include on the Travel Approval Form the following details to the travel coordinator:

- Number of passengers (include drivers in number)
- Desired vehicle(s) and vehicle quantity
 - 12 passenger van (van training required)
 - 8 passenger van (van training required)
 - 6 passenger van
 - Sedan - 5 passengers
 - Other
- Vehicle pick-up time
- Vehicle return time
- Driver(s) name(s)

Making your own reservation:

You are welcome to make your own reservation through the Oregon State University Motor Pool Online Reservation system located at <http://motorpool.oregonstate.edu/drivers/training>.

Before you are able to make reservations, you are required to watch a short video and take a short test. To start the process, go to their website location at <http://motorpool.oregonstate.edu/drivers/training>. Follow the directions found on the left-hand side under "Drivers".

After you receive approval, you will be authorized to make a reservation. You will be asked to provide an index and activity code and additional contact name and email address. Please enter the following index: **BESINC/ 39415** **You will receive an email confirmation within 24 hours of your reservation. After the trip, you will also receive an email of the charge. PLEASE make sure and forward BOTH emails to Alison Rajek (arajek@uoregon.edu) for tracking and billing purposes.**

If you need the vehicle for a weekend field trip, check it out on Friday, noting the time and date you will pick it up, and park it in the back lot. If you need to purchase gas during your trip, use the Voyager gas card provided with the vehicle. Gas is included in the mileage rate charged by OUS Motor Pool, and the program will not reimburse you for gas purchased for the state vehicle.

Contact Information:

Oregon State University Motor Pool
3200 Campus Way, Corvallis, OR 97333
3233 Franklin Blvd, Eugene, OR 97403
Corvallis: 541-737-4141
Eugene: 541-346-2000
Website: <http://motorpool.oregonstate.edu/vehicles/reservations>
Email: motorpool@oregonstate.edu.

Enterprise Rent-a-Car / Charter Bus / Oregon Coachways

If you are planning to use another form of transportation other than a vehicle through OUS Motor Pool, you will need to submit a **Field Trip Travel Approval Form** to the travel coordinator for approval. Upon approval, you will receive a travel packet with the necessary information and forms needed prior to your departure (see Alison for further information).

Numbers to know:

UO Department of Parking and Transportation – 541-346-5444

Office of Environmental Health & Safety – 541-346-3192

Enterprise Rent-a-Car – 1-800-261-7331 or for Eugene/Springfield locations:

Eugene	541-344-2020	810 W 6th Avenue
Eugene-Airport	541-689-7563	28801 Douglas Drive, Suite 7
Eugene-Garfield St.	541-338-9800	980 Garfield Street
Springfield	541-741-4100	4396 Main Street

Environmental Studies Administrative Staff:

RaDonna Aymong, Office Manager, 144B Columbia Hall - 541- 346-5081

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