



## **GUIDELINES FOR FIELD TRIPS**

The instructor will collect signed **FIELD TRIP ASSUMPTION OF RISK AND INFORMED CONSENT FORMs** from all participating students. Since they contain information that could be useful during the field trip, they should be taken on the field trip and then turned in afterwards.

Instructors should not transport any students in their personal vehicles. If you believe there should be an exception to this, as in the case of an immediate family member, please contact your Department Chair or the Dean of Instruction. The instructor should not organize carpools for the students or assign students to ride together. Public transportation can be ridden (Atomic City Bus), and appropriate third party transportation is permissible (such as LANL vehicles with LANL drivers or Public School busses with certified drivers). Please contact your Department Chair or the Dean of Instruction if your transportation plans involve anything other than the examples given.

Instructors should send their Department Chair information on the field trip prior to departure. Please include: Where you are going, how you are getting there, when you are going, and when you expect to return. An email is satisfactory for this purpose. If you are planning on taking pictures or video, please contact the Communication and Marketing person for release forms that students must fill out.

After your return, please turn your field trip forms in to your Department Chair who will file them in the office of Instruction.

**Thank you and have fun!**