

Field Trip Policy Statement

Colorado School of Mines

Department of Geology and Geological Engineering

The Department of Geology and Geological Engineering expects all students and faculty to abide by the ensuing Mines policies and to present themselves on field trips with maturity and respect for others as well as for the environment around them. Failure to do so jeopardizes field trips for future students and may include discipline up to and including, dismissal from Mines.

Mines Student Code of Conduct Policy:

http://inside.mines.edu/UserFiles/File/PoGo/Policies/STU/STU_code_of_conduct.pdf

Mines is committed to providing a campus community free from gender-based discrimination. Mines complies with all applicable state and federal statutes, including Title IX of the federal Higher Education Amendment of 1972 ("Title IX"). Title IX prohibits gender-based discrimination in any education program or activity, including sexual violence and sexual harassment. Mines students and employees who have concerns about gender-based discrimination are encouraged to seek assistance from the [Mines Title IX coordinator and/or the Mines Deputy Title IX coordinators](#).

In addition to these overarching expectations, we are highlighting some important Mines policies, below, relating to field trips in particular.

1. **Safety is paramount.** Field trip participants must follow all safety rules and regulations indicated by the trip leader. A student or faculty member who willfully endangers the safety and welfare of him/herself or others will be required to leave the field trip and return home at their own expense.

Mines Safety Policy:

https://inside.mines.edu/UserFiles/File/PoGo/Policies/FPS/EHS_Safety_Policy.pdf

2. **Health needs.** Students are required to complete the Student Health form and make field trip leaders aware of special health conditions and medical needs if you feel it will impact your field trip experience. Field trip leaders will provide opportunities for confidential discussion with individual students. In most instances health and medical needs should be discussed in advance of the trip. Students with disability assistance needs, supported by CSM in compliance with the ADA Amendments Act of 2008 (ADAAA), will need to arrange appropriate services and accommodations with Student Disability Services, who will work with Field Trip Leaders in advance of a trip. If you are a faculty member needing accommodations, please speak with the Program Administrator helping to coordinate your trip. You may also work with Human Resources if you prefer.

GE Student Health Form:

<https://www.mines.edu/geology/wp-content/uploads/sites/27/2017/02/geology-student-health-form.pdf>

3. **Field trip activity time.** Field trip activity time begins and ends at the times set by the faculty member responsible for the specific course, field trip, and day. If group travel is involved, field trip activity time starts at the designated time of departure and ends at group return to a predetermined location. Field trip activity time may be adjusted at short notice to accommodate unforeseen educational opportunities and needs or logistical difficulties, including for example, inclement weather or public transportation delays.
4. **Alcohol is not permitted during field trip activity time.** Students and faculty who violate this rule will be required to leave the field trip and return home at their own expense. Students and faculty of legal drinking age who choose to consume alcoholic beverages outside of field trip activity time should exercise responsible behavior and should be alert and prepared for field trip activities at the beginning of each day.

Mines Alcohol Policy:

https://inside.mines.edu/UserFiles/File/PoGo/Policies/STU/STU_AOD_Education_and_Prevention_Policy.pdf

5. **Marijuana use is not permitted during field trip activity time and after hours.** While Colorado's constitution allows for specific legal use, possession, and growing of marijuana under certain circumstances, because of Mines' status as a federal contractor and grant recipient and because marijuana use is still prohibited under federal law, the use and possession of marijuana is prohibited at all times. Students and faculty must also be fully aware that laws in Colorado permitting legal possession and use of marijuana DO NOT APPLY in other states and international locations.

Mines Alcohol and Other Drugs Education and Prevention Policy:

http://inside.mines.edu/UserFiles/File/PoGo/Policies/STU/STU_AOD_Education_and_Prevention_Policy.pdf

6. **All driving is to be done in accordance with state laws.** Car insurance is mandatory for all drivers who use their own vehicles and must have at least the minimum liability coverage. All students/faculty who operate vehicles for field trip activities must be recognized as qualified with a current driver's license and should take a familiarization drive beforehand. Students should be aware that state laws change and field activities not in Colorado must be in compliance with appropriate regulations. It is preferable that student drivers be Mines employees but if it is not possible to have a Teaching Assistant, Research Assistant, or Hourly student employee drive a Mines-rented vehicle, the student must have an approved Authorized Volunteer Driver form submitted to the Program Office prior to trip start. Volunteers are not covered by Mines Worker's Compensation.
7. **Vehicle use during off-hours.** Students will not be permitted to use CSM field trip vehicles during off-hours (i.e. after the field activity time is over) unless accompanied by a field trip leader and use is for the purpose of the said trip, ex: purchasing more supplies for field trip or checking on field location to ensure safety, availability, or check on weather conditions.
8. **Tobacco use of any kind is prohibited in group field trip vehicles.** Smoking outside of vehicles is discouraged during field trip activity time. Fire prevention procedures should be followed by smokers during field trip activity time.

9. **Firearms or other weapons on any field trip.** Subject to Colorado law C.R.S. §§ 18-12-201, *et seq.* regarding concealed carry permits, possession of firearms including handguns, explosives and other dangerous weapons are not permitted on field trips or campsites. Additionally, if the field camp takes place outside Colorado, any participants are subject to the laws of that state regarding firearms, notwithstanding whatever Colorado permits they may hold.

Mines Policy on Firearms, Explosives, and Other Weapons:
http://recycle.mines.edu/UserFiles/File/PoGo/Policies/STU/STU_Firearms_Policy.pdf

10. **Amorous relationships policy.** Students involved in amorous relationships should be fully aware of CSM's policies. If an amorous relationship between Mines community members does not have a current conflict of interest or power differential, but could reasonably result in either at some point in the future, then disclosure to and monitoring by the appropriate supervisor are required. Examples of amorous relationships that must be disclosed include, but are not limited to:
- Employees who have an amorous relationship with another person over whom they have indirect supervisory responsibilities (e.g., influence over assignments, oversight of hours worked or schedules, input regarding performance, etc.)
 - An Instructor who engages in an amorous relationship with a student for whom the Instructor has no current professional responsibility, but where there is a reasonable expectation that the Instructor may have professional responsibility for the student at some point in the future.

Mines Amorous Relationships Policy:
http://inside.mines.edu/UserFiles/File/PoGo/Policies/BOT/BOT_Amorous_Relationships_Policy.pdf

Off-campus, overnight activities, including field trips and field sessions, are professional, educational opportunities and participants are expected to use good judgement at all times.

11. **Overnight accommodations.** Sleeping arrangements during off-campus, overnight activities may include hotels, hostels, dorms, and/or camping. Based on the range of accommodations, the department will outline expectations for sleeping arrangements for each trip to ensure the health, safety, and comfort of all participants. Generally, the department will avoid sleeping arrangements that group students and faculty (unless coupled) of different genders. However, if students have particular needs or requests for sleeping arrangement assignments, students should discuss those needs or requests with the faculty member organizing the trip.
12. **Trip-specific policies.** Field trip leaders will establish rules and regulations for specific trips and will make the final decision regarding whether any proposed activity is appropriate. Participants will be provided with additional requirements specific to each trip ahead of departure and will comply with all rules and regulations established by the trip leader.
13. **Clean-up.** Immediately after their return from a field trip, all participants will be responsible

for helping to clean vehicles and equipment and returning equipment to its proper spot in the storeroom, as appropriate.

14. Mines' Comprehensive Liability Insurance

The Colorado School of Mines provides liability insurance to protect Mines, and its Board of Trustees, employees and authorized volunteers from the risk of claims of actual or alleged negligent acts and omissions while acting within the performance of their duties or volunteer appointments on behalf of Mines.

The defense of Mines employees is controlled by the operation of the Colorado Governmental Immunity Act (CGIA) (C.R.S 24-10-101 et seq.), and is supported by Mines' liability insurance program. This coverage includes auto liability (for Mines-owned or Mines-rented vehicles), general liability and wrongful acts (errors and omissions) insurance.

Questions or concerns regarding insurance coverage may be obtained from the Office of Legal Services or Mines' Risk Manager, Natalie Vega.

Mines Travel Waiver and Release of Liability:

<https://www.mines.edu/geology/wp-content/uploads/sites/27/2017/02/travel-waiver.pdf>

STUDENTS: Please check the following statements and sign to complete this form:

- I have read the Department Field Trip Policy and agree to abide by the rules outlined therein
- I have reviewed the CSM Student Code of Conduct and all other policies discussed above
- I have read the Alcohol and Other Drugs Policy, particularly noting that regarding the use of marijuana.

Printed Name: _____ Class Year: _____

Signature: _____ Date: _____