



**Loyalist College
Academic Operational Policies**

Field Trip Proposal

Mandatory Field Trip []

Optional Field Trip []

Destination of Proposed Field Trip:

Purpose/learning outcomes of the Field Trip:

Date(s) of the Field Trip:

Faculty Participating in the Field Trip:

Transportation Arrangements:

Number of Students Participating in Field Trip:

Costing:

Transportation: _____

Accommodation: _____

Meals & Sundries: _____

Total: _____

Submitted by: _____

Approval: _____

Budget Code: _____



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Academic Operational Policies**

To: _____

From: _____

Date: ____/____/____

RE: Field Trip Requirements – Use of Personal Vehicles

Under our current field trip policy, the use of public transportation or chartered buses is recommended. The use of personal vehicles is strongly discouraged. However, in the event that a personal vehicle is used, the owner is required to provide proof of public liability and property damage insurance to the Dean approving the trip. Should an accident occur, for individuals choosing to drive their own vehicle, the driver's insurance provides the primary coverage.

Please ensure that you submit a copy of your current Vehicle Insurance Certificate to your Dean prior to your field trip. For subsequent trips, a copy will only be required if your insurance has been renewed and the old Certificate is no longer valid.

*Appendix 1 - Academic Operational Policies - Field Trip Policy
February 2008*