



Ohio Administrative Code Rule 3358:5-9-12 Field trips policy.

Effective: November 17, 2022

Field trips are an integral part of many classes. To be sure that the experience is positive, the following shall be closely observed.

(A) For the faculty member

(1) Make the proper arrangements at least two weeks in advance with the business organization being visited.

(2) Have students (in writing) inform other instructors whose classes will be affected.

(3) Carefully outline the purpose of the field trip with the students. Have questions prepared if appropriate.

(4) Make appropriate travel arrangements and inform students of departure/arrival times.

(5) If college vehicles are used, the faculty member shall contact the office of the vice president for business affairs to schedule a vehicle. Students are discouraged from driving college vehicles.

(6) Travel by privately-owned vehicle is authorized only if the employee or student is insured under a policy of liability insurance in compliance with the laws of the state of Ohio. If students drive their personal vehicles, the student will not have automobile coverage through the college. The college, however, is protected under its non-owned vehicle rider.

(7) Announce follow-up requirements such as class return time, reports, and assignments.

(8) Send a thank-you note to the business representative (if applicable).

(B) For the students



- (1) Conduct should be appropriate to the event.
- (2) Use the field trip as a learning experience following instructor guidelines.
- (3) Use the experience as a potential career path.
- (4) Be prepared to ask questions, make observations, and complete reports.