

Handbook for Department of Earth Sciences faculty member(s) leading fieldtrips, and associated staff and graduate students with responsibility for student welfare, and all drivers of UC vehicles

Section 1. VEHICLES

For accidents/incidents with the vehicles please see these guidelines. Here is the following contact information for UCR Staff:

Chair, Dr. David Oglesby, Dept. of Earth Sciences, david.oglesby@ucr.edu, office 951 827 2036. Cell 951 529 6444

Vice Chair, Dr Mary Droser, Dept. of Earth Sciences, mary.droser@ucr.edu, office 951 827 3797, cell 909 276 1134

Undergraduate Advisor, Dr Nigel Hughes, Dept. of Earth Sciences nigel.hughes@ucr.edu, office 951 827 3098, Cell 909 740 5114.

UCR Fleet Service: 1-800-987-6591 (24 hour answering service)

UC Claims Administrator, Sedgwick, 1-800-416-4029, and press 1 (24 hour answering service)

UCR Risk Management: 951 827 8221.

1.1 DRIVING UNIVERSITY VEHICLES

When selecting drivers for departmental activities, consider the following questions.

WHO MAY DRIVE?

Three categories are distinguished:

- **UC Employees** are covered under the General Liability Insurance program. This category is primarily determined by Payroll status. The employee's job description need not specifically include the driving activity. They must biannually submit a DMV "employer-pull" authorization, and, if they are a student of post doc, a Student Driver Agreement form. Recognized employee categories will typically include:
 - Faculty (including unsalaried Adjuncts and Emeriti/ae)
 - Staff
 - Instructors of Record
 - Teaching Assistants
 - Graduate Student Researchers
 - Undergraduate Employees

- **Registered Non-Employee UC Students** may drive and are also covered by university auto liability insurance as long as they are considered an authorized driver and are using the vehicle for official University business (BUS-46, B. and C.). The University's Auto policy does not cover any Personal Injury to the student in the event of an accident (BUS-

46, E.4.b.). Such drivers must biannually submit a DMV “employer-pull” authorization, and a Student Driver Agreement form, together with a copy of a valid current California driver’s license and a proof of current unexpired automobile insurance. This paperwork must be submitted at least 15 business days prior to the first travel date.

- To protect the student’s privacy, a department may recommend that the student examines the record first, compares it with departmental criteria for disqualification and have the option to decline to drive without revealing the DMV record.

By signing the Student Driver Agreement, the departmental representative approves the student’s use of a University vehicle. The department agrees to assume financial responsibility for vehicle charges incurred by the student driver, including charges related to the deductible in the University’s self-insurance program.

- **Non-UC Persons** presumably should never drive UCR vehicles. We found no provisions for this.

All drivers of UC vehicles **must** have a valid current California Drivers License. Fleet Services will inspect the driver’s license before issuing keys for a rental vehicle.

All drivers should carry proof of current/unexpired automobile insurance. UC provides the primary insurance for matters relating to the vehicle. For issues of driver performance, the driver’s insurance is likely to be considered primary.

FOR WHAT PURPOSE?

- If the employee’s job description requires routine driving on **Departmental Business**, the UC employee should submit a DMV “employer pull” authorization and complete an on-line defensive driving course. The department decides what aspects of the record disqualify a driver.
- Pre-requisites for driving as part of a **Curricular Requirement**, are less stringent than for voluntary activities.
- Pre-requisites for driving as part of **Student Organization Activities** are more stringent than for curricular requirements.

IN WHAT SETTING?

- Driving with a **Supervisor-in-Vehicle** is permitted for students who are not UC-employees.
- Driving with **Supervisor-in-Convoy** appears not to be recognized; therefore, drivers in a convoy should be considered unsupervised.
- **Unsupervised** driving is not permitted for non-employees in non-curricular-requirement activities. Required Curricular activities may be treated differently, but it would appear prudent to use student drivers who are employees, if possible.
- Non-employee student driving is not permitted in **extreme weather** including rain, snow, ice, and fog.
- Non-employee student driving is not permitted with **critical components of the vehicle not operating** properly; i.e. engine, transmission, brakes, lights, tires, steering.

FOR HOW LONG?

- UCR limits travel to 600 miles or 10 hours within a 24-hour time frame per driver.
- A student driver may not drive for more than 3 consecutive hours or more than six total hours per day. After driving for 3 consecutive hours, a minimum break of 15 minutes is required.
- Travel is not allowed between the hours of midnight and 5 am, except where operation of vehicle is required during the course and scope of UC employment.

WITH WHAT AUTHORITY AND RESPONSIBILITIES?

- The driver is responsible for the safe, legal, and undistracted operation of the vehicle. (Note: the University prohibits cell phone use by the driver, including texting, even if the device is “hands-free.”)
- The driver has the authority to enforce all policies and to ask for compliance from all passengers. This includes passenger limits for the vehicle rating.
- The driver is empowered to discontinue the trip until all problems are resolved.

WITH WHICH PASSENGERS?

- UC student passengers should sign one of two types of waiver form. **Voluntary Participation** carries the smaller UC burden of protection. **Required Curricular Participation** carries the larger UC burden of protection.
- Hitch-hikers, family, and friends may not be transported.
- “Good Samaritan” actions are not necessarily exempt from liability. Use great discretion.

The focus of our conversations with Risk Assessment employees has been student drivers and passengers. There is surely more to be learned about research workshops and conferences.

Note that the waiver forms require a description of the risks entailed in participation in the activity, not only the risk of vehicular travel. Therefore, it is likely that a separate form will be required for each trip, if the risks are differ from trip to trip.

1.2. DEPARTMENT OF EARTH SCIENCES VEHICLE POLICY AND PROCEDURES. PARTICULARLY RELEVANT CAMPUS POLICIES, PROCEDURES, AND DEPARTMENTAL RULES.

Usage - University vehicles shall be used for **official University business only**. University vehicles are not to be used for transportation between home and the campus. Occasionally, transportation to and from a personal residence in connection with the departure and return from an official University business trip is allowable when the appropriate department official (supervisor) has determined that such use is more efficient and economical than available alternatives. Employees can stop for meals and snacks in route to and returning from field or off-site locations using a University vehicle as long the route deviation is reasonable. This time is considered official University business. Further, the official University business continues the vehicles is returned to its normal parking place on the campus. Any further use of the vehicle is considered unauthorized use.

All drivers must carry a valid driver's license and a copy of current automobile insurance and have the appropriate DMV and other state and federal approval completed before driving university vehicles, and must do so following UCR policy. Students may operate university vehicles only as part of any official curricular or research program, or official extracurricular program directly supervised by a member of the University faculty or staff, and having completed the necessary Student Driver Application process. Misuse of University vehicles will result in withdrawal of authorization to drive them (also see UCR Policy & Procedures Manual, Policy #[900-55](#) "Vehicle Accident and Damage Reporting" for information on misuse of University vehicles and payment for damages).

To apply for the DMV pull all personnel must present the Departmental Administrative Assistant with the necessary application documents including the complete DMV application form, other relevant State and Federal forms, copies of driving license and current automobile insurance.

See: UCR-DMVpull.pdf

Passengers – All passengers must be persons on official business for the University. Users should not give rides to hitchhikers, friends, relatives, and University employees not then engaged in University business. This policy also avoids problem of public comment on possible misuse of official vehicles. - **Please note that passengers must sign the appropriate waivers**

Security- Keys are not to be left in vehicles and all vehicles are to be locked when not in use.

4-WD- Two wheel drive vehicles should not leave paved roads. Four wheel drive vehicles may be driven on unpaved roads and trails, but not across open country. Student drivers may use 4-wheel drive only at the direction of the instructor or after certification by an instructor. At the base of this form there is a certification that the driver has received departmental instruction in the use of 4-wheel drive vehicles.

Misuse- includes but not limited to: failure to stop after an accident – hit and run; Driving while under the influence of alcohol or drugs; reckless driving or flagrant violation of speed laws; accident frequency (after repeated warnings); private use of vehicle and/or use of the vehicle for something other than official university business; unauthorized loan of vehicle to non-employee ;failure to report an accident; failure to maintain a valid driver's license and/or have a valid driver's license in possession at the time of vehicle use; transport of alcoholic beverages or controlled substances. The department insists that drivers not park vehicles in locations that convey the public perception of misuse and frivolous behavior.

Responsibility for physical damage to University

Deductibles - Responsibility for the University vehicle belongs to the Department (Principal Investigator if used for research purposes) authorizing its use. The responsible department (Principal Investigator) will pay the initial \$500.00 deductible, even if the damage is due to "unknown causes", and the balance will be requested from the Vehicle Physical Damage Self-Insurance Program.

Departments (Principal Investigators) are not charged the \$500.00 deductible if the damage is due to an accident that was the fault of the third party **unless the damage cannot be**

collected.

Departments (Principal Investigators) will be held **responsible for the full cost of repair for losses not covered by insurance**, which includes but is not limited to:

- **Damage with unknown date of loss;**
- **Damage resulting from misuse of the vehicle;**
- Any repair or replacement not related to loss from a reported occurrence;
- Damage reported after the 60-day filing requirement;
- Unusual wear and tear (such as taking a vehicle into the field and the trees scratch the door and side panels);
- Cost of repairs resulting from a failure to complete timely maintenance checks.

Accidents/Loss Reporting- The glove compartment of each University vehicle should contain a Drivers Accident Packet. Printed on the outside of each packet are the instructions for the driver in the event of an accident. The telephone number for fleet services and/or campus insurance Risk Management office; and information concerning the University's Automobile liability insurance program. In the event of an accident here are the steps to follow:

- Fleet Services/ Department Chair should be notified by telephone immediately following the accident.
- The Campus Insurance/Risk Management Office should be notified by telephone immediately following the accident. If the accident occurs on a weekend or holiday, notification should be made on the next working day following the accident.
- All required accident reports should be submitted directly to the insurance company- see attached directions for reporting.
- Each accident packet contains a Vehicle Accident/Loss Report with instructions. If the packet and/or loss reports are not located in the glove compartment, contact the appropriate department personnel or the Campus Insurance/Risk Management Office.
- If possible the Vehicle Accident/Loss Report should be completed at the scene of the accident. If not, they should be completed immediately following the accident.
- The Department Chair/Head or designee must complete and sign Section VI of the Vehicle Accident/Loss Report.
- All loss reports must be submitted to the Campus Insurance/Risk Management office **within 5 working days** following the accident unless instructed otherwise by the Campus Insurance/Risk Management Office.
- It is the driver's responsibility to obtain the police report, if applicable. The driver should not, however, wait for the police report before sending the accident report to Fleet Services, or to the Campus Insurance/Risk Management Office.

Vehicle Maintenance/Fueling- Check the vehicle for damage before you take it out. Walk around the whole vehicle. All Vehicles must be brought back clean. The department has provided a hose and washing equipment that are located in room 1502 located outside at the end of the ramp by the dock. There is a tap to the left of the door by the old acid prep lab, opposite 1502. Failure to clean the vehicle will result in you being charged for cleaning fees from fleet services. If the vehicle is brought back late or after normal business hours it is to be cleaned and returned early the following morning. Fleet Services has a university vehicle car wash located by the gas pumps. If you chose to use an off-campus car wash to clean the vehicle you will **not** be reimbursed by the university or the department.

1.3. USING UC VEHICLES – EITHER DEPARTMENTAL OR FROM FLEET SERVICES

Always, when possible, fuel the vehicles at Fleet Services, but there are clearly times when external fueling will be necessary. Here are prodecures for both.

At a commercial gas station the card will lock if it is incorrectly used three times in a row. When you pick up the vehicle, or fuel the departmental vehicle, verify with Fleet Services that the gas card is unlocked and has all three swipes valid before locking.

At the Pump at Feet Services

1. Take a record of the odometer reading
2. Swipe UCR credit card that is located inside key tag into pump
3. Enter the odometer reading into the pump
4. Begin fueling with only 87 octane when purchasing gasoline

At the Pump at a Commerical Gas station:

1. Take a record of the odometer reading
 2. Swipe UCR credit card that is located inside key tag into pump
 3. Enter the odometer reading into the pump
 4. Enter the first 6 numbers of the vehicle license plate into the pump
 5. Begin fueling with only 87 octane when purchasing gasoline
 - a. You may fuel at any high-end stations that accept credit only cards; do not fuel at Arco/Valero/Thrifty. At a commercial pump, you will need both **the mileage** and the **first 6 digits** of the license plate as the pin code. Use only 87 octane when purchasing gasoline. If you swipe the gas card more than twice, it will lock you out and you must call Fleet Services to have it unlocked during regular business hours or call 1-800-987-6591 for after hours assistance (but see a.).
 - b. For a Natural Gas vehicle, there will be a directory of fueling stations in the glove box. Please follow the prompt at the fueling station CAREFULLY. Natural Gas vehicles get around 150-180 miles per tank.
- 2.) You may only park in Red or Blue permitted lots. Do no park in special permitted areas or loading docks. All citations received are the financial responsibility of the driver and it is the driver's responsibility to make sure the vehicle is parked properly.

- 3.) The vehicle must be returned in the condition it was received or additional fees may apply.
- 4.) If a Fleet vehicle is returned during office hours, please park the vehicle in the “Fleet Rental Return” space in the middle island of Fleet Services parking lot, or behind the office in a service vehicle space. If the vehicle is returned after hours, the vehicle must be parked in Lot 23. Please put the keys in the yellow drop box on the fence. Fleet Services and other campus authorities are responsible for ensuring that these parking places are available for your return.
- 5.) Upon returning the vehicle, please make sure all of your personal belongings are out of the car and all the doors are locked. If you forget something and Fleet Services needs to be called out, there will be a minimum 4 hour recharge to your department.

1.4 AUTO ACCIDENT/INCIDENT

If an incident of any kind does occur follow the Auto Incident Report instructions, and complete the following form in its entirety: [UCR-AutoIncidentReportProcess.pdf](#)

Section 2. Health and Safety Policy

Designing and directing field education and research presents some special challenges for the faculty member(s) leading the fieldtrip. Students should be encouraged to take responsibility for their own health and wellness; however, faculty have the additional responsibility of informing all field trip participants of any unusual risks and living conditions, including such issues as local health or environmental hazards, physical and climatic conditions. Additionally, faculty member(s) leading the fieldtrip must develop and coordinate an appropriate and effective response and support program in the case of an emergency.

When preparing students for the field programs geology departments are held to the **“standard of foreseeability,”** which means we must anticipate (within “reason”) the conditions and events that could impact the physical and emotional health of the students, and provide adequate information and advice.

Documentation is a key part of the Health and Safety Policy. It is important that the Department has a record of any correspondence, information, and advice that you give them in advance of the fieldwork. This is why particular conditions, challenges, etc. should be mentioned on the waiver forms. In the event of an accident, you will need documentation of the disclosure of risks and the acceptance by individuals of those risks.

2.1 CONSIDERATIONS

Preparation is essential. Students will need information on field conditions, insurance, and access to health care.

- Consider carefully local health or environmental hazards, physical and climatic conditions of the field area, and send this information to the participants. Remember that many students do not have much outdoor experience. Conditions that we, as experienced field geologists, take for granted could be totally new to students. Examples include poisonous snakes, bears, working at altitude, dehydration, rugged terrain, and living in tents.
- Students and faculty who take prescription drugs should take enough to last the duration of the project. These meds should be in the original container, with the relevant prescription information. Participants with allergies should wear medical alert bracelets or carry an emergency medical ID card. Project directors should never distribute medicine to the students. Participants should carry their own supply of common remedies such as pain relievers and antihistamine.
- Encourage all participants to carry a basic first-aid kit.
- All students on trips longer than overnight, and any student who wishes to on any trip, should fill out the form *UCR-StudentHealthStatement.doc* This form documents medical history and particular medical issues pertaining to the student. It will be kept in a sealed envelope, and opened only in case of emergency. In normal circumstances it will be returned to the student unopened at the end of the trip.

Planning

Preparation must also include planning for response to emergencies as well as consideration of academic issues. The following issues should be addressed before the field season starts.

- Develop an emergency response plan that includes contact information for local emergency services, location, and directions to the nearest hospital or treatment center. *Make sure that the students are aware of the plan and are able to implement it if an accident occurs in the absence of a faculty member.*
- What happens if a student has an accident or is sick? Should the student stay in the field? If not, what arrangements should be made to send the student home? In some cases, it may be better for a parent to come and travel home with the student. If the student will travel home alone, a faculty member must accompany the student to the airport (bus or train station) and make sure the student makes the appropriate connections. In terms of project participation, has the student finished enough fieldwork to continue the project? If not, is there a way to redesign a project to allow the student to stay in the field program?
- Consider the ramifications of injury to the field trip. Who will assume responsibility for daily logistics and personal/academic conduct? What changes will need to be made in supervision of the students in the field? Similar questions need to be addressed concerning incapacitation of faculty.

2.2 PROTOCOLS FOR RESPONDING TO HEALTH AND SAFETY INCIDENTS

The guidelines for students tells them that faculty member(s) leading the fieldtrip carry first response First Aid kits with them

Use at least two people to implement the procedures outlined for responding to Health and Safety issues. One person will complete the tasks, and one person will monitor progress. The form [UCRField_trip_incident_report.doc](#) is appended to facilitate this.

Document every step taken via using the form provided. Keep a written record of all conversations.

- Safety of all participants is primary and must be addressed first. Situations must be stabilized on-site as quickly as possible.
- Clear, timely, and on-going communication between faculty member(s) leading the fieldtrip and the Chair is a priority and will be established as soon as feasible.
- Affected participants will be encouraged to contact family. If appropriate, a representative of UCR will make contact with the participant's emergency contact.
- All field and laboratory work involves risks. We recognize special risks associated with field safety.

Course of Action

In the event of a serious health or safety issue, faculty member(s) leading the fieldtrip will:

- First take appropriate action to address immediate health and safety needs on site. It will usually be appropriate to contact local authorities (i.e. police, medical personnel) to begin the local action necessary to handle the situation.
- Accompany the student or faculty member to the hospital/medical facility and see that information related to health and insurance is relayed to hospital/medical facility officials. If possible, allow the student to call home and report the injury to her/his parents. If not, make the call yourself, once the status of the injured student has been assessed.
- The faculty member(s) leading the fieldtrip will contact the Chair as soon as is feasible. In the event that the Chair is unavailable, the administrative assistant is first contact.
- Write up an accident report as soon as possible. The form is [UCRField_trip_incident_report.doc](#). Provide location and details of the accident, including who was at the scene at the time of the accident, who responded to the emergency call, and what first aid procedures were administered on site. Include names and phone numbers of witnesses. Have all witnesses read and sign the report. Keep a written record of all conversations.
- The faculty member(s) leading the fieldtrip will take any immediate appropriate action to assist in stabilizing the situation on site and will contact the Chair and other relevant UCR resources as soon as feasible. The team will work with the affected program participants and local authorities, and will utilize college resources, as appropriate, to

collect needed information and respond appropriately.

2.3 SEXUAL HARASSMENT AND ASSAULT ISSUES

University of California, Riverside Police Department, (951) 827-5222
UCR Title IX/Sexual Harassment Office, (951) 827-7070.

UCR Title IX/Sexual Harassment Office, Response team
coordinator: sonia.zamora@ucr.edu, 951 827 2938

UCR Title IX/Sexual Harassment Office, Title IX investigator: sara.aguirre@ucr.edu, 951
827 6221

CARE Advocate, (951) 827-6225

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The University of California's policy on Sexual Harassment and Assault is available at <http://titleix.ucr.edu/harass/policy.html>. Federal educational guidelines proposed by the Office of Civil Rights require all colleges to respond to allegations of sexual harassment or assault even if they arise in off-campus programs. UCR takes all allegations seriously, investigates them and, when founded, takes action to prevent further harm to the person making a complaint (the complainant) or other participants on the program. In the event that a sexual harassment or assault concern is brought to your attention, the following outline can assist you in appropriately addressing issues that typically arise.

The UC has established guidelines for cases of sexual harassment and sexual assault that include immediate reporting to appropriate on-campus authorities. However, if an incident happens in the field campus resources may not be immediately available to fieldtrip leaders. Below are guidelines from other field programs that are offered as suggestions to consider. It is most important, however, to follow the established guidelines as closely as possible.

When a Student comes forward with a concern

Your initial role is to aid the student by listening to them in a non-judging and non-challenging way.

- Ask questions like: "What happened next? Can you tell me more about . . .?"

- Avoid questions beginning with the word "why" because they sound confrontational and provoke a defensive response. For example, questions like "Why were you drinking?" or "Why did you go back with him?" could be phrased less accusingly as "So you were both drinking. How did this factor into this situation?" or "When you returned to his room, what happened next?"
- If a student is alleging sexual assault, an evidentiary exam should be given. This exam should be performed by trained medical personnel with the goal of collecting evidence that would support a legal charge of sexual assault. It is very important for you to know the following time frames and inform students of them.
- Evidence is best collected within 36 hours of the assault and cannot be collected after 72 hours. The student should not bathe or douche as these activities compromise the quality of evidence collection.
- During the evidentiary exam, injuries can be treated and emergency contraception and STD treatment can be initiated. Pregnancy prevention must be done within 72 hours of the assault.
- If there any question as to whether UCR policy has been violated, report the incident immediately according to the standard on-campus practice.

When a Student chooses to leave the Field Trip due to concerns

- Help the student make arrangements to leave in an efficient, private, and respectful manner. Remember that a student in crisis may be understandably distracted and full of emotion, and may need assistance in getting the details of a sudden departure arranged.
- Make sure that all necessary information and documentation of the incident has happened through consultation with UCR resource persons.
- Always offer support resources to the departing student. These resources might include a faculty member(s) leading the fieldtrip or other staff member from the program, or resources from UCR.
- Determine if similar risk exists for other students on the field trip and take corrective measures to reduce this risk.
- Assess the situation in a fashion similar to that outlined above: gather facts and determine what actually happened as best as possible. Offer support resources for the respondent while you are investigating the issue. Let others on site know that corrective action was taken and offer support resources for them.
- If risk from outside the group is present, take appropriate safety precautions and be explicit in outlining these precautions with the group. Always inform the Chair of corrective measures and plans you are considering, and consult with your home

institution to see if there are additional details or facts you should attend to.

- Remember that you can and should consult with the Chair while in this process.
- If criminal activity has occurred (e.g., sexual assault, stalking) facilitate police involvement. Do NOT discourage access to the police unless extreme circumstances warrant this (e.g. unsafe police).

When Student Chooses to Stay on Site

Below are some suggestions derived from other field camps that may help in preventing situations escalating to the point where violation of policy becomes possible:

- Actively explore whether the person concerns feels safe. This conversation needs to be initiated by the faculty member(s) leading the fieldtrip as many students either don't realize they can discuss this, or haven't reflected on whether they feel safe. Help the student identify options that increase a sense of safety. Options might include changing sleeping arrangements, rearranging field teams, limiting contact with the accused party (the respondent), creating an explicit buddy system, etc.
- If risk from outside the group is present, take appropriate safety precautions and be explicit in outlining these precautions with the group.
- Help the concerned student connect to support resources that can help him/her identify and articulate needs. First utilize local personnel (the faculty or field advisor) to with whom the concerned student feels comfortable sharing.

3. Land Access and Permits

Fieldtrip leaders are responsible for acquiring any permits or permissions needed to access land when conducting fieldtrips, and for all members of the fieldtrip abiding by specific bylaws and guidelines.

4. Personal Liability insurance

As an individual with responsibilities for leading a group it is possible that some kind of legal action might be leveled at you individually for something claimed to have happened on a field trip. This may occur as an alternative to, or in addition to, UCR itself being sued. To meet this eventuality, it is recommend that individual faculty take out *Personal Liability Insurance*.

Such insurance is typically provided within *Homeowners Insurance* or *Renters Insurance policies*, commonly covering up to about \$500,000 (please check your own personal policy for

its coverage levels). Coverage generally extends to events that occur beyond the boundaries of the home, and may include those associated with work or business – although it is critical to check individual policies for an understanding of what they offer. In addition an *Umbrella Policy* (commonly available to those who have both *Auto* and *Home/Renters* insurance with the same company), that can extend coverage further – typically to the range of \$1 – 2 million.

It is particularly important to check whether your homeowners/renters insurance has *Personal Injury* coverage. This is included in many policies but not in all (Mercury, for example, does not include this provision but that it can be purchased optionally for a nominal fee on a yearly basis).

5. Forms needed in exceptional circumstances:

Accident/health issue reports (see section 2 above): *UCRField_trip_incident_report.doc*

Auto Incident Report (see section 1.4 above): *UCR-AutoIncidentReportProcess.pdf*