

Pre-Trip Site Evaluation: Field Trip Worksheet

College: Department: Course #: Date of Evaluation:

Description of Activity/Event:

One Time Trip? Date(s) of Trip:

Identify any hazards associated with the field trip location:

Means of Transportation: Charter Bus State Vehicles Private vehicles with Authorized Drivers (car pools) Students arrange own transportation
 Authorized Drivers must be State employees or University Volunteers and enrolled as drivers with EH&S <https://afd.calpoly.edu/ehs/driversafety.asp>

| Activities/Tasks | Identified Hazards | Hazard Mitigation Controls |
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| Example: attach electronic monitoring devices to rattlesnakes | Example: venomous snake bites | Example: Proper handling techniques and personal protective equipment: boots, gloves, heavy clothing |
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Means of Evaluation: Faculty/Staff familiar with Site Pre-Trip Site Visit On-line Review Published Materials Contacted Site

Please Check each for compliance:

- Field Activities Notification with Release Agreements will be utilized for all field trips
- Student emergency contact information will be obtained prior to all field trips
- Students provided with a field trip instructional agenda, health & safety information, emergency procedures and a student code of conduct prior to trip

Prepared by: Date:

Approved by: Signature: Date: