**FlinSafe**

A field trip request is required to be submitted by the field trip leader for all field trips run by staff and students of the University. All submitted field trips require approval.
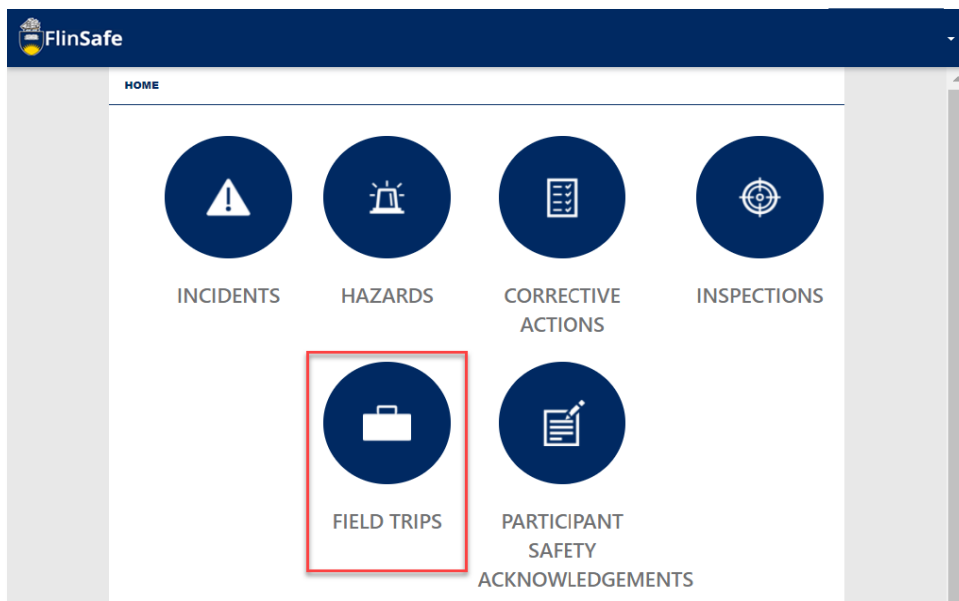
Staff and students participating in the field trip are required to complete a participant safety acknowledgement (PSA) form sent after the application of the field trip and prior to the approval of the field trip.
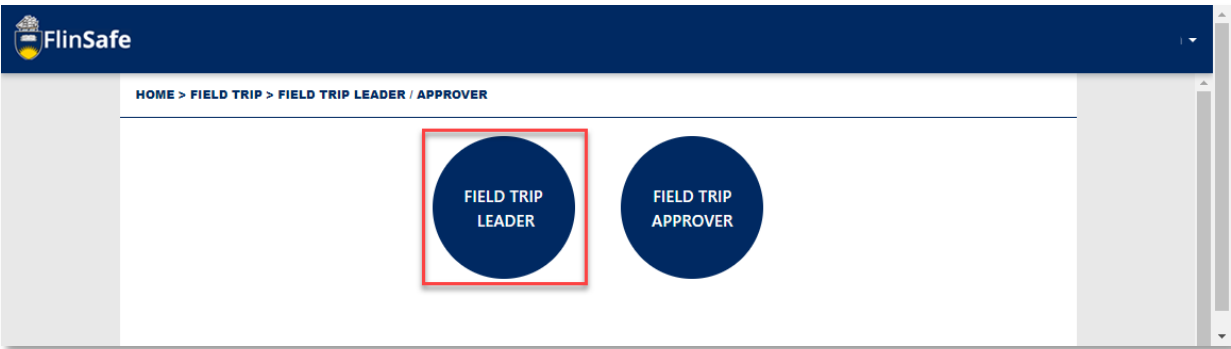
New Field Trip process

1.   Open *FlinSafe/Field Trips* from okta.
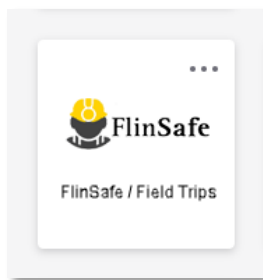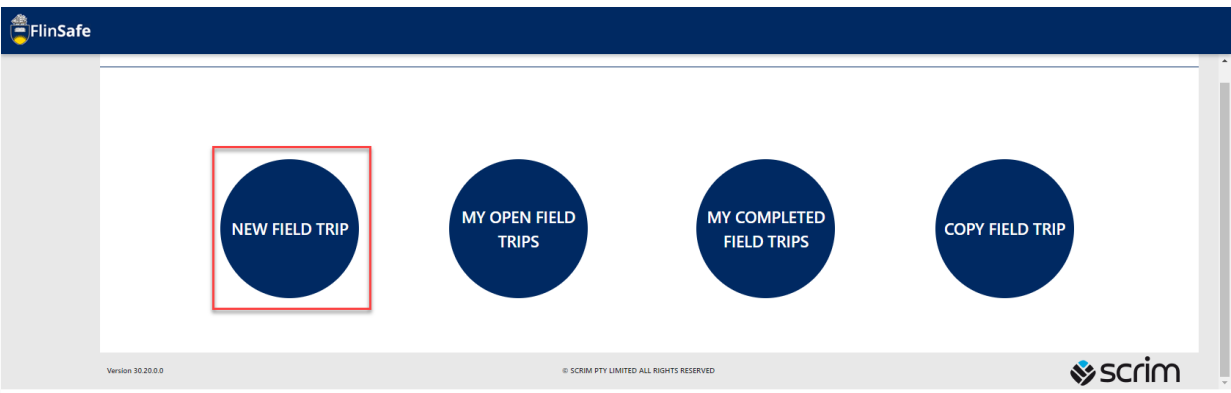

2.   Select *Field Trips*.

3. Select *Field Trip Leader*.
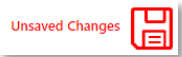

4. Select *New Field Trip*.

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5. Complete the *Field Trip Summary* tab with the trip details. Ensure you enter the *Field Trip Title, Field Trip Purpose, Start date, Start Location* and all other fields with a red asterix, as these are mandatory fields.

Note: once you start typing, the icon in the top right will show if there are unsaved changes.

Unsaved Changes

Each time you navigate to another tab, this will auto save the record or you can click the Unsaved Changes icon which will save when it changes to a green "No Unsaved changes" icon.

HOME > FIELD TRIP > FIELD TRIP LEADER > NEW FIELD TRIP

| < | 1.Summary | 2.Participants | 3.Itinerary | 4.Check-In Contact | 5.Vehicles | 6.Per | > |

No Unsaved Changes

Field Trip Title *

Field Trip Purpose *

Start Date *

DD/MM/YYYY   HH : MM

Start Location *

Is end location different to start location?*   Yes   No

Is this a multiple instance field trip?*   Yes   No

End Date *

DD/MM/YYYY   HH : MM

End Location *

Brief Description *

College / Portfolio *

Business Area *

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5.1 When entering the *Start date* and *End date* choose the calendar to select your date

5.2 Click on the *hour (HH)* or *minute (MM)* box and use the *Time picker* slide or the up down arrows for the hours and minutes.
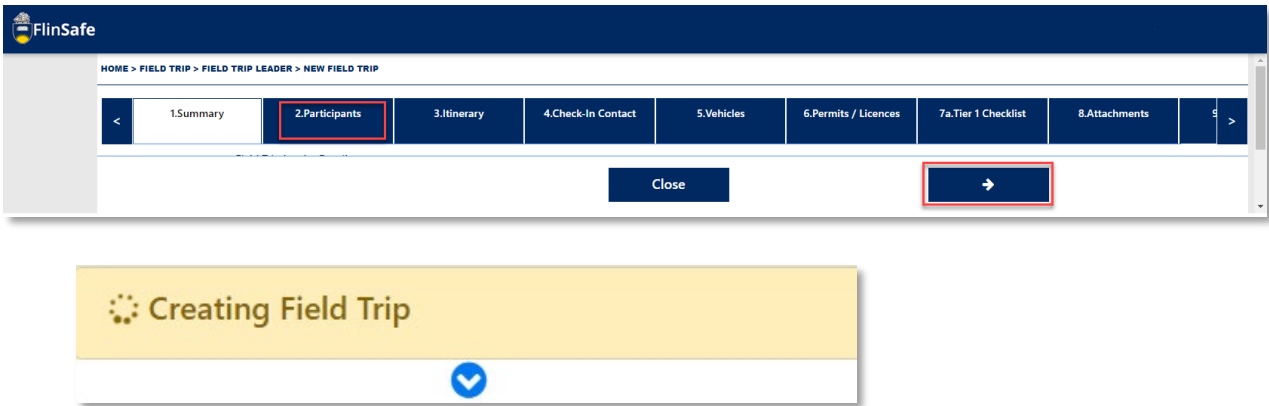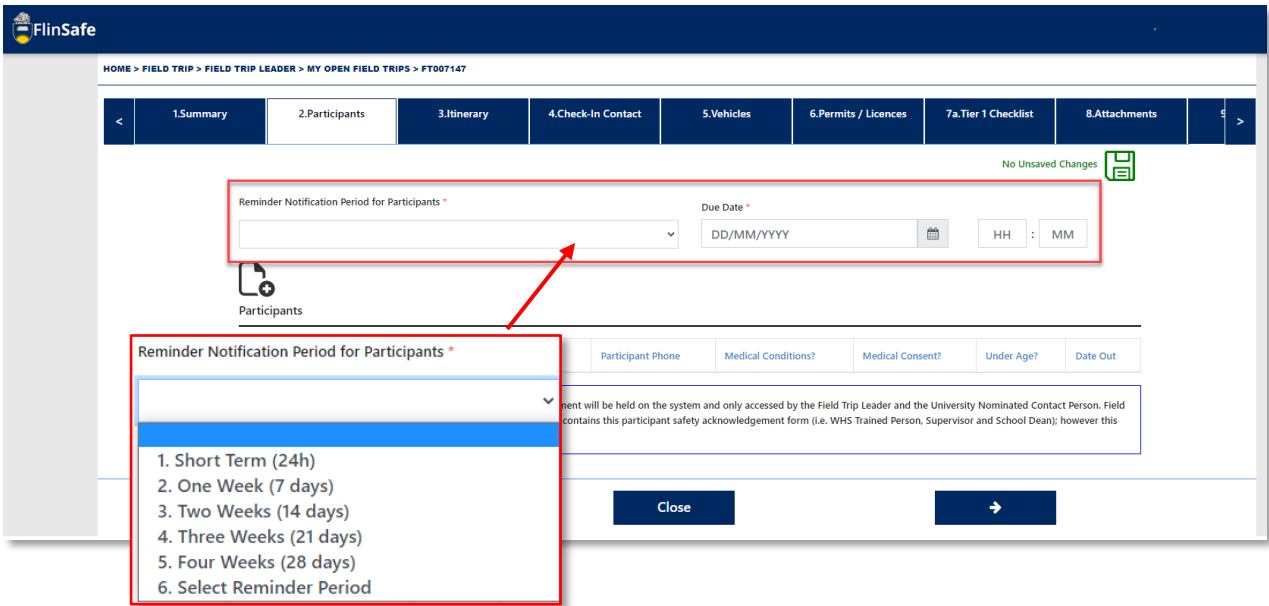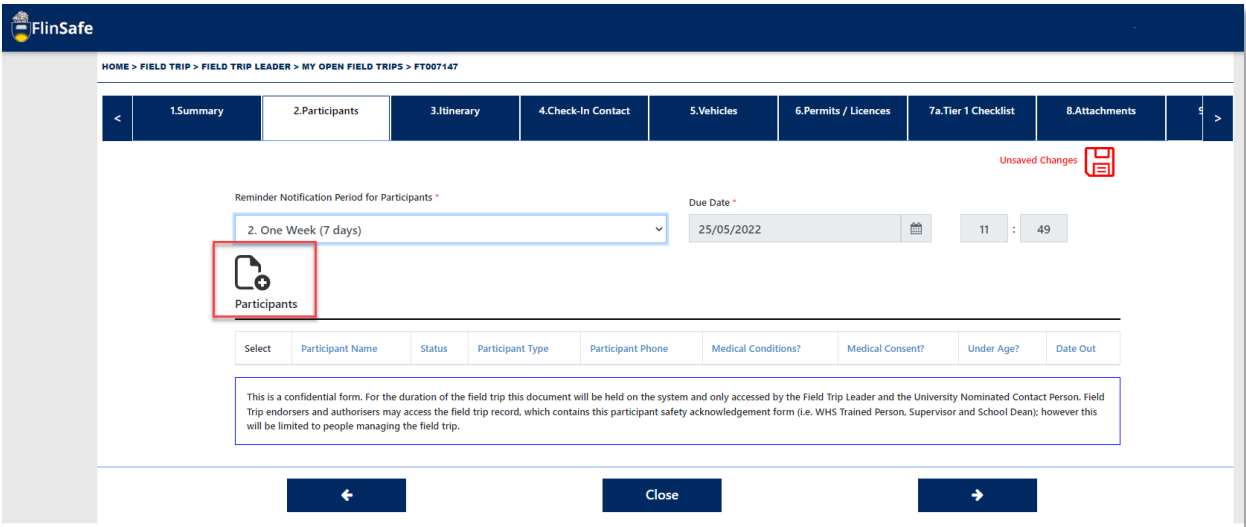
FlinSafe

6. Once all mandatory fields are entered, click the ***next arrow*** at the bottom or the ***Participants*** tab at the top. The field trip identification number will be created at this point. Note: if you do need to close the field trip page prior to this step (or other tabs), a pop-up window will appear asking if you would like to save the details entered.

7. On the Participants tab, select the reminder notification period for participants and the due date for response of the participant safety acknowledgement forms.
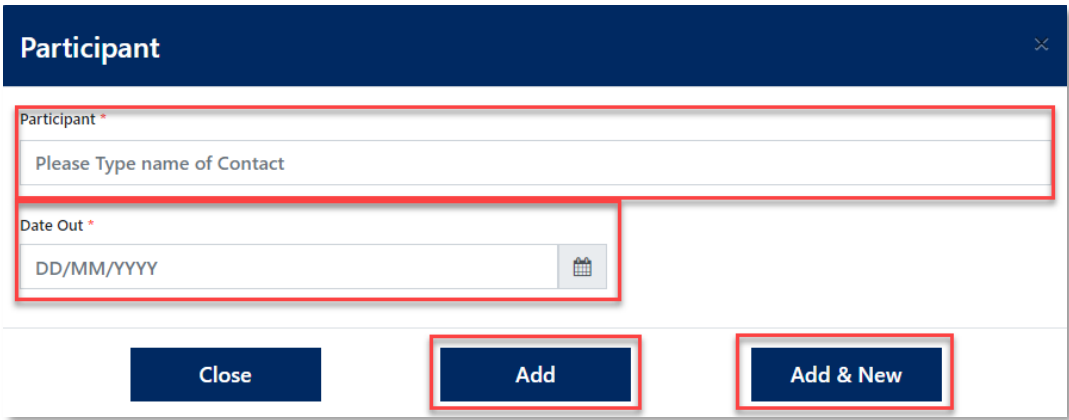
8. Click on the **Participants** icon to add in the participants required on the field trip. Note: It is mandatory to add participants before the field trip can be submitted, but this can be edited after the field trip is submitted.

9. Type the participants name and select from the list to populate, then use the calendar icon to enter in the **Date out** for the field trip. Select **Add & New** if you have more than one participant to add, otherwise just select **Add**.

10. Click on the **next arrow** or the **Itinerary** tab.
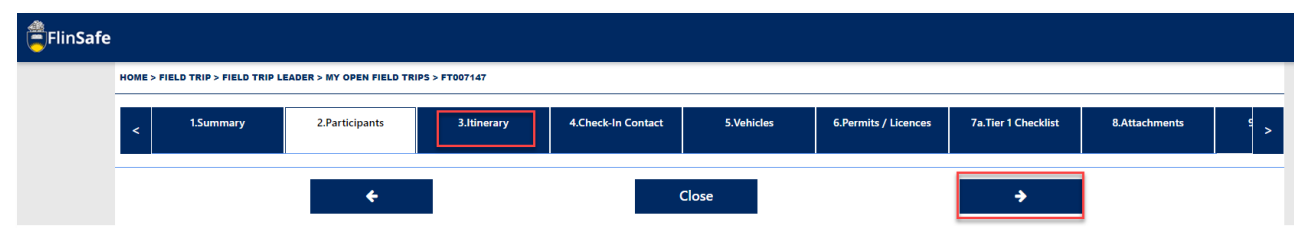
11. Click on the **Itinerary** icon to add all details of the field trip.
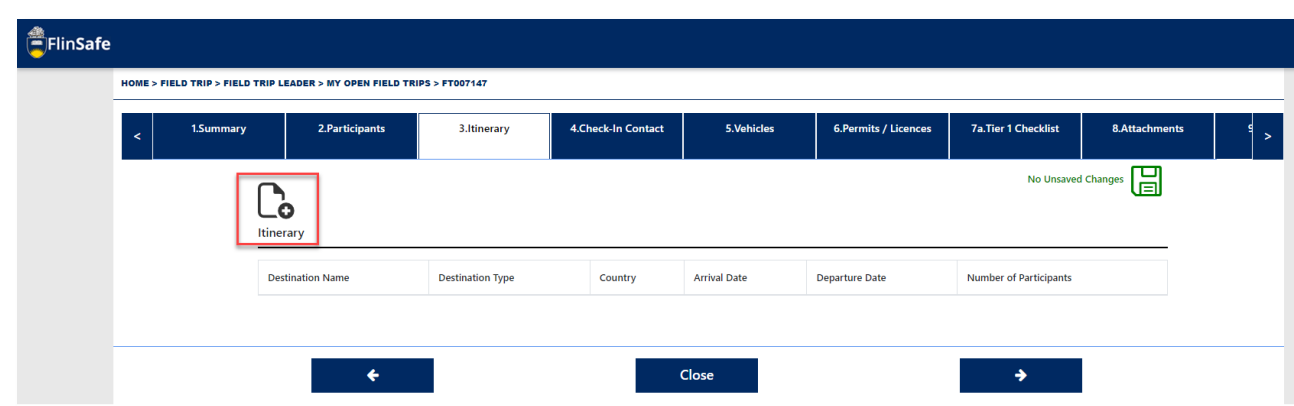
12. Complete the *Destination* requirements making sure all fields with a red asterix are completed, as these are mandatory fields. Complete any Destination Emergency Contacts. Once completed, select *Add and New* if you have multiple destinations or select *Add* if there is only one destination.

13. Select the **next arrow** or **Check-In Contact**.

14. Enter in the **University Nominated Contact Details**.

15. Select the **Contact Log Details** this should have the details including check in time and contact method of the person who will be checking in.

16. Click on the *next arrow* or the *Vehicles* tab.

17. Select *Yes* or *No* to identify whether a vehicle is required on the field trip.

18. If you select *Yes,* complete the questions on the page and then click on *Vehicle Transportation Chosen*. If you select *No* move to step 20.

19. Complete the **Vehicle Transportation Chosen** fields ensuring all fields with an asterix are completed. Once done, select **Add and New** if multiple vehicles are required, or click **Add** if there is only one.

Vehicle Transportation Chosen

Vehicle Type *

Registration

Vehicle Make

Vehicle Model

Vehicle Colour

Ownership Type *

Ownership Details

Comments

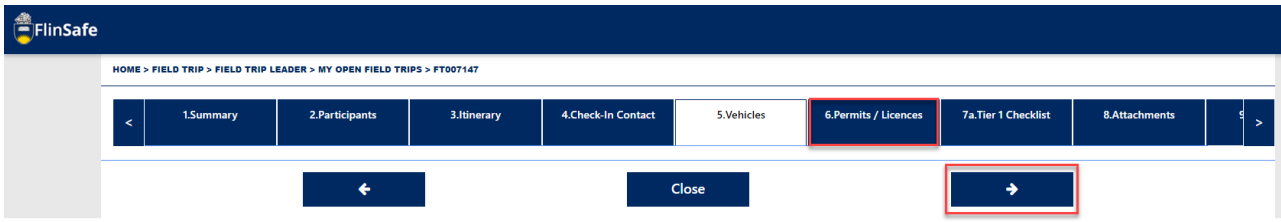Driver/Operator Names *
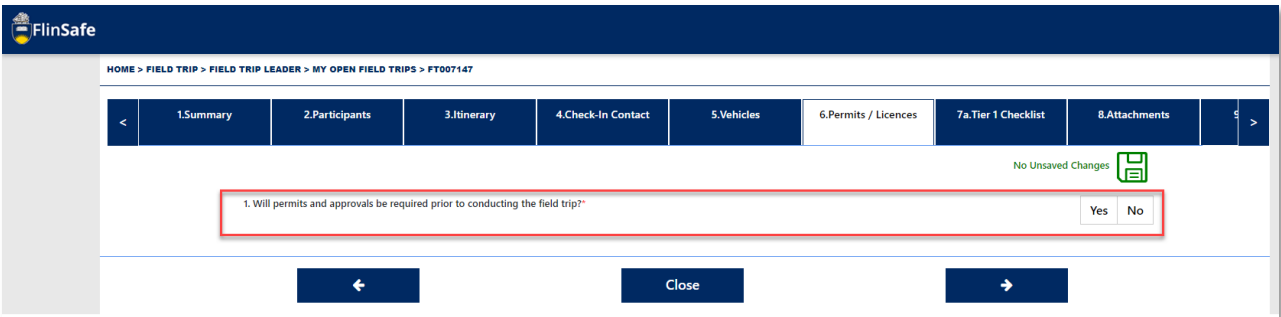
Comprehensively Insured?   Yes   No
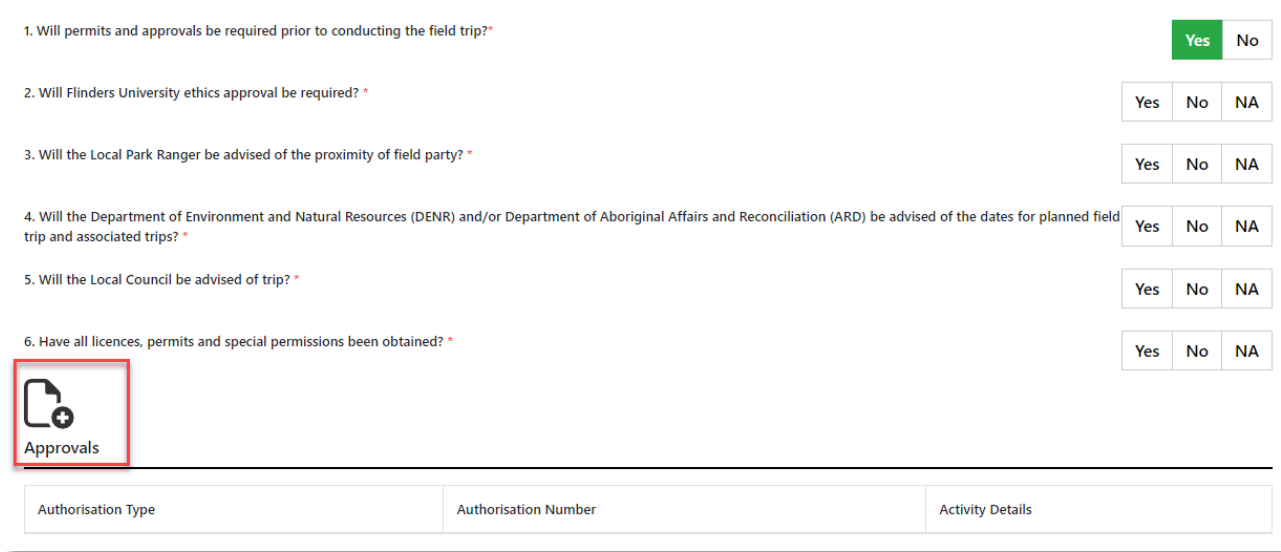
Close   Add   Add and New

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20. Click on the *next arrow* or the *Permits/Licences* tab.

21. Select *Yes* or *No* to indicate whether permits are required prior to the field trip commencing.

22. If you select *Yes,* complete the questions on the page and the click on the *Approvals* icon. If you select *No* move to step 24.

23. Complete the **Approvals** fields ensuring all fields with an asterix are completed. Once done, select **Add and New** if multiple permits/licences are required, or click **Add** if there is only one.

24. Once you have completed the Permits/Licences tab, click the **next arrow** or select the **Tier 1 Checklist**.

New field trips

25. Complete the questions on the Tier 1 tab answering Yes or No.

Note: If you answer No to **any** of the questions on the Tier 1 checklist tab then the field trip becomes a Tier 2. A Tier 2 checklist tab will be displayed and all questions on that tab will be required to be answered. You will also need to attach a Risk Assessment (see step 29).
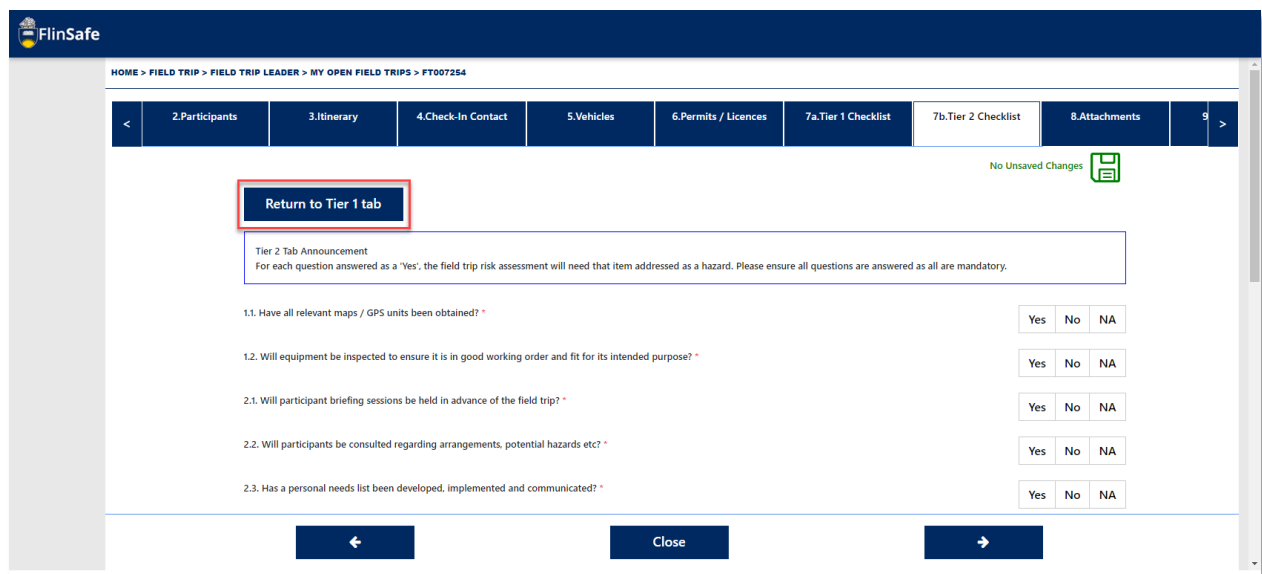

26. Once you have completed the checklist, if you selected No to any of the questions, click the *next arrow* or the *Tier 2 Checklist* tab. If you selected Yes to all questions, skip to step 29.

27. Complete the questions on the Tier 2 Checklist. If you have inadvertently selected this checklist, please click on the *Return to Tier 1 tab* button.

28. Once all checklist questions have been answered for either Tier 1 or Tier 1 and Tier 2, click the *next arrow* or the *Attachments* tab.

29. Click on the *Attachments* icon. *Choose file* and select a file already saved to your device. Then, enter the *Attachment Title* and click **Add & New** to add another attachment, or if all attachments are added, click **Add**.

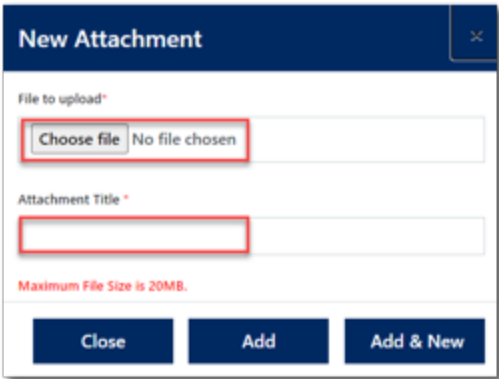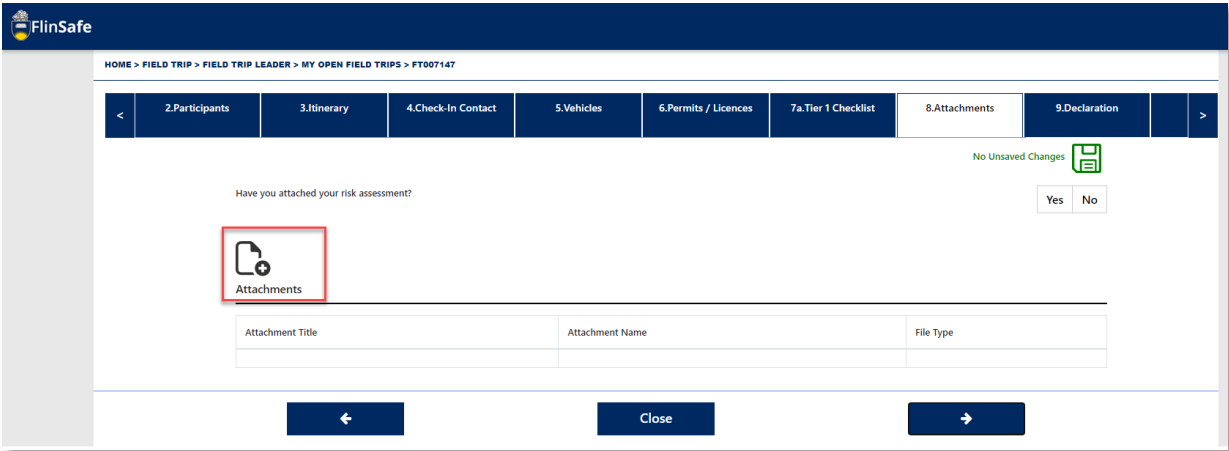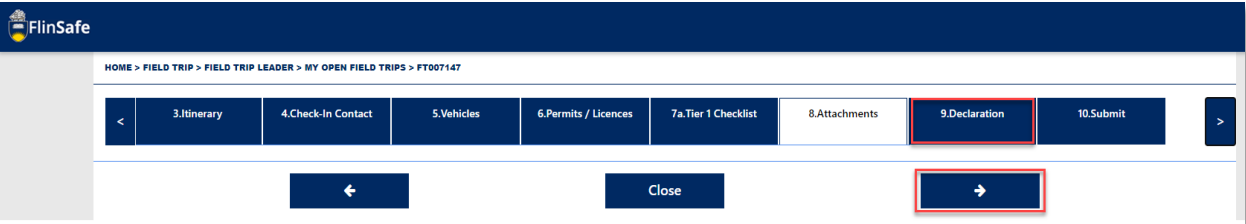Note: The risk assessment is mandatory for a Tier 2 field trip. You will not be able to move forward with your field trip request without adding an attachment and selecting 'yes' acknowledging you have attached the risk assessment.

30. When all attachments have been added, click on the *next arrow* or the *Declaration* tab.

31. Enter in the *Field Trip Leader's Supervisor* details.

32. Click the *next arrow* or the *Submit* tab.

33. Answer the questions on the *Submit* tab then click *Submit*.

Once you submit the field trip request, you will be navigated to your Current/Open field trips. The approval process will take place once you submit your request. If any of the approvers require more information, you will receive and email in your Outlook inbox. You'll find a link in the email to the field trip, along with the additional requirements that have been requested. The additional requirements will also be displayed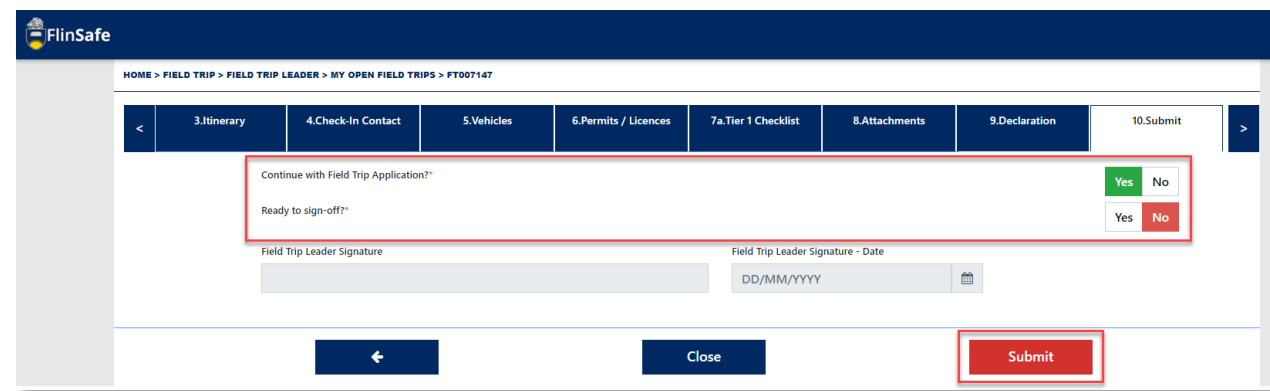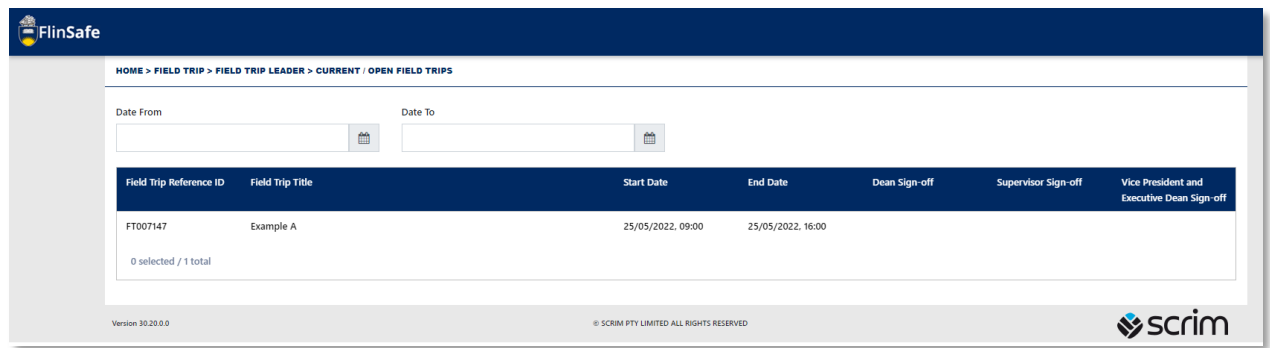 on the Submit tab. Note: "Continue with Field Trip Application" on the Submit tab must be **Yes** or the field trip will cancel.

As the field trip leader, please ensure you check in with your University Nominated Contacts so they can acknowledge contact was made in the Check in Contact tab. Also ensure you close off the field trip once it has been completed.

For any further information on field trips, please see the field trips webpage or contact your Work Health and Safety officer.

This ends the process.