



### **AP 4300 Field Trips and Excursions**

It is the intent of this policy to provide a clear statement of the District's regulation regarding the transportation of students to and from sponsored events and activities. The requirements contained herein are additional to and do not replace other requirements mandated by law or found in District Policy/Procedure.

The District may conduct field trips and excursions with students in connection with courses of instruction or college-related social, educational, cultural, athletic or musical activities to and from places in California, or any other state, the District of Columbia, or a foreign country.

The District shall, at the discretion of the Superintendent/President or designee, transport students, instructors, supervisors or other personnel by use of District equipment, contract to provide transportation, or arrange transportation by the use of other equipment. When District equipment is used, the District shall obtain liability insurance, and if travel is to and from a foreign country, the liability insurance shall be secured from a carrier licensed to transact insurance business in the foreign country.

All student field trips and excursions must have a supervising District instructor or staff member accompanying the field trip or excursion. Therefore, the District shall engage instructors, supervisors, and other personnel as may be necessary for such excursions or field trips who desire to contribute their services over and above the normal period for which they are employed by the District. The District may pay travel expenses of instructors and other personnel participating in a field trip or excursion. The District may pay for expenses of students participating in a field trip or excursion with auxiliary, grant or categorical program funds if the funds are used consistently with the funding source.

No student shall be prevented from taking a field trip or excursion which is integral to the completion of the course due to lack of sufficient funds. The District shall coordinate efforts of community services groups to provide funds for students in need of them.

All persons making a field trip or excursion shall be deemed to have waived all claims against the District for injury, accident, illness, or death occurring during or by reason of the field trip or excursion. All adults taking such trips and all parents or guardians of minor students shall sign a statement waiving such claims.

Out-of-state field trips or Study Abroad trips must have prior approval of the Board of Trustees. Completed travel forms must be submitted to the Risk Management Department at least 10 days prior to the date of the regular scheduled Board of Trustees meeting.

Completed travel forms for in-state trips must be submitted to the Risk Management Department at least two weeks prior to the date of departure to establish the proposed travel as a college sponsored activity and ensure insurance coverage for staff, students and the District. All staff members traveling must also submit a Travel Authorization/Reimbursement Form. Copies of all forms must be in the possession of the instructor/staff traveling with students.

#### **References:**

Title 5, Sections 55220  
BP 4300