

**FIELD TRIPS AND EXCURSIONS**

<b>AP No. 4300</b>
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Board Reviewed: 8/15/07

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- I. The District may conduct field trips and excursions 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 for students.
- II. 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.
- III. Instructors will be reimbursed for conducting field trips and/or excursions at the rate paid to an instructor if they were to teach an equivalent "on-campus" class. (From BP 2109)
- IV. Equipment and supplies for a field trip and/or excursion will be budgeted and provided for in the same manner as other courses of instruction. (From BP 2109)
- V. The District shall, at the discretion of the Superintendent/President 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.
- VI. 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.
- VII. The District shall not pay expenses of students participating in a field trip or excursion with District funds.
- VIII. 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. The forms for "Field Trip and Activities Permission Waiver" are available in the Office of Academic Services or Evening and Weekend College.
- IX. "Approval Requests for In-State Field Trip" forms are to be submitted for approval to the appropriate division dean at least two weeks prior to the date of the trip. Prior to departure, the instructor must have received, as final approval, one copy of the original "In-state Field Trip Request" form with all the proper authorization.

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- X. Mileage reimbursement for all field trips requires prior approval. Requests for this approval are to be submitted on "Travel Authorization" forms in sufficient time to allow processing prior to the proposed field trip. Requests for mileage reimbursement require Board approval and must be submitted at least 16 working days prior to departure date.
- XI. See Board Policy 5500 for standards of conduct. Ordinarily no field trips may be schedule which would take the student out of their classes during the first two weeks or the last two weeks of the semester or the last week of a summer session.
- XII. Reference:  
Title 5, Section 55450