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4 **FIELD TRIPS AND EXCURSIONS**
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6 **A. Authorization**
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8 Any curricular activity, field trip, or excursion involving student participation at an off-
9 campus location other than the usual meeting location of the class requires authorization by
10 the appropriate administrator prior to the commencement of the activity. Any overnight trip,
11 in excess of \$500 total cost, or any trip involving cost for student meals must be approved
12 by the College President.
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14 **B. Expenditure of Funds**
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16 The approval request shall include any anticipated expenditure of funds for lodging, food,
17 transportation, or activity fees. The District may pay for expenses of students participating
18 in a field trip or excursion with auxiliary, grant or categorical program funds if the funds are
19 used consistently with the funding source. Usual and customary travel expenses for
20 authorized District personnel may be provided. Expenditures shall be approved only after
21 an approved trip request is submitted with a Purchase Requisition, and if that amount has
22 been budgeted and sufficient funds remain in the account to cover the claim.
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24 No student shall be prevented from making a field trip or excursion which is integral to the
25 completion of a course because of lack of sufficient funds. The District shall coordinate
26 efforts of community services groups to provide funds for students in need of them.
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28 **C. Accountability**
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30 When transportation is provided, the individual responsible for the field trip shall leave a list
31 of all participants, including students and employees who are on the trip, where it can easily
32 be found in case of an emergency.
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34 **D. Transportation**
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- 36 1. Students shall be transported in commercially procured transportation whenever
37 possible. Van size is limited to no larger than the 10-passenger size as defined in
38 California Vehicle Code. Commercial bus lines must have on file a certificate of
39 insurance with the Office of Risk Management prior to the commencement of the
40 trip naming the District as "additional insured." Transportation requiring rental of
41 van(s) or bus(s) must have a contract. The contract must be signed by a Board
42 approved authorized signer fourteen (14) calendar days prior to the day of travel.
43 (See AR 6340 Contracts)
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- 45 2. If rented vans or automobiles are used, each driver must be a District employee,
46 be registered on the Approved Drivers' List and have the appropriate class of
47 driver's license to operate the intended vehicle. No student is authorized to drive
48 any vehicle on District business. District insurance provides primary liability
49 coverage for rented vehicles and secondary coverage for property damage
50 coverage.
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- 52 3. If funds are not available for transportation, students may provide their own
53 transportation. In such cases students should be asked to meet at the site at a
54 specified time. Car caravans are not appropriate.
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4. No employee shall transport any student in his/her private vehicle on college business.

E. Liability

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.

Reference:
Title 5, Section 55220