

AP 4300 Field Trips and Excursions

Field Trips and Excursions

Chaffey College encourages students to participate in field trips and excursions in connection with courses of instruction or instructionally-related social, educational, cultural, athletic, club, or musical activities to and from locations within the state of California, out of state, or to international destinations not barred by current law.

The District shall provide supervision of students involved in field trips or excursions by engaging instructors, supervisors, and other personnel as may be necessary who desire to contribute their services over and above the normal period for which they are employed by the District.

During the field trip itself, the faculty member who is the designated instructor of record shall be responsible for students. Depending on the length of the field trip or excursion, this responsibility may constitute a twenty-four hour (or longer) commitment including all scheduled and unscheduled activities. Students will be expected to comply with all college regulations including those related to Student Conduct (per BP 5500 Standards of Student Conduct).

Field trips and excursions need to relate to the objectives listed in the Course Outline of Record for the course in which they are planned or instructionally-related social, educational, cultural, athletic, club, or musical activities.

Field trips and excursions should be included in the Course Outline of Record as a "method of instruction." Field trips and excursions should be included in the description of the courses printed in the schedule of classes in order to inform students who register for that course that there will be a field trip required. Field trips and excursions should also be included in the course syllabus as a best practice.

The instructor of record shall inform their Dean at least ten days prior to the field trip or excursion about the event, including the location(s) and duration of all scheduled activities and possible unscheduled activities.

Claim for Apportionment

The attendance or participation of a student in a field trip or excursion may be claimed for apportionment to the extent that the field trip or excursion is part of a course. However, attendance claimed for apportionment as a result of a field trip or excursion shall be limited to the amount of attendance that would have accrued had the students not been engaged in the field trip or excursion. No more contact hours shall be generated by a field trip or excursion than if the class were held on campus.



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Transportation

The District shall, at the discretion of the School Dean in collaboration with the faculty member, 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 international location, the liability insurance shall be secured from a carrier licensed to transact insurance business in the international location.

As soon as it is determined that an out-of-state trip is planned, the Program/School responsible for the trip shall request that the item be placed on the board agenda through the Office of the Chief Instructional Officer. Included with the board agenda item will be:

- Justification and background for the field trip
- Names of all participants including students, instructors, staff, and chaperones
- Complete itinerary for the trip
- Preliminary list of all plans/arrangements for all costs and sources of funding
- Arrangement for coverage of classes missed by the accompanying instructor, including sections missed, days and hours, and names of substitutes for section(s)

Acceptable modes of transportation are:

- District vehicle driven by an authorized driver. An authorized district driver is defined as an individual who has received clearance from the Office of Risk Management to operate a district vehicle. An authorized driver may be an employee, a volunteer, or a student. Authorized drivers must follow the Use of District and Private Vehicles Plan.
- Contracted transportation services. Contracted transportation services must be a District approved vendor.
- An employee driving a personal vehicle. An employee driving a personal vehicle who is transporting students must follow the Use of District and Private Vehicles Plan. Employees driving a personal vehicle must provide proof of insurance and be cleared by the Office of Risk Management.
- Public transit



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The District does not encourage students to drive other students in their personal vehicle to field trips and excursions.

Liability

All persons (excluding District employees) taking 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.

Students **are not required** to complete a Waiver of Liability, Assumption of Risk, and Indemnity Agreement Form (hereafter referred to as a "waiver form") if the field trip or excursion is in-state and the students are:

- A. Participating in curriculum related field trips as a requirement of a course.
- B. Required to report to other locations as a requirement of a course.
- C. Receiving a course grade for completing extra credit or out-of-class activity recommended by the instructor.

Students **are required** to complete a waiver form if they are:

- A. Participating in a club activity.
- B. Participating in athletic/sports programs.
- C. Volunteering to participate in a college event/excursion.
- D. Participating in an out-of-state field trip or excursion.

Students who are required to complete a waiver form will complete either the waiver for **adult** activity form or the waiver for **minor** activity form.

When a group of students under the direction of a faculty member participates in out-of-state trips, all students shall return to their original point of departure unless alternate travel arrangements have been approved by the District. Students or volunteers who desire to continue on after the trip/excursion conclusion date shall assume all liability and risk from that point forward.



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Expenses

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

Instructors. Expenses of instructors, chaperones, or other personnel participating in a field trip or excursion shall be paid from district funds, and the district shall pay from district funds all incidental expenses for the use of district equipment during a field trip or excursion. Reimbursement for expenses incurred by instructors, chaperones or other personnel shall be discussed with and approved by the School Dean at least ten days in advance of the field trip or excursion, and the process for claiming reimbursement shall be reviewed at that time. Payment shall be by way of itemized reimbursement in a form prescribed by the Chief Business Operations Officer.

Reference: Government Code 11139.8;
Title 5 Section 55220

Approved: 5/19/15

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