FIELD TRIPS AND OVERNIGHT STAYS

Field Trips
Maintenance & Operations Building
South of Football Stadium, Building on North side
Administrative Assistant, Dale Ann Davidson, Ext. 6720
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Chaffey College supports the utilization of field trips to enhance the learning experiences of its students. Field trips provide a positive, concrete, first-hand experience of the concepts presented in the classroom environment. The major considerations for instructors who intend to utilize field trips are lodged in adequate planning, sufficient funding to support the experience, assurance of student and staff security, equity in student opportunity to participate, and sensitivity to institutional liability.

Process
• Van drivers must be approved through DMV by the Transportation Office
• Copy your driver’s license and forward to Dale Ann Davidson, Maintenance & Operations
• Processing through Department of Motor Vehicles, Sacramento, takes approximately 4-6 weeks. Drivers must have approval from the Maintenance and Operations Department prior to driving a Chaffey College Vehicle. If a driver has not submitted their license to Maintenance and Operations in time for the records to be reviewed and approval given to drive, a report from DMV needs to be purchased for $5.00 from DMV (non-refundable) and turned into Maintenance and Operations for review.
• Complete a Field Trip Authorization and/or Transportation Request
• Obtain Dean/Administrator signature of approval
• Send approved Form #15 to Dale Davidson, Maintenance & Operations
• If student waiver is required (see Guidelines), forms must be signed prior to student participation and retained on file in School office.

Helpful Tips
• Field trips must be anticipated early in the academic year.
• All are prioritized on a first-come, first-served basis.
• Must be related to course requirements and details included in the syllabus.
• Effort should be made to schedule trips during usually assigned class time frame.
• Pre-excused absence for trip outside class time frame should be obtained from other classes.
• Clear trips requiring student funding through Dean to insure compliance with fees.
• Any travel outside California must have Governing Board approval prior to departure.
• Field trips near or during finals should be avoided.
• Transportation is available by passenger vans (5 or 9 occupants) or bus rental for large groups.

For accuracy and accountability upon year-end students will be dropped unless otherwise notified and Departments will need to resubmit information (staff excluded).