AP 4300   FIELD TRIPS AND EXCURSIONS

Reference:
Title 5, Section 55220

Field Trips/Excursions – Definition
Field trips or excursions are those trips conducted in connection with courses of
instruction or instructionally-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. All persons making a field trip shall be deemed to have
waived all claims against the District or the State of California for injury, accident, illness,
or death occurring during or by reason of the field trip or excursion.

Wherever in this procedure the term “Field Trips” appears, it will also apply to excursions.

Types of Field Trips
1. A Mandatory Field Trip requires student participation for successful course
   completion and has a direct relationship to the instructional program.

2. A Voluntary Field Trip encourages student participation but is not required. The
   activity will provide a significant contribution to the goals and objectives of the class,
   program or organization. There are two (2) major categories of voluntary field
   trips/excursions:

   A. Sponsored/Supported by District:
      • related to a course of instruction;
      • travel involves a student club/organization, whether or not linked to a
        course of instruction or Cerritos College program; or
      • a community service/non-credit/recreational class field trip.

   B. Not Sponsored/Supported by District:
      • a casual trip planned by a group of students or an instructor at times when
        classes are not in session or unrelated to a course of instruction or
        Cerritos College program;
      • a trip that does not use District or student club/organization funds; or
      • a trip that is not advertised as a District or student club/organization
        activity.

   Students/faculty traveling under this category shall assume responsibility for any
   risks associated with travel. Contracts associated with this type of travel shall
   not use the Cerritos Community College District as the responsible party.
3. A **Local Field Trip** is conducted within the Los Angeles and Orange Counties.

4. An **Extended Field Trip** is conducted outside the two (2) counties listed above.

**Faculty and Staff Participation in Field Trips**

Participation of a faculty or staff member in a field trip may be voluntary or part of an individual's professional responsibilities. In either case, each individual participating in a field trip will familiarize themselves with this procedure and Board Policy 4300 titled Field Trips and Excursions.

If participation in a field trip is part of an individual’s professional responsibility, the District shall reimburse the individual in accordance with Board Policy and Administrative Procedure 6900 titled Travel. If participation is voluntary, reimbursement will be at the discretion of the President/Superintendent or designee.

All instructors, administrators, directors, club advisors or other designated individuals who plan field trips will complete the following tasks/checklist prior to the date(s) of travel. All forms are available online at [http://cms.cerritos.edu/secure/webs/forms](http://cms.cerritos.edu/secure/webs/forms).

1. **Local Mandatory or District Sponsored Field Trip**
   - “Field Trip Request” form
   - “Conference and Travel Request/Expense Claim Form,” if faculty or staff are seeking reimbursement
   - “Facilities Department Transportation Request,” if District is providing transportation

2. **In-State Extended Mandatory or District Sponsored Field Trip**
   - “Field Trip Request” form
   - “Conference and Travel Request/Expense Claim Form,” if faculty or staff are seeking reimbursement
   - “Facilities Department Transportation Request,” if District is providing transportation
   - “Medical Consent” form

3. **Out-of-State Extended Mandatory or District Sponsored Field Trip**
   - “Field Trip Request” form
   - “Conference and Travel Request/Expense Claim Form,” if faculty or staff are seeking reimbursement
   - “Facilities Department Transportation Request,” if District is providing transportation
   - “Medical Consent” form
   - “Field Trip and Excursion Indemnification Agreement”

4. **Student Activities Field Trip**
   - In addition to the above requirements, the “Attendance Agreement” will be completed.
5. Additional Instructor Forms

- In addition to the above requirements, instructors may require supplementary forms that are relevant to their field trip.

The “Field Trip Request” form will be completed at least six (6) weeks prior to the field trip, unless extenuating circumstances exist. The request will include the number of students to be traveling and signature approval from the appropriate administrator(s).

The travel request will be completed at least six (6) weeks prior to the date of travel, unless extenuating circumstances exist, with the signature of the appropriate administrator(s). If the travel is out of the country (including Baja, California) or out-of-state, approval from the President/Superintendent will be required.

Gathering information for transportation, including funding source and cost, will be determined by the instructor, administrator, director, club advisor or other individual submitting the field trip request. This is subject to approval from the appropriate dean, director, vice president or designee, who will forward the request to the Office of Business Services for information.

If any contracts are required, they will be reviewed by the Office of Business Services at least two (2) weeks prior to an approved activity. Requisitions will be submitted to the Purchasing Department by the instructor, administrator, director, club advisor or other individual making the field trip request so that travel arrangements may be made. Individuals will not place any expenses on personal credit cards or remit personal checks without prior approval from the Purchasing or Fiscal Services departments.

For an Extended Field Trip, “Medical Consent” forms shall be signed by each party traveling (or legal guardian in the case of a minor) including parents, chaperones, etc. For out-of-state travel, the “Field Trip and Excursion Indemnification Agreement” shall be signed. These forms will be filed in the Office of the Vice President of Student Services or Vice President of Academic Affairs, depending on the nature of the trip. The instructor or supervisor shall possess copies of these forms during the field trip. Both forms are available online at http://cms.cerritos.edu/secure/webs/forms.

Each party traveling shall be informed that if they require reasonable accommodation for a disability, they must inform the person making the arrangements so that the accommodation can be made. The instructor, administrator, director, club advisor or other individual will contact the Disabled Student Programs and Services for any information regarding reasonable accommodations.

For Student Activity Field Trips, the “Attendance Agreement” shall be signed prior to departure. Field trips funded with ASCC funds will require approval by the Office of Student Activities prior to making arrangements. Participants will be students in good standing and have a valid ASCC membership card. Faculty and/or staff advisors shall accompany the students to, during, and from the event.
Student Participation in Field Trips
Each student participating in a field trip shall inform the appropriate individual responsible for the field trip if they require reasonable accommodation for a disability. The instructor, administrator, director, club advisor, or other individual will contact the Office of Disabled Student Programs & Services for any necessary assistance or information for the accommodation.

For Extended Field Trips, students shall also complete and sign a “Medical Consent” form. For out-of state travel, students shall also complete and sign a “Field Trip and Excursion Indemnification Agreement” form.

Field Trip Costs
For all field trips, the cost per student will be determined in advance. For Mandatory Field Trips, the costs shall be listed in the class registration materials if the District is unable to provide funding due to regulations or lack of available resources. Care will be taken in determining costs and ensuring that students who wish to participate have the opportunity to do so. Deficit funding shall not be permitted.

The District shall not pay expenses of students participating in a field trip to any other state, the District of Columbia, or a foreign country with District operating funds. However, pursuant to Title 5, Section 55220, the District may pay for expenses of students participating in a field trip with auxiliary, grant, or categorical program funds if the funds are used consistently with the funding source. The District may also pay expenses of instructors, chaperones, and other personnel participating in a field trip with District funds.

No student shall be prevented from participating in a field trip integral to the completion of a course due to a lack of sufficient funds. The Board of Trustees, or designee, shall coordinate efforts of community service groups to provide funds for these students.

There are three (3) methods of payment for field trips:

1. Payment at time of registration.

2. Payment to the College Cashier.
   - The instructor or college Dean/Director provides the College cashier with:
     i. course name and code number;
     ii. name and date of trip;
     iii. student roster;
     iv. individual amount to be collected; and
     v. the account number for deposit.
   - Student pays cashier and is issued a receipt to be used as transportation ticket.

3. Payment directly to an outside travel agent, which has been arranged by the instructor, director, club advisor or other individual.

Transportation Guidelines
Transportation provided by the District is limited to registered students and District employees. The District shall, at the discretion of the appropriate manager, transport
students, instructors, supervisors and/or other personnel by use of a District vehicle, contract to provide transportation, or an arrangement for transportation by other vehicles.

**Local Field Trip (within the Los Angeles and Orange Counties):** Students will travel to the field trip location in the same manner in which they travel to the regularly assigned class location, unless the appropriate manager approves of alternate transportation. Classes will be convened and dismissed at the field trip location.

**Extended Field Trip (outside of the Los Angeles and Orange Counties):** The instructor, administrator, director, club advisor or other individual planning the field trip will make arrangements (see below) for the use of District or commercial vehicles. A transportation fee from the students may be required and will be described in the class registration materials or through other notification. Any individual on a field trip to Baja, California must possess a passport in order to re-enter the United States.

**Vehicles:** A commercial or District-owned bus is normally the proper method of transportation for a large number of students (more than 20). District vans may be considered for small groups (less than 20).

Any person driving a District vehicle must be over 21 years of age. For vehicles transporting 10 or fewer passengers, a valid California Class C driver’s license is sufficient. For a vehicle transporting more than 10 passengers, the driver must possess a valid California Class B driver’s license, with endorsement. In either case, an insurable driving record, acceptable to the District’s insurance carrier, is required. A copy of the valid driver’s license must be submitted to Campus Police prior to the date of the field trip. Upon receipt, Campus Police will run a DMV check on the driving record. NOTE: When a District vehicle is used to travel to Mexico or Canada, the District shall obtain appropriate liability insurance which shall be secured from a carrier licensed to transact insurance business in the foreign country.

A private vehicle may be considered for field trip transportation. The driver must have a valid California driver’s license and an insurable driving record acceptable to the District’s insurance carrier. In addition, proof of insurance for the private vehicle, with liability insurance limits of $100,000/$300,000, is required. Proof of a valid California driver’s license, DMV printout of the driving record, and proof of insurance must be submitted to Campus Police prior to the date of the field trip. Driving records may not have any moving violations for the previous three (3) years. The private vehicle’s insurance shall be the primary carrier.

This Administrative Procedure does not apply to the District’s Study Abroad Program.

Office of Primary Responsibility: Vice President, Academic Affairs

**Date Approved:** August 20, 2007

**Dates Revised:** February 25, 2008; May 9, 2011

(Replaces former Cerritos College Policies 3009 and 5017)