
Administrative Procedure
Chapter 4 – Academic Affairs

AP 4300 FIELD TRIPS, CHANGES OF LOCATION AND EXCURSIONS

References:

Government Code Section 11139.8;
Title 5 Section 55220

The District may conduct field trips, changes of location and excursions in connection with courses of instruction or college-related social, educational, cultural, athletic or performing arts activities to and from places in California, or any other state, the District of Columbia, or a foreign country for students. Field trips and changes of location shall be used for educational purposes as an extension of the classroom as part of the regular course of instruction and shall make a vital contribution to the course.

Responsibility

The Vice President, Academic Affairs, is responsible for administering these procedures.

Definitions:

- A. **Field Trip:** A field trip is travel to an off-campus location that is required of all students enrolled in connection with a college course of instruction, and is supervised by an academic employee. A field trip is a meeting of the class off campus which may be during regular class time or out-of-class time and in which the instructor arranges for transportation.
- B. **Change of Location:** A change of location involves a meeting of the class during regular class time or out-of-class time at a location other than the usual classroom, and in which the students arrange their own transportation.
- C. **Excursion:** An excursion is travel to an off-campus location, supervised by an academic employee, that is in connection with courses of instruction or instructionally-related social, educational, cultural or performing arts activities which include, but are not limited to, conferences, art shows, museums, movies, speeches, performances, campus visits, etc.

Approval Process

A. The instructional dean shall approve field trip, change of location, excursions, and transportation requests within the division budget and within the guidelines provided by the Vice President, Academic Affairs.

B. Change of Location

1. The instructor shall submit the "Change of Location" form to the department head for approval at least two weeks prior to the requested trip date. The department head shall then forward the form to the instructional dean for approval, processing, and notification to the instructional dean, department head, instructor/academic employee and the Site Administrator.

2. Only students officially registered in the class may participate in the change of location.

C. Field Trips and Excursions

1. The instructor shall submit the "Field Trip Request" form to the department head for approval at least three weeks prior to the requested field trip date. Several trips taken by one class may be listed on the same form. The department head shall forward the form to the instructional dean for approval, processing, and notification to Fiscal Affairs, Business Support Services, and the Site Administrator.

2. Only students officially registered in the class may participate in the field trip or excursion.

3. Reconnaissance: If instructor reconnaissance is deemed necessary in preparation for the field trip, approval shall be obtained in the same manner as above.

Transportation

A. Change of Location

1. Students shall travel to the new location in the same manner in which they travel to attend the regularly assigned class. The class shall be notified of the change of location at least two meetings in advance, and shall be convened and dismissed at the change of location.

2. The instructor shall not arrange private transportation either to or from the changed location.

B. Field Trips and Excursions

1. 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.
2. All trips involving the use of Long Beach Community College District vans will require following the college van procedures.
3. Private vehicles shall be used only when District vans are not available. Trips involving the use of private vehicles are subject to the following procedures:
 - a. The "Medical Treatment Authorization, Waiver, Release - Assumption of Risk for Participation in a Voluntary Field Trip/Excursion" form shall be filled out fully by the driver and passengers of each car and filed with the Risk Services Coordinator in Business Services at least one week prior to the trip. In addition, the driver and passengers must provide proof of medical insurance. This information shall be sufficient for the duration of the course, provided that the insurance remains in force.
 - b. The driver of each vehicle shall have in his/her/their possession a valid operator's license appropriate to the vehicle being driven.
 - c. The registered owner shall exercise reasonable and prudent judgment in determining the number of students to be transported in his/her/their vehicle.
 - d. If an instructor carries students in his/her/their car, he/she/they and passengers shall complete the "Medical Treatment Authorization, Waiver, Release - Assumption of Risk for Participation in a Voluntary Field Trip/Excursion" form.
4. If other transportation, such as airplane, boat, or private bus company is to be used for the field trip, the instructor shall arrange for transportation through the instructional dean and the appropriate Administrator of Purchasing and Contracts within Business Support Services. Such trips shall be reviewed and approved by the Vice President, Academic Affairs.

Legal Liability and Insurance

- A. The instructor shall be present for the entire class session of the change of location or the field trip.
- B. A group Medical Treatment Authorization, Waiver, Release - Assumption of Risk for Participation in a Voluntary Field Trip/Excursion" form shall be filled out and signed by each participant prior to departure of all field trips. All trips

taken by a class during the semester may be listed on one group release. All persons making the field trip shall be deemed to have waived all claims against the District or State of California for injury, accident, illness, or death occurring during or by reason of the field trip, change of location or excursion. This release form shall be submitted to Business Support Services prior to the trip.

1. The parents or guardians of minors (under 18 years of age at the time of the trip) must sign the "Minor Student Participation, Release Medical Authorization - Assumption of Risk for Participation in a Voluntary Field Trip/Excursion" form.
 2. The instructor shall describe on the release form the risks or hazards which may be present on the trip(s).
- C. Instructors have the same liability coverage while on field trips and change of location as they do for on-campus activities. Persons not officially registered in the class are not permitted on field trips or changes of location.
- D. 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. Commercial, public, Long Beach Community College District, and contracted transportation shall have a minimum of \$1 million liability insurance while participants in field trips are passengers. If private vehicles are used for the trip, each driver shall follow the procedures described in the Transportation section of this procedure.
- E. A first aid kit, which may be obtained from Student Health Services, shall be in possession of the instructor on the field trip, including a snake bite kit, if the area is commonly known to be inhabited by venomous reptiles.
- F. Accident insurance for field trips, changes of location and excursions is provided all registered students who are members of the Associated Student Body through an Associated Student Body policy.
- G. It is recommended that each participant should have some form of medical coverage, either personal or through the voluntary health and accident policy offered through the Associated Student Body.
- H. All persons making a field trip, change of location 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, change of location or excursion. All adults taking such trips and all parents or guardians of minor students shall sign a statement waiving such claims.

Fees, Costs, and Reimbursement

- A. All fees or allied costs required of participants shall be clearly listed in advance of enrollment in the course and any refund policies defined.
 - 1. No student shall be prevented from making 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.
 - 2. No class shall be authorized to take a required field trip if any student who is a registered member of such class will be excluded from participation in the field trip due to lack of funds.
- B. The District may pay for expenses of students participating in a field trip, change of location or excursion with auxiliary, grant, or categorical program funds if the funds are used consistently with the funding source.
- C. All college employees who choose to drive to a field trips, excursion or changes of location must be approved for mileage reimbursement by the Long Beach Community College District Board of Trustees.
- D. All trip costs shall be estimated on the "Field Trip Request" form or "Change of Location" form and receive the appropriate approvals before committing the District to any expense.
- E. Reimbursement of automobile mileage for field trips, excursions, changes of location, and reconnaissance is authorized according to the following procedures:
 - 1. Instructors approved for mileage by the Long Beach Community College District Board of Trustees may submit claims on the "Mileage Claim" form for automobile mileage if individual trips have been previously approved.
 - 2. Mileage reimbursement shall be allowed at the rate set by the Long Beach Community College District Board of Trustees.
 - 3. Claims for reimbursement of mileage shall be submitted on the "Mileage Claim" form and will be allowed for approved trips submitted on the "Field Trip Request" form or the "Change of Location" form. The "Mileage Claim" form may be submitted at any time after the trip(s), but at least once per semester.
- F. 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.

- G. The expenses of instructors, chaperones, and other personnel traveling with students may also be paid from District Funds. Payment shall be by way of itemized reimbursement via the Travel Authorization Form.

Emergencies and Inappropriate Activities

- A. **Student Conduct:** Students and staff shall at all times adhere to the standards of conduct applicable to conduct on campus. Expectations of student conduct shall be clearly defined to the class. If the participants are informed ahead of time (i.e., the first class meeting) that failure to follow the Student Code of Conduct on a field trip could result in suspension from the trip, the participants could be sent home during a trip if their conduct was detrimental to the good of the group. Students who do not follow the Student Code of Conduct will be referred to the Office of Student Conduct upon return from the field trip, excursion, or change of location.
- B. **Questionable legal activities:** The expected code of conduct shall be clearly enunciated before the trip. The instructor shall exercise the same amount of care that a "reasonable person" would exercise in the same situation.
- C. **Accidents involving a vehicle or student:**
 - 1. The instructor shall obtain prompt emergency treatment for any injured student(s).
 - 2. An "Accident Report" form shall be completed and filed with Business Support Services immediately upon return from the field trip.
 - 3. If a vehicle is involved in an accident, remove the passengers and injured to a point of safety. Contact the nearest law enforcement agency. Do not leave the scene of the accident until the accident is reported to the law enforcement officials and the disposition of passengers and vehicle arranged.
- D. **Illness**
 - 1. Each participant shall be cautioned that health care is her/her/their personal responsibility.
 - 2. An ill student may be sent home from the field trip, excursion or change of location upon the decision of the instructor. The student is responsible for the cost of transportation home in such an instance.

Also see BP 4300 Field Trips and Excursions, BP/AP 5400 Associated Students Organization, AP 6530 District Vehicles, and BP/AP 7400 Employee Travel.

Approved: No date

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(Replaces LBCC Administrative Regulation 4006)