



Origination: 02/2009
Last Approved: 08/2016
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Owner: Academic Senates Academic Senates:
Policy Area: Chapter 4 Academic Affairs
References: [Legally Advised](#)

AP 4300 Field Trips and Excursions

(Replaces current SBCCD AP 4300)

The District may conduct field trips and excursions in connection with courses of instruction or college-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.

The District shall engage instructors, supervisors, and other personnel, except classified employees, 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.

The District shall, at the discretion of the *Chancellor or designee*, 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 foreign country, the liability insurance shall be secured from a carrier licensed to transact insurance business in the foreign country.

The District may provide supervision of students involved in field trips or excursions by academic employees of the district.

A. Authorization

Any curricular activity, field trip, or excursion involving student participation at an off-campus location other than the usual meeting location of the class requires authorization by the appropriate administrator prior to the commencement of the activity. Any overnight trip, in excess of \$500 total cost, or any trip involving cost for student meals must be approved by the College President.

B. Expenditure of Funds

The approval request shall include any anticipated expenditure of funds for lodging, food, transportation, or activity fees. The District may pay expenses of instructors, chaperones, and other personnel participating in a field trip or excursion. Payment shall be by way of itemized reimbursement in a form prescribed by the *Chancellor or designee*. 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. Usual and customary travel expenses for authorized District personnel may be provided. Expenditures shall be approved only after an approved trip request is submitted with a Purchase Requisition, and if that amount has been budgeted and sufficient funds remain in the account to

cover the claim.

No student shall be prevented from making a field trip or excursion which is integral to the completion of a 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.

C. Accountability

When transportation is provided, the individual responsible for the field trip shall leave a list of all participants, including students and employees who are on the trip, where it can easily be found in case of an emergency.

D. Transportation

1. Students shall be transported in commercially procured transportation whenever possible. Van size is limited to no larger than the 10-passenger size as defined in California Vehicle Code. Commercial bus lines must have on file a certificate of insurance with the Office of Risk Management prior to the commencement of the trip naming the District as "additional insured." Transportation requiring rental of van(s) or bus(s) must have a contract. The contract must be signed by a Board approved authorized signer fourteen (14) calendar days prior to the day of travel.
(See AP 6340 titled Contracts)
2. If rented vans or automobiles are used, each driver must be a District employee, be registered on the Approved Drivers' List and have the appropriate class of driver's license to operate the intended vehicle. No student is authorized to drive any vehicle on District business. District insurance provides primary liability coverage for rented vehicles and secondary coverage for property damage coverage.
3. If funds are not available for transportation, students may provide their own transportation. In such cases students should be asked to meet at the site at a specified time. Car caravans are not appropriate.
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:

[Government Code Section 11139.8](#); Title 5 Section 55220

Attachments:

[AP 4300 Field Trips and Excursions-
Comments](#)

[AP 4300 Field Trips and Excursions- Legal
Citations](#)

[SBCCD - Overview for Legal Update 31 Final
Version.docx](#)

Accepted by Nikac, Stacey: Administrator

10/4/2016, 5:11PM EDT

Administrator override by PolicyStat Staff

1/4/2017, 1:27PM EST

Administrator override by Nikac, Stacey: Administrator

1/10/2017, 5:50PM EST

ownership change

Administrator override by PolicyStat Staff

2/23/2017, 9:16AM EST

PolicyStat added a new feature to allow hyperlinks directly to policy headings. For more details about this feature, see this [article](#).

Administrator override by Nikac, Stacey: Administrator

11/1/2017, 5:53PM EDT

Administrator override by Nikac, Stacey: Administrator

11/3/2017, 2:37PM EDT

AP 4300 Field Trips and Excursions – This procedure was updated to include a reference to Government Code Section 11139.8, which was enacted by AB 1887. A usage note was also added. Lastly, this procedure was updated to recommend that any locally developed language regarding travel limitations developed under Government Code Section 11139.8 be reflected in this procedure.

Administrator override by Nikac, Stacey: Administrator

2/2/2018, 4:12PM EST

added reference per Legal Update #31

Comment by Nikac, Stacey: Administrator

2/25/2018, 7:12PM EST

Per DA 2/6/18: Legal Update #31 – October 2017 – Legal updates to be made by chapter Owners and brought back to District Assembly.

BP & AP 4300 Field Trips and Excursions - (should be forwarded to AS as an agenda consent item)