The district may conduct field trips and excursions for students in connection with courses of instruction or college-related social, educational, cultural, athletic or performing arts activities or competitions to and from places in California, or any other state, the District of Columbia, or a foreign country.

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.

The district shall, at the discretion of the appropriate vice 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.

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 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 Vice President, Business and Administrative Services. 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.

No student shall be prevented from making a field trip or excursion that is integral to the completion of the course because of lack of sufficient funds. The district shall coordinate efforts of community-service groups to provide funds for students in need of them.

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. The following statement shall appear in the Excursion Form:

As a condition of my participation in these excursions, I understand that California Education Code §35330(d) provides that “all persons making the field trip or excursion 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 a field trip or excursion. All adults taking out-of-state field trips or excursions and all parents or guardians of students taking out-of-state field trips or excursions shall sign a statement.
release and discharge (agreeing to make no claim and not to sue) the state of California or the district (its Board of Trustees, officials, employees, or agents) ("Released Parties") from all claims of injury or loss waiving such claims." Participant agrees to that the participant or the minor participant for whom parent or legal guardian signs for, may suffer, arising in whole or in part from the participant’s enrollment or participation in the excursion, including but not limited to, any injury, accident, illness, or death or any loss or damage to personal property occurring during or by reason of the participation in said excursion.

Minors who engage in out-of-country field trips must purchase independent insurance coverage and provide proof of such two weeks before the date of departure.

If a trip is local and takes place during a scheduled class meeting, the instructor will submit prior to departure a completed and signed Request for Authorization to Conduct Off-Campus Class Meeting form to Instructional Services with a copy of the syllabus for the course.

Instructors must include pertinent information for planned field trips in the class syllabus. Students are responsible for making their own transportation arrangements to and from field trips unless college-sanctioned vehicles will be utilized. All field trips, unless utilizing district-owned vehicles, will begin and end at the ultimate destination. A field trip that does not take place during normal class time and/or does not use college-sanctioned transportation, regardless of location, must be included in the class syllabus or it will be considered optional, and alternative assignments must be given to students who cannot participate. The instructor will submit prior to departure a completed and signed Request for Authorization to Conduct Off-Campus Class Meeting form to Instructional Services.

If the trip requires transportation using district vehicles, the instructor must arrange for district-approved drivers and reserve a vehicle. (See Administrative Procedure 6530, District Vehicles.)

If the trip destination is outside the state of California or involves travel to a foreign country, prior written approval from the appropriate vice president and/or the superintendent/president is required.

Request for Authorization to Conduct Off-Campus Class Meeting forms can be obtained from Instructional Services. Excursion Liability Release and Agreement Forms (B-169) can be obtained from the Instructional Services office.

The Director of Risk Management shall be notified in writing a minimum of thirty (30) working days prior to the departure date for all travel outside the state of California or the United States.

Plans for any trips outside the United States by the aforementioned parties must be submitted to the Vice President, Instructional Services, for review and comment prior to confirmation of travel arrangements, including selection of agents, guides, flights, etc. The Director of Purchasing and Material management shall also be consulted before entering into any contract that mentions and/or refers to the district.
Excursion liability-release-and-agreement forms are available in the office of the appropriate vice president.