
Chapter: Educational Program

Modification No. 002

Subject: **Field Trips**

I. General

- A. Field trips which are related to classroom instruction are encouraged. However, they should be used only when the activity will provide a more enriching experience than the normal classroom situation. It is important to remember that they must be planned to minimize interference with other scheduled class activities and, subject to other overriding considerations, to use the most economical mode of transportation.
- B. Funds for field trips are budgeted in the operating budget under local travel by the appropriate campus administrative unit. With proper approval of the account manager, commercial transportation may be provided for the proposed field trip, within budgeted amounts. Expenses for private transportation or public carrier are borne by the participants.
- C. In accordance with Board policy regarding College out-of-County instruction, "no classes or portions thereof, or field trips, may be conducted in areas which are greater than 200 miles from any facility of the College without prior approval of the President or the President's designee." In the case of out-of-country courses or field trips, Board approval must be obtained prior to the planned trip.
- D. Injuries sustained by students and faculty are covered by the automobile liability insurance policy held by the owner of the bus or automobile and/or by their own student accident insurance policy. Commercial bus companies should be required to submit a statement of insurance coverage prior to making any contract for field trips.
- E. Should budgeted funds be unavailable for an unanticipated or timely educational experience, the proposed field trip may be made at the expense of the participants in accordance with the procedures below.

II. Procedures

These procedures should be followed when a field trip is planned, except that field trips which will require the presence of students and faculty at an instructional site more than 200 miles from any College facility are covered under the policies and procedures regarding "College Out-of-County Instruction."

- A. A request stating the day and time for which the trip is planned, the cost and method of funding the trip, if applicable, the method of transportation, the number of students involved, and the name of the instructor to accompany the trip should normally be submitted on the appropriate form by the instructor concerned to the instructional dean at least five working days before the trip.
- B. Upon approval of the cognizant instructional dean, the instructor will provide each student taking the trip with a memorandum which the student can show to other faculty whose classes will be affected by the field trip. This notification implies that the student's absence is excused and that, therefore, he/she has the

privilege of making up the work missed.

- C. When private vehicles are used, the faculty member in charge of the field trip will inform the drivers of the private vehicles that the primary liability in the event of an accident will rest with the driver and the owner of the vehicle.
- D. In the event of an accident, whether in a private vehicle, school bus, or in non-vehicular circumstances, the accompanying faculty member will render a detailed report of the circumstances, for insurance purposes, to the Security Office with copies to the Director of Personnel Management and the cognizant supervisory administrator.

Administrative Approval: June 3, 1982; January 10, 2003.