



**Policy**

**4300 Field Trips and Excursions**

The Chancellor shall establish procedures that regulate the use of District funds for student travel and attendance at conferences and other activities that are performed as a class assignment or co-curricular activity.

Field trip requests by instructors shall require the approval of the College President or designee. All field trips must be for the purpose of providing educational experiences, which cannot be duplicated on campus and are directly related to course content.

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. The expenses of instructors, chaperones, and other personnel traveling with students may also be paid from District funds. The Board will receive a monthly report of student out-of-state travel.

Students and employees shall at all times adhere to the standards of conduct applicable to conduct on campus.

**Cross References (see also):**

YCCD Policy 5500 – Standards of Student Conduct

**References:**

Title 5 Section [55220](#)

**Adopted:** June 28, 2004

**Revision Adopted:** ~~October 14, 2009, July 11, 2018, May 12, 2021,~~ May 8, 2024

**Last Reviewed:** ~~July 11, 2018, May 12, 2021,~~ May 8, 2024

## Administrative Procedure

### 4300 Field Trips and Excursions

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 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 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 based upon established designated approval(s). Students may transport themselves with appropriate approval, as needed.

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 reimbursement form. The District may pay for expenses of students participating in an approved field trip or excursion with appropriate funds, including 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 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. Students may be asked to pay an optional fee to cover the costs of transportation, meals, lodging, and other incidental expenses associated with an instructionally related field trip. Students unable to pay the optional fee shall be granted a full or partial exemption (depending on declared ability) by submitting a fee waiver form to the college business office.

Students participating in study abroad courses or programs shall be charged a fee to cover the full cost of participating in the program, including transportation, lodging, meals, incidentals, and a proportional share of the costs of supervision of the trip, with the exception of the instructional time for which apportionment is generated and the instructor is compensated by the District. (Title 5 Section [55220\(c\)](#)). The District may provide scholarships using appropriate funds to support student attendance in study abroad courses or programs, but students may not opt out of fees for these programs.

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.

- I. Procedures Governing Field Trips – Class assignment (instructional) or co-curricular activity
  - A. All college sanctioned events require supervision by a full- or part-time academic employee, who will be responsible for ensuring safety precautions and enforcing the Student Code of Conduct.

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2 B. When a vehicle scheduling conflict occurs, instructional field trips take precedence.  
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4 1. A faculty/staff member (other than the driver) that is responsible for the passengers must be  
5 present on the bus for all field trips.  
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7 2. The District does not allow carpooling. Students will be transported on college-sponsored  
8 activities only in vehicles owned or approved by the District or by public carrier. Faculty or  
9 staff may not transport students in any vehicle other than a District vehicle. Public carriers  
10 (chartered buses or vans) must be approved by the Chancellor or Chancellor's designee.  
11 Current insurance limits and certificate of liability must be on file in the appropriate Fiscal  
12 Services office.  
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14 3. Exceptions permitting individual students to transport only themselves by private vehicle  
15 require the submission of the appropriate form.  
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17 4. Transportation Request Forms must be submitted at least two weeks prior to the trip, using  
18 the "Field Trip Request" form. The Division Dean and the College President or designee must  
19 approve the requests. Reservations for buses and drivers should be made through  
20 Transportation prior to submitting forms for approval to ascertain that equipment and  
21 personnel are available. Reservations for cars and vans should be made through the  
22 appropriate College office.  
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24 5. Guests may be permitted to attend and participate in field trips with the permission of the  
25 instructor and as long as their attendance does not prohibit enrolled students' attendance  
26 and participation, and if they sign a release of liability provided by the appropriate College  
27 office.  
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29 6. For bus requests, names of all attendees must be submitted to Transportation prior to the  
30 field trip. For car and van requests, names must be submitted to the appropriate College  
31 office prior to the trip. Guest attendees on instructional field trips must also be submitted.  
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33 7. All persons making the field trip or excursion shall be deemed to have waived all claims against  
34 the District or the State of California for injury, accident, illness, or death occurring during or  
35 by reason of the field trip or excursion. All adults taking out-of-state field trips or excursions  
36 and all parents or guardians of minor students taking out-of-state field trips or excursions  
37 shall sign a statement waiving such claims.  
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39 **References:**

40 Title 5 Section [55220](#); CCCCCO Legal Opinion 05-12 [http://extranet.cccco.edu/Portals/1/Legal/Ops/05-](http://extranet.cccco.edu/Portals/1/Legal/Ops/05-12.pdf)  
41 [12.pdf](#)  
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43 **Procedure Last Revised:** July 11, 2018, May 12, 2021, May 8, 2024

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