



Policy

6-8079 Student Transportation – Field Trips

In-state and out-of-state field trip requests shall require the approval of the College President; additionally, out-of-state travel must be pre-approved by the Board. All field trips must be for purposes directly related to the college curriculum or college sponsored activities. These purposes are generally defined as educational experiences which cannot be duplicated on campus and are directly related to course content.

Students shall not be required to pay a fee in order to participate in an instructionally related field trip. Students may not be prevented from participating in a field trip due to lack of funds. However, the District may not use general fund resources to cover the field trip expenses for students. Students may be asked, but not forced to pay the costs of their meals, lodging and other incidental expenses associated with an instructionally related field trip.

Students will be transported on college-sponsored activities only in vehicles owned or approved by the District or by public carrier. The public carrier to be used must comply with all motor carrier’s laws and the driver must be properly licensed. Exceptions permitting individual students to transport only themselves by private vehicle may be made by campus presidents in accordance with criteria and procedures developed by the Colleges.

Cross References (see also):

YCCD Policy 4300 – Field Trips and Excursions

References:

Education Code Section [87706](#); Title 5 Section [55220](#)

Adopted: June 10, 2015

Administrative Procedure

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6-8079 Student Transportation – Field Trips

I. Field Trips – Instructional

- 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.
- B. The procedures governing student instructional field trips are as follows. When a vehicle scheduling conflict occurs, instructional field trips take precedence.
 - 1. A faculty/staff member (other than the driver) that is responsible for the passengers must be present on the bus for all field trips.
 - 2. The District does not allow carpooling. Students will be transported on college-sponsored activities only in vehicles owned or approved by the District or by public carrier. Faculty or staff may not transport students in any vehicle other than a District vehicle. Public carriers (chartered buses or vans) must be approved by the Executive Vice Chancellor. Current insurance limits and certificate of liability must be on file in the Office of the Executive Vice Chancellor.
 - 3. Transportation Request Forms must be submitted at least two weeks prior to the trip, using the “Instructional Field Trip Request” form. The Division Dean and the College President or designee must approve the requests. Reservations for buses and drivers should be made through Transportation prior to submitting forms for approval to ascertain that equipment and personnel are available. Reservations for cars and vans should be made through the appropriate College office.
 - 4. Guests may be permitted to attend and participate in instructional field trips with the permission of the instructor and as long as their attendance does not prohibit enrolled students’ attendance and participation, and if they sign a release of liability provided by the appropriate College office.
 - 5. For bus requests, names of all attendees must be submitted to Transportation prior to the instructional field trip. For car and van requests, names must be submitted to the appropriate College office prior to the trip. Guest attendees on instructional field trips must also be submitted.
 - 6. All persons making the instructional 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 the field trip or excursion. All adults taking out-of-state field trips or excursions and all parents or guardians of minor students taking out-of-state field trips or excursions shall sign a statement waiving such claims.

II. Field Trips – Non-Instructional

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- A. All college sanctioned activities require supervision by a full- or part-time permanent employee, who will be responsible for ensuring safety precautions and enforcing the Student Code of Conduct.
 - B. The procedures governing student non-instructional field trips are as follows. When a conflict in scheduling vehicles occurs, instructional field trips take precedence.
 1. A faculty/staff member (other than the driver) that is responsible for the passengers must be present on the bus for all non-instructional field trips.
 2. The District does not allow carpooling. Students will be transported on college-sponsored activities only in vehicles owned or approved by the District or by public carrier. Faculty or staff may not transport students in any vehicle other than a District vehicle. Public carriers (e.g., chartered buses or vans) must be approved by the Executive Vice Chancellor. Current insurance limits and certificate of liability must be on file in the Office of the Executive Vice Chancellor.
 3. Transportation Request Forms must be submitted at least two weeks prior to the trip, using the “Non-Instructional Field Trip” form. The Division Dean and the College President or designee must approve the requests. Reservations for buses and drivers should be made through Transportation prior to submitting forms for approval to ascertain that equipment and personnel are available. Reservations for cars and vans should be made through the appropriate College office.
 4. For bus requests, names of all attendees must be submitted to Transportation prior to the trip. For car and van requests, names must be submitted to the appropriate College office prior to the trip.
 5. 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 the field trip or excursion. All adults taking out-of-state field trips or excursions and all parents or guardians of minor students taking out-of-state field trips or excursions shall sign a statement waiving such claims.
- III. Associated Student Body (ASB) Officers Travel
- A. Officers of the Associated Student Body, who receive a stipend for their job duties, shall be considered the equivalent of student workers. These positions may include the president, vice presidents, executive officers, and senators.
 - B. ASB Officers must adhere to the travel procedures and meet the criteria as determined by the Colleges when traveling on ASB business. ASB Officers must also adhere to the travel procedures and criteria of the ASB bylaws and constitution. In the event of a conflict, College procedures and criteria will take precedence.

References:

Education Code Section [87706](#); Title 5 Section [55220](#)

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Procedure Last Revised: June 10, 2015