

AP 4300 Field Trips and Excursions

Reference:

Title 5, Section 55220

- 1.0 The District may provide supervision of students involved in field trips or excursions by academic employees of the District and may engage instructors, supervisors, and other personnel as may be necessary for such field trips or excursions.
- 2.0 Transportation for field trips or excursions may be provided, at the discretion of the Chancellor/designee, by use of District equipment, by contracting with a transportation provider, or by arranging 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.
- 3.0 All persons making a field trip or excursion shall be deemed to have waived all claims against the District and the Board of Trustees for injury, accident, illness, or death occurring during or by reason of the field trip or excursion. All adults taking such trips or excursions and all parents or guardians of minor students taking field trips or excursions shall sign a statement, in a form prescribed by the District, waiving such claims.
- 4.0 No student shall be prevented from taking a field trip or excursion, which is integral to the completion of a course because of lack of sufficient funds, with the exception of field trips or excursions offered as part of fee-based community services offerings. The colleges and the School of Continuing Education will develop procedures to assure the participation of students in required field trips and excursions, lack of funding notwithstanding.
- 5.0 Payments or reimbursements by the District in conjunction with field trips or excursions shall be in accordance with BP4300, Field Trips and Excursions, and shall require itemization and validation of expenses in a form prescribed by the Chancellor/designee.

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