

BP 4300 FIELD TRIPS AND EXCURSIONS

Reference:

Title 5 Section 55220

The Riverside Community College District supports the concept that many college-sponsored activities require or are significantly enhanced by field trips or excursions remote from the College campus.

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.

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, chaperons, and other personnel traveling with students may also be paid from District funds.

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

Date Adopted: February 26, 2008
(Replaces Policy 5075/6075/7075)

AP 4300 FIELD TRIPS AND EXCURSIONS

Reference:

Title 5 Section 55220

Field Trips/Excursions - Definition

Field trips or excursions are those trips conducted in connection with courses of instruction or instructionally-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.

Wherever in this document the term "Field Trips" appears, it shall also apply to excursions.

I. Types of Field Trips

A. Mandatory

A mandatory field trip is one which requires student participation for successful course completion.

B. Voluntary

A voluntary field trip is one in which student participation is encouraged but not required. The activity must provide a significant contribution to the goals and objectives of the class. There are two (2) major categories of voluntary field trips/excursions.

1. Sponsored/Supported by District (related to a course of instruction, travel involving a student club/organization, whether or not linked to a course of instruction or RCCD program, OR, a community service/non-credit/recreational class trip).

2. Not Sponsored/Not Supported by District (A casual trip planned by a group of students or an instructor at times when classes are not in session, NOT related to a course of instruction or RCCD program).

Students/faculty traveling under #2, above, will assume the responsibility for any risks associated with the travel. The District will not provide liability coverage for this type of trip. No Board approval is to be sought or travel requests to be completed. Contracts associated with this type of travel, should not use the Riverside Community College District, or a particular College, as the responsible party.

II. Faculty and Staff Participation in Field Trips

Participation of a faculty or staff member in a field trip may be voluntary or part of an individual's professional responsibilities. In either case, each individual participating in a field trip must familiarize themselves with the Board Policy and Administrative Procedure on field trips.

If participation in a field trip is part of an individual's professional responsibility, the district will reimburse the individual in accordance with Board Policy/Administrative Procedure 6900, titled Travel. If participation is voluntary, reimbursement is at the discretion of the College President, or designee.

All instructors/administrators/directors/club advisors, or other designated individual, planning field trips, will complete the following tasks/checklist prior to the date(s) of travel:

- a. Complete a field trip request at least six (6) weeks prior to the trip (unless extenuating circumstances exist).
- b. Complete a travel request at least six (6) weeks prior to the date of travel (unless extenuating circumstances exist), noting the number of students to be traveling and obtain written approval on the form from the area Dean/Administrator, College Vice President of Business, and College President.
- c. If the travel is out of the country (including Baja California) or out of state and over 500 miles from the campus of record, it must have approval from the Board of Trustees. The travel request, after obtaining appropriate approvals in b, above, will be sent by the College President to the Chancellor's Office at least two (2) Friday's prior to a Board meeting date for placement on the Board agenda.
- d. Preliminary arrangements for transportation, including source and cost, will be made by the instructors/administrators/directors/club advisors, or other individual submitting the field trip request. This is subject to approval of the appropriate dean, director, vice president or designee, who shall forward the request to the College business office for information.

- e. If any contracts need to be signed, they are to be reviewed by the District's General Counsel and processed in accordance with the District's Contracts Guidelines and Procedures available on the Intranet at:

<http://intranet.rccd.net/departments/administrative/district/admin-finance/adminService/default.aspx>

- f. All persons making a field trip 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.

Each party traveling (or their legal guardian in the case of a minor), including parents, chaperones, etc., must complete an Emergency Information Form and sign a Release and Waiver of Liability, Assumption of Risk and Indemnity. Copies will be made and one set will accompany the instructor/supervisor on the trip. The other set will remain in the office of the Dean of Student Services or the Dean of Instruction, depending on the nature of the trip. Both forms are available from the Student Services or Student Activities Offices at each College.

- g. Each party traveling must be given a copy of the District's Board Policies and Administrative Procedures on Nondiscrimination (3410) and Prohibition of Harassment (3430).
- h. Each party traveling must be informed that If they need an accommodation for a disability, they must let the person making the arrangements know so that an accommodation can be made. The instructor/administrator/director/club advisor should contact the Disabled Student Programs & Services Office at the College for assistance/information, if necessary, for the accommodation.
- i. If overnight travel is involved, a Student Excursion Contract must be filled out and signed by the student, or their guardian, in the case of a minor.
- j. Student club/organization advisors shall also follow the rules and guidelines for club travel, which are contained in the "Club Advisor's Guide".

III. Student Participation in Field Trips

Each student participating in a field trip must inform the appropriate individual responsible for the field trip if they need an accommodation for a disability. The instructor/administrator, director/club advisor should contact the Disabled Student Programs & Services Office at the College for assistance/information, if necessary, for the accommodation.

Students must also complete and sign an Emergency Information Form and a Release and Waiver of Liability, Assumption of Risk and Indemnity.

IV. Costs

- A. For all field trips the cost per student will be determined in advance and if the field trip is mandatory, the costs will be listed in the class registration materials. Since the District will not fund such field trips, care must be taken in developing costs and insuring that students who wish to participate have the opportunity to do so. No deficit funding will be permitted.

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. To this end, the Board of Trustees, or designee, shall coordinate efforts of community service groups to supply funds for students in need of them.

- B. Three (3) alternative methods of payment for field trips:
1. Payment at time of registration.
 2. Payment to the College Cashier.
 - a. The instructor or college Dean/Director provides the College cashier with:
 1. Course name and code number.
 2. Name and date of trip.
 3. Student roster.
 4. Individual amount to be collected.
 - b. Student pays cashier and is issued a receipt to be used as transportation ticket.
 3. Payment directly to an outside travel agent, which has been

arranged by the instructor/director/club advisor.

V. Transportation Guidelines

A. Local Field Trip (within Riverside, Imperial, San Bernardino, Orange, Los Angeles or San Diego Counties):

Students will travel to the field trip location in the same manner in which they travel to the regularly assigned class.

Classes will be convened and dismissed at the field trip site.

B. Extended Field Trip (outside of the six [6] Counties listed in A. above)

The instructor/administrator/director/club advisor planning the trip should make transportation arrangements (see below) for the use of the District bus or a commercial vehicle. A transportation fee from the students may be required and will be described in the class registration materials or through other notification.

C. Anyone on a field trip into Baja California must have a passport in order to re-enter the U.S.

D. Vehicles

1. For extended field trips, a commercial bus or the District-owned bus is normally the proper method of transportation for a large number of students (more than twenty).

Use of the District-owned bus, which holds approximately 35 passengers can be arranged by calling the Athletic Department Eligibility and Compliance Technician at 222-8423. Use of this bus will also require the use of a driver licensed to drive such a vehicle and the Athletic Department can assist with that as well. Payment for any expenses associated with the use of the bus are to be borne by the traveling department.

For groups smaller than 20, vans can be rented from a car rental agency. Enterprise Rent-A-Car is strongly recommended for use as the rental agency, as the District has an agreement with Enterprise through the State of California. The individual, arranging

for the transportation is to call Enterprise directly and reserve the required number of 8-passenger vans to accommodate the size of the small party. This expense will be borne by the traveling department. In addition, gas expenses shall also be borne by the traveling department.

NOTE: Rental of 10 passenger vans are prohibited unless the person driving the van has a valid California Class B drivers' license.

2. Any person driving a District/College vehicle or a vehicle rented on behalf of the District/College must be over 18 years of age, (it is preferred that drivers be over the age of 21), and possess a valid California Class C drivers' license (unless the NOTE in D.1. above applies). An insurable driving record, acceptable to the District is also required. A copy of the valid license must be submitted by the individual arranging for the transportation to the Risk Management Department, along with the completed forms (available on the Intranet) required by Risk Management, at least 10 working days prior to the date of the trip. Upon receipt, Risk Management will run a DMV check on the driving record and advise the Department if the driver is approved to drive District owned or rented vehicles.

NOTE: When a District vehicle or piece of equipment is used to travel to Mexico or Canada, the District Risk Management department shall be notified. That department will obtain appropriate liability insurance, if deemed necessary, which shall be secured from a carrier licensed to transact insurance business in a foreign country.

4. A private vehicle may be considered for field trip transportation. (This does not include a student who will be driving themselves to the field trip site – See V.A., above.)
 - a. The driver of the vehicle must have a valid California driver's license and an insurable driving record, as well as proof of insurance for the private vehicle to be used, with minimum liability limits of \$15,000/\$30,000, comprehensive/collision coverage, and medical payments coverage of \$1,000. The driver must complete the required Risk Management forms (available on the Intranet) and provide a copy of a valid CDL, to the individual arranging for the transportation, along with the form, at least 10 working days prior to the date of the trip. The individual arranging for the transportation will submit the forms to Risk Management. The private vehicle insurance will be the primary carrier.

This Administrative Procedure does not apply to the District's Study Abroad Program. For information on that program, please see Board Policy and Administrative Procedure 4026, titled Philosophy and Criteria for International Education.

Faculty and staff should also see Board Policy and Administrative Procedure 6900, titled Travel.

Office of Primary Responsibility: Vice Presidents of Student Services
Vice Presidents of Academic Affairs
Director of Risk Management

Administrative Approval: May 18, 2009

(Replaces RCCD Regulations
5075/6075/7075)

Revised: May 17, 2010

Revised: December 8, 2010

Revised: July 29, 2013