

Administrative Procedure
Chapter 4 – Instructional Services

[AP 4300 Field Trips and Excursions](#)

References:

- Title V Section 55220
- BP 6.45 Field Trips and Excursions
- BP 8.45 Transportation on District-Sponsored Activities
- BP 7.69 Student Conduct
- AP 7.69.1 Standards of Student Conduct, Prohibited Actions and Disciplinary Procedures
- AP 7.69.2 Student Disciplinary Procedures
- AP Student Disciplinary Sanctions
- AP 8.55.1 Domestic Conference and Travel Expenses

It is the intent of this procedure to provide clear guidelines of the San Mateo County Community College District's regulation regarding the transportation and supervision of students to and from District sponsored events and activities. This procedure pertains to field trips and excursions which do not include study abroad trips.

In accordance with Title 5, Section 55220 of the California Code of Regulations, field trips or extra-curricular field trips (also known as "excursions") may be conducted in connection with courses of instruction or instructionally-related social, educational, cultural, athletic, or music activities to and from places in the state, or any other state, the District of Columbia, or a foreign country for students enrolled in the college.

The requirements contained herein are additional to and do not replace other requirements mandated by law or found in District Policies and/or Procedures.

The goals of this procedure are to:

- Align operations across all college sites under [Board Policy 6.45 Field Trips and Excursions](#)
- Define terms and categorize types of field trips and excursions
- Limit and manage risk associated with field trips and excursions
- Establish budgetary guidelines for field trips and excursions
- Clarify processes for transparency and accountability
- Identify forms used to manage and account for field trips and excursions
- Prioritize student welfare and class attendance in terms of any approved field trip or excursion

1. Definitions

- a. **Field Trip** (Mandatory): A field trip is travel to an off-campus location that is required of all students enrolled in connection with a college course of instruction, and is supervised by an academic employee/manager. Per Title V (55220), only certificated faculty members can supervise a field trip under this definition per Title V. Classified (instructional aides) can assist.
- b. **Excursion** (Non-Mandatory): An excursion is travel to an off-campus location, supervised by an academic employee/manager, that is in connection with courses of instruction, instructionally-related social, educational, cultural or music activities, which include, but are not limited to conferences, art shows, museums, movies, speeches, etc., or special programs designed to provide experiences connected with specific elements of the program's focus. Classified staff can assist.
- c. **Field Study Course**: A field study course is one that is required of all students enrolled in a college course and is supervised, as well as taught by an academic employee/manager at an off-campus location.
- d. **Off Campus Location**: Field trips, excursions, and field study courses can take place anywhere in the state, any other state, the District of Columbia, or a foreign country.
- e. **Student Participant**: An officially enrolled student authorized to participate in a field trip, excursion, or field study course.
- f. **Not a field trip, excursion, or field study course**:
 - 1) A casual trip planned by a group of students or a faculty member at times when classes are not in session, NOT related to a course of instruction or District sponsored program. The District assumes no liability for travel or transportation related to such activities.
 - 2) Any class, homework, or extra credit assignment that students are required to complete, whether supervised by an academic employee/manager or not, and may be satisfied a number of ways, one of which is visiting an off-campus location and as such the District assumes no liability for travel or transportation related to such activities.
 - 3) Classes convening at alternative locations, including but not limited to clinical experience, internship programs, and service learning. The District assumes no liability for travel or transportation related to these programs.
 - 4) Athletic events conducted under the auspices of California Community College Athletic Association (3C2A) Bylaws including contests, scrimmages, and non-traditional competition. Due to the significant volume and planning timelines (notably CCCAA post conference competition), athletic travel shall use documents and processes specifically designed to match curricular mandates, District requirements, and external governing bodies' requirements.

2. Required Field Trip/Excursion Approval and Release Forms

a. Requestor (faculty/staff) Forms:

- [Request for Field Trip/ Excursion Approval Form](#)
 - Required form
 - Submit at least six (6) weeks before the event

b. Student Forms:

- [Release from Liability, Behavior Standards, Medical Consent Form](#)
 - Required form
 - Must be completed by each student participant
 - Submit before the event
- [Student Voluntary Transportation Agreement Form](#)
 - Applicable form, if student is providing their own transportation
 - Must be completed by each student participant
 - Submit before the event

c. Sexual Violence and Harassment Awareness and Prevention Training Certificate of Completion:

Students are required to complete the Sexual Violence and Harassment Awareness and Prevention training in accordance with their college's current Title IX training requirements. For more information, please contact the College Title IX Coordinator.

3. Approval Process

- a. Permission to conduct such off-campus activities with students must be approved by the college administration before they take place. A [Request for Field Trip/Excursion Approval Form](#) and an estimate of anticipated cost shall be submitted for approval to the appropriate Division Dean and Vice President of Instruction or Vice President of Student Services at least 30 days prior to the date of departure.
- b. A budget, estimate of anticipated costs, shall be submitted along with the Field Trip/Excursion Approval Form. Such budget shall show itemized costs of the field trip/excursion which may include but not limited to, registration fee, transportation cost to and from the event, transportation cost during the event, lodging, meals, activity/excursion cost, etc. When possible, the budget should break down the cost per student participant.
- c. Submission of requests for approval differs for Field Trips and Excursions:
 - 1) **Field Trips:** Faculty who wish to conduct a Class Field Trip must receive prior approval from the **Vice President of Instruction** or designee. Such approval may be requested by submitting the Request for Field Trip/ Excursion Approval Form and anticipated cost to the appropriate Division Dean.
 - 2) **Excursions:** Personnel who wish to conduct an Excursion must receive prior approval from the **Vice President of Student Services** or designee. Such approval may be requested by submitting the Request for Field Trip/ Excursion Approval Form and anticipated cost to the appropriate Division Dean.
 - 3) **Out-of-State and International Travel and/or Overnight Trips:** All out-of-state travel and overnight trips shall be approved by the College President. All international travel shall be approved by the Chancellor.

4. Requirements for Field Trips and Excursions

- a. Field trip/excursion participation shall be restricted to only students officially enrolled in the course or program and have completed the required release forms. All student participants shall satisfactorily complete all requisite activities and conditions associated with field trips, excursions, and field study courses including, but not limited to course prerequisites, conditions of participation, orientation, and completion of required forms.
- b. Every effort should be made to schedule class field trips and excursions so as to not interfere with students' other classes.
- c. Class field trips that occur outside the regularly scheduled class time may not be mandatory.
- d. Faculty shall provide students with an alternate assignment in lieu of a scheduled field trip in cases where students are unable to participate due to extenuating circumstances.
- e. When participation in a field trip is integral to completion of the course, the dates, times, locations, and costs of the trip(s) must be published in the Schedule of Classes prior to student registration and be included in the course syllabus.
- f. Class field trips should include a minimum of one faculty for every 45 students. Single day excursions should include a minimum of one college personnel for every 45 students.
- g. For overnight trips or higher risk activities, it is advised to have one college personnel for every 18 students. Field trip/excursion approval may be withheld for insufficient faculty or college personnel.
- h. Any field trip or excursion involving water activities, rock scrambling or climbing, other high-risk activities, or any activity at a location more than one hour from emergency medical care requires approval by the District's Office of the Executive Vice Chancellor of Administrative Services. The Office of the Executive Vice Chancellor of Administrative Services should be contacted at least thirty days prior to any activity requiring approval.
- i. Field trips or excursions shall not be scheduled during the final exam period.
- j. An academic employee/manager is deemed the supervisor and shall accompany the students for the duration of the field trip, excursion, or field study course.
- k. Students, faculty, and staff shall adhere to the standards of conduct applicable to conduct on campus, at all times during the field trip/excursion. Neither the college, staff nor the instructor has any responsibility for student conduct outside the official field trip/excursion hours.

5. Legal Liability and Insurance

- a. 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 activity.

- b. Only faculty, staff, students, and district-authorized volunteers who have been vetted by the Human Resources Department, are allowed to ride on district-sponsored transportation. For further information, please contact the Office of the Executive Vice Chancellor.
- c. The District's field trip/excursion liability release forms shall be completed by all student participants.
- d. The submission of the Release from Liability, Behavior Standards, Medical Consent Form for each student participant is required for all field trip/excursion. Minor students, under 18 years of age, must obtain written approval from their parent/legal guardian as noted on the form.
- e. All forms must be completed and signed by all participating students before being allowed to participate in a field trip/excursion.
- f. Forms shall be readily accessible and in the custody of the accompanying faculty/staff member for the duration of the trip.
- g. All completed forms shall be on file for one year from the date of the event in the appropriate College Division Office and College Business Office. Division Office shall send electronic copies of the forms to the College Business Office.
- h. District employees have the same liability coverage while on field trips and excursions as they do for on-campus activities.
- i. Accident insurance for field trips and excursions is provided for all registered students through the District's student accidental injury insurance policy.
- j. It is recommended that each student participant should have some form of personal medical coverage.

6. Transportation

- a. The District may, at the discretion of college administration, 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, in accordance with Board Policy [8.45 Transportation on District-Sponsored Activities](#).
- b. District Vehicles
 - 1) District vehicle may be used for the field trip/excursion.
 - 2) The driver(s) must be a San Mateo County Community College District employee, possess a valid California State Driver's license, and must be cleared by enrollment in the Employee Pull Notice program of having a clean driving record.
 - 3) All trips involving the use of District vehicles/vans will require following each respective college's van procedures.
- c. If other transportation, such as airplane, boat, or private bus company is to be used for the field trip, the instructor/college personnel shall procure and arrange for transportation through the appropriate division dean, college business office and

General Services. Such trips shall be reviewed and approved by the respective college administrator.

- 1) Air Travel
When reserving air travel the most cost-effective available fare shall be obtained. In the event of cancellation, the employee shall make every effort to receive credit for the fare.
 - 2) Charter Bus Transportation
For charter bus accommodations select a vendor from the Districtwide Charter Bus Transportation list available on the District's website under [District Supported Goods & Services, Charter Bus Transportation](#). These vendors have been pre-approved by the District and have active contracts in place. Contact the vendor(s) to schedule transportation for the event.
 - 3) Rental Vehicle
Employees are encouraged to use the Enterprise Business Use Program for rental vehicle accommodations. Information can be found on the SMCCCD website under District Supported Goods & Services, [Enterprise Car Rental](#). Employees shall secure Supplemental Liability Insurance (SLI) and Loss Damage Waiver (LDW) with the rental vehicle. The most cost-effective available vehicle that meets the travel requirements shall be selected.
- d. Personal vehicle (Employee)
- 1) Employees shall not transport student(s) in their personal vehicles.
 - 2) It is the responsibility of the employee to maintain adequate liability insurance coverage if using their vehicles for college-related travel.
 - 3) Mileage shall be reimbursed in accordance with [Administrative Procedure 8.55.1 Domestic Conference and Travel Expenses](#).
- e. Voluntary Transportation (Student)
- 1) If the college is not sponsoring transportation to the field trip/excursion venue, **each** student shall be required to complete a [Student Voluntary Transportation Agreement Form](#) if they will be providing their own transportation.
 - 2) Student(s) will not be reimbursed for mileage, gas, time, toll, fines, or any other expenses associated with driving to the event.

7. Faculty and College Personnel Responsibilities

- a. Accompanying faculty/staff shall assume responsibility for supervising the student(s) during the official hours of the field trip/excursion. Faculty/ staff are expected to adhere to the field trip/excursion itinerary. The itinerary and expectations should be communicated to the student participants. In case of an emergency, the accompanying faculty/staff shall maintain emergency contact information for all student(s) participating in the event.
- b. Faculty and staff supervising field trips/excursions must be familiar with procedures dealing with field trips/ excursions - [Board Policy 6.45, Field Trips and Excursions](#).

- c. Faculty and college personnel shall comply with the following rules during any field trip or excursion:
- 1) Escort students to and from the field trip/ excursion destination unless students are providing their own transportation and/or prior District approval is received.
 - 2) Supervise all students during the entire trip.
 - 3) Assure that each student going on a field trip / excursion is a currently enrolled student.
 - 4) Provide students with instructions that include the time and place of departure and the time and place of arrival. Students must be instructed to proceed directly from the college or any other assigned point to the field trip or excursion site.
 - 5) For overnight excursions, provide students with an itinerary and instructions for travel including time and place of departure and time and place of arrival. Overnight excursions require that all student participants depart and arrive as a group, share the same lodging and participate in all college-sponsored activities together. Individual exceptions can only be made in extenuating circumstances.
 - 6) Obtain written acknowledgment on a college approved form of the date and time of any early departure from the trip by a student. This action serves as the student's acknowledgment that the student is no longer part of the field trip.
 - 7) On overnight trips, not share a bedroom or tent with students.
 - 8) On overnight trips, ensure that a minor student does not share a bedroom or tent with an adult student unless the adult student is a parent or guardian of the minor.
 - 9) Follow any approved safety plan for the trip.
 - 10) Notify as soon as possible the appropriate Dean and Vice President who approved the trip or designee, if any injury, incident or violation of the student code of conduct occurs on the trip. For serious injury or death, also contact the local Police and Public Safety. (If there is an injury, the Office of the Executive Vice Chancellor of Administrative Services should be contacted).
 - 11) Clery reporting, field trip locations and offsite locations are an extension of the campus. Employees accompanying the students on the field trips are deemed mandatory reporters. Clery reportable incidents from those locations must be reported and will be included in the Annual Security Report.

8. Student Responsibilities/ Code of Conduct

- a. Students of the San Mateo County Community College District are expected to conduct themselves admirably and with respect for others, as the actions of one individual can affect the reputation of the college and the campus organization participating in any off-campus event. During the entirety of the event, the San Mateo County Community College District Policies and Procedures regarding Student Conduct, including Sections [7.69](#), [7.69.1](#), [7.69.2](#), and [7.69.3](#), and as listed in each college's catalog, shall be observed.

b. Rules of Conduct and Behavior

- 1) Alcoholic beverages or controlled substances are prohibited.
- 2) Engaging in harassing or discriminatory behavior based on nationality, religion, age, gender, gender identity, gender expression, race or ethnicity, medical condition, genetic information, ancestry, sexual orientation, marital status, physical or mental disability, or on any basis prohibited by law.
- 3) Fighting is prohibited.
- 4) Student participants are expected to comply with any and all instructions given by the accompanying faculty, staff, advisor, or chaperone.
- 5) Unless otherwise authorized, attendees are not to leave the event premises without permission or being accompanied by a faculty, staff, or advisor.

c. Consequences of Unacceptable Conduct and Behavior:

- 1) Use of alcohol and/or controlled substances may result in removal from the event and referral to the College Disciplinary Officer as stated in the San Mateo County Community College District Student Conduct policy.
- 2) Failure to comply with directions of College/District officials, faculty, staff, continued and willful disobedience or open persistence and defiance may result in removal from the event.
- 3) In the event that a student is sent home, said student shall be required to either cover the expense or reimburse the sponsoring campus organization for the cost of travel, including changing the time and/or day of tickets.

9. Fees, Costs and Reimbursement

- a. No student shall be prevented from making a mandatory field trip, which is integral to the completion of the course due to the lack of sufficient funds. The college shall coordinate efforts to provide funds for students in need of them.
- b. Expenses of students participating in a field trip or excursion authorized by this section may not be paid with public funds, except where funds from a state or federal grant or categorical program are used consistent with the statutory, regulatory or contractual conditions applicable to the expenditure of such funds. Funds of an auxiliary organization duly established pursuant to Education Code section 72670 et seq. shall not be considered to be public funds.
- c. Expenses, including meals and lodging, for instructors, chaperones, and other personnel participating in a field trip, excursion, or field study course may be paid from District funds.
- d. Advances can be made to the extent that funds are available. Requests for advances will be submitted to the division dean and college business office for approval.

e. Meal Reimbursement

- 1) If student meals are necessary as part of the field trip/ excursion:
 - Day trips will align with the per-diem rate given to student-athletes
 - Overnight trips will align with the per-diem rate given to faculty/staff
- 2) Faculty/ staff meal reimbursements will align with [Administrative Procedure 8.55.1 Domestic Conference and Travel Expenses](#).
- 3) Only qualifying meals will be reimbursed. Meals provided by the event venue will not be reimbursed.
- 4) Advances for student per diem in lieu of a reimbursement is acceptable.

f. Lodging

- 1) To qualify for an overnight trip the location must be 60-mile radius from campus. Every effort shall be made to avoid overnight travel.
- 2) Every effort shall be made to find lodging, if overnight travel is required, that represents the best value in terms of cost, location and safety of those participating. A justification shall be provided if lodging exceeds the lowest rate available.
- 3) Faculty/ staff are prohibited from occupying the same room as a student. The room arrangement shall be made by mutual consent of the student(s) and faculty/ staff. There shall be one bed per student.
- 4) Use of Airbnb, VRBO, and any other comparable short-term rental facilities are prohibited by the District due to the limited insurance coverage and potential liabilities.

g. Expense Reimbursement

- 1) Each student participant is responsible for the expenses incurred unless otherwise pre-approved in advance by the college administration. The District will not be liable for any other charges, such as amenities, damage, room service, telephone, etc.
- 2) Approved allowable expenses for travel of faculty and staff shall be reimbursed in accordance with [Administrative Procedure 8.55.1 Domestic Conference and Travel Expenses](#). A [Statement of Conference Expense Form](#) must be submitted within thirty (30) days after the date of travel, but no later than June 30th of the fiscal year. Original itemized supporting documentation of all expenses being claimed for reimbursement must be submitted with the form.
- 3) Student participants will be liable for those expenses for which an itemized receipt is not provided or that was not pre-approved by college administration unless extenuating circumstances exist.
- 4) Excess cash advances must be returned at the time the expense form is submitted.

10. Emergencies and Other Considerations

The appropriate college administrator and the Office of the Executive Vice Chancellor of Administrative Services shall be notified of any emergencies as soon as possible.

a. Accidents involving a vehicle or student:

1) In the event of an accident/incident involving any kind of bodily injury/harm to students:

- Dial 911 if emergency medical services are needed.
- Render first aid to any injured persons.
- If a student participant is a minor, notify minor's emergency contact listed on their Release from Liability, Behavior Standards, Medical Consent Form.
- Should the accident/incident involve the generation of a police report, either ascertain a copy of the police report or the police incident report number for District's use and claims processing.
- Complete [Student & Visitor Accident/Incident Report Form](#) and as soon as possible, preferably not later than 24 hours from the time of accident/incident, submit in the following order:
 - Supervisor
 - Office of the Executive Vice Chancellor of Administrative Services

b. Illness:

- 1) Each student participant shall be cautioned that health care is her/her/their personal responsibility.
- 2) An ill student may be sent home from the field trip or excursion upon the decision of the instructor/college personnel. The student is responsible for the cost of transportation home in such an instance.

c. Any person requesting an accommodation associated with the Americans with Disabilities Act (ADA) shall contact the Chief Human Resources Officer.

d. Each faculty member / college personnel responsible for a field trip, excursion, or field study course shall familiarize themselves with this administrative procedure, Board Policy 6.45, Board Policy 8.45 and Board Policy 7.69 and Administrative Procedures 7.69.1, 7.69.2 and 7.69.3 pertaining to student conduct.

[Also see BP 4300 Field Trips and Excursions, BP/AP 5400 Associated Students Organization, AP 6530 District Vehicles, and BP/AP 7400 Employee Travel.](#)

Approved:

[\(This is a new procedure\)](#)