GUIDELINES FOR
OFF-CAMPUS ACTIVITIES

Members of ECC clubs and student organizations should be made aware of liability factors when attending events, conferences, and other activities off-campus. Copies of the ECC District "Student Accident Insurance Information Bulletin" are available at the Student Development Office and advisers should read the article in this handbook entitled "Liability: Student Participation in On-Campus and Off-Campus Activities". In accordance with ECC Board Policy 6132 (Off-Campus Events and Field Trips), "activities wholly or partially financed and supervised under the auspices of the Associated Students ...must be coordinated with the Department of Student and Community Advancement." Clubs planning off-campus trips or events should contact the Student Development Office 6 weeks prior to the event or as soon as possible.

OFF-CAMPUS ACTIVITIES COVERED BY THESE GUIDELINES

- Conference attendance - students attending a conference or activity as representatives of a campus organization.
- Any activity attended by an ECC student whose expenses for that activity are financed wholly or partially from a campus fund.
- All activities sponsored or co-sponsored by an ECC student organization, i.e.:
  - Social gatherings, parties, excursions, picnics, banquets
  - Trips (i.e. hikes, ski trips, boat dives, visits to other campuses)
  - Retreats, conferences, workshops
  - Fundraising events (i.e. booths at a carnival, car washes at a gas station)
- Any activity that is advertised or implied that it is being sponsored or co-sponsored by an ECC student organization.

TYPES OF OFF-CAMPUS ACTIVITIES NOT COVERED BY THESE GUIDELINES

- Students attending an off-campus event or conference on their own without receiving funding from any El Camino College entity.
- A trip or event that is sponsored by an off-campus organization or business can be discussed at a student organization meeting providing that it is not stated or implied that the sponsorship is by an ECC student organization or the college.

No one is allowed to represent an ECC student organization or the college by making arrangements for or advertising an event/activity that is not officially sponsored by the student organization and (eventually) approved by the Director of Student Development. (For example: renting a hall on behalf of an ECC club for the purposes of having an unofficial party for the members is not allowed.)
ALL STUDENTS ATTENDING OFF-CAMPUS ACTIVITIES MUST:

1. Be approved to do so prior to the event by the student organization, Director of Student Development, and Vice President of Student/Community Advancement. If the event takes place outside of California or if any campus funds are used, approval is also needed from the Board of Trustees prior to the event.
2. Be supervised by a qualified adviser
3. Observe ECC Board Policies (including B.P. #5138 regarding student conduct).
4. Complete Insurance & Waiver Forms (available in the Student Development Office)

IN ADDITION, THE APPROPRIATE CLUB OFFICER AND ADVISER MUST:

5. Schedule the activity on the college calendar by filing a Calendar Date Requisition Form in the Student Development Office at least 3 weeks in advance.
6. Turn in a list of the participating students and advisers to the Student Development Office at least 3 days prior to the event. If Board approval is needed, the list must be turned in 6 weeks prior to the event.
7. Arrange for appropriate transportation to and from the event. (Refer to "Transportation Arrangements To and From Off-Campus Activities").

TRANSPORTATION ARRANGEMENTS TO AND FROM OFF-CAMPUS ACTIVITIES

RECOMMENDED TRANSPORTATION
In order to reduce the liability risk of the club and the college, the following are recommended methods of transportation to and from off-campus events:

- **Charter Bus** - ECC Purchasing Office can provide recommended bus companies and the Student Development Office staff will assist the club in preparing a purchase order for payment.
- **Commercial Airline** - ECC Purchasing Office can provide recommended travel agents and the Student Development Office staff will assist the club in preparing a purchase order for payment.
- **ECC Vans and Cars** (available on a first-come, first-served basis) - Please refer to Board Policy 3541 - all driver(s) must sign up and complete the Safe Driver Program (this process takes at least one month) through the Campus Police Department prior to completion of a vehicle request form. The organization’s faculty adviser must travel in one of the vehicles and will be responsible for all of the vehicles in the caravan. A copy of the approved vehicle request form must be filed in the Student Development Office.
- **Rental Vans** - The ECC Purchasing Office can provide names of recommended rental companies and the Student Development Office staff will assist the club in preparing a purchase order for payment. The club adviser must travel with the group and take reasonable precautions to reduce risk to the participants and limit liability to the college. Consideration should be given to the safety of the passengers, condition of the vehicle(s), keeping the vehicles together in a caravan, the number of passengers per vehicle, monitoring trip conditions, and providing for emergency contingencies. All faculty and student drivers must sign up and complete the Safe Driver Program through the Campus Police Department before the event (this process takes approximately one month). A list of the authorized drivers must be filed in the Student Development Office prior to the event.
Use Of Private Vehicles/Caravans

The use of private vehicles is not a recommended alternative to the previously listed methods of transportation, therefore the decision to use private vehicles would rest with the supervising club adviser. The club adviser must travel with the group and take reasonable precautions to reduce risk to the participants and limit liability to the college. Consideration should be given to the safety of the passengers, condition of the vehicle(s), vehicle insurance coverage, keeping the group together in a caravan, the number of passengers per vehicle, monitoring trip conditions, and providing for emergency contingencies. All faculty and student drivers must sign up and complete the Safe Driver Program through the Campus Police Department before the event (this process takes approximately one month). A list of the authorized drivers must be filed in the Student Development Office prior to the event.

These guidelines are subject to change, therefore, it is advisable to check with the Director of Student Development when planning any off-campus activity.

| Liability: Student Participation In On-Campus And Off-Campus Activities |
| An article by Harold Tyler, Director of Student Development |

Scenario: You are attending a student conference with members of your student government and Inter-Club Council. The conference is in San Diego, the agenda for the day ends at 5 p.m. and dinner is on your own. Six of the students from your campus inform you that they are driving down to Mexico with other conference attendees and will return at a reasonable hour. ???

What are your legal responsibilities as an agent of your school district and college? Do you have medical waivers with you? Do all of your students have accident and sickness insurance? For the ones who don’t have it, are they covered by your District blanket policy? What are the limitations of the policy coverage? You, as an advisor and agent of your college and district, need to know the answers to the preceding questions and are responsible for administering certain requirements.

Whether students are under twenty-one or over, there are guidelines for student conduct that you must enforce. When you instruct the students (prior to leaving for a conference) about their responsibilities and privileges, they are bound to follow your directives. It is reasonable to assume that they will stay in the hotel or on the conference site after the day’s activities are officially concluded. If they are going somewhere else for dinner, you, as an advisor, need to know where your students are at all times. If they lie to you, you are not liable for their conduct if it becomes disruptive somewhere other than where they stated they would be. On the other hand, if you knew they were lying, you have a responsibility to ensure they are conducting themselves accordingly.

The cardinal rule is: you as an adviser must do whatever is reasonable and prudent to ensure that the safety and good conduct of your students is your top priority.

If something happens that is in your control or out of your control, the district is more than likely responsible, under the law. Insurance and Board policies, regulations and guidelines are for your protection and the students are in place to limit the college liability. The issue is to remember you have a fiduciary responsibility that is implied and in fact toward your students. We cannot look the other way and pretend we don’t know. Also, we eliminate damages when we can prove we were not NEGLIGENT in our duties and responsibilities.

Remember, always do the reasonable and prudent thing. We cannot afford to let our empathy for student wants and impulses overrule our good judgment.

By the way, if something were to happen and you and the District are sued, does your District provide you with an attorney and pay your fees? They have a fiduciary responsibility to do so, but you need to get it in writing!