

This document will serve to assist District employees and students in conducting and completing Field Trips, Excursions, and Alternate Site Activities. This document will be maintained in the Business Services office and campus-wide divisions and departments.

Definitions

- A. *Field Trip* shall be defined as an instructional trip which provides for registered students to attend a designated program of instruction away from the El Camino College campus for a specified period of time and for which the instructor arranges transportation.
- B. An *Excursion* shall be defined as an extra or co-curricular, social, educational, cultural, club, athletic, or performing arts activity.
- C. An *Alternate Class Site(s)* Meeting shall be defined as one in which the regularly scheduled class location is changed and for which students arrange their own transportation.
- D. Student Organizations include Associated Students Organizations, Inter-Club Council, Student Equity Advisory Council, and student clubs registered through the Student Development Office.

General Principles

- A. For field trips, the District may either provide transportation by use of District equipment or contract with a transportation carrier to the sites of approved field trips/excursions. When District equipment is used the governing board shall secure liability insurance as appropriate. When a contracted transportation carrier is used, the vendor is required to show Certificate of Insurance coverage pursuant to the District's required insurance limits, including, but not limited to, Comprehensive General Liability, Automobile Liability and Workers' Compensation coverage.
- B. Every reasonable effort shall be made to allow students with disabilities to participate in field trips and alternate class site meetings. In the event that a student with a disability is unable to participate, an alternate activity shall be provided. A student with a documented disability who will be requiring accommodations on a field trip, excursion, or alternate site activity must notify the instructor that they will be requesting accommodations at least ten (10) working days before the event is scheduled.
- C. The following activities must be coordinated with, and approved by Student Services: Athletic activities, off-campus activities involving student organizations and/or clubs, participation in recreational events, and calendared non-district sponsored activities.
- D. The District Travel Form must be completed for each field trip or excursion per AP 7400. The form will be routed to the appropriate VP for approval.

- E. District Employees who are in charge of the field trip, alternate class site, or excursion are considered Campus Security Authorities under the Clery Act; Clery Act Campus Security Authority (CSA) training must be completed prior to the departure.
- F. All field trips and excursions in excess of 50 miles must be approved by the Vice President of Academic Affairs, Student Services or designee. Immediately after field trips have been approved by the Vice President the dean shall be informed.
- G. Any Field Trip or Excursion costing over \$50,000 must be approved by the Board of Trustees per AP 6330.
- H. An information item submitted to the board will include approved field trips and excursions.

Procedures for Field Trips and Excursions

A. Planning and Approval Procedures for Field Trips

1. Notice of required field trips and estimated time and cost shall be provided in advance on the instructor's syllabus. The instructor must submit properly completed forms to his/her division dean at least four (4) weeks prior to the date of the event.
2. All field trips and excursions in excess of 20 miles must be approved by the Vice President of Academic Affairs or Student Services or designee. Immediately after field trips have been approved by the Vice President the dean shall be informed.
3. No group may be authorized to take a field trip under this policy if any student would be excluded from participation in the field trip because of inclusion in a protected class. All students shall be given an equal opportunity to participate.
4. All field trips shall be supervised by a classified, certificated, or management employee of the District.
5. Only enrolled members of the class may participate in the field trip.
6. If instructor reconnaissance is deemed necessary in preparation for the field trip, approval for District transportation may be obtained from the responsible dean.
7. Immediately prior to departure, an accurate roster of all participants shall be left with the Campus Police.
8. A field trip within the boundaries of the District or within a 20 mile radius of the campus may be designated as a class held at an alternate site off-campus, if the period of instruction is to run for seven (7) or fewer days.

B. Planning and Approval Procedures for Excursions

1. Student organizations planning to take an excursion must submit an “Excursion Approval Form” with a copy of the minutes showing approval of the excursion by the student organization or club to the Student Development Office at least four (4) weeks prior to the event.
2. Athletic excursions shall provide an accurate athletic schedule through the Director of Athletics and Kinesiology.
3. Other co-curricular excursions must be approved by the appropriate dean or director and submitted to the Vice President of Student Services.
4. All excursions in excess of 20 miles must receive prior approval by the Vice President of Student Services or designee.

C. Transportation for Field Trips and Excursions

1. The instructor/employee must schedule the use of District-owned vehicles through Campus Police, the Facilities Division or the Health Sciences & Athletics Division. The instructor/employee must complete appropriate vehicle-use forms and submit them to the appropriate dean or director at least four (4) weeks prior to the event.
2. All field trips and excursions shall proceed directly to the location designated in the original application using the safest route unless emergency or hazardous conditions make it unsafe to do so. When such conditions arise, the only acceptable alternative is to return to the College by the shortest safe route available. It shall be the duty of the employee designated as the responsible representative to determine when conditions are too hazardous to continue the trip.
3. A toll road transponder may be requested from Campus Police, the Facilities Division or the Health Science & Athletics Division if needed.

D. Regulations for Field Trips and Excursions

1. The employee designated as the responsible representative shall make counts or checks of students during field trips/excursions to ensure the return of all students and other personnel.
2. All students participating in field trips/excursions shall be subject to the supervision and discipline of the employee designated as the responsible representative.
3. The employee designated as the responsible representative of the District shall notify all selected students of the starting time and location of the trip, and under the jurisdiction of the appropriate dean/director, complete any other arrangements necessary for the purpose and safety of the trip.

4. The District shall transport students, instructors, supervisors, or other personnel by the use of one district equipment or contracted transportation.
5. In order to reduce their liability, designated District employees, must exercise "ordinary care and skill" by ensuring compliance with the following requirements:
 - a. All persons who drive District or contracted rental vehicles must receive the District's Safe Driver training prior to departure and pass certification requirements to operate a passenger car or van.
 - b. Drivers shall rotate every three hours and will observe posted speed limits, and no cell phone use shall take place by drivers at any time while operating the vehicle.
 - c. All drivers of personal vehicles transporting participants must have completed the District's Safe Driver training.
 - d. Drivers shall not be physically ill, under disabling medication, or otherwise physically or emotionally unfit to safely drive the vehicle at the time of the proposed driving.
 - e. The District-owned vehicles in question have been inspected by designated District employees and such employees are reasonably satisfied that the vehicles are safe, having established a reasonable inspection system and by requiring meticulous adherence to that system.
 - f. Contracted vehicles shall be inspected by the designated responsible employee for safety, including all lighting systems, license plate, registration, brakes, and spare tires. Verification of the registration and appropriate license plates shall also be conducted.
 - g. Each District vehicle shall carry a current copy of the District's insurance certificate and procedures for necessary actions in the event of an accident. In addition, prior to departure each driver is responsible for securing (and inspecting the contents of) a first aid kit for each vehicle. (See Section V.B and V.D of this Procedure)

Procedures for Alternate Class Sites

A. Planning and Approval Procedures

1. It is required that the instructor notify the appropriate division dean at least one (1) or more weeks prior to the date of the event.
2. All alternate class sites shall be supervised by an academic employee of the District.
3. If the alternate class site is canceled, immediate notification shall be given to the responsible dean and the students.
4. Only regularly-enrolled members of the class and auditors may participate in the alternate class site.

5. Students shall be notified of the alternate class site at least two (2) meetings in advance and shall be convened and dismissed at the alternate class site.

B. Transportation

1. Students shall arrange their own travel to the alternate class site.
2. The instructor shall NOT arrange private transportation for students either to or from the alternate class site.
3. When available, district vehicles can be used to transport students to an alternate class site. The request should be four (4) weeks in advance for approval by the division dean or director.

C. Regulations

1. All students participating at the alternate class site shall be subject to the supervision and discipline of the certificated employee designated as the responsible representative. (See Board Policy 5500 and Administrative Procedure 5500 and 5520).
2. The academic employee designated as the responsible representative of the District shall notify all selected students of the starting time, location, and duration of the alternate class site meeting. Under the jurisdiction of the appropriate dean, this individual shall also complete any other arrangements necessary for the purpose and safety of the meeting.
3. Designated District employees, in order to reduce their liability, shall exercise "ordinary care and skill" when conducting a class at an alternate class site.

Insurance and Liabilities for Field Trips, Excursions and Alternate Class Sites

- A. The Director of Purchasing and Risk Management shall ensure that the District has sufficient insurance to protect the District and its employees from liability in the performance of their approved, legitimate duties under these procedures.
- B. The District will provide vehicle insurance information, roadside assistance information, and other appropriate documentation as needed to the district employee in charge of supervision.
- C. The District shall provide or make available medical/hospital service, or accident insurance for students participating in field trips, excursions and alternate class site meetings.
- D. 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 a foreign country.

- E. All persons participating in field trips, excursions, and alternate class site meetings are deemed to have waived all claims against the District for injury, accident, illness, or death occurring during or by reason of the field trip or excursion.
 - 1. All participants and the parents/guardians of minor student participants shall sign a statement advising them of this waiver.
 - 2. A Field Trip/Excursion Waiver, Release and Indemnity Agreement (hereafter referred to as "Waiver Form") shall be filled out and signed by each participant prior to the departure of each field trip/excursion.
 - 3. The waiver form shall be submitted to the appropriate office prior to departure.
- F. An employee of the District shall be present for the entire duration of the field trip, excursion or alternate class site meeting and will have the same liability coverage as for on-campus activities.

Emergencies and Inappropriate Activities for Field Trips, Excursions and Alternate Class Sites

A. Misconduct

- 1. Prior to the field trip, excursion or alternate class site meeting the instructor/employee shall inform students that misconduct could result in suspension from the trip, additional discipline, and/or that participants may be sent home during a trip if their conduct is deemed detrimental to the purpose and safety of the group. The student is responsible for the cost of transportation home.
- 2. The instructor may supplement the standards of conduct identified in Board Policy 5138 with additional regulations, which must be explained prior to the event.
- 3. The instructor shall exercise the same amount of care that a "reasonable person" would exercise in any incidents involving student misconduct or questionable legal activities.
- 4. Should misconduct arise during the field trip, excursion or alternate class site meeting, the instructor shall notify his/her dean and Office of Student Development immediately upon the return to campus and initiate the appropriate course of action.

B. Accidents involving a Student, District Employee, or Vehicle

- 1. The instructor/employee shall obtain prompt emergency treatment for any injured individuals. If the injury needs immediate care, the instructor/employee shall call 911 and have the individual transported to the paramedic-designated hospital. If the instructor/employee has any doubts, the employee is to follow the most conservative path of action and call for help and send the individual to the hospital as soon as possible.

2. The District provides accident coverage for all students. This insurance is secondary to the individual's own medical coverage. In an emergency, this insurance may be used to get the student treated in any hospital. In a non-emergency situation, care must be taken to refer the student to the appropriate medical facility. All first aid kits should contain the District's medical insurance form.
3. If a vehicle is involved in an accident, the passengers and injured should be removed to a point of safety. The nearest law enforcement agency should be contacted. Employee(s) and students should not leave the scene of the accident until the accident is reported to the law enforcement officials and the disposition of passengers and vehicle has been arranged.
4. In the event of a mechanical breakdown or other road emergency, the employee should contact Campus Police to determine the best means to get the vehicle back to campus.
5. The appropriate accident report form shall be completed and filed immediately upon return.

C. Illness

1. Each participant shall be cautioned in advance that health care is the participant's personal responsibility.
2. A student who appears to be ill prior to the trip or who becomes ill may be sent home upon the decision of the employee. The student may be responsible for the cost of transportation home in such an instance.

D. First Aid Kits:

1. A first aid kit containing the District's medical insurance form(s) shall be in the possession of the instructor/employee for all field trips, excursions and alternate class sites.

Fees, Costs and Reimbursement for Field Trips/Excursions and Alternate Class Sites

- A. All fees or related costs required of participants in field trips shall be clearly listed in advance of enrollment in the course. The refund policy shall conform to the District's general refund policies.
- B. District representatives shall be reimbursed for authorized and/or emergency expenses.

Reference:
Title 5, Section 55220

El Camino College
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