



AP 4300 FIELD TRIPS AND EXCURSIONS

Reference:

Title 5 Section 55220

The District may conduct field trips and excursions in connection with courses of instruction or college-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.

The District shall, at the discretion of the Chief Business Officer or designee, transport students or personnel by use of District equipment, contract to provide transportation, or arrange 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.

The District may pay expenses of personnel conducting the field trip or excursion. Payment shall be by way of itemized reimbursement in a form prescribed by Business Services. 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. The District shall coordinate efforts of community service groups to provide funds for students in need of them or use auxiliary, grant, or categorical program funds if the funds are used consistent with the parameters of the funding source.

Prior to the activity, all field trip or excursion participants are required to complete the District waiver for field trips and excursions. All persons making a field trip or excursion 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 or excursion. All adults taking such trips and all parents or guardians of minor students shall sign a statement waiving such claims.

Date Approved: May 29, 2015