

**Coast Community College District
Administrative Procedure**

Chapter 4
Academic Affairs

AP 4300 Field Trips and Excursions

Reference:

Title 5 Section 55220

The District may engage instructors, supervisors, and other personnel as may be necessary for such excursions or field trips who desire to contribute their services over and above the normal period for which they are employed by the District. These individuals will be compensated for these activities according to the District compensation rules in effect. These individuals will be in addition to the instructor of record for the respective field trip or excursion.

The District shall, at the discretion of the College Vice President of Instruction or College Vice President of Student Services, 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.

When District equipment is used as a mode of transportation, 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 instructors, chaperones and other personnel participating in a field trip or excursion. Payment shall be by way of itemized reimbursement in a form prescribed by the College Vice President of Instruction or College Vice President of Student Services. 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.

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 services groups to provide funds for students in need of them. A field trip for the entire group may not proceed if there is a single student in the group who would be excluded due to insufficient funds.

All individuals participating in such trips and all parents or guardians of minors shall sign a statement waiving all claims against the District for injury, accident, illness, or death occurring during or by reason of the field trip or excursion. Failure to sign the waiver shall preclude participation. Participants in in-state field trips automatically waive their rights to make claims for injury or damages.

The attendance or participation of a student in a field trip or excursion authorized may be claimed for apportionment to the extent that the field trip or excursion is part of a course. However, attendance claimed for apportionment as a result of a field trip or excursion shall be limited to the amount of attendance that would have accrued had the students not been engaged in the field trip or excursion. No more contact hours shall be generated by a field trip or excursion than if the class were held on campus.

Ratified November 6, 2013