

I. 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 *Alternate Class Site Meeting* shall be defined as one in which the regularly scheduled class location is changed and for which students arrange their own transportation.

A field trip within the boundaries of the District or within a fifty (50) 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 hours.

- C. An *Excursion* shall be defined as an instructionally-related social, educational, cultural, athletic, or musical activity.
- D. The District may provide transportation by use of District equipment or contracted transportation to the sites of approved field trips/excursions. When District equipment is used the governing board shall secure liability insurance as appropriate.
- E. Every 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.
- F. The following activities must be coordinated with, and approved by the Area of Student and Community Advancement:
1. Athletic activities
 2. Off-campus activities involving student organizations, clubs, etc.
 3. Participation in recreational/sports activities and events
 4. Dances
 5. Picnics
 6. Approved and calendared non-District sponsored activities.

II. Procedures for Field Trips and Excursions

A. Planning and Approval Procedures for Field Trips

1. Notice of required field trips should 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 in excess of 50 miles must be approved by the Vice President of Academic Affairs or designee. Immediately after field trips have been approved by the Vice President the dean shall be informed.
3. No class or group may be authorized to take a field trip under this policy if any student who is a member of such an identifiable group would be excluded from participation in the field trip because of lack of funds or disability. All students shall be given an equal opportunity to participate.
4. All field trips shall be supervised by an employee of the District.
5. If the field trip is canceled, immediate notification shall be given to the responsible dean.
6. Only regularly-enrolled members of the class may participate in the field trip.
7. Reconnaissance: If instructor reconnaissance is deemed necessary in preparation for the field trip, approval and District transportation shall be obtained from the responsible dean.
8. Immediately prior to departure, an accurate roster of all participants shall be left with the Campus Police Office.

B. Planning and Approval Procedures for Excursions

1. A completed “Excursion Approval Form” with a copy of the minutes showing approval of the excursion by the club shall be submitted to the Office of Student Development/Life at least four (4) weeks prior to the event.
2. All excursions in excess of 50 miles must receive prior approval by the Vice President, Student & Community Advancement or designee.
3. Other co-curricular excursions must be approved by the appropriate Dean/Director and submitted to the Office of the Vice President, Student and Community Advancement.

C. Transportation

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 his/her 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 shall 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.

D. Regulations

1. The employee designated as the responsible representative shall make such counts or checks of students during field trips/excursions as may be deemed necessary for the safe return of all students and other personnel.

All students participating in field trips/excursions shall be subject to the supervision and discipline of the employee designated as the responsible representative (See Board Policy 5138).

3. It shall be the duty of the employee designated as the responsible representative of the District to notify all selected students of the starting time and location of the trip, and under the jurisdiction of his/her Dean/Director, to complete any other arrangements necessary for the purpose and safety of the trip.
4. Designated District employees, in order to reduce their liability, must exercise "ordinary care and skill." Ordinary care and skill mean that District authorities must ascertain the following:
 - 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 12-passenger van.
 - b. Drivers will rotate every three hours and will observe posted speed limits.
 - c. All drivers of personal vehicles transporting participants must have completed the District's Safe Driver training.

- d. Drivers, at the time of the proposed driving, are not physically ill, under disabling medication, or otherwise physically or emotionally unfit to safely drive the vehicle.
- 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 must 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 must also be conducted.
- g. Each District vehicle must 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)

III. Procedures for Alternate Class Sites

A. Planning and Approval Procedures

- 1. It is recommended that the instructor notify his/her 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 travel to the alternate class site in the same manner in which they travel to attend the regularly assigned class.
2. The instructor shall NOT arrange private transportation for students either to or from the alternate class site.

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 5138)
2. It shall be the duty of the academic employee designated as the responsible representative of the District to notify all selected students of the starting time, location, and duration of the alternate class site meeting, and under the jurisdiction of his/her dean, complete any other arrangements necessary for the purpose and safety of the meeting.
3. Designated District employees, in order to reduce their liability, must exercise "ordinary care and skill" when conducting a class at an alternate class site.

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

- A. The Director of Business Services 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 shall provide or make available medical, hospital service, or accident insurance for students participating in field trips, excursions, and alternate class site meetings.
- C. All participants in voluntary field trips, excursions, and alternate class site meetings are deemed to have waived all liability claims against the District.
 - 1. All participants and the parents/guardians of minor student participants must sign a statement advising them of this waiver.
 - 2. A Field Trip/Excursion Waiver Form must be filled out and signed by each participant prior to the departure of each field trip/excursion.
 - 3. The Waiver, Release and Indemnity Agreement (hereafter referred to as ("Waiver Form")) shall be submitted to the appropriate office prior to departure.
- D. An employee of the District shall be present for the entire duration of the field trip, excursion or alternate class site meeting. He/She will have the same liability coverage as for on-campus activities.

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

A. Misconduct

1. The instructor/employee shall inform students prior to the field trip, excursion or alternate class site meeting 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 a problem or concern arise during the field trip, excursion or alternate class site meeting, the instructor shall notify his/her dean and Office of Student Development/Life 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.
2. 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, he/she is to follow the most conservative path -- call for help and send the individual to the hospital as soon as possible.

3. 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.
4. 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.
5. In the event of a mechanical breakdown or other road emergencies, the employee should contact Campus Police to determine the best means to get the vehicle back to campus.
6. The appropriate accident report form shall be completed and filed immediately upon return.

C. Illness

1. Each participant shall be cautioned that health care is his/her personal responsibility. (Students should be warned about this in advance.)
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:

A first aid kit shall be in the possession of the instructor for all field trips.

VI. 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

Approved: 3/16/09