



Book	VCCCD Administrative Procedure Manual
Section	Chapter 4 Academic Affairs
Title	Field Trips and Excursions
Code	AP 4300
Status	Under Consideration
Legal	Title 5, Section 55220
Adopted	April 9, 2013

The District may conduct field trips and excursions that are officially recognized and approved by the District, 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 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.

The District may, at the discretion of the College President or designee, 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, the District shall obtain liability insurance, and if travel is to and from a ~~foreign~~ another country, the liability insurance shall be secured from a carrier licensed to transact insurance business in ~~the foreign~~ that country.

The District may pay expenses of instructors, chaperones and other personnel participating in a field trip or excursion. Expenses of students participating in a field trip or excursion may not be paid with District funds unless the expenses are paid with auxiliary, grant or categorical program funds if the funds are used consistently with the statutory, regulatory, or contractual conditions applicable to the expenditure of such funds.

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. ~~To this end, college staff shall coordinate efforts of community service groups to supply funds for students in need of them.~~

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.

All students and staff participating in field trips or excursions shall at all times adhere to the standards of conduct as stated in [Board Policy 5500](#), and to other District policies and procedures regulating student

conduct.

Standard operating procedures are available under Business Tools.

Governance Review

2020 11.12 DTRW-I

2020 10.08 DTRW-I

2020 09.14 Chancellor's Cabinet

2020 09.10 DTRW-SS

2020 05.07 DTRW-I/SS