

**Academic Affairs**

1 **AP 4300 FIELD TRIPS AND EXCURSIONS**

2 **Reference:**

3 Government Code Section 11139.8;  
4 Title 5, Section 55220

5 **Field Trips/Excursions – Definition**

6 Field trips or excursions are those trips conducted in connection with courses of  
7 instruction or instructionally-related social, educational, cultural, athletic or musical  
8 activities to and from places in California, or any other state, the District of Columbia, or  
9 a foreign country, for students. All persons making a field trip shall be deemed to have  
10 waived all claims against the District or the State of California for injury, accident, illness,  
11 or death occurring during or by reason of the field trip or excursion.

12 Wherever in this procedure the term “Field Trips” appears, it will also apply to excursions.

13 **Types of Field Trips**

14 1. A **Mandatory Field Trip** requires student participation for successful course  
15 completion and has a direct relationship to the instructional program.

16 2. A **Voluntary Field Trip** encourages student participation but is not required. The  
17 activity will provide a significant contribution to the goals and objectives of the class,  
18 program or organization. There are two (2) major categories of voluntary field  
19 trips/excursions:

20 A. Sponsored/Supported by District:

- 21 • related to a course of instruction;
- 22 • travel involves a student club/organization, whether or not linked to a  
23 course of instruction or Cerritos College program; or
- 24 • a community service/non-credit/recreational class field trip.

25 B. Not Sponsored/Supported by District:

- 26 • a casual trip planned by a group of students or an instructor at times when  
27 classes are not in session or unrelated to a course of instruction or  
28 Cerritos College program;
- 29 • a trip that does not use District or student club/organization funds; or
- 30 • a trip that is not advertised as a District or student club/organization  
31 activity.

32 Students/faculty traveling under this category shall assume responsibility for any  
33 risks associated with travel. Contracts associated with this type of travel shall  
34 not use the Cerritos Community College District as the responsible party.

- 35 3. A **Local Field Trip** is conducted within the Los Angeles and Orange Counties.
- 36 4. An **Extended Field Trip** is conducted outside the two (2) counties listed above.

37 **Faculty and Staff Participation in Field Trips**

38 Participation of a faculty or staff member in a field trip may be voluntary or part of an  
39 individual's professional responsibilities. In either case, each individual participating in a  
40 field trip will familiarize themselves with this procedure and Board Policy 4300 titled Field  
41 Trips and Excursions.

42 If participation in a field trip is part of an individual's professional responsibility, the District  
43 shall reimburse the individual in accordance with Board Policy and Administrative  
44 Procedure 6900 titled Travel. If participation is voluntary, reimbursement will be at the  
45 discretion of the President/Superintendent or designee.

46 All instructors, administrators, directors, club advisors or other designated individuals who  
47 plan field trips will complete the following tasks/checklist prior to the date(s) of travel. All  
48 forms are available online at <http://cms.cerritos.edu/secure/webs/forms>.

- 49 1. Local Mandatory or District Sponsored Field Trip
- 50 • "Field Trip Request" form
  - 51 • "Conference and Travel Request/Expense Claim Form," if faculty or staff are  
52 seeking reimbursement
  - 53 • "Facilities Department Transportation Request," if District is providing  
54 transportation
- 55 2. In-State Extended Mandatory or District Sponsored Field Trip
- 56 • "Field Trip Request" form
  - 57 • "Conference and Travel Request/Expense Claim Form," if faculty or staff are  
58 seeking reimbursement
  - 59 • "Facilities Department Transportation Request," if District is providing  
60 transportation
  - 61 • "Medical Consent" form
- 62 3. Out-of-State Extended Mandatory or District Sponsored Field Trip
- 63 • "Field Trip Request" form
  - 64 • "Conference and Travel Request/Expense Claim Form," if faculty or staff are  
65 seeking reimbursement
  - 66 • "Facilities Department Transportation Request," if District is providing  
67 transportation
  - 68 • "Medical Consent" form
  - 69 • "Field Trip and Excursion Indemnification Agreement"
- 70 4. Student Activities Field Trip
- 71 • In addition to the above requirements, the "Attendance Agreement" will be  
72 completed.

73 5. Additional Instructor Forms

- 74 • In addition to the above requirements, instructors may require supplementary  
75 forms that are relevant to their field trip.

76 The "Field Trip Request" form will be completed at least six (6) weeks prior to the field  
77 trip, unless extenuating circumstances exist. The request will include the number of  
78 students to be traveling and signature approval from the appropriate administrator(s).

79 The travel request will be completed at least six (6) weeks prior to the date of travel,  
80 unless extenuating circumstances exist, with the signature of the appropriate  
81 administrator(s). If the travel is out of the country (including Baja, California) or out-of-  
82 state, approval from the President/Superintendent will be required.

83 Gathering information for transportation, including funding source and cost, will be  
84 determined by the instructor, administrator, director, club advisor or other individual  
85 submitting the field trip request. This is subject to approval from the appropriate dean,  
86 director, vice president or designee, who will forward the request to the Office of Business  
87 Services for information.

88 If any contracts are required, they will be reviewed by the Office of Business Services at  
89 least two (2) weeks prior to an approved activity. Requisitions will be submitted to the  
90 Purchasing Department by the instructor, administrator, director, club advisor or other  
91 individual making the field trip request so that travel arrangements may be made.  
92 Individuals will not place any expenses on personal credit cards or remit personal checks  
93 without prior approval from the Purchasing or Fiscal Services departments.

94 For an Extended Field Trip, "Medical Consent" forms shall be signed by each party  
95 traveling (or legal guardian in the case of a minor) including parents, chaperones, etc.  
96 For out-of-state travel, the "Field Trip and Excursion Indemnification Agreement" shall be  
97 signed. These forms will be filed in the Office of the Vice President of Student Services  
98 or Vice President of Academic Affairs, depending on the nature of the trip. The instructor  
99 or supervisor shall possess copies of these forms during the field trip. Both forms are  
100 available online at <http://cms.cerritos.edu/secure/webs/forms>.

101 Each party traveling shall be informed that if they require reasonable accommodation for  
102 a disability, they must inform the person making the arrangements so that the  
103 accommodation can be made. The instructor, administrator, director, club advisor or  
104 other individual will contact the Disabled Student Programs and Services for any  
105 information regarding reasonable accommodations.

106 For Student Activity Field Trips, the "Attendance Agreement" shall be signed prior to  
107 departure. Field trips funded with ASCC funds will require approval by the Office of  
108 Student Activities prior to making arrangements. Participants will be students in good  
109 standing and have a valid ASCC membership card. Faculty and/or staff advisors shall  
110 accompany the students to, during, and from the event.

111 **Student Participation in Field Trips**

112 Each student participating in a field trip shall inform the appropriate individual responsible

113 for the field trip if they require reasonable accommodation for a disability. The instructor,  
114 administrator, director, club advisor, or other individual will contact the Office of Disabled  
115 Student Programs & Services for any necessary assistance or information for the  
116 accommodation.

117 For Extended Field Trips, students shall also complete and sign a “Medical Consent”  
118 form. For out-of state travel, students shall also complete and sign a “Field Trip and  
119 Excursion Indemnification Agreement” form.

### 120 **Field Trip Costs**

121 For all field trips, the cost per student will be determined in advance. For Mandatory Field  
122 Trips, the costs shall be listed in the class registration materials if the District is unable to  
123 provide funding due to regulations or lack of available resources. Care will be taken in  
124 determining costs and ensuring that students who wish to participate have the opportunity  
125 to do so. Deficit funding shall not be permitted.

126 The District shall not pay expenses of students participating in a field trip to any other  
127 state, the District of Columbia, or a foreign country with District operating funds. However,  
128 pursuant to Title 5, Section 55220, the District may pay for expenses of students  
129 participating in a field trip with auxiliary, grant, or categorical program funds if the funds  
130 are used consistently with the funding source. The District may also pay expenses of  
131 instructors, chaperones, and other personnel participating in a field trip with District funds.

132 No student shall be prevented from participating in a field trip integral to the completion  
133 of a course due to a lack of sufficient funds. The Board of Trustees, or designee, shall  
134 coordinate efforts of community service groups to provide funds for these students.

135 There are three (3) methods of payment for field trips:

136 1. Payment at time of registration.

137 2. Payment to the College Cashier.

- 138 • The instructor or college Dean/Director provides the College cashier with:
  - 139 i. course name and code number;
  - 140 ii. name and date of trip;
  - 141 iii. student roster;
  - 142 iv. individual amount to be collected; and
  - 143 v. the account number for deposit.
- 144 • Student pays cashier and is issued a receipt to be used as transportation ticket.

145 3. Payment directly to an outside travel agent, which has been arranged by the  
146 instructor, director, club advisor or other individual.

### 147 **Transportation Guidelines**

148 Transportation provided by the District is limited to registered students and District  
149 employees. The District shall, at the discretion of the appropriate manager, transport  
150 students, instructors, supervisors and/or other personnel by use of a District vehicle,  
151 contract to provide transportation, or an arrangement for transportation by other vehicles.

152 **Local Field Trip (within the Los Angeles and Orange Counties):** Students will travel  
153 to the field trip location in the same manner in which they travel to the regularly assigned  
154 class location, unless the appropriate manager approves of alternate transportation.  
155 Classes will be convened and dismissed at the field trip location.

156 **Extended Field Trip (outside of the Los Angeles and Orange Counties):** The  
157 instructor, administrator, director, club advisor or other individual planning the field trip will  
158 make arrangements (see below) for the use of District or commercial vehicles. A  
159 transportation fee from the students may be required and will be described in the class  
160 registration materials or through other notification. Any individual on a field trip to Baja,  
161 California must possess a passport in order to re-enter the United States.

162 **Vehicles:** A commercial or District-owned bus is normally the proper method of  
163 transportation for a large number of students (more than 20). District vans may be  
164 considered for small groups (less than 20).

165 Any person driving a District vehicle must be over 21 years of age. For vehicles  
166 transporting 10 or fewer passengers, a valid California Class C driver's license is  
167 sufficient. For a vehicle transporting more than 10 passengers, the driver must possess  
168 a valid California Class B driver's license, with endorsement. In either case, an insurable  
169 driving record, acceptable to the District's insurance carrier, is required. A copy of the  
170 valid driver's license must be submitted to Campus Police prior to the date of the field trip.  
171 Upon receipt, Campus Police will run a DMV check on the driving record. NOTE: When  
172 a District vehicle is used to travel to Mexico or Canada, the District shall obtain appropriate  
173 liability insurance which shall be secured from a carrier licensed to transact insurance  
174 business in the foreign country.

175 A private vehicle may be considered for field trip transportation. The driver must have a  
176 valid California driver's license and an insurable driving record acceptable to the District's  
177 insurance carrier. In addition, proof of insurance for the private vehicle, with liability  
178 insurance limits of \$100,000/\$300,000, is required. Proof of a valid California driver's  
179 license, DMV printout of the driving record, and proof of insurance must be submitted to  
180 Campus Police prior to the date of the field trip. Driving records may not have any moving  
181 violations for the previous three (3) years. The private vehicle's insurance shall be the  
182 primary carrier.

183 This Administrative Procedure does not apply to the District's Study Abroad Program.

184 Office of Primary Responsibility: Vice President, Academic Affairs

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**Date Approved: August 20, 2007**

**Dates Revised: February 25, 2008; May 9, 2011**

**Date Reviewed: January 16, 2019**

*(Replaces former Cerritos College Policies 3009 and 5017)*