

Academic Affairs

1 **AP 4300 FIELD TRIPS AND EXCURSIONS**

2 **Reference:**

3 Title 5, Section 55220

4 **Field Trips/Excursions – Definition**

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

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

12 **Types of Field Trips**

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

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

19 A. Sponsored/Supported by District:

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

24 B. Not Sponsored/Supported by District:

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

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

34 3. A **Local Field Trip** is conducted within the Los Angeles and Orange Counties.

35 4. An **Extended Field Trip** is conducted outside the two (2) counties listed above.

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

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

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

45 All instructors, administrators, directors, club advisors, or other designated individuals
46 who plan field trips will complete the following tasks/checklist prior to the date(s) of travel.
47 All forms are available online at <https://www.cerritos.edu/academic-affairs/forms.htm>.

48 1. Local Mandatory or District Sponsored Field Trip

- 49 • "Field Trip Request" form
- 50 • "Conference and Travel Request/Expense Claim Form," if faculty or staff are
51 seeking reimbursement
- 52 • "Facilities Department Transportation Request," if District is providing
53 transportation

54 2. In-State Extended Mandatory or District Sponsored Field Trip

- 55 • "Field Trip Request" form
- 56 • "Conference and Travel Request/Expense Claim Form," if faculty or staff are
57 seeking reimbursement
- 58 • "Facilities Department Transportation Request," if District is providing
59 transportation
- 60 • "Medical Consent" form

61 3. Out-of-State Extended Mandatory or District Sponsored Field Trip

- 62 • "Field Trip Request" form
- 63 • "Conference and Travel Request/Expense Claim Form," if faculty or staff are
64 seeking reimbursement
- 65 • "Facilities Department Transportation Request," if District is providing
66 transportation
- 67 • "Medical Consent" form
- 68 • "Field Trip and Excursion Indemnification Agreement"

69 4. Student Activities Field Trip

- 70 • In addition to the above requirements, the "Attendance Agreement" will be
71 completed.

72 5. Additional Instructor Forms

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

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

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

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

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

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

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

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

110 **Student Participation in Field Trips**

111 Each student participating in a field trip shall inform the appropriate individual responsible
112 for the field trip if they require reasonable accommodation for a disability. The instructor,
113 administrator, director, club advisor, or other individual will contact the Office of Student
114 Accessibility Services for any necessary assistance or information for the
115 accommodation.

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

119 **Field Trip Costs**

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

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

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

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

135 1. Payment at time of registration.

136 2. Payment to the College Cashier.

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

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

146 **Transportation Guidelines**

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

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

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

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

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

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

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

Office of Primary Responsibility: Vice President, Academic Affairs

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(Replaces former Cerritos College Policies 3009 and 5017)