

Coast Community College District
Administrative Procedure
Chapter 4
Academic Affairs

AP 4300 Field Trips and Excursions

New AP
Draft 9-9-2013

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 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, 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.

All adults (students and non-students) taking such trips and all parents or guardians of minor students 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.

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Deleted: The District may conduct field trips and excursions 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. -

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Deleted: 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.

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Ratified DATE

