

# SIERRA COLLEGE

## ADMINISTRATIVE PROCEDURE

AP 4300

### Field Trips and Excursions

Date Adopted:	3/9/2004
Date Revised:	5/12/2017
Date Reviewed:	5/12/2017
References:	Title 5, Section 55220

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.

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 shall, at the discretion of the Vice President, Finance and Administration, 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.

District equipment shall be covered under liability insurance at all times. Operators of District transportation equipment must be properly licensed and have prior approval before operating a district vehicle. 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. Additional medical insurance may be required of the students.

The District may pay expenses of personnel participating in, or conducting, a field trip or excursion, providing prior approval is obtained. Payment shall be by way of itemized reimbursement in a form prescribed by the Director of Finance. The District shall not pay expenses of students participating in a field trip or excursion to any other state, the District of Columbia, or a foreign country with District 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. The District shall

coordinate efforts of community service groups to provide 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 eligible minor students shall sign a statement waiving such claims.  
See Board Policy 4300.