

FIELD TRIPS AND EXCURSIONS

Reference: *Title 5, Section 55220*

Faculty members are encouraged to plan field trips prior to the start of the semester and include notification of the trip in the course syllabus. Faculty members must obtain approval from the cognizant Dean and register their trip with their Dean five (5) weeks prior to the field trip, using the approved Field Trip and Excursion forms. The faculty member must register, in writing, each field trip and include the following information:

- a) Method of transportation
- b) Departure and return time and date(s)
- c) Destination
- d) Names of students and college student identification number
- e) Purpose of trip
- f) A plan to accommodate accessibility for students with disabilities

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. (Appendix A)

Definitions:

- 1) Required off-campus field trips: Activities which replace regularly scheduled on-campus sessions and are an integral part of the instructional program. All students are expected to attend since it is part of the regularly scheduled class time.
- 2) Off-campus/out-of-class assignments: Activities that are held off-campus and that are required within the syllabus but participation does not replace a regularly scheduled on-campus session.
- 3) Optional off-campus excursions: Activities that are convened off-campus but are not required as part of an educational program.
- 4) Co-curricular excursions: Travel related to the instructional program, which includes, but is not limited to student leadership, athletics, speech and debate, journalism and dramatic/performing arts.
- 5) Voluntary excursions: Activities or events off-premises of the College District which are not an integral part of College District programs. Voluntary events are neither approved nor sponsored by the College District.
- 6) International travel: Travel outside the United States.

FIELD TRIPS AND EXCURSIONS**Requirements:**

- 1) Required off-campus field trips must meet all of the following conditions:
 - a. The activity must have a direct relationship to the instructional program and demonstrate a benefit greater than could be achieved in a classroom activity.
 - b. The learning experience is not conveniently available to students during class time.
 - c. The instructor of record must provide supervision at the off-campus location.
 - d. Adequate preparation or orientation shall be provided in advance of travel.
 - e. The activity shall be scheduled, insofar as possible, to avoid requiring that students be absent from other classes.
 - f. The requirement for the activity shall be specified in the course syllabus.
 - g. Overnight trips or trips outside California shall be individually approved in advance by the Vice President for Academic Affairs. The cognizant School/Center Dean may approve travel within California that does not include an overnight stay.
 - h. College District vehicles, including contract carriers, may be used to provide transportation, and expenses for transportation/use of College District vehicles may be paid from College District funds which have been budgeted for this purpose. Complete the Request for College Transportation form to request the use of a college vehicle. Students are not allowed to operate college or leased vehicles.
 - i. No expenses for students, other than transportation, may be paid from College District funds; e.g., entry fees, food, lodging, etc., unless approved by the Board.
 - j. These activities shall not be authorized if any student cannot participate because of lack of funds.
 - k. Alternate assignments/experiences must be made available for students with disabilities who are unable to participate in required off-campus activities.
 - l. The necessary expenses of College District employees may be paid from College District budgeted funds.
- 2) Off-campus/out-of-class assignments and optional off-campus excursions:
 - a. The visit shall not be during, nor may it replace, a regularly scheduled class session.
 - b. The activity shall be scheduled, insofar as possible, to avoid requiring that students be absent from other classes.

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- c. Students are encouraged but shall not be required to attend. Students unable to attend due to finances or access shall be provided an alternate enrichment option to the extent feasible.
 - d. No penalty for nonattendance may be reflected in the course grade, nor may any student be held accountable in any way for the learning experience which would have been gained through attendance.
 - e. Overnight trips or trips outside California shall be individually approved in advance by the Vice President for Academic Affairs. The cognizant School/Center Dean may approve travel within California that does not include an overnight stay.
 - f. College District vehicles, including contract carriers, may be used to provide transportation, and expenses for transportation/use of College District vehicles may be paid from College District funds which have been budgeted for this purpose. Complete the Request for College Transportation form to request the use of a college vehicle. Students are not allowed to operate college or leased vehicles.
 - g. No expenses for students, other than transportation, may be paid from College District funds; e.g., entry fees, food, lodging, etc., unless approved by the Board.
 - h. The necessary expenses of College District employees may be paid from College District budgeted funds.
- 3) Co-curricular excursions:
- Co-curricular activities both on and off campus, are authorized by the Board of Trustees in conjunction with educational programs, and meet all of the following criteria:
- a. Participation must be approved in advance by the cognizant School/Center/Dean.
 - b. Students of the College District shall be active participants in the activity or event.
 - c. The activity or event is an extension of classroom instruction or related College District programs.
 - d. Travel need not be considered an integral part of the completion of a course.
 - e. The payment of all necessary expenses of students and employees participating in co-curricular activities is a proper expenditure of College District funds which are budgeted for that purpose.
 - f. No penalty for nonattendance may be reflected in the course grade, nor may

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any student be held accountable in any way for the learning experience which would have been gained through attendance.

4) Voluntary Excursions:

Voluntary excursions include visits to museums, art galleries, libraries and other public places, and involvement in community service activities.

Associated Student Organization (ASO) activities involving field trips or excursions are those activities which are approved by the local student organization. Costs, if any, are charged against ASO funds. Such activities are authorized under the following conditions:

- a. Activities and travel inside the State of California that does not include an overnight stay, must be approved in advance by the Dean of Student Services.
- b. Activities and travel outside the State of California, and travel within California that includes an overnight stay must be approved in advance by the Vice President for Student Affairs.
- c. College District general funds may not be used for participation in the activity or event.

5) International Student Travel:

The College District recognizes that international travel/study abroad and other opportunities are an integral part of the academic program.

- a. All students who travel internationally as part of a study abroad program or other international activity must adhere to the College District Student Code of Conduct and all applicable state and federal laws at all times. Students are also expected to adhere to the laws, regulations and policies of the host country and educational institution.
- b. All student travel outside of the United States requires approval by the cognizant Vice President. The organizer of the international student travel event must submit the International Field Trip Request form and an In-service Leave form at least sixty days prior to departure.
- c. All participants must complete the International Travel Forms. The organizer of the international student travel event will submit the completed forms to the cognizant Vice President at least 7 days prior to departure.

6) Forms:

- a. Excursion/Field Trip Waiver and Medical Authorization (Individual)
- b. Excursion/Field Trip Waiver and Medical Authorization (Class)
- c. Excursion/Field Trip Waiver and Medical Authorization (Minor)

FIELD TRIPS AND EXCURSIONS

- d. Excursion Liability Release and Agreement
- e. International Field Trip Request
- f. Request for College Transportation Form



Southwestern Community College District
EXCURSION/FIELD TRIP WAIVER
AND
MEDICAL AUTHORIZATION (Adult)

Title 5, California Code of Regulations, Section 55450, states in part as follows:

“All persons making the excursion or field trip shall be deemed to have waived all claims against the District or the State of California for injury, accident, illness or death occurring during or by any reason of the excursion or field trip. All adults taking out-of-state excursion or field trips and all parents and guardians or guardians of the student taking out-of-state excursions or field trips shall sign a statement waiving such claims.”

In accordance with Title 5, California Code of Regulations Section 55450, and in consideration of my participation in said excursion or field trip, I hereby release the Southwestern Community College District, its officers, employees, and agents from and waive all claims for injury, accident, illness, death or property damage occurring during or by reason of said excursion or field trip, except for any claims based upon the fraud, willful injury to person or property, or violation of law, by the College District, its officers, employees, and agents, and further agree to indemnify and hold harmless the College District, its officers, employees, and agents from any claims and actions for damage or injury which any person may assert by reason of my conduct while participating in said excursion or field trip.

In the event of any illness or injury, I hereby consent to whatever X-ray, examination, anesthetic, medical, dental, or surgical diagnosis or treatment and hospital care from a licensed physician and/or surgeon is deemed necessary for my safety and welfare. I agree that the resulting expenses will be my responsibility.

Field Trip Name

Date

Print Name

Student I.D. #

Signature

Date

By my signature hereon, I agree to abide by Southwestern Community College District Policy No. 5500 BP & AP –Standards of Student Conduct- while participating in said excursion or field trip. The policy includes, but is not limited to, prohibitions against disruptive behavior and the possession and/or use of alcohol and/or controlled substances. In addition, I agree to stay with the excursion or field trip for the duration of the activity.

Health Insurance Carrier

Policy Number

☐ **No Health Insurance Coverage**

In case of an emergency, please contact:

Name

Relationship

Address

City, State, Zip Code

(____) _____
Phone Number



Southwestern Community College District
EXCURSION/FIELD TRIP WAIVER
AND
MEDICAL AUTHORIZATION (Class)

Title 5, California Code of Regulations, Section 55450, states in part as follows:

“All persons making the excursion or field trip shall be deemed to have waived all claims against the District or the State of California for injury, accident, illness or death occurring during or by any reason of the excursion or field trip. All adults taking out-of-state excursion or field trips and all parents and guardians or guardians of the student taking out-of-state excursions or field trips shall sign a statement waiving such claims.”

In accordance with Title 5, California Code of Regulations Section 55450, and in consideration of my participation in said excursion or field trip, I hereby release the Southwestern Community College District, its officers, employees, and agents from and waive all claims for injury, accident, illness, death or property damage occurring during or by reason of said excursion or field trip, except for any claims based upon the fraud, willful injury to person or property, or violation of law, by the District, its officers, employees, and agents, and further agree to indemnify and hold harmless the District, its officers, employees, and agents from any claims and actions for damage or injury which any person may assert by reason of my conduct while participating in said excursion or field trip.

In the event of any illness or injury, I hereby consent to whatever X-ray, examination, anesthetic, medical, dental, or surgical diagnosis or treatment and hospital care from a licensed physician and/or surgeon is deemed necessary for my safety and welfare. I agree that the resulting expenses will be my responsibility.

By my signature hereon, I agree to abide by Southwestern Community College District Policy No. 6047 (Student Conduct Standards and Discipline) while participating in said excursion or field trip. The policy includes, but is not limited to, prohibitions against disruptive behavior and the possession and/or use of alcohol and/or controlled substances. In addition, I agree to stay with the excursion or field trip for the duration of the activity.

Field Trip or Excursion Site

Address: _____ **Street** _____ **City** _____

Date (s) _____

Course Number & Section _____ **Semester/Year** _____

Instructor/Staff Member _____

PRINT YOUR NAME	SIGNATURE	DATE
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PRINT YOUR NAME	SIGNATURE	DATE
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Southwestern Community College District
EXCURSION/FIELD TRIP WAIVER
AND
MEDICAL AUTHORIZATION (Minor)

Title 5, California Code of Regulations, Section 55450, states in part as follows:

“All persons making the excursion or field trip shall be deemed to have waived all claims against the District or the State of California for injury, accident, illness or death occurring during or by any reason of the excursion or field trip. All adults taking out-of-state excursion or field trips and all parents and guardians or guardians of the student taking out-of-state excursions or field trips shall sign a statement waiving such claims.”

In accordance with Title 5, California Code of Regulations Section 55450, and in consideration of my participation in said excursion or field trip, I hereby release the Southwestern Community College District, its officers, employees, and agents from and waive all claims for injury, accident, illness, death or property damage occurring during or by reason of said excursion or field trip, except for any claims based upon the fraud, willful injury to person or property, or violation of law, by the College District, its officers, employees, and agents, and further agree to indemnify and hold harmless the College District, its officers, employees, and agents from any claims and actions for damage or injury which any person may assert by reason of my conduct while participating in said excursion or field trip.

In the event of any illness or injury, I hereby consent to whatever X-ray, examination, anesthetic, medical, dental, or surgical diagnosis or treatment and hospital care from a licensed physician and/or surgeon is deemed necessary for my safety and welfare. I agree that the resulting expenses will be my responsibility.

Field Trip Name

Date

Print Student and Parent Name

Student I.D. #

Signature of Student and Parent

Date

By my signature hereon, I agree to abide by Southwestern Community College District Policy No. 5500 BP & AP –Standards of Student Conduct- while participating in said excursion or field trip. The policy includes, but is not limited to, prohibitions against disruptive behavior and the possession and/or use of alcohol and/or controlled substances. In addition, I agree to stay with the excursion or field trip for the duration of the activity.

Health Insurance Carrier

Policy Number

☐ **No Health Insurance Coverage**

In case of an emergency, please contact:

Name

Relationship

Address

City, State, Zip Code

(____) _____
Phone Number

SOUTHWESTERN COMMUNITY COLLEGE DISTRICT

EXCURSION LIABILITY RELEASE and AGREEMENT

Excursion Site:		Location: <small>(Street Address, City, State)</small>	
Club/Organization:		Event Date(s):	Event Time:
Activity/Event Title:			Activity Request No.
Faculty/Advisor Supervising Excursion: <i>Last Name</i> <i>First Name</i>		Phone Number:	Email:
Student Name: <i>Last Name</i> <i>First Name</i>		SWC ID Number:	
Phone Number:		Email:	Age: <small>(If below 18, fill out box below)</small>
Print Name of Parent or Legal Guardian: <i>Last Name</i> <i>First Name</i>		<input type="checkbox"/> Parent <input type="checkbox"/> Legal Guardian	
Signature of Parent or Legal Guardian:		Date:	Phone Number:

Completion of this form is required for participation by students/non-students in any and all Off-Campus field trips, tours, club activities, or any other special event sponsored by the Southwestern College District. No one will be permitted to attend/participate in the excursion specified above unless this form has been completed, approved and signed by the participant, faculty/staff Supervisor, and Director of Student Activities no later than the day of the excursion. The completed and signed form is to be forwarded to the Office of Student Activities.

The Southwestern Community College District ("District") grants the student mentioned above, and who has read the information below and have signed this form, to have permission to participate in the excursion specified above.

In consideration of the permission granted by the District of the Participant(s) to participate in the excursion named above, the undersigned, understand and agree as follows:

Release and Indemnification – In accordance with Title 5, California Code of Regulations section 55450, and in consideration of my participation in said excursion, I hereby release the Southwestern Community College District, its officers, employees, and agents from and waive all claims for injury, accident, illness, death, loss of property, or property damage occurring during or by reason of said excursion, except for any claims based upon fraud, willful injury to person or property, or violation of law, by the District, its officers, employees, and agents, and further agree to indemnify and hold harmless the District, its officers, employees, and agents from any claims and actions for damage or injury which any person may assert by reason of my conduct while participation in said excursion.

Rules and Requirements – Agree to accept all rules and requirements of the excursion; observe the designated schedule and follow the instructions given by the District's supervisory personnel in all matters pertaining to the excursion. I grant the District, acting by and by them that my continued participation in detrimental to or in conflict with the purpose of the excursion, or is not in harmony with the best interests of the other participants and/or supervisory personnel. Violation of any of the stated rules or regulations pertaining to this excursion will result in my immediate removal from said excursion.

Medical Consent – In a medical emergency arising during the course of the excursion, I grant to the District acting through its designated supervisory personnel full authority to take any action deemed necessary to protect my health and safety at my expense, including but not limited to placing me under the care of a doctor, hospital, and/or other qualified medical personnel to examine and/or treat me.

Injury/Illness – If you become ill or injured while taking part in a class-related excursion, you may have secondary medical coverage under Student Health Insurance. Immediately upon your return from the excursion contact Health Services, Ext. 6364 for Medical coverage information and claim form(s).

Drug and Alcohol Statement – Use, possession, sale, distribution, or manufacture of, or the attempted sale, distribution or manufacture of alcohol and drugs on college properties or at official college functions is unlawful or otherwise prohibited by college policy or campus regulations.

Participants – If the participant is younger than 18 years of age, this form must be signed by the participant's parent or legal guardian. Minors may not participate in any international travel/activity.

I have read this liability release and understand and agree to its terms and conditions. I execute it voluntarily and with full knowledge of its content, ramifications and my responsibilities thereof as evidenced by my having signed below.

STUDENT SIGNATURE

DATE

I hereby authorize the individual listed on this form to participate in this excursion with the terms and conditions described above and affirm that I personally observed the student signing this form.

SIGNATURE, Faculty/Advisor

DATE

I hereby authorize the individual listed on this form to participate in this excursion with the terms and conditions described above.

SIGNATURE, Director of Student Activities

DATE



Southwestern Community College District
EXCURSION/FIELD TRIP WAIVER AND
MEDICAL AUTHORIZATION

Title 5, California Code of Regulations, Section 55450, states in part as follows:

“All persons making the excursion or field trip shall be deemed to have waived all claims against the District or the State of California for injury, accident, illness or death occurring during or by any reason of the excursion or field trip. All adults taking out-of-state excursion or field trips and all parents and guardians or guardians of the student taking out-of-state excursions or field trips shall sign a statement waiving such claims.”

In accordance with Title 5, California Code of Regulations Section 55450, and in consideration of my participation in said excursion or field trip, I hereby release the Southwestern Community College District, its officers, employees, and agents from and waive all claims for injury, accident, illness, death or property damage occurring during or by reason of said excursion or field trip, except for any claims based upon the fraud, willful injury to person or property, or violation of law, by the District, its officers, employees, and agents, and further agree to indemnify and hold harmless the District, its officers, employees, and agents from any claims and actions for damage or injury which any person may assert by reason of my conduct while participating in said excursion or field trip.

In the event of any illness or injury, I hereby consent to whatever X-ray, examination, anesthetic, medical, dental, or surgical diagnosis or treatment and hospital care from a licensed physician and/or surgeon is deemed necessary for my safety and welfare. I agree that the resulting expenses will be my responsibility.

Please visit the Centers for Disease Control and Prevention website (<http://wwwnc.cdc.gov/travel>), for a complete list of recommended immunizations for people traveling abroad. By my signature hereon, I agree that I visited the website and reviewed the information.

Field Trip Name

Fieldtrip Date(s)

Print Name

Student I.D. #

Signature

Date

By my signature hereon, I agree to abide by Southwestern Community College District Policy No. 6047 (Student Conduct Standards and Discipline) while participating in said excursion or field trip. The policy includes, but is not limited to, prohibitions against disruptive behavior and the possession and/or use of alcohol and/or controlled substances. In addition, I agree to stay with the excursion or field trip for the duration of the activity.

Health Insurance Carrier

Policy Number

☐ **No Health Insurance Coverage**

In case of an emergency, please contact:

Name

Relationship

Address

City, State, Zip Code

Phone Number



REQUEST FOR USE OF COLLEGE TRANSPORTATION

PROCEDURE FOR RESERVING VEHICLE(S)

- 1.) Check Availability of Vehicle(s) by placing a call or sending an email to the Facilities, Leasing & Special Events Office (Business Operations) at Extension 6319 or Email at: facilities@swccd.edu.
- 2.) Complete and submit this form to the Facilities, Leasing & Special Events Office (Business Operations). Form must be received at least three (3) working days prior to the event date. One (1) form must be submitted per trip.
- 3.) Confirm vehicles(s) reservation at least one (1) working day prior to the event date.
- 4.) Pick up vehicle key(s) and credit card in the Civic Center Facilities Leasing & Special Events Office, Room 1602.

TO BE COMPLETED BY REQUESTER

REQUESTOR (PRINTED NAME) _____ DEPARTMENT/DIVISION _____ DATE _____ EXTENSION _____

TRIP INFORMATION:

DATE REQUIRED _____ PICK UP TIME _____ RETURN DATE _____ RETURN TIME _____ REQUEST ORIGINATOR _____

PURPOSE OF TRIP: _____

DESTINATION _____ GROUP/DEPARTMENT TRAVELING _____ NUMBER OF PERSONS IN VEHICLE _____

NUMBER OF VEHICLES REQUIRED: VAN(S) _____ SEDANS(S) _____

DRIVER'S NAME _____ DRIVER'S LICENSE NUMBER _____ VEHICLE # _____ MILEAGE START: _____ MILEAGE END: _____

DRIVER'S NAME _____ DRIVER'S LICENSE NUMBER _____ VEHICLE # _____ MILEAGE START: _____ MILEAGE END: _____

DRIVER'S NAME _____ DRIVER'S LICENSE NUMBER _____ VEHICLE # _____ MILEAGE START: _____ MILEAGE END: _____

MAXIMUM ALLOWANCE @ _____ PER MILE ACCOUNT NUMBER: _____

APPROVED BY: _____ VP, DEAN OR SUPERVISOR SIGNATURE _____ DATE: _____

IMPORTANT USER INFORMATION

- 1.) If mileage record(s) section above is not completed, mileage will be determined by the Civic Center Facilities Leasing & Special Events Office.
- 2.) When a College vehicle is not available and authority is given to use private transportation, evidence of current liability insurance must be filed with the Fiscal Services Office prior to departure date. A reimbursement claim must be file after trip completion.
- 3.) All Drivers **must** be current Southwestern College Faculty, Staff or Student. Student Drivers must be over 21 years of age. All drivers must submit the following to the Civic Center Facilities Leasing & Special Events Office prior to departure: (1) Copy of valid driver's license; (2) Copy of personal vehicle insurance; (3) Completed "Volunteer Driver Statement Form" signed by the Staff or Faculty Member Initiating the request.

FACILITIES, LEASING & SPECIAL EVENTS OFFICE USE ONLY

TRANSPORTATION ASSIGNMENT

VEHICLE NUMBER: _____ TYPE OF VEHICLE: _____ CREDIT CARD NUMBER: _____

VEHICLE NUMBER: _____ TYPE OF VEHICLE: _____ CREDIT CARD NUMBER: _____

VEHICLE NUMBER: _____ TYPE OF VEHICLE: _____ CREDIT CARD NUMBER: _____

Key(s)/Credit Card Issued To: _____ Date Picked Up: _____

Key(s)/Credit Card Returned By: _____ Date Returned: _____

VEHICLE NO. _____ MILES X _____ CENTS/MILE \$ _____ DATE RECORDED: _____

VEHICLE NO. _____ MILES X _____ CENTS/MILE \$ _____ DATE RECORDED: _____

VEHICLE NO. _____ MILES X _____ CENTS/MILE \$ _____ DATE RECORDED: _____

SEE TRANSPORTATION INSTRUCTIONS ON BACK OF FORM