

Kern Community College District
Board Policy
Chapter 4 – Academic Affairs

BP 4300 **Field Trips and Excursions**

Rely Primarily Upon the Advice and Judgment

References:

Title 5 Section 55220;
Government Code Section 11139.8

Note: This policy is legally required.

The District Chancellor or designee shall establish procedures that regulate the use of District funds for student travel and attendance at conferences and other activities that are performed as a class assignment or co-curricular activity. In recognition of the value of combining academic instruction with on-site experience, the Kern Community College District establishes the following policies for instructional programs and courses in which students travel within the United States or to foreign countries. Travel activity must be associated with a valid educational experience.

The colleges of the District may conduct field trips and excursions for enrolled students in connection with courses of instruction, or college-related social, educational, cultural, athletic, or musical activities. Students and staff shall at all times adhere to the standards of conduct applicable to conduct on campus. Students participating in the college-sponsored field trips, excursions, and activities cited herein are governed by the provisions of policies referenced in BP 5500 – Standards of Student Conduct.

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. The expenses of instructors, chaperones, and other personnel traveling with students may also be paid from District funds.

Crediting Attendance for Apportionment

The attendance or participation of a student in an authorized field trip or excursion shall be considered attendance for the purpose of crediting attendance for apportionments in the fiscal year. Credited attendance resulting from such field trip or excursion shall be limited to the amount of attendance that would have accrued had

the students not been engaged in the field trip or excursion. Additional contact hours shall not be generated by a field trip or excursion than if the class was held on campus.

Student Transportation

The colleges of Kern CCD may provide transportation for:

- Class groups, provided;
- The trip has instructional relevance and value;
- Appropriate vehicles are available; and
- Approval by the College President or designee is secured.
- Recognized student activities, if appropriate vehicles are available and the approval of the respective College President or designee is secured.

When transportation is provided by the District using District-owned vehicles or contracted carriers, the following provisions apply:

- The District shall assure reasonable supervision. Except as approved by the respective College President or designee, the accompanying academic staff member must accompany the group, provide reasonable supervision of student activities, and inform students of applicable District and/or college policies and regulations regarding student conduct and other matters (refer BP 5500 and AP 5500 for applicable policies and procedures governing student conduct).
- Students may elect not to use District-provided transportation, except where the College President or designee determines that transportation of the participating students, as a unit, is a requirement of the activity.
- Where transportation is provided by the District, students who elect to use private modes of transportation are deemed to have accepted liability for injury or damages which may result from, or in the course of, said transportation. Students shall sign a statement affirming the condition of their election of private transportation and agreeing to hold harmless the District for any claim whatsoever resulting from their transportation. Private vehicles must be operated in accordance with all applicable state and local laws and regulations.
- Student trips outside the Kern Community College District service area must be approved by the respective College President or designee. Student trips outside of the State must be approved by the Board of Trustees (refer to AP 4400 for forms related to excursions, field trips, and transportation of students).
- Duplicate lists of students participating in the trip shall be prepared by the supervising academic staff member, one (1) copy to be retained by the responsible staff member in each vehicle and one (1) copy retained by the College President or designee. If a staff member is not present in a particular vehicle, the list is to be kept by a designated person in that vehicle.
- Requests for transportation are to be made in writing on appropriate forms not less than one (1) week prior to the desired date transportation. Requests are to be approved by the College President or designee.

- Approved student trips and excursions shall begin and end at one of the college campuses or a College outreach center. Other arrangements must be approved by the respective College President or designee.
- College vehicles may not be used for the transportation of individuals who are neither registered students, nor District staff members, except as authorized by the College President or designee.
- Only students enrolled in the relevant courses or activity or District staff members may participate in student trips, except as authorized by the College President or designee.

When transportation of students is not provided by the District, the District shall not assume responsibility to supervise its mode, manner, or arrangement, and any provider liability accrues in accordance with law to the provider of said transportation. Students who use private modes of transportation are deemed to have accepted liability for injury or damages, which may result from, or in the course of, said transportation. Students shall sign a statement affirming the conditions of their election of private transportation and agreeing to hold harmless the District for any claim whatsoever resulting from their transportation. Private vehicles must be operated in accordance with all applicable state and local laws and regulations.

See also AP 4300 and applicable Student Travel forms