

4006. ADMINISTRATIVE REGULATIONS GOVERNING THE APPROVAL OF EDUCATIONAL FIELD TRIPS, CHANGE OF LOCATION, AND RELATED AUTOMOBILE MILEAGE REIMBURSEMENT

4006.1 Responsibility: The Vice President, Academic Affairs, is responsible for administering these regulations.

4006.2 Definitions

- A. Changes of location and field trips shall be used for educational purposes as an extension of the classroom as part of the regular course of instruction and shall make a vital contribution to the course.
- B. A change of location involves a meeting of the class during regular class time or out-of-class time at a location other than the usual classroom, and in which the students arrange their own transportation.
- C. A field trip is a meeting of the class off campus which may be during regular class time or out-of-class time and in which the instructor arranges for transportation.

4006.3 Approval

- A. The instructional dean shall approve change of location, field trip, and Long Beach Unified School District bus transportation requests within the division budget and within the guidelines provided by the Vice President, Academic Affairs.
- B. Change of Location
 - 1. The instructor shall file the "Change of Location" form with the department head for approval at least two weeks prior to the requested trip date. The department head shall then forward the form to the instructional dean for approval, processing, and notification of the campus dean, PCC; campus support, LAC; or dean of extended instruction, as appropriate.
 - 2. Only regularly enrolled members of the class may participate in the change of location.
- C. Field Trip

1. The instructor shall file the "Field Trip Request" form with the department head approval at least three weeks prior to the requested field trip date. Several trips taken by one class may be listed on the same form. The department head shall forward the form to the instructional dean for approval, processing, and notification to Fiscal Affairs, Administrative Services, and the Site Administrator.
2. Only regularly enrolled members of the class may participate in the field trip.
3. Reconnaissance: If instructor reconnaissance is deemed necessary in preparation for the field trip, approval shall be obtained in the same manner as above.

4006.4 Transportation

A. Change of Location

1. Students shall travel to the new location in the same manner in which they travel to attend the regularly assigned class. The class shall be notified of the change of location at least two meetings in advance, and shall be convened and dismissed at the change of location.
2. The instructor shall not arrange private transportation either to or from the changed location.

B. Field Trips

1. All trips involving the use of Long Beach Unified School District bus transportation require the "Special Trip Request and Driver Report" form to be filled out at least three weeks before the trip. This request shall be approved by the department head and instructional dean, and shall be submitted to Fiscal Affairs for processing.

NOTE: The instructor is advised to call the Long Beach Unified School District Transportation Department to determine if a bus is available and make a temporary reservation before filing the request form. This is a temporary reservation and does not bind either district.

The instructor should confirm the bus arrangements with the Long Beach Unified School District two days before the trip.

NOTE: If more than one bus is used on a trip, at least one certificated employee of the Long Beach Community College District must be on each bus with the students at all times.

2. All trips involving the use of Long Beach Community College District vans will require following the college van regulations.
3. Private vehicles shall be used only when District vans are not available. Trips involving the use of private vehicles are subject to the following regulations:
 - a. The "Use of Private Vehicle for Student Transportation" form shall be filled out fully by the driver of each car and filed with Administrative Services at least one week prior to the trip. In addition, the driver must provide proof of automobile insurance and a copy of his/her driver record (this can be obtained by the driver from any DMV office). Administrative Services will verify that the driver has adequate insurance coverage and an acceptable driving record. This information shall be sufficient for the duration of the course, provided that the insurance remains in force.
 - b. The driver of each vehicle shall have in his/her possession a valid operator's license appropriate to the vehicle being driven. The instructor shall inspect the license to ascertain that it is current and valid.
 - c. The registered owner shall exercise reasonable and prudent judgment in determining the number of students to be transported in his/her vehicle.
 - d. If an instructor carries students in his car, he shall complete the "Use of Private Vehicle for Student Transportation" form.
4. If other transportation, such as airplane, boat, or private bus company is to be used for the field trip, the instructor shall arrange for transportation through the instructional dean and the Director of Purchasing. Such trips shall be reviewed and approved by the Vice President, Academic Affairs.

4006.5 Legal Liability and Insurance

- A. The instructor shall be present for the entire class session of the change of location or the field trip.
- B. A group "Field Trip or Excursion Release" form shall be filled out and signed by each participant prior to departure of all field trips. All trips taken by a class during the semester may be listed on one group release. All persons making the field trip shall be deemed to have waived all claims against the District or State of California for injury, accident, illness, or death occurring during or by reason

of the field trip or excursion. This release form shall be submitted to Administrative Services prior to the trip.

1. The parents or guardians of minors (under 18 years of age at the time of the trip) must sign the "Field Trip or Excursion Release for Minors" form.
 2. The instructor shall describe on the release form the risks or hazards which may be present on the trip(s).
- C. Instructors have the same liability coverage while on field trips and change of location as they do for on-campus activities. Persons not registered in the class are not permitted on field trips or changes of location.
- D. Commercial, public, Long Beach Unified School District, Long Beach Community College District, and contracted transportation shall have a minimum of \$1 million liability insurance while participants in field trips are passengers. If private vehicles are used for the trip, each driver shall follow the procedures described in Section 4006.4.
- E. A first aid kit, obtained from the college nurse, shall be in possession of the instructor on the field trip, including a snake bite kit, if the area is commonly known to be inhabited by venomous reptiles.
- F. Accident insurance for field trips is provided all registered students who are members of the Associated Student Body through an Associated Student Body policy.
- G. It is recommended that each participant should have some form of medical coverage, either personal or through the voluntary health and accident policy offered through the Associated Student Body.

4006.6 Fees, Costs, and Reimbursement

- A. All fees or allied costs required of participants shall be clearly listed in advance of enrollment in the course and any refund policies defined.
1. No student shall be excluded from a required course activity because of financial need.
 2. No class shall be authorized to take a required field trip if any student who is a registered member of such class will be excluded from participation in the field trip due to lack of funds.

- B. Expenses for food and lodging incurred by students on field trips shall not be paid by the Long Beach Community College District.
- C. All college employees who expect to be drivers on field trips or changes of location must be elected for mileage by the Long Beach Community College District Board of Trustees.
- D. All trip costs shall be estimated on the "Field Trip Request" form or "Change of Location" form and receive the appropriate approvals before committing the District to any expense.
- E. Reimbursement of automobile mileage for field trips, change of location, and reconnaissance is authorized according to the following regulations:
 - 1. Instructors approved for mileage by the Long Beach Community College District Board of Trustees may submit claims on the "Mileage Claim" form for automobile mileage if individual trips have been previously approved.
 - 2. Mileage reimbursement shall be allowed at the rate set by the Long Beach Community College District Board of Trustees.
 - 3. Claims for reimbursement of mileage shall be submitted on the "Mileage Claim" form and will be allowed for approved trips submitted on the "Field Trip Request" form or the "Change of Location" form. The "Mileage Claim" form may be submitted at any time after the trip(s), but at least once per semester.

4006.7 Emergencies and Inappropriate Activities

- A. Misconduct: If the participants are informed ahead of time (i.e., the first class meeting) that misconduct on a field trip could result in suspension from the trip, the participants could be sent home during a trip if their conduct was detrimental to the good of the group. Misconduct shall be clearly defined to the class.
- B. Questionable legal activities: The expected mode of conduct shall be clearly enunciated before the trip. The instructor shall exercise the same amount of care that a "reasonable person" would exercise in the same situation.
- C. Accidents involving a vehicle or student:
 - 1. The instructor shall obtain prompt emergency treatment for any injured student(s).

2. An "Accident Report" form shall be completed and filed with Administrative Services immediately upon return from the field trip.
3. If a vehicle is involved in an accident, remove the passengers and injured to a point of safety. Contact the nearest law enforcement agency. Do not leave the scene of the accident until the accident is reported to the law enforcement officials and the disposition of passengers and vehicle arranged.

D. Illness

1. Each participant shall be cautioned that health care is her/her personal responsibility.
2. An ill student may be sent home from the field trip upon the decision of the instructor. The student is responsible for the cost of transportation home in such an instance.