

- |                  |                                     |                               |                                     |
|------------------|-------------------------------------|-------------------------------|-------------------------------------|
| Policy Change    | <input checked="" type="checkbox"/> | Constituency Group Review     | <input checked="" type="checkbox"/> |
| Procedure Change | <input checked="" type="checkbox"/> | District Council              | <input type="checkbox"/>            |
| New Policy       | <input type="checkbox"/>            | Board 1 <sup>st</sup> Reading | <input type="checkbox"/>            |
| New Procedure    | <input type="checkbox"/>            | Board 2 <sup>nd</sup> Reading | <input type="checkbox"/>            |

**KEY:**  
**BOLD=** new language  
~~strikethrough=~~ delete language

Comments:  
 Proposal: combine 4-8078 and 5-8079 into a new policy 6-8079 and therefore delete 4-8078

Referred to:  
**Edited:**  
 2/25/15



**Policy**

~~**4-8078 Student Transportation Field Trips**~~

~~Field trip requests by instructors shall require the approval of the College President. All field trips must be for purposes directly related to the curriculum of the College. These purposes are generally defined as educational experiences which cannot be duplicated on campus and are directly related to course content.~~

~~Students shall not be required to pay a fee in order to participate in an instructionally related field trip. Students may not be prevented from participating in a field trip due to lack of funds. However, the District may not use general fund resources to cover the field trip expenses for students. Students may be asked, but not forced to pay the costs of their meals, lodging and other incidental expenses associated with an instructionally related field trip.~~

~~Students will be transported on college sponsored activities only in vehicles owned or approved by the District or by public carrier. The public carrier to be used must comply with all motor carrier's laws and the driver must be properly licensed. Exceptions permitting individual students to transport only themselves by private vehicle may be made by campus presidents in accordance with criteria and procedures developed by the Colleges.~~

**Reference:**  
 Title 5, CCF 55450

~~**Adopted:** June 28, 2004~~

**Administrative Procedure**

**~~4-8078 Student Transportation Field Trips~~**

~~I. The procedures governing student field trips and extra-curricular activities are as follows. When a conflict in procedures occurs, field trips procedures take precedence.~~

~~A. A faculty/staff member (other than the driver) that is responsible for the passengers must be present on the bus for all field trips and extra-curricular activities.~~

~~B. No carpooling. Students will be transported on college-sponsored activities only in vehicles owned or approved by the District or by public carrier. Public carriers must be approved by the Executive Vice Chancellor. Current insurance limits and certificate of liability must be on file in the Office of the Executive Vice Chancellor.~~

~~C. Transportation Request Forms must be submitted at least two weeks prior to the trip, using either the “Instructional Field Trip Request” or the “Non-Instructional Field Trip” form. The Division Dean and the College President or designee must approve the requests. Reservations for buses and drivers should be made through Transportation prior to submitting forms for approval to ascertain that equipment and personnel are available.~~

~~Reservations for cars and vans should be made through the appropriate College office.~~

~~D. Guests may be permitted to attend and participate in instructional field trips with the permission of the instructor and as long as their attendance does not prohibit enrolled students’ attendance and participation.~~

~~E. For bus requests, names of all attendees must be submitted to Transportation prior to the trip. For car and van requests, names must be submitted to the appropriate College office prior to the trip. Guest attendees on instructional field trips or extra-curricular activities must also be submitted.~~

**References:**

~~Education Code Sections 32280 et. seq and, 71095; Government Code Sections 3100, 3101 and 8607(a); Homeland Security Act of 2002; National Fire Protection Association 1600; Homeland Security Presidential Directive 5; Executive Order S-2-05; 19 California Code of Regulations (CCR) Sections 2400-2450; California Senate Bill 166; 44 CFR Part 201 – Mitigation Planning; Higher Education Opportunity Act of 2008 CFR Section 664.46(g)(3); Board Resolution 09-10/0; Board Resolution 05-06/02.~~

---

~~Procedure Last Revised:~~ April 29, 2008