

**Kern Community College
District Administrative Procedure**
Chapter 4 – Academic Affairs

AP 4300 Field Trips and Excursions

References:

Title 5 Section 55220

The colleges of Kern CCD 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. All field trips must be for purposes directly related to the educational mission of the college. These purposes are generally defined as educational experiences which cannot be duplicated on campus and are directly related to course content.

The colleges shall engage instructors, supervisors, and other personnel as may be necessary for such excursions or field trips who desire to contribute their services beyond the normal period for which they are employed by the District.

The colleges shall, at the discretion of the college President, transport students, instructors, supervisors or other personnel by use of college equipment, contract to provide transportation, or arrange transportation by the use of other equipment.

When District equipment is used, the District shall obtain liability insurance, and, 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.

The District may pay expenses of instructors, chaperones and other personnel participating in a field trip or excursion. Payment shall occur by itemized reimbursement in a form prescribed by each college. 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 intent and purpose of the funding source.

No student shall be prevented from making a field trip or excursion which is integral to the completion of the course due to a lack of sufficient funds. The District shall coordinate efforts of community services groups to provide funds for students in need of them.

All persons participating in 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. Refer to Student Travel Forms as applicable.