

4B9 Student Field Trips and Transportation

Section Four—Students/Instructional Services Governance Processes Relative to the District Board Policy Manual and Collegial Consultation With Academic Senates

Employ the Process of Mutual Agreement

Policies: None

Procedures: None

Appendices: None

Rely Primarily Upon the Advice and Judgment

- Policies:**
- (1) **4A2**, Student Responsibilities (*includes Policies 4A2A through 4A2G*)
 - (2) **4A3**, Matriculation (*includes Policies 4A3A through 4A3G*)
 - (3) **4A4**, Prerequisites, Corequisites, and Advisories on Recommended Preparation (*includes Policies 4A4A through 4A4E*)
 - (4) **4A6**, Admission to Impacted Programs (*includes Policies 4A6A through 4A6K*)
 - (5) **4A9**, Instructional and Other Materials (*includes Policies 4A9A through 4A9D*)
 - (6) **4B1**, Educational Programs (*includes Policies 4B1A through 4B1D1*)
 - (7) **4B5**, Program Review
 - (8) **4B7**, Articulation (*includes Policies 4B7A through 4B7C*)

Section Four
Table of Contents
(continued)

Rely Primarily Upon the Advice and Judgment (continued)

- (9) **4B10A**, (re: guest/visitors) *(includes Policies 4B10A1 through 4B10A7)*
- (10) **4B10B** (re: guest/visitors)
- (11) **4B11**, Controversial Issues in Curriculum *(includes Policies 4B11A through 4B11C)*
- (12) **4C**, Academic Regulations *(includes Policies 4C1 through 4C7)*
- (13) **4D**, Minimum Graduation Requirements *(includes Policies 4D1 through 4D1G)*

Procedures: None

Appendices: None

**Proposed Addition to
Kern Community College District Board Policy Manual
Section Four – Students – Instructional Services**

Governance Process:

Reason for Revision: To Establish District Policy

4B9 Student Field Trips, Excursions, and Transportation (See Procedure 4B9 and related forms)

~~(Revised December 13, 2007)~~ *(revised 3/2015)*

4B9A In recognition of the value of combining academic instruction with on-site experience, the Kern Community College District establishes the following policies ~~pursuant to Section 55450 of Title 5~~ for instructional programs and courses in which students travel within the United States or to foreign countries.

4B9B 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 to and from places in California, or any other state, the District of Columbia, or a foreign country. ~~[Title 5, Section 55450 (a)]~~ Students participating in the activities cited in this Section are governed by the provisions of Board **Policy Section 4F8**, Student Conduct.

4B9C Travel activity must be a valid educational experience rather than simply a guided tour.

4B9D The District may pay expenses of District employees who are required to participate in a field trip or excursion, ~~engage instructors, supervisors, management or faculty or instructor of record or supervising academic staff and other personnel as may be necessary for such field trips and excursions who volunteer their services over and above the normal period for which they are employed by the District.~~ ~~[Title 5, Section 55450 (b)]~~

Brown indicates
language moved
to procedure

4B9D1 Faculty assigned to field trips or excursions will be compensated as cited in the CCA Contract, Compensation for Special Services.

4B9E The District may, at the discretion of the designated administrator, transport students or District staff, instructors, supervisors, or supervising academic staff, or other personnel management or faculty by use of District equipment, contract to provide transportation, or arrange transportation by the use of other equipment to sites in California. 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. ~~{Title 5, Section 55450 (c)}~~

4B9F Instructors management or Faculty or instructor of record are required to provide alternative assignments to students who demonstrate that they are unable to participate in a published field trip or excursion for reasons other than the lack of sufficient funds, ~~(see Policy 4B9H)~~. Students will be properly notified in College catalogs and/or Class schedules that field trips and/or excursions are required for particular courses.

4B9G The District may pay expenses of management or faculty ~~instructors, chaperones, and other personnel~~ participating in a field trip or excursion. Payments shall be by way of itemized reimbursement in a form prescribed by the designated administrator. The District shall not pay the expenses, including transportation costs, of students participating in a field trip or excursion with District funds when this field trip or excursion is to any other state, the District of Columbia, or a foreign country. The District may pay from District funds all incidental expenses for the use of District equipment during a field trip or excursion authorized by this policy. ~~{Title 5, Section 55450 (d)}~~

4B9H No student shall be prevented from making a field trip or excursion because of lack of sufficient funds. To this end, the Colleges of the District shall coordinate the raising of funds for field trips and excursions that will assist students who lack sufficient funds for making the trip. No group shall be authorized to take a field trip or excursion if any student who is a member of the group will be excluded because of lack of sufficient funds. ~~{Title 5, Section 55450 (d)}~~

4B9I 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 out of state trips and excursions, and all parents or guardians of minor students taking out of state trips and excursions shall sign a statement waiving such claims. ~~{Title 5, Section 55450 (d)}~~ (See Procedure 4B9I of this Manual for the Parent/Guardian/Student Consent for Excursions, Field Trips, and Transportation of Student form.)

4B9J Crediting Attendance for Apportionment

The attendance or participation of a student in a field trip or excursion authorized by this section 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. No more contact hours shall be generated by a field trip or excursion than if the class was held on campus.

4B9KE Student Transportation

4B9KE1 The College may provide transportation for:

- Class groups, provided (1) the trip has instructional relevance and value, (2) appropriate vehicles are available and (3) approval by the College President or designee is secured.
- Recognized student activities, if appropriate vehicles are available and the approval of the College President or designee is secured.

4B9K2 When transportation is provided by the District using District-owned vehicles or contracted carriers, the following provisions apply:

4B9K3 The District shall assure reasonable supervision. Except as approved by the College President or designee, the supervising academic employee ~~staff member~~ must accompany the group and is responsible for maintaining order and for informing students of applicable College policies and regulations regarding student conduct and other matters. (See Policy 4F8 of this Manual for applicable Policies and Procedures governing student conduct.)

4B9K4 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.

4B9K5 Students who elect to use private modes of transportation, where transportation is provided by the District, 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. ~~(See Procedure 4B9K5 of this Manual for the Student Election of Private Transportation for Approved Student Trip form.)~~ Private vehicles must be operated in accordance with all applicable state and local laws and regulations.

4B9K6 Student trips outside the Kern Community College District must be approved by the College President or designee. Student trips outside of the State must be approved by the Board of Trustees. ~~(See Procedure 4B9I of this Manual for the Parent/Guardian/Student Consent form for excursions, field trips, and transportation of students.)~~

4B9K7 Duplicate lists of students participating in the trip shall be prepared by the supervising academic ~~employee~~ 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 no staff member is in a particular vehicle, the list is to be kept by a designated person in that vehicle. ~~(See Procedure 4B9K7 of this Manual for the Student Trip Emergency Contact List form.)~~

4B9K8 Requests for transportation are to be made in writing on appropriate forms and not less than one (1) week before transportation is desired. Requests are to be made by or approved by the College President or designee.

4B9K9 College trips will begin and end at one (1) of the College campuses or a College outreach center. Other arrangements must be approved by the College President or designee. ~~(See Procedure 4B9K9 of this Manual for the Request for Student Trip form.)~~

4B9K10 College vehicles may not be used for the transportation of individuals who are not (a) registered students or (b) District staff members or (c) Human Resources' approved volunteers, except as authorized by the College President or designee.

4B9K11 Only students enrolled in the relevant courses or activity or District employees management or faculty supervising academic staff members may participate in student trips, except as by the College President or designee.

4B9L When transportation of students is not provided by the District, the District possesses no authority to supervise its mode, manner, or arrangement, and any provider liability accrues in accordance with law to the provider of said transportation.

4B9L1 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.

AC 01/22/14
CC 01/28/14
ChC 02/13/14
AC 11/17/14
ChC.11/18/14
CC 11/25/14
ChC 1/13/15
CC 2/24/15
ChC 3/17/15

Proposed Addition to
Kern Community College District Board Policy Manual
Section Four – Students – Instructional Services

Governance Process:

Reason for Revision: To Establish/Amend District Procedure

District Employee and Student Travel

A. District Employees

1. Faculty assigned to field trips or excursions will be compensated as cited in the CCA Contract, Compensation for Special Services.
2. The District may, at the discretion of the designated administrator, transport students or District employees, required to participate, management or faculty by use of District equipment, contract to provide transportation, or arrange transportation by the use of other equipment to sites in California. 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.
3. Faculty or Instructors of record are required to provide alternative assignments to students who demonstrate that they are unable to participate in a published field trip or excursion for reasons other than the lack of sufficient funds, see **Policy 4B9H**. Students will be properly notified in College catalogs and/or Class schedules that field trips and/or excursions are required for particular courses.
4. The District may pay expenses of District employees required to participate management or faculty participating in a field trip or excursion. Payments shall be by way of itemized reimbursement in a form prescribed by the designated administrator. The District shall not pay the expenses, including transportation costs, of students participating in a field trip or excursion with District public funds when this field trip or excursion is to any other state, the District of Columbia, or a foreign country. The District may pay from District funds all incidental expenses

for the use of District equipment during a field trip or excursion authorized by this policy.

5. No student shall be prevented from making a field trip or excursion which is integral for the completion of a course because of lack of sufficient funds. To this end, the Colleges of the District shall coordinate the raising of funds for field trips and excursions that will assist students who lack sufficient funds for making the trip. No group shall be authorized to take a field trip or excursion if any student who is a member of the group will be excluded because of lack of sufficient funds.
6. 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 out of state trips and excursions, and all parents or guardians of minor students taking out of state trips and excursions shall sign a statement waiving such claims.

B. Crediting Attendance for Apportionment

1. The attendance or participation of a student in a field trip or excursion authorized by this section 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. No more contact hours shall be generated by a field trip or excursion than if the class was held on campus.

C. Student Transportation

1. When transportation is provided by the District using District-owned vehicles or contracted carriers, the following provisions apply:
2. The District shall assure reasonable supervision. Except as approved by the College President or designee, the supervising academic employee ~~staff member~~ must accompany the group and is responsible for maintaining order and for informing students of applicable College policies and regulations regarding student conduct and other matters. See **Policy 4F8** of this Manual for applicable Policies and Procedures governing student conduct.
3. 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.
4. Students who elect to use private modes of transportation, where transportation is provided by the District, 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.

5. Student trips outside the Kern Community College District must be approved by the College President or designee. Student trips outside of the State must be approved by the Board of Trustees.
6. Duplicate lists of students participating in the trip shall be prepared by the supervising academic employee 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 no staff member is in a particular vehicle, the list is to be kept by a designated person in that vehicle.
7. Requests for transportation are to be made in writing on appropriate forms and not less than one (1) week before transportation is desired. Requests are to be made by or approved by the College President or designee.
8. College trips will begin and end at one (1) of the College campuses or a College outreach center. Other arrangements must be approved by the College President or designee.
9. College vehicles may not be used for the transportation of individuals who are not (a) registered students or (b) approved District staff members or (c) Human Resources' approved volunteers.
10. Only students enrolled in the relevant courses or activity or required and approved District employees may participate in student trips.
11. When transportation of students is not provided by the District, the District possesses no authority to supervise its mode, manner, or arrangement, and any provider liability accrues in accordance with law to the provider of said transportation.
12. 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 AP 4B9 forms A, B, C and/or D as applicable.

Proposed Addition to
Kern Community College District Board Policy Manual
Section Four – Students – Instructional Services

Governance Process:

Reason for Revision: To Establish/Amend District Procedure

See Form A, B, C and D on Following Pages.

Form A

Approved by
Chancellor's Executive Council—March 27, 2007
Chancellor's Cabinet—November 20, 2007
Renumbered—June 24, 2009

Form B

Approved by
Chancellor's Executive Council—March 27, 2007
Chancellor's Cabinet—November 20, 2007
Renumbered –June 24, 2009
Reviewed and approved March, 2015

Form C

Approved by
Chancellor's Executive Council—March 27, 2007
Chancellor's Cabinet—November 20, 2007
Renumbered—June 24, 2009

Form D

Approved by
Chancellor's Executive Council—March 27, 2007
Chancellor's Cabinet—November 20, 2007
Renumbered—June 24, 2009
Chancellor's Cabinet – 3-17-15, ***Deleted and merged with Form A***



Form A

- Bakersfield College
- Cerro Coso Community College
- Porterville College

Student Election of Private Transportation For approved Student Trip **and Emergency Contact Information**

[This form must be fully completed by the student and must be submitted to the Instructor/Supervising Academic Supervisor Employee at least one (1) week prior to the trip. The signature of the Instructor/Academic Supervisor is also required.]

Date		
Student's Printed Name	Student's Signature	Driver: <input type="checkbox"/> Yes <input type="checkbox"/> No
Student's Printed Name	Student's Signature	Driver: <input type="checkbox"/> Yes <input type="checkbox"/> No
Student's Printed Name	Student's Signature	Driver: <input type="checkbox"/> Yes <input type="checkbox"/> No
Student's Printed Name	Student's Signature	Driver: <input type="checkbox"/> Yes <input type="checkbox"/> No
Student's Printed Name	Student's Signature	Driver: <input type="checkbox"/> Yes <input type="checkbox"/> No
Student's Printed Name	Student's Signature	Driver: <input type="checkbox"/> Yes <input type="checkbox"/> No

*I elect to utilize private transportation with respect to the above-referenced activity. I hereby release and hold free and harmless the Kern Community College District and its employees from and against any and all liability and/or claims resulting from such field trip or excursion by private transportation.
If I am the driver, I hereby certify that I have a valid California Driver's License, that the automobile is adequately insured and that I can produce the certificate of insurance upon request.*

Acknowledged By

Instructor/Academic Supervisor's Signature		Date
Name of Originator	Contact Telephone Number ()	Date of Request
Department/Division	Course Title and CRN	
Departure Location (must be KCCD site; other location must be approved)		
Departure Date(s)	AM Time	PM Time
Return Date(s)	AM Time	PM Time
Return Location (must be KCCD site; other location must be approved)		
Destination (be specific) (Note: Out-of-state trips require Board approval)		
Number of students Participating (Attach Student Trip Emergency Contact List, Form "D," Supervising Academic <u>employee</u> <u>Staff members</u> must retain copy.)	Purpose	

All highlighted portions reflect the merged portion of Form D which will be deleted.

Student's/Approved Participant's Name	Emergency Contact Name	Relationship	Telephone Number



Kern Community College District
 2100 Chester Avenue
 Bakersfield, CA 93301-4099

Form B

- Bakersfield College
- Cerro Coso Community College
- Porterville College

Parent/Guardian/Student Consent for Excursions, Field Trips, and Transportation of Students

(Please complete for minors under 18 years of age and for all out-of-state trips. See Board Policy 4B9K6.)

Activity		Destination	
CRN	Course Name	Instructor's Name	
Date of Event(s)			
Activity Destination			
<p><i>All students taking out-of-state trips and parents or guardians of all minor students being transported must sign this consent form. (A minor student is a person below 18 years of age.)</i></p> <p><i>All persons over 18 years of age taking out-of-state field trips or excursions and all parents of minors taking out-of-state field trips or excursions shall sign this form waiving all claims against the District or the State of California for injury, illness, or death occurring during or by reason of the field trip or excursion.</i></p> <p>Board Policy 4B9I-- <i>All persons making a field trip or excursions 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 out-of-state trips and excursions, and all parents or guardians of minor student taking out-of-state trips and excursions shall sign a statement waiving such claims. [Title 5, Section 55450(d)] (See Procedure 4B8I of this Manual for the Parent/Guardian/Student Consent for Excursions, Field Trips, and Transportation of Student form.)</i></p>			
Printed Name of Student/Approved Participant		Signature of Student/Approved Participant	
Date		Date	
Address		City	
Birth Date (only if minor)		Birth Date (only if minor)	
Printed Name of Parent or Guardian (only if student is a minor)		Signature of Student/Approved Participant	
Date		Date	

3/2015
DO/Educ_Serv

Original to: College Educational Administrator

Copy to: Student/Approved Participant



Kern Community College District
 2100 Chester Avenue
 Bakersfield, CA 93301-4099

Form C

- Bakersfield College
- Cerro Coso Community College
- Porterville College

Request for Student Trip

Name of Originator		Date of Request
Department/Division	Course Title and CRN	
Departure Location (must be KCCCD site; other location must be approved)		
Departure Date(s)	AM Time	PM Time
Return Date(s)	AM Time	PM Time
Return Location (must be KCCCD site; other location must be approved)		
Destination (be specific) (Note: Out-of-state trips require Board approval)		
Number of students Participating (Attach Student Trip Emergency Contact List, Form "D," Supervising Academic <u>Staff members employee</u> must retain copy.)		Purpose
Is this trip to be taken during class time? <input type="checkbox"/> Yes <input type="checkbox"/> No		Transportation by: <input type="checkbox"/> District/College Vehicle (Transportation Request form must be attached.) <input type="checkbox"/> Private Vehicle(s) <input type="checkbox"/> Other (Identify type) _____
Transportation Cost		
FOAPAL		
Check #1, #2, or #3 below.		
<input type="checkbox"/> #1	This field trip is a basic part of the above-named course, is so stipulated in the course catalog, and the student is expected to participate.	
<input type="checkbox"/> #2	This is a special field trip request for the following purpose(s).	
<input type="checkbox"/> #3	Student activity (describe)	
Originator's Signature		Date
Chair's/Coordinator's/Director's Signature		Date
College Educational Administrator's Signature		Date



Form D

- Bakersfield College
- Cerro Coso Community College
- Porterville College

Student Trip Emergency Contact List

(This form must be attached to Request for Student Trip form.)

Name of Originator		Contact Telephone Number ()	Date of Request
Department/Division		Course Title and CRN	
Departure Location (must be KCCD site; other location must be approved)			
Departure Date(s)		AM Time	PM Time
Return Date(s)		AM Time	PM Time
Return Location (must be KCCD site; other location must be approved)			
Destination (be specific) (Note: Out-of-state trips require Board approval)			
Number of students Participating (Attach Student Trip Emergency Contact List, Form "D," Supervising Academic <u>employee</u> <u>Staff members</u> must retain copy.)		Purpose	
Student's/Approved Participant's Name	Emergency Contact Name	Relationship	Telephone Number
Student's/Approved Participant's Name	This form will be deleted and merged with Form A.		Telephone Number
Student's/Approved Participant's Name			Telephone Number
Student's/Approved Participant's Name			Telephone Number
Student's/Approved Participant's Name			Telephone Number
Student's/Approved Participant's Name			Telephone Number
Student's/Approved Participant's Name	Emergency Contact Name	Relationship	Telephone Number
Student's/Approved Participant's Name	Emergency Contact Name	Relationship	Telephone Number
Student's/Approved Participant's Name	Emergency Contact Name	Relationship	Telephone Number
Student's/Approved Participant's Name	Emergency Contact Name	Relationship	Telephone Number
Student's/Approved Participant's Name	Emergency Contact Name	Relationship	Telephone Number
Student's/Approved Participant's Name	Emergency Contact Name	Relationship	Telephone Number
Student's/Approved Participant's Name	Emergency Contact Name	Relationship	Telephone Number
Student's/Approved Participant's Name	Emergency Contact Name	Relationship	Telephone Number
Student's/Approved Participant's Name	Emergency Contact Name	Relationship	Telephone Number
Student's/Approved Participant's Name	Emergency Contact Name	Relationship	Telephone Number
Student's/Approved Participant's Name	Emergency Contact Name	Relationship	Telephone Number

3/2015
DO/Educ_Servs

Original to: College Educational Administrator

Copies to: Chair/Coordinator/Director and Originator

(Use Additional Forms As Necessary)