

**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*)

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

DRAFT

BP 4B9 Student Field Trips,  
Excursions and Transportation

**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

~~(Revised December 13, 2007)~~ *(revised 2014)*

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 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)]

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.)

4B9K Student Transportation

4B9K1 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 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.
- 4B8K6 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 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.