

# Field Trips

[\(Board Policy and Administrative Procedure 4300\)](#)

Field trips are considered to be an integral part of the College's instructional program. The following procedures should be followed when planning for a field trip:

1. All costs of required field trips must be included in the division or department budget. No charge is to be made to students.
2. All field trips scheduled as part of regular courses must be approved by the Division Chair.
3. Notification of destination of the field trip, departure time, estimated hour of return to the campus, and mode of transport should be filed in the Division Office. Evening instructors should also inform the Division Chair of planned field trips. Overnight trips must be approved by the Division Chair and appropriate Dean of Instruction.
4. Approved field trips are to be included in the course outline.
5. Any rented transportation (whale watching, charter bus, etc.) is the responsibility of the instructor involved. A Purchase Requisition form must be submitted for processing at least two weeks in advance. For any questions regarding setting up of transportation, contact the Purchasing Coordinator in the Fiscal Services office at 646-4048.
6. Students must complete and sign the appropriate field trip notification/medical authorization forms for each trip. Students who are under 18 years of age must also obtain the signature of their parent or guardian on the form.
  - Field Trip/Excursion Agreement – must be filled out by all students going on the field trip

In addition to the Field Trip/Excursion Agreement, students must fill out one of the two following agreements:

- Field Trip/Excursion Hold Harmless Agreement – for a mandatory field trip
- Field Trip/Excursion Liability Waiver – is used if the field trip is optional

These forms are available in the division offices and on [MyMPC Academic Affairs](#) website under Forms.

7. Students are responsible for advising their other instructors of absence due to field trips.
8. The Field Trip Itinerary must be filed in advance of the trip with the appropriate Instructional Dean.

Any exception to the normal procedure for planning field trips must be cleared through the appropriate Instructional Dean and the Division Chair.

## Transportation of Students and Use of District Owned Vehicles

Staff members should use District-owned vehicles to transport students to off-campus locations in conjunction with curriculum-related events (field trips) as part of the course study. Staff members must possess a valid/current California Driver's License and may be required to provide current proof of such validation from the Department of Motor Vehicles. Use of District owned vehicles are by arrangement and subject to availability.

The District maintains property and liability insurance on its vehicles for use in conjunction with District related business. Only District employees and enrolled students are permitted to travel in District owned vehicles.

Staff members should never use their own cars for transporting students when driving on college-assigned business without District authorization in writing and unless covered by adequate liability insurance. In this case, the instructor's personal automobile insurance policy is the primary liability coverage and the college's liability policy offers secondary coverage when driving on college-assigned business. Additional travel restrictions may be contained within [Board Policy 6800](#) (Safety) and applicable Administrative procedures.

Description	Needed
Is the student going on a field trip?	<ul style="list-style-type: none"><li>● <a href="#">Field Trip/Excursion Agreement</a></li><li>● Submit 1 of the following:<ul style="list-style-type: none"><li>○ <a href="#">Voluntary Assumption of risk</a></li><li>○ <a href="#">Mandatory Hold Harmless</a></li></ul></li></ul>
Is the student going on a field trip and driving themselves?	<ul style="list-style-type: none"><li>● <a href="#">Field Trip/Excursion Agreement</a></li><li>● Submit 1 of the following:<ul style="list-style-type: none"><li>○ <a href="#">Voluntary Assumption of risk</a></li><li>○ <a href="#">Mandatory Hold Harmless</a></li></ul></li><li>● <a href="#">Student Voluntary Transportation Agreement</a></li></ul>