

Solano Community College District

Field Trip Guidelines and Procedures for Instructors

The following District Field Trip Guidelines and Procedures are in accordance with Board Policy #6400, Field Trip Authorizations.

- All field trips require the prior approval in writing of the area Dean/Director. The instructor proposing the trip will complete the **Field Trip/Excursion Authorization Form** and submit it to the area Dean/Director as soon as possible but no later than five (5) working days prior to the trip. Out of state trips and foreign travel must be requested at least one month in advance to provide sufficient time for Superintendent-President's consideration.
- Upon receipt of written approval, a signed **Student Voluntary Field Trip/Excursion Notice Form** must be submitted for each participating student.
- Unless the College is sponsoring and providing the transportation, the instructor shall not mandate any aspect of the transportation, including route of travel, caravanning, ridership, time of travel, etc. (see Student and District Transportation Guidelines)
- All participants in the field trip shall be provided with the following statement of information which shall appear on handout materials and the participant shall sign the **Student Voluntary Field Trip/Excursion Notice Form**.

"Pursuant to the California Code of Regulations, Subchapter 5, Section 44540, I understand that by participating in this field trip/excursion I waive my rights for any claim for damage or injury against the District and the State of California."

- **No student shall participate unless the Student Voluntary Field Trip/Excursion Form has been signed.**
- Only authorized persons shall be allowed to participate in the trip, meaning registered students and District staff.
- Return the signed forms (Student Voluntary Field Trip/Excursion Form) to the area Dean/Director's office where they will be maintained for at least one academic year.
- All rules and regulations as stated in the District's Student Services Policies and Procedures must be adhered to during the trip. Any participant(s) who violate any of the rules may be excused from the trip if it is reasonably safe to do so.
- Transportation shall comply with the college transportation procedures set forth above.
- If a student(s) are unable to attend a field trip then with instructor approval, other learning opportunities should be provided.

To obtain forms and further information please call Administrative & Business Services at extension 432 or visit Room 628.

