

## **FIELD TRIPS**

### **FAM 836.1**

The information and procedures, which follow, have been assembled to assist faculty in planning course field trips. The procedures were developed after consultation with attorneys, and we are advised that they constitute the minimum requirements to protect both students and faculty in the event of accident or injury.

These procedures apply only to field trips recommended or required of students as a regularly scheduled part of course work or assignments. Faculty planning extra-curricular College or College-related functions may consult with the Activities Office of Student Personnel Services.

#### **Procedures Applicable to All Trips**

1. Complete a Field Trip Request Form and forward it to the College Dean. Where frequent field trips are a required portion of a regularly scheduled course, and this is stated as part of the course description in the College Catalog, a Field Trip Request Form need be completed only once at the beginning of the term.
2. The College Dean shall review the request, and approve it where appropriate.
3. Obtain and carry along on each field trip: completed authorization to consent to medical treatment forms for students under 18 years of age; and a few insurance claim forms. These may be obtained from the College Office or Student Health Services.

The parental consent form is not necessary where the trip involves no College-furnished transportation, students arrive at the trip site "on their own" rather than in a caravan, and where the trip activities are of a relatively short duration and involve virtually no risk of injury, such as a museum tour, visiting another institution, hearing a presentation, etc.

Where parental or guardian consent is difficult or impossible to obtain, the Dean of Students Office may be able to waive this requirement, under appropriate circumstances, described in Civil Code Section 34.6.

#### **Arranging for Ground Transportation**

Where possible, arrange to meet students at the field trip site; however, if you must provide transportation for students, do so in a State car driven by a State employee.

Regulations affecting the use of State cars may be obtained in the College Office.

Where desirable, and providing funds are available, the instructor may prefer to travel by commercial carrier, such as a charter bus. To arrange payment for this, the College Secretary should send a requisition to the Purchasing Department prior to the trip so that a service order can be mailed to the Bus Company.

### **If Your Trip Includes Visit to or Use of Private Property**

Secure permission of the owner to use his property. In some instances, the owner of the facility or site may require a "hold-harmless" agreement signed by the College. This agreement, which is drawn up by the College Business Office, and reviewed by the Chancellor's Auxiliary and Business Services Staff, requires several weeks for approval.

(A Hold-Harmless Agreement is a contract between the College and a private landowner in which the College agrees to hold the owner "safe and harmless" from any accident or injury arising as a result of the College's use of the landowner's property. Reference ABS-68-29)

### **A Word About Insurance**

In the event of accident or injury, State employees, including Student Assistants, are covered by Workmen's Compensation Insurance, provided their presence on the field trip is within the scope of their employment responsibilities. Students are covered by the ASB trip insurance and by the basic medical plan of the College. However, if there are circumstances involving unusual risk, the faculty are advised to require students to purchase supplemental medical insurance, available in the Activities office at approximately .35 cents per person.

Some faculty have asked about the extent of their liability in the event of injury or accident. The Legal staff of the Chancellor's Office has been asked for a statement, and their discussion of this matter is on file in the Academic Affairs Office and available to those interested.

### **In Case of Injury, Illness, or Auto Breakdown**

If a sick or injured student is under 18 years of age, make every effort to contact his parent or guardian to obtain consent for medical treatment. When this is not possible, present the completed "Authorization to Consent to Medical Treatment" form to the attending physician or hospital.

The College's student health insurance policy provides payment for emergency treatment anywhere at any time. In the event of an accident or illness, provide the attending physician or hospital with the insurance claim form. Students who receive treatment must sign the claim form, unless incapacitated. Upon your return to campus, inform the Health Center of the accident or illness, the name of the hospital where the student was treated, and the name of the attending physician.

First Aid kits can be obtained from the Health Center if the faculty member wishes to carry one on the trip.

In the event of an automobile breakdown in a State vehicle, consult the travel log (carried in every State vehicle) on how to obtain assistance and repairs. The travel log provides instructions which can help avoid unnecessary difficulties and expense.

### **If You Plan to Travel by Air**

Providing sufficient funds are available, it might be necessary to fly to and from the field trip site. In that event, travel arrangements should be completed by the College Office. Flights may be scheduled only on approved air carriers. A listing of carriers is on file in the Dean of Student's Office. Airline agreements should be made through the Business Office well in advance of the trip.

### **If You Plan to Leave the State**

Obtain prior approval of the Vice President's Office, for each State employee on the trip, if you plan to visit sites outside of California. Such out-of-state travel requests are processed through the Dean of Academic Administration's Office.

### **If You Plan to Visit Mexico**

Obtain an appropriate Tourist Card for each person on the field trip. The Single Entry Card, good for 180 days, permits one entry without charge. Note that each applicant must present, in person, proof of U.S. Citizenship at a Mexican Consulate. A Multiple Entry Card, good for 180 days, permits unlimited number of border crossings, without charge. Each applicant must present, in person, proof of U.S. Citizenship and three passport size photographs at a Mexican Consulate.

Tourist cards, necessary for all visitors 15 years of age or older, are not necessary for border town visits up to 72 hours.

Arrange for appropriate automobile insurance. U.S. automobile insurance is not valid in Mexico; therefore, if State cars are to be used (as recommended), request the College Business Office to obtain Mexican insurance for them.

### **Concerning Collecting in Mexico**

Archaeological collections are forbidden by the Government of Mexico.

Collection and exportation of wild animals is prohibited without a permit. To obtain the necessary permit, write:

**Director General de Corzo  
Direccion General de la Fauna  
Silvestre A.S.G.  
Aquiles Serdan Numero 28  
70 Piso  
Mexico 3 D.F.  
Mexico**

Explain your position, the college you represent, and list each type of animal you wish to collect and export. This permit is also honored by U.S. Customs for importation purposes.

The College has a permit to import regulation 4B seeds and regulation 6 admissible nursery stock not subject to post-entry quarantine. These plants may be legally imported only through the ports of: El Paso, Los Angeles, Nogales, San Diego, and San Francisco. Citrus and citrus-related plants cannot be imported.