

REQUEST FORM INSTRUCTIONS

Officially recognized field trips or excursion activities for San José – Evergreen Community College District (“District”) students are a significant liability exposure to the District. These instructions and guidelines focus on requirements designed to reduce the District’s liability associated with these activities.

1. When do I need to complete a field trip/excursion request?

A Field Trip/Excursion Request Form must be completed when an instructor/advisor is planning an off-campus event in connection with (1) courses of instruction or (2) college related, educational, cultural, athletic, co-curricular, extracurricular, or musical activities (herein after referred to as “Activity(ies)”). The Field Trip/Excursion Request Form establishes the proposed travels as an officially recognized college sponsored Activity that is approved by the District; officially recognized Activities are covered under the District’s liability insurance. In addition to this form, all Students/Participants must complete and sign the Field Trip/Excursion Release of Liability and Assumption of Risk Form for each Activity; this protects the District by mitigating potential liability claims.

2. Requirements for completing this form:

- a. Field Trip/Excursion Request Form must be submitted to the Division Dean or appropriate manager and approved a minimum of ten (10) business days in advance for all travel. To be completed by Instructor/Advisor.
- b. Include a Roster of Students/Participants for the Field Trip/Excursion with complete names and ID#.
- c. Include a completed and signed copy of the Field Trip/Excursion Release of Liability and Assumption of Risk Form for each Student/Participant.
- d. Include an Itinerary for the Field Trip/Excursion (if applicable).

3. Transportation guidelines:

- a. **Chartered Transportation:** Whenever possible, chartered buses or District-owned vehicles should be used for transportation on a field trip/excursion. Public transportation (e.g., regularly scheduled trains or buses) is also an appropriate means of transportation for a field trip/excursion.
- b. **District Employee/Volunteer Drivers:** Only Employees and approved Volunteers of Record who have enrolled in the District’s DMV driver program are authorized to drive District vehicles. On occasion, Employees and approved Volunteers of Record may elect to use their own vehicles with prior approval of the appropriate division or department head.
- c. **Private Transportation:** If District is not providing transportation or if Student/Participant is using private transportation, then Student/Participant must be advised that they are responsible for their own transportation arrangements and that the District assumes no responsibility or liability of any kind for privately arranged transportation to/from a District-sponsored Activity.

4. Miscellaneous guidelines:

The Standards of Student Conduct applies to all student activities both on and off campus (BP and AP 5500). Out of State Travel requires prior Board approval in accordance with AP 4300.

REQUEST FORM APPLICATION

Field trips and excursions may be conducted in connection with courses of instruction or college related, educational, cultural, athletic, or musical activities (herein after referred to as "Activity(ies)"). **This request must be completed by the Instructor/Advisor and approved by the appropriate campus Division Dean or appropriate manager no less than ten (10) business days in advance of Activity** to establish the proposed travels as a college sponsored Activity.

FIELD TRIP INFORMATION:

Instructor/Advisor Name: _____	Class Name/Number: _____	
Activity(ies)/Destination(s)*: _____	Departure Date _____	Return Date _____
_____	_____	_____
_____	_____	_____

*For trips over 24 hours, please attach a copy of your itinerary with contact names, hotels, and telephone numbers.

NOTE: Minor Students/Participants may not take part in overnight events without parental/guardian permission.

Describe the objectives of the proposed Activity(ies) and how these objectives relate to course/program content and objectives:

TRANSPORTATION (Please check one):

☐ District Vehicle ☐ Commercial Travel Provided by District ☐ Student's Own Transportation

ATTACHMENT CHECKLIST:

- ☐ Roster of Students/Participants
- ☐ Field Trip/Excursion Release of Liability and Assumption of Risk Form (one per Student/Participant, including Volunteers)
- ☐ Itinerary (if applicable)

APPROVALS:

Requested By: _____ Signature: _____ Date: _____
 Instructor/Advisor Name

FOR INTERNAL USE ONLY:

☐ Approved ☐ Denied

Reason (if denied): _____

Dean's Name: _____ Signature: _____ Date: _____

MUST BE APPROVED BY THE APPROPRIATE DIVISION DEAN A MINIMUM OF TEN (10) BUSINESS DAYS IN ADVANCE OF THE ACTIVITY.

Retain Field Trip Excursion/Request and Field Trip/Excursion Release of Liability and Assumption of Risk Form for each Student/Participant at College/Division Offices for a Minimum Three (3) years.