

# North Orange County Community College District Field Trip Authorization

(Please print)

AC  CC  FC  SCE  (Check all appropriate boxes)

(Complete in duplicate)

Instructor requesting field trip: \_\_\_\_\_ Date of Request: \_\_\_\_\_

Division: \_\_\_\_\_ Course/CRN #: \_\_\_\_\_

**DESTINATION:** Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Country: \_\_\_\_\_ Phone: \_\_\_\_\_

**(Out of Country field trip requires prior Board approval)**

**DEPARTURE:** AC  CC  FC  Other: \_\_\_\_\_ Date: \_\_\_\_\_ Time: \_\_\_\_\_

**RETURN:** AC  CC  FC  Other: \_\_\_\_\_ Date: \_\_\_\_\_ Time: \_\_\_\_\_

Number of students going on trip: \_\_\_\_\_ Required: (yes/no): \_\_\_\_\_ Optional (yes/no): \_\_\_\_\_

**NOTE:** Separate liability waiver forms must be completed for each student for each event. No exceptions. Instructor keeps original and copies should be maintained in division office for at least two years.

Waiver form on file: Yes  No

**Names of person(s) who will supervise the trip:** \_\_\_\_\_

**State the purpose of the trip:** \_\_\_\_\_

What transportation will be used for the trip? School Vehicle: \_\_\_\_\_ Bus: \_\_\_\_\_ Private Car: \_\_\_\_\_

Other (explain): \_\_\_\_\_

**READ CAREFULLY AND INSTRUCTOR SIGN HERE:** \_\_\_\_\_

For bus transportation, you must file a "Request for Special Transportation" through the division dean or appropriate SCE administrator at least two weeks in advance of the trip.

**This form must be submitted/approved at least one week prior to the field trip through the division dean. If field trip is out-of-state or country, this form must be submitted/approved at least two weeks before Board date.**

For out-of-state or country field trips, students shall possess a medical insurance policy that is transferable, or purchase a trip policy. For all trips, appropriate precautions must be given as to safety of persons and the hazards involved.

**Approval:**  Anaheim Campus  Cypress College  Fullerton College  SCE

College Dean or Appropriate SCE Administrator Signature \_\_\_\_\_ Date \_\_\_\_\_

Executive Vice President Signature \_\_\_\_\_ Date \_\_\_\_\_

Provost Signature \_\_\_\_\_ Date \_\_\_\_\_

Comments: \_\_\_\_\_

### **Note for the Managers/Deans:**

It is not the intent of the administration to prevent students from participating in field trips for lack of medical insurance. Students should be allowed to participate in out-of-state/country field trips without any medical insurance or a trip policy if this creates a financial hardship. The current wording states that students "shall" have transferable medical insurance or purchase a travel policy, and it is meant as a reminder for due diligence in this regard. Ensuring that the students have means to pay for the medical bills in case of a serious injury will likely lessen the emotional distress following a traumatic event.

The District's student insurance does provide coverage for field trip accidents during a supervised curriculum, but does not cover illnesses or accidents during non-supervised events. Therefore, it is strongly recommended that participants of out-of-country or extended field trips purchase a trip policy. If this is not feasible, the participants should form groups with at least one supervisor in each group and stay together during the entire trip.

**NOTE:** Separate liability waiver forms must be completed for each student for each event. No exceptions. Instructor keeps original and copies should be maintained in division office for at least two years.

### **Reminders for drivers and field trip participants:**

- Drive in a reasonable and prudent manner and abide by all applicable State and local laws, ordinances, and regulations. District is not responsible for traffic citations.
- Drivers and passengers must utilize any and all safety measures such as seat belts that the vehicle may be equipped with, and refrain from any distracting activities including but not limited to the use of cellular phone while the vehicle is in motion.
- Obtain emergency contact number of the appropriate manager/administrator before the trip, and learn the protocol for reporting in case of an accident.
- When checking out District vehicle, make sure that Auto Accident Kit is provided and read the instructions on the envelope before the trip.
- Be mindful that your group represents the District while on the trip and as such, your standard of conduct at all times must be in compliance with the Board Policy.
- Students unable to comply with the medical insurance requirement should contact the appropriate division dean.