



ADMINISTRATIVE PROCEDURE

TITLE: Field Trips and Excursions - Substantiation

ADMINISTRATIVE PROCEDURE # 4301

RELATED TO POLICY # 4300 Field Trips and Excursions

1. Transportation of Students in General

- a. As a general matter, employees and Board members may not transport students in personal vehicles and college insurance will not cover any property damage, injury, or other claims arising from the unauthorized transportation of students in personal vehicles.
- b. All drivers must have a valid driver's license and obey all traffic laws in each state in which travel occurs.

2. Suitability of Field Trip Activities

- a. The College cannot guarantee a completely risk-free environment at all times, and some educational activities entail reasonable risks in order to achieve the learning result.
- b. However, should any activity raise concerns about the ability of the College or its agents to conduct the experience within reasonable bounds of safety and security, then the activity should not occur and an alternative learning experience should be substituted.
- c. If a field trip or excursion requires activity that might be unusually challenging for some students, students need to know that ahead of time and have the opportunity to opt out, or be provided an alternative activity. In no case will students be forced to participate in an activity that poses a danger that they feel they cannot negotiate. Similarly, students with disabilities must always be permitted to participate in field trips and excursions which must be designed in ways that reasonably accommodate their needs.
- d. Students under the age of 18 will need to have Parental/Guardian permission for travel. Contact the Office of Business Services for further information.

3. Definitions

- a. The Trip Leader is the employee in charge of the field trip or excursion activity. The trip leader coordinates travel, including but not limited to: authorization, participant contact, form submissions, and financial planning. In addition, the trip leader takes on additional responsibility to ensure appropriate transportation, accommodations, and meals for students.
- b. The trip leader is a responsible employee under Title IX and shall be educated on those duties. The trip leader is a mandatory reporter of all incidents of sexual discrimination (including sexual violence) and shall be trained to handle complaints of sexual assault, domestic violence, dating violence and stalking. Contact the College's Title IX Coordinator for training. Employee trip leaders are also designated as Campus Security Authorities (CSAs) under the Clery Act.
- c. Field Trip is defined as a group activity in conjunction with a course, which includes students and employee(s).
- d. Excursion is defined as a group activity or co-curricular activity unrelated to a course, which includes students and employee(s)
- e. In-district is defined as activity which occurs within UCC's service district. In-district travel may be one-day or multi-day requiring overnight lodging.
- f. Out-of-district is defined as activity which occurs outside of UCC's service district. Out-of-district travel may be one-day or multi-day requiring overnight lodging. For international travel see Administrative Procedure - Field Trips and Excursions International Travel Substantiation.

4. Code of Conduct

While traveling and attending conferences and other activities, students and employees shall at all times adhere to the standards of conduct applicable to conduct on campus, including but not limited to college policies on alcohol and drug use, harassment, and sexual misconduct.

5. Volunteers

Volunteers who have not worked, or participated in a volunteer capacity, within the past twelve (12) months are required to have background checks conducted. Refer to volunteer policy and procedures.

6. Emergency

The trip leader shall carry the emergency telephone contact list for Umpqua Community College. Should an emergency arise in the course of a field trip or excursion, the trip leader is responsible for contacting the chief of security, dean, chief academic officer, and/or the president immediately to describe the emergency and to

discuss plans to address the problem. An incident report shall be filed immediately upon return.

7. Cancellation

The president or designee has the right to cancel a field trip or excursion any time prior to departure or require immediate return for any reason; send personnel to the location for assistance; contact local authorities in the location of the group; or otherwise take action to protect the safety and interests of students, employees, Board members, and Umpqua Community College. Field trip or excursion cancellations include but are not limited to: lack of designated field trip or excursion funding; risk level; failure to follow policy or procedure; low enrollment; or student(s) to trip leader ratio. One-day field trips are exempt from low enrollment and student to trip leader ratio cancellations.

8. Finance

The trip leader is required to meet with the Division Dean and Office of Business Services to discuss funding for costs associated with the field trip or excursion. If the field trip or excursion involves collecting money from students, the dean or designee will assist the trip leader in establishing the process for collecting the funds through Financial Aid (if registered for the course) or Student Accounts or the Business Services office (if student pays individually).

RESPONSIBILITY:

The Chief Academic Officer is responsible for implementing and updating this procedure.

NEXT REVIEW DATE:

DATE OF ADOPTION: 10/15/2019 by CC

DATE(S) OF REVISION:

DATE(S) OF PRIOR REVIEW: