



# FIELD TRIP/EXCURSION REQUEST FORM

## INSTRUCTIONS

Officially recognized field trips or excursion activities for Foothill De Anza 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, 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 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 THE FORM:

- 2.1. **Field Trip/Excursion Request Form** must be submitted to the Division Dean and approved a minimum ten (10) business days in advance for all travel
- 2.2. Include a **Roster of Participants** for the field trip
- 2.3. Include a completed and signed copy of the **Field Trip/Excursion Release of Liability and Assumption of Risk Form** for each Participant
- 2.4. Include an **Itinerary** for the Field Trip/Excursion (if applicable)

### 3. TRANSPORTATION GUIDELINES

#### 3.1. 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.

#### 3.2. 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
- The District Vehicle Policy & Guidelines is available at <https://purchasing.fhda.edu/risk-management/f-dmv-handbook.html>

#### 3.3. Private Transportation

*If District is not providing transportation or if Participant is using private transportation, then 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 Student Code of Conduct applies to all student activities both on and off campus (AP 5510).



FOOTHILL-DE ANZA  
Community College District

# FIELD TRIP/EXCURSION 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 instructional dean no less than ten (10) business days in advance of Activity*** to establish the proposed travels as a college sponsored Activity.

### 1. FIELD TRIP INFORMATION:

INSTRUCTOR/ADVISOR NAME	CLASS NAME/NUMBER	SECTION 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 supervision.

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

\_\_\_\_\_  
\_\_\_\_\_

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**2. TRANSPORTATION (Please check one):**

- District Vehicle
- Commercial travel provided by District
- Students Provide Own Transportation

### 3. ATTACHMENTS CHECKLIST:

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

### 4. APPROVALS:

Requested By: \_\_\_\_\_  
Instructor/Advisor Name
Signature
Date

Approved: _____	Denied: _____
Reason (if Denied): _____	
Dean's Name/Signature: _____	Date: _____

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**MUST BE APPROVED BY APPROPRIATE DIVISION DEAN A MINIMUM OF TEN (10) BUSINESS DAYS IN ADVANCE OF ACTIVITY**  
Retain Field Trip Excursion/Request and Field Trip/Excursion Release of Liability and Assumption of Risk Form for each participant at College/Division Offices for a Minimum Three (3) years