



### WHEN DO I NEED TO DO A FIELD TRIP REQUEST?

CLUB/ORGANIZATION FIELD TRIP	ACADEMIC FIELD TRIP
<p>Copies of clubs' approved field trip request, Emergency Information Form, RCCD Student Excursion Contract, and Release and Waiver of Liability form(s) are to be kept on file in the Student Activities office. The signed approval form(s) are sent directly to the instructor or advisor and must accompany them on the trip. Each student will be checked to verify payment of current semester student services fee.</p>	<p>Copies of the groups' approved field trip request, Emergency Information Form, and Release and Waiver of Liability form(s) are to be kept on file in the Dean of Instruction's office. The original signed approval form(s) are mailed directly to the instructor or advisor and must accompany them on the trip. The instructor must submit a list of student names and ID numbers to your college student services dean at least 7-10 days prior to the field trip. Each student will be checked to verify payment of current semester student services fee.</p>

#### FOR ALL TRIPS –

- ✓ Field Trip Request must be submitted to the Division Dean or Director six (6) weeks in advance for all travel
- ✓ A copy of each participant's forms must accompany the instructor/advisor and one copy must be on file in your department's office and/or college Dean's office
- ✓ Emergency Information Form
- ✓ Release and Waiver of Liability, Assumption of Risk and Indemnity Agreement
- ✓ RCCD Student Excursion Contract
- ✓ The instructor/administrator/director/club advisor planning the trip should make transportation arrangements for the use of District vehicles or a commercial vehicle. A transportation fee from the students may be required and will be described in the class registration materials or through other notification.
- ✓ The instructor/advisor needs permission to go by submitting a Travel Request to their department. If the travel is out of the country (including Baja California) or out of state and over 500 miles from the college of record, it must have approval from the Board of Trustees. The travel request, after obtaining appropriate approvals and obtain written approval on the form from the area Dean/Administrator, College Vice President of Business, and College President. Will be sent by the College President to the Chancellor's. An approved copy of the Travel Request must accompany the Field Trip request packet when submitted to Student Activities.
- ✓ *If using Private Vehicle – Private Vehicle use Consent Form - The driver of the vehicle must have a valid California driver's license and an insurable driving record acceptable to the District's insurance carrier. In addition, proof of insurance for the private vehicle, with liability insurance limits of \$15,000/\$30,000, is required. Proof of a valid CDL, a DMV printout of the driving record, and insurance must be submitted to the Dean of Student Services prior to the date of the trip. Driving records may not have any moving violations for the previous three (3) years. The private vehicle insurance is the primary carrier.*

#### TRANSPORTATION GUIDELINES

- ✓ ACADEMIC LOCAL FIELD TRIP (within Riverside, Imperial, San Bernardino, Orange, Los Angeles, or San Diego Counties). Academic students only will travel to the field trip location in the same manner in which they travel to the regularly assigned class. (Not pertain to club(s)/organization(s))
- ✓ EXTENDED FIELD TRIP (outside of the six (6) Counties listed). The instructor/administrator/director/club advisor planning the trip should make transportation arrangements for the use of District vehicles or a commercial vehicle. A transportation fee from the students may be required and will be described in the class registration materials or through other notification.
- ✓ Anyone on a field trip into Baja California must have a passport in order to re-enter the U.S.

For more information, please refer to Board Policy #AP 4300 [AVAILABLE HERE](#)

# Field Trips:

- 1. Funded through ASRCC?
- 2. Unit/Program reporting to Dean of Student Life?
- 3. None of the above?

**1. Funded through ASRCC**

All departments will process their own paperwork unless the funding is coming from ASRCC.

Must be a current club with all completed paperwork. Packet must be complete, with all students enrolled in classes and have their fees paid.

Student Activities will process these forms, check for all requirements being met and forward the packet on to be approved by Lisa Webb.

A PDF or hard copy of the approved forms will be sent to the advisor and a file retained in the Student Activities office. The packet **MUST** accompany the advisor on the field trip in case of emergency.

**3. None of the above.**

Unit/Program clerical support will collect and verify all student forms for completeness and required criteria. Including, but not limited to all documentation required for drivers of private vehicles if utilized.

Coversheets and packets must have all fields filled out with Department/Unit Directors' signature, advisor/instructor accompanying the students and grant/budget code identified.

Once all forms are collected the packet is submitted in its entirety to the program/unit Dean directly for signatures. The packet will then be returned to the unit/program clerical staff to be filed in office then scanned and emailed or copied and delivered to the field trip coordinator. The packet **MUST** accompany the field trip coordinator on the trip in electronic or hard copy form.

**2. Unit/Program reporting to Dean of Student Life NOT using ASRCC funds.**

Unit/Program clerical support will collect and verify all student forms for completeness and required criteria. Including, but not limited to all documentation required for drivers of private vehicles if utilized.

Coversheets and packets must have all fields filled out with Department/Unit Directors' signature, advisor/instructor accompanying the students and grant/budget code identified.

Once all forms are collected the packet is submitted in its entirety to Lisa Webb for signatures. The packet will then be returned to the unit/program clerical staff to be filed in office then scanned and emailed or copied and delivered to the field trip coordinator. The packet **MUST** accompany the field trip coordinator on the trip in electronic or hard copy form.

RIVERSIDE COMMUNITY COLLEGE DISTRICT  
**FIELD TRIP REQUEST**

Date of request: \_\_\_\_\_ Approximate number of students: \_\_\_\_\_

Date(s) of field trip: \_\_\_\_\_

Name of course/club: \_\_\_\_\_

Time of departure: \_\_\_\_\_ Estimated time of return: \_\_\_\_\_

Destination: \_\_\_\_\_

Transportation:

- District Sponsored Rental Vehicle
- Private Vehicle
- Other \_\_\_\_\_

Approved Driver(s):

Name \_\_\_\_\_  Student  Employee

Name \_\_\_\_\_  Student  Employee

Name \_\_\_\_\_  Student  Employee

Name \_\_\_\_\_  Student  Employee

\*For Private Vehicles: "Use Consent Form" and all required documents is required for every field trip\*

\*District Driver approval form, only required once\*

Approved  Rejected

_____	_____	_____
Print Name	Signature	Date
Instructor/Advisor Attending the Trip		

Approved  Rejected

_____	_____
Director/Dean/Vice President/President	Date

**\*All students must pay their Student Services fees in order to participate\***

# RCCD Student Excursion Contract

Field trips or excursions are for the purpose of educational, cultural, and social enrichment. Riverside Community College District, the Board of Trustees, College employees or agents and their sureties shall not be held responsible under any circumstances whatsoever by the undersigned, his estate, or heirs for any injury, damage, or loss to the person which the undersigned incurred while on the off-college function.

State of California Educational Code #72640 states: all persons making a field trip or excursion shall be deemed to have waived all claims against the District, or the State of California for injury, accident, illness, or death occurring during or by reason of the field trip or excursion.

It is imperative that all participants observe the regulations set forth by our College and California Education Code.

1. Riverside Community College District and California State Education Code prohibit the consumption of alcoholic beverages during a college function regardless if you are 21 years old or not.
2. The use of an illegal substance is a violation of state law and district regulations.
3. Destruction of any property is a violation of state law and district regulations. Any cost associated with such destruction is the responsibility of those involved.
4. Students are expected to attend all agenda events unless they have a valid excuse that must be pre-approved by advisor, coach, or instructor.
5. California State Education Code and the policies RCCD prohibit possession or use of alcoholic beverages or any illegal substances during the conference, regardless of attendee's age, at any time during the conference, including after formal activities, and all hours of the night and morning while under the supervision of the college. *Prescription medications should be registered when turning in applications for any overnight excursions.*
6. Any violation of the RCCD Board Policies and Student Code of Conduct may result in exclusion from future field trips, excursions, and in severe cases, it may result in suspension or expulsion from the college.

*Your signature on the document indicates that you have read the document, understand its expectations and liability limitations that you are of legal age to sign the waiver, and do so voluntarily.*

Name of Trip/Destination	Departure Date	Returning Date
Print Name (Student)	Date	Signature
Print Name (Witness)	Date	Signature
Print Name (Dean)	Date	Signature

**Riverside Community College District**  
**RELEASE AND WAIVER OF LIABILITY, ASSUMPTION OF RISK AND INDEMNITY**  
**(“AGREEMENT”)**

IN CONSIDERATION, of being permitted to participate in any way in the \_\_\_\_\_  
\_\_\_\_\_(Activity) for myself, my minor child/ward, my  
personal representatives, assigns, heirs, and next of kin:

1. I ACKNOWLEDGE, agree, and represent that I understand the nature of the (Activity) \_\_\_\_\_ and that I am qualified, in good health, and in proper physical condition to participate in such Activity. I further agree and warrant that if at any time, I believe conditions to be unsafe I will immediately discontinue further participation in the activity.
2. I FULLY UNDERSTAND that (a) Activity involves risk and dangers of serious bodily injury, including permanent disability , paralysis, or death (“risk”); (b) these RISKS and dangers may be caused by my own actions, or inactions, the actions or inactions of others participating in the Activity, the condition in which the Activity, or the negligences of the “Releasees” named below; (c) there may be other risks and social and economic losses either not known to me or not readily foreseeable at this time; and I fully accept and assume all such risks and all responsibility for losses, costs, and damages I may incur as a result of participation in the Activity by me.
3. I HEREBY RELEASE, DISCHARGE, AND COVENANT not to sue the Riverside Community College District, its Trustees, officers, employees, agents or volunteers, and of applicable, owners and lessors of the premises on which the activity takes place from all liability, or in part by the negligence of the “Releasees.” I further agree, that if, despite this release and waiver of liability, assumption of risk, and indemnity agreement I, or my minor child/ward, or anyone on my behalf make a claim against any of the “Releasees.” I will indemnify, save, and hold harmless each of the “Releasees” from any litigation expenses, arbitration expenses, medical expenses, attorney fees, loss, liability, damage, or cost which may be incurred as the result of such claim.

I have read this agreement, fully understand its terms, understand that I have given up substantial rights by signing it and have signed it freely and without any inducement or assurance of any nature and intend it to be a complete and unconditional release of all liability to the greatest extent allowed by law and agree that if any portion of this agreement is held to be invalid, the balance, notwithstanding, shall continue in full force and effect.

I, as parent/legal guardian of the minor child listed below, agree to the same terms and conditions of this waiver for my child/ward who will be accompanying me to said activity.

\_\_\_\_\_  
Name of Participant (**Print**)

\_\_\_\_\_  
Name of Child/Ward (**Print**)

\_\_\_\_\_  
Signature of Participant

\_\_\_\_\_  
Signature of Parent/Legal Guardian

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date

## RCCD Emergency Information

Name: \_\_\_\_\_ Student ID #: \_\_\_\_\_  
Email #: \_\_\_\_\_  
Address: \_\_\_\_\_ CELL Phone #: \_\_\_\_\_  
Other Phone #: \_\_\_\_\_  
Date of Birth: \_\_\_\_\_

In Case of an Emergency Contact: Insurance Policy:  
Print Name: \_\_\_\_\_ Name: \_\_\_\_\_  
Relationship: \_\_\_\_\_ Policy #: \_\_\_\_\_  
Phone #: \_\_\_\_\_ Group #: \_\_\_\_\_

Any Known Allergies: \_\_\_\_\_  
Any Medical Condition Requiring Special Needs: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

---

### Medical Consent

In the event of any medical emergency, I grant to the college or any of its representatives on the trip the full authority to take any action deemed necessary to protect my health and safety at my expense, including but not limited to, placing the participant under the care of a doctor or in a hospital at any place for medical examination and/or treatment, or returning the participant to their home city at his or her own expense if such return is deemed necessary after consultation with medical authorities.

**Initial** one of the following statements:

\_\_\_\_\_ I am 18 years of age or older and am the participant. My birth date is \_\_\_\_\_.

\_\_\_\_\_ I am the parent or legal guardian of participant who is under 18 years of age to whom the above statements apply and for whose benefit I am executing this agreement.

I have read this consent and I understand its terms. I execute it voluntarily and with full knowledge of its significance.

---

Signature of Participant or Participant's Parent or Legal Guardian \_\_\_\_\_ Date \_\_\_\_\_

# RCCD Private Vehicle Use Consent Form

It is the philosophy of the Riverside Community College District that students participating in extracurricular activities or mandatory field trips travel to and from the event in district owned vans or district leased vehicles with an advisor accompanying the group. Although not encouraged, there may be extenuating circumstances that warrant exception to this practice. The advisor, coach, or instructor, and dean pending completion of this form must approve exceptions. The form must be filed with the Dean of Student Life at least 3 weeks prior to the event.

I understand that to use my private vehicle for transportation to a Riverside Community College sponsored event, the following shall apply:

1. The club/organization's advisor, coach, or instructor must give prior approval.
2. The consent form must be filed with the Dean of Student Life.
3. The private vehicle's insurance is the primary carrier.
4. The driver must have a valid driver's license and current vehicle registration (copies must be attached to this form).
5. The driver must provide a DMV printout of their driving record and cannot have any moving violations within the last three (3) years.\* Obtain information and forms for a nominal fee at <http://www.dmv.ca.gov/online/dr/welcome.htm?lang=en>
6. The driver must provide proof of:
  - a. Auto liability insurance with minimum limits of \$15,000/\$30,000.
  - b. Comprehensive/collision coverage.
  - c. Medical payments coverage of \$1,000.
  - d. Copies of the insurance policy (not the card) and the above item(s) must be attached to this form.

## Non-District Transportation Notice

An RCCD employee may provide route information, travel times, and assist in organization of caravans to and from the event. It is understood that these are only recommendations and that such recommendations are not mandatory.

*Your signature on this document indicates that you have read the document, understand its expectations and liability limitations, are of legal age to sign the waiver, and do so voluntarily.*

\_\_\_\_\_  
PRINT NAME

\_\_\_\_\_  
Signature of driver

\_\_\_\_\_  
Date

\_\_\_\_\_  
PRINT NAME

\_\_\_\_\_  
Signature of Advisor/Coach/Instructor

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Director/Dean/Vice President/President

\_\_\_\_\_  
Date

***Note: Copies must be attached for this form to be valid.***