ADMINISTRATIVE PROCEDURE

Southwestern Oregon Community College

AP 4300 Field Trips and Excursions

Southwestern Oregon Community College may conduct field trips and excursions in connection with courses of instruction or college-related social, educational, cultural, or athletic activities to and from places in Oregon, or any other state, the District of Columbia, or a foreign country for students.

Field trips and excursions are an integral component of the learning experience at Southwestern Oregon Community College (SWOCC), providing invaluable real-world exposure for students. This procedure provides guidelines for the travel coordination of academic field trips and other excursion travel with students. All field trips and excursions must comply with all Staff Travel requirements as outlined in BP/AP 7400.

This procedure applies to all Southwestern Oregon Community College District locations. This procedure does not cover the following types of activities, programs, or events.

- Internships
- Cooperative Work Experiences
- Apprenticeship Programs
- Service Learning
- Clinical Settings for Allied Health, Nursing, and Paramedicine
- Practicum Setting for Early Childhood Education, Education, and Human Services
- Community Education Courses held completely off campus at a predesignated location not identified above but outlined in the Continuing Education and Workforce Development term specific course catalog or listing.

SWOCC shall, at the discretion of the Vice President of Administrative Services, transport students, instructors, supervisors or other personnel by use of college equipment, contract to provide transportation, or arrange transportation by the use of other equipment.

All persons making a field trip or excursion shall be deemed to have waived all claims against the college for injury, accident, illness, or death occurring during or by reason of the field trip or excursion. All adults taking such trips and all parents or guardians of minor students shall sign a statement waiving such claims.

The Athletic Department conforms with the requirements as outlined in this administrative procedure, however, due to unforeseen variables of athletic team travel, such as injuries, playoff schedules, rain delay/rescheduling, etc., the Athletic Department may have variations in travel coordination, budget approval and reconciliation practices and take additional internal steps for the safety and security of athletes.

General Guidelines for Field Trips and Excursions

1. All mandatory field trips and excursions must be clearly identified as such in the course syllabus or other program documentation at the beginning of the term, with detailed information about date, time, locations, means of transportation, and any fees for which the student is responsible. If an unforeseen educational opportunity (excursion) arises later in the term, the Trip Leader should discuss it as soon as possible with their supervisor to begin coordination. After approval, the Trip Leader should discuss with the class or group involved in the educational opportunity. Note that such an excursion cannot be mandatory of all students.

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2. In the first class of the term or before a student agrees to participate in any other college program or activity, the Trip Leader must discuss with students in appropriate detail any risks associated with the student excursion, expectations for behavior during the excursion and any relevant emergency preparedness information.
3. The Trip Leader must announce that if any student who is enrolled in the class or program may potentially need accommodations, the student should speak as soon as possible with the Director of Accessible Education at: accessibility@socc.edu or 541-888-1578 or Dellwood Hall – Coos Campus Room 7A.
4. If a student excursion is voluntary, then the Trip Leader must explain that the excursion is voluntary and that an alternative is available if the student is unable or unwilling to participate in student excursion.
5. Only students currently enrolled at Southwestern Oregon Community College will be allowed to participate in field trips or excursions unless approved by the Vice President of Administrative Services in writing and in advance. Field trips and excursions must directly benefit Southwestern Oregon Community College.
6. Except with the explicit prior written permission from the Vice President Administrative Services; friends and family of faculty, staff, and students are not eligible to participate in student field trips/excursions. Anyone traveling on a college sponsored trip must be a registered student, SWOCC staff member, or be officially identified as a volunteer with specific duties essential to the trip. Domestic partners, spouses, parents or guardians may be allowed depending upon the length and purpose of the field trip or excursion; such exceptions must be specifically approved in writing by the Vice President of Administrative Services prior to the field trip or excursion.
7. The Administrative Services Office is the Custodian of Records for all field trip and excursion packets. No student paperwork may be kept at the program or department level.
8. The College will take necessary steps to ensure all activities, transportation and lodging that are required as part of mandatory student travel are contracted and paid for by the College for any student who is accompanied by a Service Animal. Assistance/Comfort Animals are not considered Service Animals under the Americans with Disability Act and are not authorized to participate in student travel.
9. The Vice President of Administrative Services, Vice President of Instruction and Student Services, Dean of Athletics, Health and Physical Education, the President or designee has the right to:
    a. cancel a field trip or excursion any time prior to departure or require immediate return for any reason;
    b. send personnel to the location for assistance;
    c. contact local authorities in the location of the group;
    d. or otherwise take action to protect the safety and interests of employees, students, volunteers, and Southwestern Oregon Community College.

    Field trips or excursions may be cancelled for reasons including but not limited to; weather, closure, lack of 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.

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Definitions

Trip Leader: Every athletic coach, co-curricular advisor, extra-curricular advisor, faculty member, instructor, staff member, student club advisor or travel advisor, overseeing approved student field trips or excursions. 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. All Trip Leaders agree to adhere to all applicable SWOCC Board Policies and Administrative Procedures.

Field Trip: a group activity in conjunction with a course, which includes students and employee(s).

Excursion: a group activity or co-curricular activity unrelated to a course, which includes students and employee(s).

Athletic-Sponsored Events: a group activity specifically related to an official College-sponsored sport. Are included in the "Excursion" definition above.

Volunteers: External persons volunteering to chaperone and assist Trip Leaders on field trips or excursions. Domestic partners, spouses, parents, or guardians may volunteer to assist Trip Leaders. Volunteers are required to have background checks conducted. Refer to Human Resources for processing. Volunteers must also provide waivers of liability, medical forms, and agree to abide by all College Board Policies and Administrative Procedures, including driving rules and nonuse of personal vehicles for student transportation.

Approved Field Trip or Excursion: Approved field trips or excursions are defined as an activity or program that is planned by college faculty or staff, is funded by the College either through initial payment or through reimbursement, have been approved by College Administration and that occurs at a location other than the *Coos Bay Campus, the Curry Campus, or that requires an overnight stay*. Please see APP 7075

Mandatory Field Trip or Excursion: Any student excursion that is a required component of an SWOCC class or program and an alternative to participating in the field trip or excursion is not available.

Voluntary Field Trip or Excursion: Any field trip or excursion that is a requested component of an SWOCC class or program and an alternative to participating in the field trip or excursion is available.

Overnight: Any travel that requires an overnight stay.

High Risk Activities: Activities that may expose students to hazards that are significantly greater than those encountered in their everyday lives or activities that offer potentially serious risks of severe injury, major property damage, and/or significant financial loss. High risk activities include activities such as zip-lining, whitewater rafting and extreme sports, and also include activities taking place in isolated areas far from medical resources, and activities at which large crowds and/or protesters are expected. Activities might also be high risk because of environmental hazards. The Trip Leader should identify any known potential hazards related to the trip such as excessive heat, insect borne diseases, wild animals, hazardous plants or terrain in the vicinity, etc.

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Procedures

1. The Trip Leader completes a field trip/excursion authorization request form from the Administrative Services office or download it from the Risk Management section of the Administrative Services Department website. The Administrative Services myLakerlink page contains the necessary forms and guidelines for field trips and excursions.
2. All field trips and excursions require preliminary approval from the appropriate supervisor: Vice President of Instruction and Student Services, Vice President of Administrative Services, or Dean of Athletics, Health and Physical Education at least 30 days in advance of the travel date. Out of state travel requires presidential approval and should be approved well in advance of the travel date. International travel requires presidential approval and should be approved six (6) months in advance of the travel date.
3. Once the appropriate supervisor has approved the field trip or excursion, the authorization/request form must be sent to Administrative Services for approval and final retention. The form should be received a minimum of 14 days before the start of the trip.
4. Multiple field trips or excursions may be submitted with a single travel form for related trips, including season travel for athletic teams.
5. Student excursion/travel may not be paid for, coordinated by, or otherwise managed by SWOCC unless a Trip Leader accompanies any student participant in all stages of the field trip or excursion. If a student chooses to travel on their own without a Trip Leader, that travel must be paid for and coordinated by the student and/or their guardian. Exception may be made by the VP of Administrative Services.
6. Office of Administrative Services will notify the Trip Leader of the status of the request along with any special requirements necessary for the field trip; i.e. additional insurance or waivers.
7. The Trip Leader completes travel requisitions and any travel related forms as required by Business Services. Approval must be granted by the Office of Administrative Services prior to requisition entry with the exception of athletic travel which requires the approval of the Dean of Athletics, Health and Physical Education. All necessary travel forms are located on the Finances tab of myLakerLink.

Required Documents

Prior to departing on the field trip/excursion, the Trip Leader shall submit to Administrative Services a packet including but not limited to the following information:

1. Field Trip/Excursion Authorization Request form; including the physical Address of all locations visited and or used as lodging
2. General Purpose Waiver (Always required)

   Trip Leaders will use the "General Purpose Waiver". The waiver can be found on the Administrative Services Risk Management mylakerlink page. The waiver is to be completed by each participant or the participant's parent/guardian if the participant is under the age of 18.

   For programs that have field trips/excursions on a regular basis, it is acceptable for a student to complete the General-Purpose Waiver at the start of the program; identifying the dates the waiver covers. On

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subsequent field trips/excursions, students must be asked if any information has changed and submit an updated waiver if necessary.

3. Medical Information and Emergency Contact Form (if Applicable)
4. Specific Waivers for High-Risk Activities (If Applicable)
5. Trip Leaders are advised to contact Administrative Services for activities, events or excursions with unusual risk or risk that is considered to be high. In these cases, a specifically tailored release and/or insurance policy may need to be obtained in coordination with the Colleges insurance provider.
6. Signed parental permission forms for all minor participants (If Applicable).

International Travel – Special Considerations

1. All international field trips/excursions require approval from the College President and require additional coordination with the Vice President of Administrative Services. This process is extensive and should be coordinated at least six (6) months in advance of the travel date.
2. The College reserves the right to refuse approval for any international group trip for any reason.
3. Approval for travel to any country or location that poses a significant threat to U.S. Citizens will be declined (See https://travel.state.gov/content/travel/en/traveladvisories/traveladvisories.html/).
4. Preliminary Approval must be granted before any significant planning or itinerary is developed.

Domestic and International Overnight Travel

Where field trips or excursions require overnight accommodations, certain additional requirements apply:

1. For every 15 students, at least one Trip Leader is recommended.
2. Students are not allowed to share a room with a Trip Leader or Volunteer.
3. Students may select their own roommate(s) for the trip unless the Trip Leader assigns rooms. The only conditions are that minor and non-minors cannot share a room.
4. The use of rollaway beds or sleeper sofa's in each room is encouraged. The College strives for no more than one student be assigned to sleep in a bed.
5. All minor students who participate in a field trip/excursion will either be assigned to their own room if they are the only male/female minor on the trip or will share a room with another minor student of the same gender if multiple minor students of the same gender are on the trip.
6. The use of Air B&Bs or private homes for student field trips/excursions is highly discouraged and must be approved by in advance.

Traveling with Minors

1. For the purpose of field trips/excursions, all students under the age of 18 will be considered minors. Prior to the trip, each minor student must inform the Trip Leader they are under the age of 18. The Trip Leader must document on the names of all minor students participating.
2. Under Oregon Law ORS 109.640 Minors who are 15 years or older are able to consent to medical and dental services without parental consent. This includes hospital care, as well as medical, dental, optometric and surgical diagnostic care. This would include services such as:
    - Treatment for illnesses or injuries (colds, sprained ankle);
    - Sports or camp physicals;

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- Dental visits (check-ups, cleanings, fillings);
- X-ray services;

- Emergency room visits;
- Vision care (except for first time contact lens visit); and
- Immunizations.
- Photo/Video release

3. Any minor participating cannot be included in any photography, videoing or other recording for any purposes without a completed and signed Photo Release form that is signed by their parent of guardian.

Transportation Guidelines

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1. As a general matter, affiliated SWOCC employees and volunteers 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. If a Trip Leader does transport students in their own vehicle, the Responsible Parties could be held legally and financially responsible in the event of an accident or other incident. In addition, an employee or volunteer who does provide transportation in their personal vehicle must have at least 2 students or a student and another college employee in the vehicle at all times. Under no circumstances can an employee or volunteer be in a personal vehicle 1 on 1 with a student. Minors will not be transported in a personal vehicle under any circumstances.
2. Any use of College vehicles must follow Administrative Procedure 6530 “Vehicle Use”
3. Utilize college-owned vehicles or approved transportation providers; discourage students from driving themselves. If permitted, obtain signed release forms acknowledging associated risks.
4. The operation of all vehicles whether rented or owned by the College or personal vehicles operated by a college employee in the performance of their duties will comply with all traffic laws in each state in which travel occurs.
5. Only persons approved for the field trip may travel in college provided transportation. It may be necessary to rent a vehicle to transport students. The rented vehicle becomes the college's responsibility; therefore, only SWOCC employees or approved volunteers who have been authorized to drive by the Facilities Department are authorized to drive rental vehicles. A satisfactory driving record as defined in Administrative Procedure 6530 “use of college vehicles” must be on file with the Facilities Department.
6. 15-Passenger Vans: In some instances, a multi-passenger van will be necessary to transport students. It is highly recommended that van capacity not exceed 12 passengers. In the event that a larger van is used, the driver(s) will be asked to complete a safety training session with the Facilities Department prior to departure.
7. In certain instances, it is preferable to schedule an excursion so that it begins upon arrival at the event site and ends when the planned time at the site is over. Students in this case are not the responsibility of the College during travel to and from the field trip/event location and are therefore legally and financially responsible for their own transportation to and from the planned activity.
8. Personal Vehicles should only be used on a voluntary basis. The owners/drivers must provide their own insurance coverage. All student participants choosing to ride in a private automobile do so voluntarily

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and at their own risk. The College does not provide comprehensive or collision (physical damage) insurance for private vehicles driven on college business, and the owner is responsible for primary liability insurance. No SWOCC Trip Leader will assign, suggest or recommend a student to ride in the private vehicles of another student.

Responsibilities of Students and Trip Leaders

1. Students and Trip Leaders
   a) While traveling students, Trip Leader(s), and volunteers 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.
   b) All participants are prohibited from possessing and/or using alcohol or drugs including marijuana while on a field trip or excursion. As a higher education institution and recipient of federal funds, SWOCC has the legal obligation to prohibit marijuana on campus and at college functions, events and excursions.
   c) All participants found in violation of SWOCC policies and procedures related to student conduct, may be sent home at their expense and other appropriate disciplinary action may be enforced.
2. Trip Leader – in addition to the requirements outlined above:
   a) The Trip Leader must have the contact information for all students, and must be available to students (24/7) via phone or in-person at all times for the duration of any field trip/excursion, including travel time. The Trip Leader must be able to be onsite with students within 10 minutes of receiving a phone call or other notification.
   b) The Trip Leader will coordinate emergency response and all communications between and among the college and the relevant persons and organizations on-site.
   c) The Trip Leader must attend all field trip or excursion activities are expected to travel with the student group except in the event of a valid emergency involving the Trip Leader or a student on the trip.
   d) The Trip Leader will ensure students receive medical attention by trained professionals in case of a medical emergency.
   e) The Trip Leader will comply with all SWOCC Policies and Procedures.
   f) Any violations of SWOCC Board Policy or Administrative Procedure must be reported immediately by phone or online reporting forms with additional follow up upon return to campus.

Emergencies and Reporting

1. The Trip Leader shall carry the emergency telephone contact list for SWOCC.
2. Should an emergency arise in the course of a field trip or excursion, the Trip Leader is responsible for contacting 911 (if applicable) then the appropriate campus persons on the emergency contact list as soon as possible.
3. If any of the following incidents occur, the Trip Leader is required to notify the Administrative Services Office

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immediately after the incident occurs via email.

- all injuries or illnesses;
- required hospitalization or medical treatment;
- theft, vandalism, or any other criminal activity;
- emergency response and rescue;
- stress and psychological issues; or
- legal and liability issues that may arise.

4. In the event of a medical emergency, always first dial 9-1-1 and seek emergency assistance. It is highly recommended that one or more of the Trip Leaders be currently certified and trained in first aid and CPR. One or more first aid kits should be carried with the group. No medicine should be carried in the kits. Trip Leaders are prohibited from administering any type of medication to a student except as defined under the Good Samaritan Law.

The Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act

Trip Leaders leading domestic and or international field trips or excursions are considered to be Campus Security Authorities (CSA) under the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act. As such, the CSA's are responsible for reporting in a timely manner any crimes or incidents that may be a crime that they are informed of. Contact the Director of Emergency Management and Campus Safety as soon as possible and report the basics of what took place - who, where and when.

The Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act requires SWOCC to report statistics of certain crimes that occur on property controlled by SWOCC and frequently used by students, which includes facilities used in conjunction with student travel in the following circumstances:

1. Short-Stay "Away" Trips - SWOCC must report crime statistics for student travel "away" trips of more than one overnight. This obligation requires SWOCC to report crime statistics for any facilities or portions thereof that are provided by SWOCC (i.e. rented, leased, etc.) for students to use during the trip. This will generally include hotel rooms, and could include other places such as conference rooms or practice facilities, if provided by SWOCC and used exclusively by SWOCC students.
2. Repeated Use of a Location for Student Overnight Trips - In addition, SWOCC must also report crime statistics for any locations where overnight student travel regularly occurs (i.e. annually), wherein the students stay in the same lodging facility each time. Repeated use of a location is the determining factor, rather than the number of days it is used or whether it is used by the same students. For example, this would apply if a conference were held in the same location each year and students stay there, even if only for one overnight. The repeated use definition is broad and is not college program specific. Because of this the Administrative Services department requires all student travel to be reported.

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