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| <b>Field Trips Procedure</b> | Procedure Number | 2.11P         |
|                              | Effective Date   | June 14, 2013 |

**1.0 PURPOSE**

In accordance with Board of Trustees *Field Trips Policy 2.11*, it is the intent of the College to support the Board’s position of encouraging faculty, staff, administrators, and students in instructional areas to participate in meaningful field trips to enhance their learning beyond the classroom experience. The purpose of this procedure is to articulate the parameters in which field trips are allowed and conducted at LCCC.

**2.0 REVISION HISTORY**

Adopted on: 6/14/13

**3.0 PERSONS AFFECTED**

Faculty, Staff, Administrators, and Students

**4.0 DEFINITIONS**

- A. *Field Trip* – a college-sponsored activity to an off-campus location that enhances the student’s educational experience. Field trips must be directly tied to the content of the course subject matter or to programs, services, or activities supported by the College. Field trips may not exceed a single day in length for purposes of this procedure. Any trip requiring an overnight stay must adhere to the student travel procedure.
- B. *Student* – for purposes of this procedure, any student participating in a sanctioned field trip must be enrolled in the course to which the field trip is associated.

**5.0 PROCEDURES**

- A. Field trips are to be funded through the respective division/department travel budget.
- B. College vehicles should be used to transport participants to and from the location of the activity. These vehicles must be operated by college-approved drivers. When using College vehicles, the field trip should begin and end on campus. If the College does not provide group transportation, the field trip will begin and end at the off-campus field trip location. Individual participants are personally liable for transportation to, from, and during field trips when the College does not provide transportation. The College does not provide insurance and is not responsible for students who make their own travel arrangements to and from an off-campus field trip site.
- C. When field trip activities involve students who are minors, a permission slip is required from their parents/legal guardians to assure parental knowledge of and permission for the activity.
- D. Forms and Receipts
  - 1) Employee travel request forms are to be filed in the division/school office in advance of the planned trip and must be on file prior to departure from campus.
  - 2) A class roster of all participants shall be filed with the appropriate dean’s office prior to departure. The class roster is to include the participating student’s name and the name and

telephone number for an emergency contact. Emergency contact information also should be on file with the Security Office.

- 3) All participants shall have a current, signed [Student Activity and Travel Waiver Agreement](#).


E. General Guidelines

- 1) College faculty and staff should exercise reasonable care to protect and supervise students while they are participating in a field trip conducted by the College. All field trip participants are subject to the College's "General Code of Conduct."
- 2) Plan for and accommodate students with disabilities.
- 3) No alcoholic beverages or illegal chemical substances shall be transported in College or privately owned vehicles that are being used for College-sponsored academic or athletic activities.

F. Authorized Vehicle Drivers

Authorized college vehicle drivers on field trips include faculty, staff, or other approved college employees. All vehicle drivers who transport students on a field trip must possess a valid Wyoming driver's license must have completed the College's van driver training class, and must have a current approved driver form (available on Eagle's Eye) on file in the Office of the Vice President of Administration and Finance.

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| REQUIRED APPROVALS                | NAME/SIGNATURE  | DATE    |
|-----------------------------------|---|---------|
| Originator(s) Name(s)             | Jose Fierro, Academic Affairs Vice President  | 2/26/13 |
| Approval by President's Cabinet   |   | 6/11/13 |
| Ratified by College Council       | Kari Brown-Herbst, Co-chair   | 6/14/13 |
| Approval by President (Signature) |  | 6/14/13 |