

Chapter 4 – Academic Affairs

AP 4350 Student Travel Guidelines

References:

Education Code Section 87706; Title 5 Section 55220; Mt. SAC BP 4300
See also AP 6530 – College Vehicles/Transportation

The College encourages currently enrolled students to participate in competitions, conferences, workshops, meetings, social, educational, and cultural activities in the state of California, or any other state, the District of Columbia, or a foreign country. These guidelines pertain to student travel for activities that are organized and sponsored by the College including travel that is funded by the Associated Students. All students traveling to and from a College-sponsored event must sign a Student Travel Agreement and Medical Release Form, with a copy to be maintained on file with the Public Safety office prior to departure. The original form will be held by the faculty/staff coordinator for the trip, with a copy maintained by Public Safety. Only approved student travel with the required forms will be sanctioned as sponsored by Mt. San Antonio College, even if there is no cost to the College.

Required Approvals

- Board of Trustees – student travel out of the country
- Vice President – student travel past a 150-mile radius of the College or out of state
- Dean – student travel within a 150-mile radius of the College.

Required Forms

All students participating in the travel activity must sign the Student Travel Agreement and Medical Release form available in Division offices or the Student Life office. Any employee who requests a student travel activity must complete the Field Trip Authorization and/or Transportation Request form and obtain the appropriate approvals. The College will maintain and make available all required forms and a manual of field trip procedures in a central and accessible location.

Supervision

Mt. San Antonio College-sanctioned events require supervision by a full- or part-time permanent College employee who will be responsible for ensuring safety precautions and enforcing the Mt. SAC Standards of Conduct. An advisor must accompany students on the travel activity and maintain in their possession a copy of all completed and signed Student Travel Agreement and Medical Release forms until the conclusion of the trip. The supervising Dean, Director, or Vice President will designate a manager

as an emergency contact for each field trip and make available to the advisor a 24-hour contact phone number.

Transportation

Requests for Mt. San Antonio College transportation must be received in the Transportation office at least two weeks prior to the field trip. Only an employee of the College can request the use of a College vehicle. If students are to be used as drivers for College-owned vehicles, they must be at least 18 years of age. For leased or rented vehicles, the age requirements of the agency will be honored. In order for the College to obtain proof of an acceptable driving record from the Department of Motor Vehicles, all drivers must provide a copy of their driver's license to the Transportation office and successfully complete an online defensive driver education course two weeks prior to the release of a Mt. San Antonio College vehicle. Students can provide their own transportation, but they must sign a Student Travel Agreement and a Medical Release form as well as show proof of current auto insurance.

Student Conduct

Students attending a field trip or excursion must follow the behavioral standards specified in the Standards of Behavior for On-Campus and Off-Campus Activities, and a signed copy of this form is required for participation in such events.

Liability

All persons making the 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. All adults taking out-of-state field trips or excursions and all parents or guardians of minor students taking out-of-state field trips or excursions shall sign a statement waiving such claims.

Revised: May 9, 2008

Reviewed: May 14, 2013

Revised: January 8, 2014

Reviewed: June 9, 2015

Reviewed: August 17, 2016