

PENSACOLA STATE COLLEGE
MANUAL OF PROCEDURES

Procedure Title:	Academic Field Trip	<u>Number</u> 541
Related Policy:	Travel – 6Hx20-5.008	<u>Page</u> Page 1 of 4

I. Purpose

To establish procedures for students and faculty to follow for academic field trips, to provide a form for the process of requesting and approving academic field trips and to establish guidelines for a driver to drive a college owned or leased vehicle carrying students.

II. Background

- A. Academic Field trips are defined as formal class excursions, involving or available to all enrolled students, accompanied by an instructor, outside the officially designated classroom or laboratory during regularly scheduled or unscheduled class periods, for the purposes of meeting or enhancing formal course objectives.
- B. This definition does not include activities assigned by an instructor that require a student to individually attend a public or civic event such as a lecture or cultural performance, or visit an institution, such as a zoo or museum, for purposes of critiquing a performance or observing a collection.

III. Categories and Procedures of Academic Field Trips

- A. On Campus – Regular Hours
 - 1. Definition
Field trip events held on a College campus or center, during regularly scheduled class time, but outside the scheduled classroom or laboratory facility. Students may meet at the field trip site by prior arrangement or may proceed to the site after convening at the scheduled classroom.
 - 2. Procedure
 - a. Complete the Field Trip Request Form located at:
<http://piratenet/itech2/academic/curriculum/form/FieldTripRequest.pdf>
If the request involves transportation for a disabled student a three-week lead time is required, otherwise, the form must be completed and submitted one-week in advance of the trip.
 - b. Submit a copy of the completed Field Trip Request Form to the department head for action. The request may be made in hard copy or email, using the Field Trip Request Form.
 - c. A copy of the Field Trip Request Form must be retained in the departmental files.

B. On Campus – Non-Class Time

1. Definition

Field trip events held on a College campus or center, at other than regularly scheduled class time, and outside the scheduled classroom or laboratory. Students may meet at the field trip site by prior arrangement or may proceed to the site after convening at the scheduled classroom.

2. Procedure

1. Complete the Field Trip Request Form located at:

<http://piratenet/itech2/academic/curriculum/form/FieldTripRequest.pdf>

If the request involves transportation for a disabled student a 3-week lead time is required, otherwise, the form must be completed and submitted one-week in advance of the trip.

2. Submit a copy of the completed Field Trip Request Form to the department head for action. The request may be made in hard copy or email, using the Field Trip Request Form.

3. A copy of the Field Trip Request Form must be retained in the departmental files.

4. If a field trip is going to extend beyond regular class hours it is the instructor's responsibility to submit a list of student participants to the Office of Institutional Advancement for publication in the Green and White for purposes of requesting that the specific field trip be considered as excused absence from other classes overlapping the extended time field trip.

C. Off Campus – In-District

1. Definition

Field trip events held off campus at a site within Escambia County or Santa Rosa County, Florida. Students generally meet on campus at an assigned classroom prior to the event, and travel to and from the site as a group.

2. Procedure

a. Complete the Field Trip Request Form located at:

<http://piratenet/itech2/academic/curriculum/form/FieldTripRequest.pdf>

If the request involves transportation for a disabled student a three-week lead time is required, otherwise, the form must be completed and submitted one-week in advance of the trip.

b. Submit form to department head for recommendation to appropriate dean.

c. Field Trip Request Forms submitted to appropriate dean for action.

d. If a field trip is going to extend beyond regular class hours it is the instructor's responsibility to submit a list of student participants to the Office of Institutional Advancement for publication in the Green and White for purposes of requesting that the specific field trip be considered as

excused absence from other classes overlapping the extended time Field Trip.

3. Transportation

- a. For field trips originating at the classroom during or outside of regular class time, students who do not live in the immediate vicinity of the field site shall travel in college provided transportation driven by an approved driver.
- b. Students who live in the immediate vicinity or direction of the field trip, or whose work schedule requires they travel from the field site to work, may travel from campus or home to the field site using a privately owned vehicle, then continue home or to work.
- c. Students who intend to travel in a privately owned vehicle shall complete and submit a Release from Liability Form. These forms will be turned over to the department head before the class leaves campus.

D. Off Campus – Out-of-District

1. Definition

Field trip events held off campus, and outside the boundaries of Escambia County and Santa Rosa County, Florida. All trips outside the state of Florida are included in this category. Students meet at a prearranged college site and travel to the field site as a group.

2. Procedure

- a. Complete the Field Trip Request Form located at:
<http://piratenet/itech2/academic/curriculum/form/FieldTripRequest.pdf>
If the request involves transportation for a disabled student a three- week lead time is required, otherwise, the form must be completed and submitted one-week in advance of the trip.
- b. Submit form to department head for recommendation to appropriate dean.
- c. Field Trip Request Forms submitted to appropriate dean for action.
- d. The department head is responsible for notifying the Vice President, Academic and Student Affairs, via email, prior to the trip.
- e. The instructor is responsible for submitting for approval, a Travel Request Authorization Form via the appropriate chain of authority.

3. Transportation

All students must travel in College-provided transportation driven by an approved driver. The student is responsible for requesting exceptions to this requirement. A written memo from the student with a notarized Release from Liability Form must be submitted to the Vice President, Academic and Student Affairs, to be considered for approval.

IV. Driver Eligibility

- A. College provided transportation will be available for field trips and may be driven by properly qualified College employees, including the instructor, other full-time faculty and staff, and adjunct instructors under current contract.
- B. Drivers may become qualified through various courses, tests or other procedures established by the Maintenance Department.
- C. Drivers of College vehicles carrying students must:
 - 1. Possess a valid State issued driver’s license.
 - 2. Be a minimum of 21 years of age.
 - 3. Be a Pensacola State College employee, part or full-time (student workers not included in this category). Employer’s Assistant employees must be cleared to drive by Employer’s Assistant.
 - 4. Persons driving College vehicles must have their driving record checked by the College Police Department for a history of traffic violations. Records deemed unacceptable will preclude the applicant from driving college vehicles.
 - 5. Drivers of College vehicles or rental passenger vans must successfully complete a driving test in a comparable van or have a Commercial Driver’s License (CDL).

V. Travel Guidelines

- A. If more than one vehicle is utilized, vehicles should travel at a safe distance and maintain visual contact with each other when possible.
- B. Vehicles should be operated in compliance with all motor vehicle laws. This includes traveling at speeds not to exceed the posted limits and slower if conditions so warrant. Vehicles are always to be operated with due caution and circumspection. Drivers should not operate a vehicle if it becomes unsafe.
- C. The Transportation Departments will provide in each vehicle a procedure to follow in case of vehicle breakdown or accident.
- D. College will provide eligible drivers with appropriate communication equipment.

Responsible Official: Vice President, Academic and Student Affairs	
President’s Signature: 	Date: 02/21/2017