

Chapter 4 – Academic Affairs

AP 4350 Student Travel Guidelines

References:

Education Code Section 87706; Title 5 Section 55220; Mt. SAC BP 4300

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 Public Safety Office prior to departure. The original form is held by the faculty/staff coordinator for the trip with a copy maintained by Public Safety. Only approved student travel with the proper documentation 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 past a 500 mile radius of the College or out of the country
- Vice President – student travel past a 150 mile radius of the College, or out of the 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 Classroom-Related 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.

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 Classroom-Related Travel Agreement and Medical Release Forms until the conclusion of the trip. Advisors must be permanent employees of the College and are responsible for student conduct and safety issues during the travel activity.

Transportation

Mt. San Antonio College transportation can be obtained through the Transportation Office. 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 and show proof of a valid California driver's license. 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, the student must provide a copy of their driver's license **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 Classroom-Related Travel Agreement and a Medical Release Form as well as show proof of current auto insurance.

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