I. Purpose:

To provide guidance to faculty or staff planning a field trip for students

II. Procedure:

If a faculty member arranges a field trip for his or her class, field trip proposals and requests for leave will be coordinated through the instructional supervisor and division dean.

If a faculty or College employee arranges a field trip for student organizations or non-classroom-related activity, the field trip proposal and requests for leave will be coordinated through the student activities coordinator and dean, student services.

In order to sponsor a field trip, the faculty or staff must complete the following steps:

A. Complete the Field Trip Proposal form and submit it to the instructional supervisor and dean for approval three weeks prior the proposed trip.

B. Complete, in duplicate, the Leave Request form and request Temporary Duty Leave for the College employee coordinating field trip.

C. If a College-owned vehicle is to be used, the employee must request use three weeks prior to the field trip.

1. If a College-owned vehicle is to be used and the driver is an employee of South Florida State College (SFSC), he/she must be an approved driver on file with the Office of Human Resources.

2. If the driver is not an employee of SFSC, he/she must first submit a Volunteer Service Application through the Office of Human Resources.
When the proposed driver is approved, the driver's license check will be initiated/completed.

D. All students must submit a combined Emergency Contact/Release form to the instructor (sponsor) before the day of the field trip. A listing of all students and copies of the emergency contact/release forms should be submitted to the Office of Safety and Security prior to the field trip. A copy of the form can be obtained from the Office of Safety and Security. If under age 18, a student must sign this form and have the signature of his/her parent or guardian.

E. On the travel departure date of the field trip, a Passenger Listing form should be completed and submitted to the Office of Safety and Security to ensure the College has a true accounting of who is traveling by which means of transportation, in the event an emergency/accident should arise. A copy of the form can be obtained from the Office of Safety and Security.

HISTORY: Last Revised: 12/08/20

Adopted: 8/1/89  
Reviewed: 10/29/04, 10/29/07  
Revised: 10/30/01, 11/10/09, 4/03/12, 12/08/20