

**SOUTH FLORIDA STATE COLLEGE  
ADMINISTRATIVE PROCEDURES**

**PROCEDURE NO. 7031**

**TITLE: FIELD TRIPS**

**BASED ON POLICY: 7.03 SAFETY AND TRAFFIC CONTROL**

**OFFICE OF PRIMARY RESPONSIBILITY: VICE PRESIDENT FOR  
ADMINISTRATIVE SERVICES**

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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