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## 1.0 Field Trips - Campus Based Vehicles

- 1.1 Use of District vehicles assigned each college shall be the responsibility of the president or designee for the purposes of supporting the regularly scheduled educational program of the college. Field trip fees shall not be charged for trips that are required as part of the course as described in the college catalog. Transportation for ski trips which are required as part of the regular instructional program shall be provided by outside commercial transportation companies. Appropriate transportation fees shall be charged to the student based upon existing contracted rental arrangements.
- 1.2 District vehicles may be utilized for activities funded by categorical funds such as EOPS, Vocational Education funds, handicap funds and Children's Center as determined and scheduled by the president or his designee. In addition, community service activities, optional class enrichment field trips and student association and club activities may also utilize district vehicles in accordance with college priorities. When such vehicles are utilized for these program activities, a field trip fee shall be charged per person but not less than the minimum charge indicated in 1.2.1.

1.2.1 <u>Field Trip Fee Schedule</u>	<u>Per Person</u>	<u>Minimum Charge</u>
a. Sacramento, Local Area	\$ 3.00	\$ 9.00
b. Auburn, Placerville, Davis	\$ 5.00	\$ 15.00
c. City of: San Francisco Lake Tahoe Redding Ocean (Bodega Bay, etc.)	\$ 10.00	\$ 30.00

Trips extending beyond the area stated in (c) above shall be charged thirty-five cents (35 cents) per mile, the salary and fringe benefit costs associated with the driver (excluding faculty) and any other associated expenses.

- 1.2.2 If the total fees collected per person are less than the minimum charge indicated, the minimum charge stated above shall be assessed.
- 1.2.3 When district vehicles are used for district activities funded by categorical funds, the program funds shall be directly charged a fee as allowed/provided by such categorical funds in accordance with the fee schedule per 1.2.1.
- 1.2.4 Program funds shall also be directly charged for vehicles used for community service coordinating activities, student association or other club activities in accordance with the fee schedule per 1.2.1.

- 1.3 Transportation for field trips to locations/activities within a radius of 25 miles of the college sponsoring the field trip will not normally be provided. Students will be expected to reach the location individually through their own means.

## 2.0 Field Trips - District Bus Transportation

- 2.1 Bus transportation will be provided without charging a field trip fee for trips in support of regular instructional/athletic programs and courses and other programs if the following conditions are met.
- 2.1.1 If regular programs and courses included in the college catalogs/schedules, and
- 2.1.2 The field trip is included in the approved course outline as an integral part of the instructional activity, and
- 2.1.3 Is required of all students to successfully complete the course,
- 2.2 On the basis of bus availability after needs are met per 2.1 above, bus transportation will be provided for class enrichment trips, categorically funded programs or community service classes or activities in accordance with the fee schedule per 2.2.1.

When District buses are utilized for field trips in these programs, a field trip fee will be charged to students/persons or shall be charged directly to the program funds as follows:

2.2.1	<b><u>Field Trip Bus Fee Schedule</u></b> <b><u>Person Charge</u></b>	<b><u>Per Person</u></b>	<b><u>Minimum Charge</u></b>
	<b>a.</b> Sacramento, Local Area	\$ 3.00	\$ 45.00
	<b>b.</b> Auburn, Placerville, Davis	\$ 5.00	\$ 75.00
	<b>c.</b> City of:: San Francisco Lake Tahoe Redding Ocean (Bodega Bay, etc.)	\$10.00	\$150.00
	<b>d.</b> Trips extending beyond area stated in (c) and extending over 15 hours shall be charged on the basis of \$1.20 per mile, salary and fringe benefit costs associated with the driver's salary (other than faculty) and any other		

- 2.2.2 Trips scheduled in advance and in accordance with established scheduling processes and priorities, including bus and driver availability.

2.3 Transportation for field trips to locations/activities within a radius of 25 miles of the college sponsoring the field trip will not normally be provided. Students will be expected to reach the location individually through their own means.

### 3.0 Refund Policy

3.1 There shall be no refunds of field trip fees unless the activity is cancelled by the college.

3.2 If less than fifteen (15) students sign up and pay for a bus field trip, the trip may also be cancelled. Fees paid would be refunded if such activity is cancelled. The appropriate administrator must approve bus trips conducted with less than fifteen (15) students.

3.3 If the total fees per field trip collected is greater than the minimum charge listed in 2.2.1 (a-c) above or fully covers all costs as determined by 2.2.1 (d), the trip may still remain scheduled as determined by the appropriate administrator.

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LRCCD

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