



AP 4300 Field Trips and Excursions

References:

None

This procedure applies to all the Rogue Community College District locations.

Guidelines for Student Excursions

All mandatory student excursions must be clearly identified as such in the course syllabus or other program documentation at the beginning of the term, with detailed information about date, time, locations, means of transportation, and any fees for which the student is responsible. If an unforeseen educational opportunity (student excursions) arises later in the term, as soon as possible the Responsible Party should discuss it with the class and or program. In that case, such an excursion cannot be mandatory of all students.

In the first class of the term or before a student agrees to participate in any other college program or activity, the Responsible Party must discuss with students in appropriate detail any risks associated with the student excursion, expectations for behavior during the excursion and any relevant emergency preparedness information.

The Responsible Party must announce that if any student who is enrolled in the class or program may potentially need accommodations, the student should speak as soon as possible with the Access and Disability Resources office at:

AccessOffice@rogucecc.edu:

Redwood Campus
Building W
541-956-7337

Riverside Campus/Table Rock
RVC SSC/Building B/TRC Bldg A
541-956-7337

If a student excursion is voluntary, then the Responsible Party must explain that the excursion is voluntary and that an alternative is available if a student is unable or unwilling to participate in student excursion.

Only students currently enrolled at Rogue Community College will be allowed to participate in student excursions unless approved by the Director of Risk Management and the respective RCC Vice President in writing and in advance. Student excursion must directly benefit Rogue Community College.

Except with the explicit prior written permission from the Vice President of Student Affairs or Vice President of Academic Affairs and the Director of Risk Management, friends and family of faculty, staff, and students are not eligible to participate in student excursions.

Definitions

- Approved student excursions are defined as an activity or program that is planned by college faculty or staff, is funded by the College either through initial payment or through reimbursement, have been approved by College Administration and that occurs at a location not listed below or that requires an overnight stay:

Riverside Campus

202 S Riverside Ave Medford, OR 97501
227 E 9th St Medford, OR 97501
130 E 8th St Medford, OR 97501
117 S Central Ave Medford, OR 97501
101 S Bartlett St Medford, OR
205 S Central Ave Medford, OR 97501

Table Rock Campus

7800 Pacific Ave White City OR 97503
7731 Pacific Ave White City, OR 97503
7932 Pacific Ave White City, OR 97503

Redwood Campus

3345 Redwood Hwy Grants Pass, OR 97527

Kerby Campus

24353 Redwood Hwy Kerby, OR 97531

US Cellular Fields (Athletes and Athletic Department Staff Only)

300 Lowry Lane, Medford OR, 97501

The Courthouse (Athletes and Athletic Department Staff Only)

709 N. Phoenix Road, Medford OR, 97501

- Mandatory is defined as any student excursion that is a required component of an RCC class or program and an alternative to participating in the student excursion is not available.
- Voluntary is defined as any student excursion that is a requested component of an RCC class or program and an alternative to participating in the student excursion is available.
- Overnight excursion is defined as any travel that requires an overnight stay.
- High Risk Activities are activities that may expose students to hazards that are significantly greater than those encountered in their everyday lives or activities that offer potentially serious risks of severe injury, major property damage, and/or

significant financial loss. High risk activities include activities such as ziplining, whitewater rafting and extreme sports, and also include activities taking place in isolated areas far from medical resources, and activities at which large crowds and/or protesters are expected. Activities might also be high risk because of environmental hazards. The Responsible Party should identify any known potential hazards related to the trip such as excessive heat, insect borne diseases, wild animals, hazardous plants or terrain in the vicinity, etc.

- A Responsible Party is every athletic coach, co-curricular advisor, extra-curricular advisor, faculty member, instructor, staff member, student club advisor or travel advisor, overseeing approved student excursions.

This procedure does not cover the following types of activities, programs or events.

- Internships
- Drivers Ed Program
- Cooperative Work Experiences
- Apprenticeship Programs
- Service Learning
- Clinical Settings for Allied Health, Massage Therapy and Nursing
- Practicum Setting for Human Services
- Community Education Courses held completely off campus at a predesignated location not identified above but outlined in the Continuing Education and Workforce Development term specific course catalog.

The Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act

Responsible Parties leading domestic and or international excursion are considered to be Campus Security Authorities (CSA) under the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act. As such, the CSA's are responsible for reporting in a timely manner any crimes or an incident that may be a crime that was told to them. Contact the Director of Risk Management as soon as possible. Get the basics of what took place – who, where and when.

The Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act requires RCC to report statistics of certain crimes that occur on property controlled by RCC and frequently used by students, which includes facilities used in conjunction with student travel in the following circumstances:

- Short-Stay "Away" Trips - RCC must report crime statistics for student travel "away" trips of more than one overnight. This obligation requires RCC to report crime statistics for any facilities or portions thereof that are provided by RCC (i.e. rented, leased, etc.) for students to use during the trip. This will generally include hotel rooms, and could include other places such as conference rooms or practice facilities, if provided by RCC and used exclusively by RCC students.

- Repeated Use of a Location for Student Overnight Trips - In addition, RCC must also report crime statistics for any locations where overnight student travel regularly occurs (i.e. annually), wherein the students stay in the same lodging facility each time. Repeated use of a location is the determining factor, rather than the number of days it is used or whether it is used by the same students. For example, this would apply if a conference were held in the same location each year and students stay there, even if only for one overnight. The repeated use definition is broad and is not college program specific. Because of this the RCC Risk Management Department requires all student travel to be reported.

Custodian of Records

The Risk Management Office is the Custodian of Records for all student excursion documentation. No later than 5 business days after the excursion has been completed, all paperwork, originals and copies, must be submitted to the Risk Management Office for documentation retention and privacy security. No student excursion paperwork may be kept at the program or department level.

Process

The Responsible Party will obtain a student excursion information packet from the Risk Management Office or download it from the Risk Management website. The packet will contain the necessary forms and guidelines for excursions by student groups.

All requests for approval of excursions involving student must be submitted to the appropriate Dean or Director at least 30 days in advance of the travel date.

Once the Dean or Director has approved the excursion, the entire student excursion packet must be sent to Risk Management for approval and final retention. The entire packet must be received by the Risk Management Department a minimum of 14 days before the start of the student excursion.

Student excursion/travel will not be paid for, coordinated by, or otherwise managed by RCC unless a Responsible Party accompanies any student participant in all stages of the excursion including travel. If a student chooses to or is required to travel on their own without a Responsible Party, that travel must be paid for and coordinated by the Student and/or their guardian. Exception may be made by the VP of Student Affairs.

Required Documents (**All Documents Required PreTrip**)

Detailed itinerary including but not limited to the following information:



- Physical Address of all locations visited and or used as lodging including the expected check in date and time and check out date and time for the lodging facility.
- Original excursion departure location, date and time
- Original excursion return location, date and time
- Student Excursion Authorization Request Form
- General Purpose Waiver **(Always required)**
- Medical Information and Emergency Contact Form **(Always required)**
- Specific Waivers for High Risk Activities **(If Applicable)**
- Photo of each student participant

Responsibilities

Students and Responsible Parties

All student excursion participants will comply with all RCC policies and procedures related to student conduct.

All student excursion participants are prohibited from possessing and/or using alcohol or drugs including marijuana while on a field trip or excursion... As a higher education institution and recipient of federal funds, RCC has the legal obligation to prohibit marijuana on campus and at college functions, events and excursions.

All student excursion participants found in violation of RCC policies and procedures related to student conduct, may be sent home from the RCC excursion at the student's expense and other appropriate disciplinary action may be enforced.

Responsible Party

In addition to the requirements outlined above:

The Responsible Party must have the contact information for all students, and must be available to students (24/7) via phone or in-person at all times for the duration of any excursion, including travel. The Responsible Party must be able to be onsite with students within 10 minutes of receiving a phone call or other notification.

The Responsible Party will coordinate emergency response and all communications between and among the college and the relevant persons and organizations on-site.

The Responsible Party must attend all off-campus activities, meetings, conferences, etc. and are expected to travel with the student group except in the event of a valid emergency involving the Responsible Party or a student on the trip.



The Responsible Party will ensure students receive medical attention by trained professionals in case of a medical emergency.

The Responsible Party will comply with all RCC Policies and Procedures.

Traveling with Minors

For the purpose of student excursions, all students under the age of 18 will be considered minors. Prior to the excursion, each minor student must inform the Responsible Party he or she is under the age of 18. The Responsible Party must document on the Student Excursion Packet the names of all minor students attending the excursion.

Consent to Medical Care

Under Oregon Law ORS 109.640 Minors who are 15 years or older are able to consent to medical and dental services without parental consent. This includes hospital care, as well as medical, dental, optometric and surgical diagnostic care. This would include services such as:

- Treatment for illnesses or injuries (colds, sprained ankle);
- Sports or camp physicals;
- Dental visits (check-ups, cleanings, fillings);
- X-ray services;
- Emergency room visits;
- Vision care (except for first time contact lens visit); and
- Immunizations.
- Photo/Video release

Any minor participating in a student excursion cannot be included in any photography, videoing or other recording for any purposes without a completed and signed Consent Form for the Use of Image of Minor.

Emergency Contacts and Medical Information

Every student participating in an excursion must complete an Emergency Contacts and Medical Information Form for each excursion. The Responsible Party must keep a copy of every student's Emergency Contacts and Medical Information Form in their possession throughout the duration of each excursion. This documentation will be properly secured and reasonably safeguarded against loss. A copy of every student's Emergency Contacts and Medical Information Form must be on file with the Director of Risk Management prior to departure. For programs that have excursions on a regular basis, it is acceptable for a student to complete the Emergency Contacts and Medical Information Form at the start of the program and then have the Student submit a copy of the form for each excursion. On subsequent excursions, students must be asked if any



information has changed and must be required to submit updated information if appropriate before the excursion.

Waivers

Responsible Parties will use the "Release and Indemnification Agreement" prepared by the RCC Risk Management Department. This agreement can be found on the RCC Risk Management website. This agreement is to be completed by the Responsible Party and signed by each participant or the participant's parent/guardian if the participant is under the age of 18. This agreement may not be modified in any way without the prior written approval of the RCC Risk Management Department. For programs that have excursions on a regular basis, it is acceptable for a student to complete the Release and Indemnification Agreement Form at the start of the program and then have the Student submit a copy of the form for each excursion. On subsequent excursions, students must be asked if any information has changed and must be required to submit updated information if appropriate before the excursion

Responsible Parties are advised to contact RCC Risk Management for activities, events or excursions with unusual risk or risk that is considered to be high. In these cases, a specifically tailored release and indemnification agreement may need to be created in coordination with the Colleges insurance provider.

Excursion and Participants' Information Form

Every Responsible Party overseeing a student excursion must complete an Excursion and Participants' Information Form for each excursion. The Responsible Party must keep a copy of each Excursion and Participants' Information Form in their possession throughout the duration of each excursion. A copy of each Excursion and Participants' Information Form must be on file with the Director of Risk Management prior to departure.

Required Background Checks

All Rogue Community College employees and volunteers who are in the role of a Responsible Party must have an approved criminal background check on file with the RCC HR Department. The results of the criminal background check must be received prior to participation in the excursion. It can take several weeks to complete a criminal background check process, so it is important to begin the process as early as possible.

Incident Reporting

If any of the following incidents occur during a student excursion, the Responsible Party is required to notify the Director of Risk Management immediately after the incident occurs via email.

- all injuries or illnesses;

- required hospitalization or medical treatment;
- theft, vandalism, or any other criminal activity;
- emergency response and rescue;
- stress and psychological issues; or
- legal and liability issues that may arise.

Medical

It is each participant's responsibility to check with a medical doctor to see if they have any medical or physical conditions which might create a risk to themselves or to others who would depend on them during the excursion. These conditions may include, but are not limited to, the following: physical or medical conditions; medication or drugs you may be taking; dietary restrictions; allergies etc. Each participant should discuss any potential problems with the Responsible Party prior to any excursion and document any conditions on the Emergency Contacts and Medical Information Form.

The RCC Responsible Party for the trip shall communicate to the participants that the College does not provide medical insurance for any student's participation in the excursion. All student participants shall be responsible for any medical costs they incur during and/or as a result of the excursion. There may be exceptions for Student Athletics. Please contact the Director of Athletics for further information.

The Medical Information and Emergency Contact Form will be used by Responsible Parties who are coordinating the excursion as a way to ensure that important medical information is on hand in the event of an emergency. The forms must be retained in the Risk Management office 3 years from the date of the excursion for all participants who are age 18 and older and must be retained indefinitely for minors (those under age 18).

Rogue Community College maintains workers' compensation insurance for claims by employees arising from a work-related injury or sickness. This coverage applies to on-campus activities as well as when an employee is traveling on Rogue Community College business. Emergency situations, including those incidents occurring out of the local area, should be directed to the appropriate medical facility immediately or by calling 911 and reported to the Rogue Community College Risk Management Departments as soon as possible. Workers' compensation may cover necessary medical expenses for the work-related injury.

First Aid/CPR. In the event of a medical emergency, always first dial 9-1-1 and seek emergency assistance. It is highly recommended that one or more of the Responsible Parties be currently certified and trained in first aid and CPR. One or more first aid kits should be carried with the group. No medicine should be carried in the kits. Responsible Parties are prohibited from administering any type of medication to a student except as defined under the Good Samaritan Law.



Lodging

Students will not share a room with the Responsible Party.

Students will select their own roommate(s) for the trip. The only conditions are that minor and non-minors cannot share a room.

The use of rollaway beds in each room is encouraged, but under no exception will more than one student be assigned to sleep in a bed.

All minor students who participate in student excursion will either be assigned to their own room if they are the only male/female minor on the trip or will share a room with another minor student of the same gender if multiple minor students of the same gender are on the trip.

Use of Air B&B's – The use of Air B&Bs or private homes for student excursion is highly discouraged and must be approved by Risk Management in advance of any student excursion.

Service Animals and Comfort Animals

The College will take any and all steps necessary to ensure all activities, transportation and lodging that are required as part of mandatory or voluntary student travel are contracted and paid for by the College for any student who is accompanied by a Service Animal. Students who have a Service Animal as the result of a disability are not required to be registered with Access and Disability Resources office .

Assistance/Comfort Animals are not considered Service Animals under the Americans with Disability Act and are not authorized to participate in student travel.

Insurance

Auto Insurance – The College provides auto insurance coverage for College owned and rented vehicles. The College does not provide auto insurance coverage for personal vehicles. Only College employees or approved college volunteers are allowed to drive College owned or rented vehicles.

Vehicles

The operation of all vehicles whether rented or owned by the College or personal vehicles operated by a College employee in the performance of their duties will comply with Colleges Safe Driver Program.

Rental

It may be necessary to use departmental travel funds to rent a vehicle to transport students. The rented vehicle becomes the college's responsibility; therefore, only RCC employees or approved volunteers who have been authorized to drive by the RCC Human Resources and RCC Risk Management Departments are authorized to drive rental vehicles. RCC employees are required to familiarize themselves with the vehicle prior to operating the vehicle or transporting students. A satisfactory driving record as defined in the College Safe Driver Program must be on file with the RCC Risk Management Department. If an employee or approved volunteer has recently been authorized to drive for the College and the employee or volunteers expects to drive a vehicle within 30 days of being authorized to drive, the employee or volunteer may be asked by the RCC Risk Management Department to obtain a motor vehicle record check from the Oregon DMV prior to being authorized to drive.

15-Passenger Vans: In some instances, the rental vehicle may need to be a multi-passenger van. It is highly recommended that van capacity not exceed 12 passengers. In the event that a larger van is used, the driver(s) will be asked to verify that they have read and understand additional safety measures involved in the operation of a high occupancy vehicle and have completed the required training under Safe Colleges.

Personal

In most instances, it is preferable to schedule the excursion so that it begins upon arrival at the event site and ends when the planned time at the site is over. In this manner, students are legally and financially responsible for their own transportation to and from the planned activity. Students in this case are not the responsibility of the College during travel to and from the field trip/event location. While it is not recommended that students transport other students to/from the activity, students who choose to transport themselves and others should be certain they have a valid drivers' license and adequate and applicable personal automobile liability coverage in force. No RCC Responsible Party will assign, suggest or recommend a student to ride in the private vehicles of another student.

Responsible Parties are highly discouraged from transporting students to/from an activity in their personal vehicle. If a Responsible Parties does transport students in their own vehicle, the Responsible Parties could be held legally and financially responsible in the event of an accident or other incident. In addition, an employee who does provide transportation in their personal vehicle must have at least 2 students or a student and another college employee in the vehicle at all times. Under no circumstances can an employee be in a personal vehicle 1 on 1 with a student. Minors will not be transported in a personal vehicle under any circumstances.

Personal Vehicles should only be used on a voluntary basis. The owners/drivers must provide their own insurance coverage. All student participants choosing to ride in a



private automobile do so voluntarily and at their own risk. The College shall not insure or accept liability for any damage, loss or injury resulting from the use of a private vehicle. The College does not provide comprehensive or collision (physical damage) insurance for private vehicles driven on College business, and the owner is responsible for primary liability insurance. The College does carry non-owner excess liability coverage to protect the College and employee in the event of a suit resulting from an automobile accident in which an employee was driving on College business.

College Owned

With adequate notice, an RCC vehicle may be available for excursion. Only RCC employees or approved volunteers are authorized to drive college-owned vehicles. RCC employees and volunteers are required to familiarize themselves with the vehicle prior to operating the vehicle or transporting students. A satisfactory driving record must also be on file with the Risk Management Office prior to any travel.

Training Requirements

The organizing department should also allow for additional time if an RCC employee and/or student-employee will be driving a college-owned, leased or rented motor vehicle, including a twelve (12) passenger van. The additional time is necessary to process the motor vehicle record check of the employee's driving record and complete the Colleges Defensive Driving Awareness online course.

Disability Accommodations

Any student who participates in student excursions and who needs to request an accommodation is encouraged to contact the Rogue Community College Access and Disability Resources office at AccessOffice@roquecc.edu in advance of any excursion. The Access and Disability Resources office requires two weeks of advanced notice to coordinate and implement accommodations for excursions and field trips. The Access and Disability Resources office can help coordinate student accommodations related to participation, transportation and or lodging if applicable.

International travel

All international student excursions require approval from the President of RCC and also requires additional coordination with the Director of Risk Management. This process is extensive and should be coordinated at least 6 months in advance of the travel date.



Rescinds Procedure Number: None

Approved: March 11, 2021