INSTRUCTOR FIELD TRIP REQUEST FORM

INSTRUCTIONS: Submit completed form to Division Dean no later than two weeks prior to departure date. A confirmation copy will be returned to the instructor. Field trip will not be allowed without the Division Dean’s prior approval.

Please check one of the following:
☐ District will provide transportation  ☐ Students will provide their own transportation

NOTE:
1) If students provide their own transportation, field trip will begin and end at the designated field trip site.
2) If District provides transportation, field trip will begin and end at the Ohlone campus.
3) If District provides transportation, the driver must be approved to drive vehicles registered to the Ohlone Community College District. Please fill out the Driver Authorization Form.
4) If the driver is permitted to drive vehicles registered to the Ohlone Community College District, submit a request to use a District Vehicle.
5) Information regarding Driver Authorization can be found on the Ohlone Webpage.

Instructor: _______________________________ Course: _____________________________ Section: _____
Semester: Fall 20__ Spring 20__ Summer 20__ Days: M T W TH F Sa Su Time: _____________
Day/Time of Departure: _______________ Day/Time of Return: _______________ Inclusive Hours: _____
Destination Address: ______________________________________ City: _________________ State: ______
Meeting place at Designated site:
_______________________________________________________________________________________
Venue Contact Name and Phone number: ____________________________ Estimated No. to attend: _____
Purpose of trip:
________________________________________________________________________________________
________________________________________________________________________________________

Is this trip in lieu of regular class meeting? Yes___ No ___
Is this trip on a College non-academic day/holiday? Yes___ No____
Is this trip required, optional and/or counted toward extra credit? Required ____Optional____ Extra Credit____

Interpreting and Accommodation Request:
1. Does your student(s) need an accommodation for this field trip?
   1a. Yes ____ (Please move to next question #2.)
   1b. No _____ (Please skip question #2 and move to Regulations for Instructional Field Trips below to read and sign your name. Then, submit to your Division Dean.)

2. If yes, did you request accommodation for your student(s) for this trip?
   2a. Yes___
   2b. Is your request confirmed?
i. ____Yes, please move to Regulations for Instructional Field Trips below to read and sign your name. Then, submit to your Division Dean.

ii. ____No, please contact Interpreting and Accommodation Dept. to confirm.

2c. No____ (Please make a request with the Interpreting and Accommodation Services Dept. at least 1 week prior to the field trip and get confirmation from the Interpreting and Accommodation Services Dept. that your request has been received. To contact the Interpreting and Accommodation Services Director, Kelly Wilmeth, email: KWilmeth@Ohlone.edu or call (510) 659-6271.

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**REGULATIONS FOR INSTRUCTIONAL FIELD TRIPS**

Since field trips are an integral part of instructional programs, College regulations (AP 4300 Field Trips and Excursions- Administrative Procedures, Chapter 4 Academic Affairs Reference: Title 5, Section 55220) should be observed throughout the field trip:

1. Field trip request must be submitted to the Division Dean two weeks prior to departure date.

2. Complete student field trip form with signatures must be in the hand of the instructor prior to departure.

   Students to fill out the Students Field Trip Form.

3. Please indicate if interpreting and/or an accommodation will be required.

4. No field trips should be taken prior to the close of the late registration period.

5. It is the responsibility of the instructor to be present during the entire field trip.

6. If the field trip includes an overnight stay, the instructor should attach a list of all participants with their addresses, phone numbers, and place of contact (phone number).

7. After the field trip, please give Student Field Trip forms to Division Dean’s office to be filed.

8. Care should be taken by the instructor to make it clear that the College’s responsibilities will begin at the designated field trip site and that students are on their own to and from the site (if not using a District vehicle):
   a. Student passengers should not be assigned to specific cars.
   b. Students passengers should arrange for their own transportation.
   c. Students drivers shall not be compensated (for use of vehicle or gas).

I HAVE READ AND AGREE TO FOLLOW THE REGULATIONS PRINTED ABOVE.

________________________  _______________________________ ____________________
Instructor’s Name (Print)   Instructor’s Signature   Date

____ Approved  ____ Not Approved

________________________  _______________________________ ____________________
Division Dean’s Name (Print)   Division Dean’s Signature   Date