

Field Trip Transportation Policy

Academic Affairs, 3/19/10

Many faculty members include off-campus experiential activity (service-learning, field, trips, etc.) in their courses and require all students in the class to attend.

Faculty members who require students to participate as a group in class-related off-campus experiential activity should arrange and offer college-funded transportation. At the discretion of the instructor, individual students may be permitted to use their own transportation to and from the experiential activity site. In this case, the college will not pay for reimbursement for personal transportation, nor does it assume any liability when students travel on their own.

Normally, the cost of the college-sponsored transportation will be borne by the student travel budget within the academic department. Should this not be possible, transportation costs may be paid by assessing all students in the class a transportation fee at the beginning of the semester. Faculty should contact the college controller for information about options for charging a transportation fee.