



**POLICY: 6Hx28:4-13**

**Responsible Executive:**  
Vice President, Student Affairs

**Policy Contacts:**

**Specific Authority:** 1001.64, F.S.  
**Law Implemented:** 11001.64, F.S.

**Effective Date:** 11-18-1992

**Last Date of Policy Review:**  
11-18-1992

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## Field Trips

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### Policy Statement:

The president or designee shall develop procedures to ensure careful planning, adequate safety precautions, and maximum educational value for all trips.

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### Procedures:

- I. Trips away from campus must be approved one week in advance by the appropriate Campus Provost or designee. Such trips must be under the direct supervision of a member of the faculty of the College.
  - II. Faculty or staff are not authorized to transport students in their personal vehicles. If students are to be transported by the College, they must be either transported by commercial carriers or by college vehicles in accordance with the provisions of Policy 6Hx28:05-05 Vehicle Use for College Business.
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### Related Documents/Policies:

Policy 6Hx28:04-28 - College Vehicles

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### Policy History:

Adopted 12-11-74; Amended 12-15-82; Amended 11-18-92; Formerly 6Hx28:5-07; Formerly 6Hx28:05-10

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**Procedure  
History:**

Adopted 12-15-82; Amended 11-18-92; Formerly 6Hx28:05-10

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**Last Date of Procedure Review:** 11-18-1992