

AMERICAN RIVER COLLEGE

Field Trips / Student Club Travel Guidelines

1. All travels must meet college travel guidelines.
2. A travel authorization must be completed and approved by management. One travel authorization for the faculty member/advisor with a list of students attending. The faculty member/advisor must also be present at the activity/meeting.
3. Traveling is best in District vehicles/bus with the faculty member/advisor with the students to supervise, because the condition of the vehicles is known and all drivers must be approved through the DMV program.
4. Each student must complete the [GS89 – Assumption of Risk Waiver](#). Instructions are [here](#).
5. If the field trip is local and district vehicles are not going to be used, communication to students should be, *“we are all going to meet at Location X at 9:00 a.m., please coordinate your own travel.”*
6. The faculty/advisor person should not coordinate the travel – meaning *“you two drive with John”*. The students are to work travel out themselves. Students using personal transportation must complete the [GS89 – Assumption of Risk Waiver](#) .