

Norco College Van Reservation Guide

Through the generous donation of the Associated Students of Norco College, our campus has acquired a total of six vans available for official Norco College use. The vehicles can be reserved through 25Live on a first come, first serve basis. However, preference is given first to student travel before general departmental usage.

Note: Please read through and follow instructions in their entirety to reserve vans at least 3 business days in advance.

RESERVE VANS:

1. Get approval for trip through "Field Trip Request" Form from appropriate supervisor/dean.

Please note best practices:

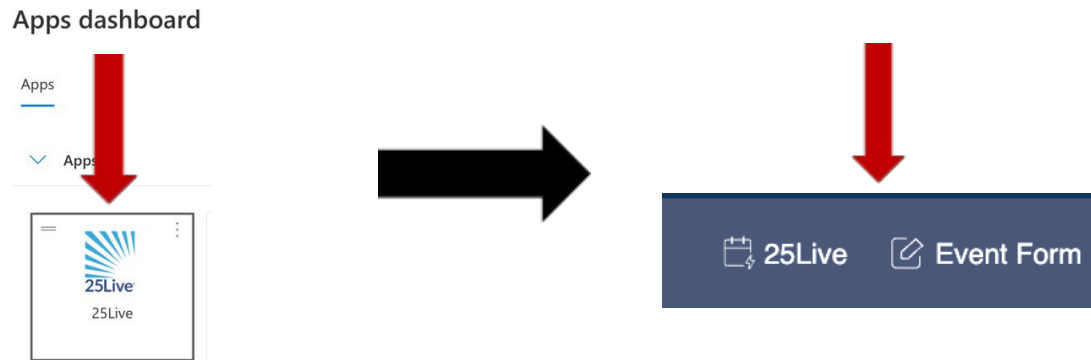
For ASNC/Club Trips: Emergency Information Form, RCCD Student Excursion Contract, and Release and Waiver of Liability form (s) should be taken on travel and then should be kept on file (Hard Copy or Electronic) in the Student Activities office.

For Academic Field Trips: Emergency Information Form, RCCD Student Excursion Contract, and Release and Waiver of Liability form (s) should be taken on travel and then should be kept on file (Hard Copy or Electronic) in the Dean of Instruction's office.

2. Make sure all planned drivers are district approved authorized drivers. (If not authorized, please fill out appropriate documents and send to RCCD DMV @ sylvia.valentines@rccd.edu. This can take anywhere from 24 hours – 10 days for approval once submitted)

Note: Van Requests will not be approved unless an Authorized Driver is listed in the 25Live event description section and then verified.

3. Reserve vans on 25 Live.



4. Enter Required Information:

- Event Name: Dept/Program Name: Purpose of Trip.
- Event Type: Please select **one** from the drop-down menu:
 - OSL/ASNC/Club/Athletics Van Request (Field Trip/travel for students and Student Life programs)
 - Non-Student Van Request (Travel for Norco College faculty/staff only- no students)
 - Academic Van Request (Field Trip related to an academic course- students and faculty)
- Event Description: Please put detailed information of travel here (trip location/address) along with the name(s) of all district approved Authorized Driver(s) for the trip.
- Event Date and time: Please request accurate start and end time for your group needs, including packing, travel time, and unpacking.
- Location Name: Please select "Van 1, Van 2, Van 3..." (Only available vans will be shown)
 - Note: if no van selection is shown, all six vans have been previously reserved.
 - Note: No modifications of any kind can be made to the vans.
- Attached Files/Upload:
 - Signed RCCD Field Trip Request Form (required for all Field Trips- ASNC/Club/Athletics/Academic)
 - Concur Travel Request Approval (required for all non-student travel; required for student travel only if trip is 50 miles or more)
- Save/Submit.

5. Submitting a reservation does not mean approval of van availability. Please wait to get confirmation email from 25 Live system stating "CONFIRMED".

Cancellation: If your event is cancelled, please be sure to delete your event on 25Live to allow for others to reserve the vehicle.

Changes to Reservation: If you need to make any changes to your reservation (i.e. date, time, passenger/cargo needs), please be sure to modify your reservation on 25Live. The system will notify you if these modifications can't be made. Please note - changes are not confirmed until approved by Facilities.

PICK UP VANS/KEYS:

1. Email confirmation with reservation and key pick-up details will be sent by Facilities Office.
2. Key(s) can be picked up from the Operations Center by appointment only- contact Sheri Cologgi x7089.
3. After hours- please reach out via email to Sheri.cologgi@norcocollege.edu to make alternative arrangements.
4. Return key(s) Operations Center.
5. All vans have designated parking spots located in front of Campus Safety & Police.
6. Facilities Office retrieves keys, inspects the van, and records the return mileage.
7. Please leave any associated paperwork on the front seat, such as the "Driver's Vehicle Incident Report" which can be found in the glove box of each van as needed.

REFUELING VANS:

Student Travel:

- All drivers will be responsible for refueling van(s).
- Driver(s) will need to pick up Chevron Card from Operations Center upon return and gas van(s).
- If van is returned after hours, Chevron Card will need to be picked up first thing the following morning from Facilities (excluding weekends).
- All van(s) must be filled up upon return to ensure all upcoming reservations are fulfilled.

- Driver(s) must return van key and Chevron Card after trip to Operations Center.
- Gas receipts should be scanned and email to marianne.stefanous@norcocolleg.edu.
- ASNC department will get signatures via Adobe Sign for Report of Purchase fuel form.

Non-Student Travel:

- All drivers will be responsible for returning the van with a full tank.
- Department is responsible for cost of fuel.
- Requestor must submit Travel Request for gas expenses via Concur.
- Funds will be loaded to requestors Bank of America Card for fuel.
- Please note: to use the college Chevron Gas card (in case funds were not loaded to BofA card):
 - A Chevron PO needs to exist in Galaxy.
 - Approval from Director of Business Services is required to pick up chevron gas card from cashier's office.

DRIVER AND SAFETY INFORMATION

- All drivers must be pre-approved through the district's Risk Management Office by submitting the proper paperwork to be covered under the district's insurance policy prior to reserving a vehicle. A valid California Driver's License and a good driving record are required.
- For your safety, insurance documents, vehicle registration, and Vehicle Incident Report forms are located in the glove compartment of each vehicle.
- California law requires the use of safety seat belts at all times by driver and passengers when the vehicles are in use.
- Please email sheri.cologgi@norcocolleg.edu if personal vehicles will be left overnight. Please include the number of vehicles. These vehicles should be parked in Lot A, near the college police station.

CLEANLINESS

We expect the vehicles to be returned in the same condition they were found. With that said, we appreciate every effort you make to keep our vehicles clean for the next users. Please explain this to your passengers as well. Before returning a vehicle, please clean all spills and empty all trash. As a reminder, there is no smoking, nor pets allowed, in any of the campus vehicles.

Thank you in advance for your cooperation with keeping these vehicles clean.