

## COLLEGE TRANSPORTATION GUIDELINES

**FORMS:** Available in division offices and the office of College Administrative Services at MJC.

### TRAVEL REQUESTS FORM

- Required in advance for all staff travel out of district using either a school vehicle or personal vehicle. Allow 2 weeks for processing, 4-6 weeks if pre-pay is needed.

### FIELD TRIP REQUEST FORM

- Required in advance for **ALL** class field trips. All organized Field trips must utilize college transportation for the trip. Names of all participants going on the trip must be submitted to the Facilities/Events office and/or District Transportation office prior to leaving on the trip. If students request to drive their own vehicle on a field trip, they need to sign a release form. That form can be obtained from the College Administrative Services Office and is signed by the Presidents Office. Students **are not allowed to transport other students on trips in their own vehicle**. Allow 2 weeks for processing. (3 weeks if requesting a bus).

### NON-INSTRUCTIONAL STUDENT TRIP FORM

- Required for **ALL** trips that involve students but is not a class field trip. All organized student club trips must utilize college transportation for the trip. If students request to drive their own vehicle on the trip, they need to sign a release form. That form can be obtained from the College Administrative Services Office and is signed by the Presidents office. Students **are not allowed to transport other students on trips in their own vehicle**. In addition to this form a P.O. is needed from MJC Business Services for **ALL student club related trips**. Allow 2 weeks for processing.

### CLASS MEETING AT AN OFF SITE LOCATION

- If an Instructor is going to meet their class at an off campus site, **during their regular assigned class time**, they may tell their students to meet them at the site as long as it is within the District boundaries. **Faculty and staff are not permitted to transport students in their personal vehicles**. No forms are required but Division Dean approval is required.

### **COLLEGE VEHICLES: Please call Facilities/Events Office to reserve (Ext. 6020)**

- **Sedans** (seating for 5, this includes the driver)
- **Minivans** (seating for 8, this includes the driver)
- **11 passenger vans**, this includes the driver. \*(Class B License with a passenger endorsement required to drive this van. For training and information on license requirements please call Jim Codoni, at ext. 6578).
- **Buses** ( For Reservations call Jim Codoni at ext. 6578)

**REQUIREMENTS FOR DRIVERS** (Please submit the following information to the Facilities/Events Office, East Campus at MJC or the YCCD Transportation Office on West Campus).

**License and form requirements**

- Sedan or small van  
- Copy of a valid California driver's license. (New employees must also submit a current DMV printout), along with an Employee Pull notice form on file.
- 11 passenger vans  
-Copy of a valid California driver's license which must show a class B with a passenger endorsement, along with an Employee Pull notice form on file.
- Personal Vehicle  
- Copy of a valid California driver's license along with a Authorization to Use Privately Owned Vehicles on District Business form (to be renewed annually).

**PROCEDURE:**

**RESERVATIONS** Call Facilities/Events Office (ext. 6020) to schedule the use of a college vehicle.

**KEYS** Pick up keys in Facilities/Events Office, Morris 110 (East Campus) or the YCCD Transportation office/yard (West Campus).  
Driver clearance and the appropriate travel forms must be processed with proper signatures before keys are issued.

*Note:* If you have a very early departure, keys may be picked up the day before the trip, but the vehicle must remain on campus until the departure time/date shown on travel paperwork. For weekend travel, please pick up keys on Friday. Vehicles are not allowed to be taken home.

**VEHICLE  
LOCATIONS**

The vehicles are located both on the MJC East Campus and the West Campus YCCD Transportation yard. When picking up keys, please inquire at that time where your vehicle is located. You may leave your personal vehicle parked in the same parking spot as the vehicle you are taking. If your trip is for multiple days please contact YCCD Security to let them know that your personal vehicle will be parked for an extended time on campus.

**VEHICLE  
RETURN**

Return vehicles to location where they were picked up at.  
Please leave gas tank at least half full. (Re-fueling facilities are located on both campuses).  
Clean inside of vehicle. **Please do not leave your trash in the vehicles.**  
Drop keys, mileage report, credit card and receipts into key drop box (drop boxes are located at both Campus')