

## **Appendix**

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**Document:** Draft of Frequently Asked Questions Regarding Travel

**Used:** to be considered for the Facilities Service/Risk Management additional page off the Napa Valley College Web Site.

### **Reserving the College Van**

#### **Who can drive the van?**

Must be an employee of Napa Valley College. Must provide current DMV record to Facilities Service/Risk Management Office. DMV record can be attained by visiting the DMV office for a \$5.00 fee that is reimbursed by the Risk Management office.

#### **How many vans are available?**

There are 4 vans.

#### **How do I reserve a van?**

3 vans are reserve through the P.E. Department. Phone: (707) 253-3222. The 4<sup>th</sup> van is available through Disabled Students Programs and Services (DSPS). Phone: (707) 253-3085.

#### **Where do I pick the van up?**

Visit the Facilities Service/Risk Management office between 8am and 4:30pm. Building, 4000 to pick up the van keys, gate key, and gas card.

#### **When driving the van, who pays for the gas?**

Facilities Service/Risk Management Office

#### **Where do I return the van?**

Return to Facilities Service/Risk Management office location. Keys maybe put in the drop box if it is after hours.

#### **Do I have to return the van with a full tank of gas?**

Yes, you are given a gas card to use to fill up the van. If you did not receive a gas card, you will be reimbursed. Out of consideration, we ask everyone to return the van with a full tank of gas due to the number of reservations the van experiences.

#### **Do I have to clean the van before returning it?**

Yes, please have your students pick up any trash, soda cans, and sweep out the dirt before leaving the van.

#### **How many people can ride in the van?**

11 + the drive for a total of 12.

#### **Can students drive the van?**

No, students are not allowed to drive the college vans.

**What paperwork do I need to drive the van?**

For sure, the driver must have a current DMV record on file in the Facilities Service/Risk Management Office.

**Can I drive high school students in the college van?**

Yes, with parent permission. The transportation activity must be coordinated and approved by a Napa Valley College Department, Division or Organization.

**What if I have a student who rides in the van to the destination but has a ride back with their family member or friend, is there a special form they need to sign?**

Yes, it is the Non-District Volunteer Transportation Notice.

**What do I do if the van breaks down?**

The college provides free cell phone use located in the van in case of emergencies.

**What do I do if the van is in a car accident?**

Inside the glove box of each van is an insurance instruction pamphlet that provides registration and insurance. If it is a minor accident you would share car insurance information. If it is a major accident, first check to see if all passengers are safe, and then call 911. If possible contact your immediate supervisor.

**What do I do if the van is stolen?**

Call the police to report the vehicle has been stolen. Call your supervisor to make arrangements to bring everyone back to the college.

**How far can the van travel?**

Travel according to the approved itinerary. You are strongly advised to follow the itinerary.

**Renting a car or van from an outside vendor example: Enterprise, Budget**

**When renting a car or van must I accept the extra insurance?**

Yes. The college will take care of the extra cost.

**Is there a main rental place the college rents cars or vans from?**

Yes, the college rents from Enterprise and Budget. The college mainly uses Enterprise as the main agency and Budget when the former does not have available vehicles.

**Is there a college discount when renting a car or van?**

Yes, they offer the college the commercial rate at both places.

**Do students still need to field out field trips forms when they are riding in a rental van or car?**

Yes, they need to complete the District Transportation Notice.

**Who holds on the completed field trip forms?**

Return them to the department who oversees the coordinator of the field trip. It is important that the documents are filed on campus and not carried with you on the trip.

**Classroom Field Trips****What are the rules or recommendations for car pooling?**

If there is no district transportation provided, have your students complete the Non-District Transportation Notice. After you have collected the form, let your students know where, when and what time to meet at the appointed location. Driving in caravanning is not recommended.

**Can I use the college van for a classroom field trip?**

Yes. Please make sure you have an updated DMV driving record on file in the Facilities Service /Risk Management office.

**Can I require classroom field trips as part of the syllabus?**

Yes, if you provide transportation.

**Is there a special field trip form for students who are under the age of 18?**

Yes, the Non-District Transportation Notice also provides a section for parent signature for students under the age of 18. For Pre-college programs, there are specific forms they use for traveling with students under the age of 18.

**Student Service Programs or Athletic Field Trips****Do students still need to complete field trips even if they are riding in a rental bus?**

Yes, they must complete the Non-District Transportation Notice.

**Do students still need to complete field trips forms even if they are carpooling to the event?**

Yes, they need to complete the Non-District Transportation Notice.

**Is there a special field trip form for students who are under the age of 18?**

No, the Non-District Transportation Notice covers both. Students traveling with the Pre-college programs must complete program forms.

**Overnight Student Conferences or Workshops****How do I order plane tickets for a conference or workshop?**

Order them through "Napa Travel Agent Thompson Creekside Travel". They will book the ticket and send an invoice to the Business Office before they are officially confirmed. Make sure you state that you are from the college and what budget code you want the plane tickets charged to. Phone: (707) 255-8511. Staff and faculty are encouraged to order refundable plane tickets

**Can students travel by themselves to a conference or workshop that is out of the state of CA?**

Yes. Students must fill out all the appropriate travel forms as staff does such as the Travel Request form.

**Where can I pick up a Travel Request form?**

They are stored next to the mail room in the McPherson Administration building (1300).

**Who needs to sign the travel request form?**

Both the supervisor and budget manager must sign the form.

**Is there money available to send students to overnight conferences or workshops?**

Yes, there is money available through Diversity Task Force, Associated Student Body and Staff Development. Often, programs and departments are given conference budgets that can be spent for sending students to conferences or workshops.

**Are staff and faculty required to attend student conferences or workshops with students or can students travel alone?**

No, staff and faculty are not required to be present at student conferences or workshops that do not require an advisor. Students can travel alone if they are over the age of 18.

**When must there be a staff or faculty required to attend a student conference or workshop with students?**

When the conference itself requires having a staff or faculty present with the students.

**When attending the conference or workshop with a student, who do I contact if a student becomes very sick or hurts him/herself?**

First phone the listed emergency contact information gathered prior to attending the overnight trip. It is important to make copies of emergency contact information and carry a copy with you when traveling and leave the original back at the college.

**Who do I contact if I lose a student while at a conference or workshop?**

Prearrange to have a meeting location and have everyone's cell phone number in case someone becomes separated from the group. If you do lose a student, contact your supervisor for recommended instructions.

**Who do I contact if there is a death of a student while attending a conference or workshop?**

First contact your immediate supervisor to coordinate who will contact the appropriate parties.

## Paperwork

**What field trip paperwork do students need to complete to ride in the van?**

**What field trip forms do students need to complete to attend an overnight conference or workshop?**

**If students are flying, are there special field trip forms students need to complete?**

**If students are riding in a rented bus, what field trip forms do they complete?**

**Is there a general napa valley college student code of conduct students must follow when attending an over night conference?**

**What paperwork do I need to complete to coordinate a field trip?**

**What field trip forms do I need to complete to organize a classroom field trip?**

Visit the Office of Instruction for field trip packet and instructions. Your activity will need to be approved by the Vice President of Instruction.

**What do I do with the forms after they have been completed?**

Return them to the Office of Instruction. They will hold on to them.

**What do I do with the forms after they have been completed?**

Return them to the department who oversees the coordinator of the field trip. It is important that the documents are filed on campus and not carried with you on the trip.

**Can students complete one field trip form for multiple trips?**

Yes, if you are part of a class. No, if you are part of a program with individual field trips.