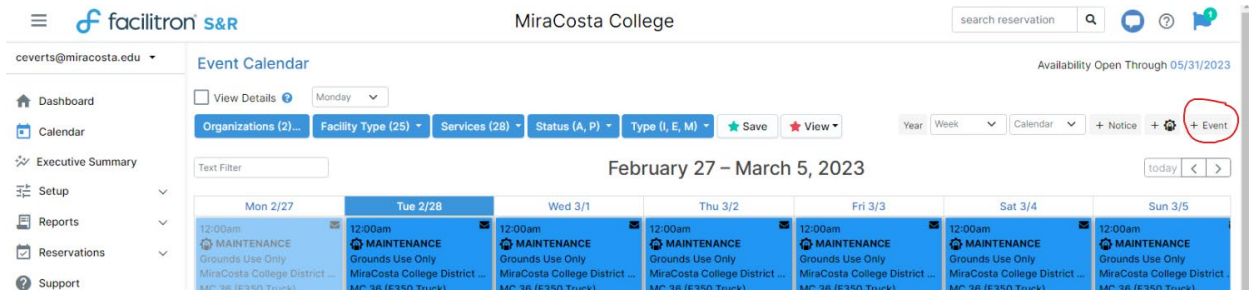




In the right corner, you will set a button that says **“+Event”**, click to make a reservation. Please note, you will need to check the calendar to see which vehicles are available for the dates/times you need before making a reservation.



Once you click **“+Event”**, a box will pop up to be filled out:

- Schedule Name: Enter Driver Name
- Enter Description/Link Here: Enter City where you are going
- Activity name: Enter Event Name
- Number of attend: Enter number of passengers
- Enter comments here: You can leave blank or enter any additional comments
- Enter setup instructions here: Leave blank
- Organization: Choose MiraCosta College District Vehicles (Must do this in order to populate the vehicles)
- User/Renter: Leave as is “MiraCosta College”
- Search Facility: Choose which campus you are reserving a vehicle from. PLEASE NOTE: click the arrow next to the campus, NOT check the box. If you check the box, all vehicles will be chosen.

- Once you click the arrow next to the campus, all vehicles for that campus will populate. Choose vehicle or vehicles that you want.
- Date & Time: Here you have several options.
  - Date: Enter the correct date for your reservation. Note this auto populates, so please make sure it is the date you want.
  - Start Time & End Time: Enter the start and end times you need your vehicle for.
    - Please ONLY enter the exact times you will have a vehicle. Do not check out for all day if you only need it in the afternoon.
  - Multiple days: Just check the box next to “Multiple Dates” and fill out the information
    - “Frequency” drop down arrow gives you options to choose a weekly set-up, bi-weekly, or pick my dates. Choose which one applies.

Create Schedule
✕

Schedule Name  
 Carrie Everts

Description  
 SAN

Activity Name  
 SDUHSD College & Career Night Meeting

Attendees  
 2

Enter comments here...

Enter setup instructions here...

Select facilities below

Organization  
 MiraCosta College District Vehicles

User/Renter  
 MiraCosta College

Search facility

➔

CLC

⬇

Oceanside

Limo Cart

MC 22 (Sedan)

MC 23 (Sedan)

MC 25 (SUV)

MC 26 (SUV)

MC 27 (Van)

MC 28 (Van)

MC 29 (Van)

MC 30 (Van)

MC 31 (Van)

MC 32 (Van)

MC 33 (F250 Truck...)

MC 35 (F150 Truck...)

MC 36 (F350 Truck...)

MC 37 (Hi-Cube)

MC 42 (SUV)

**Date & Time**

**Multiple Dates**

Date  
 03/14/2023

Start Time  
 12:00 PM

End Time  
 3:00 PM

Add to Schedule



Once you click, **“Proceed”** your reservation will populate as pending on the calendar. Facilities will receive notice of your reservation and confirm it.

In Facilitron, you can see your reservation by double clicking it on the calendar, choose “more details” and you will be taken to your reservation. You can go in cancel and/or update your reservation when needed. Also, if Facilities has questions, we can communicate with you via the “internal comments” on your reservation. You can do the same with us.

### **HOW TO PICK UP YOUR RESERVED VEHICLE FROM FACILITIES:**

Pick up your keys and sign out the vehicle on the check-out log in Facilities (B4200). We recommend you pick up your keys the day before, especially if you have an early morning start.

Most vehicles are parked in Parking Lot 4C at the Oceanside campus. A few are kept in the Facilities yard. On the keys is a fob. The fob will give you access to the Facilities gate if you pick-up or return after hours. Each vehicle also contains a gate clicker to give you access to the Facilities gate when returning. **DO NOT REMOVE GATE OPENERS FROM VEHICLES.**

After you have returned the District vehicle, please drop the keys off in the mail slot on side of B4200, Facilities Office.

***CLC:** If you are picking up from CLC, please check out and return with the Facilities office. Van MC 38 is parking in the parking lot behind Building 300.*

***SAN:** If you are picking up from SAN, please see Becky Kessab to check out and return keys. Truck MC 34 is parked in the Facilities Yard, Bldg 700.*

### **ADDITIONAL INFO:**

- All overnight trips require a travel authorization to be attached to the request.
- Vehicles cannot be checked out more than two consecutive nights unless special permission from the Facilities Director has been granted.
- Gas cards are located in each district vehicle in a black book in the glove compartment. All receipts should be turned into Facilities Office.
- Insurance and what to do if in an accident are located in the glove compartment of each district vehicle.
- **Toll Roads/Express Lanes** – if you choose to use these, you are responsible to pay for the fees including any penalties. Facilities does not cover these costs.
- Utility carts are only available if Facilities personnel is not using them or scheduled to use them.