



Facilities Services Transportation Request Guidelines



1. Only staff, faculty, students, and official visitors of Rio Hondo College are allowed in college vehicles. Visitors must be approved by the President or designee.
2. Gasoline credit cards are provided for long distance trips only. All gas receipts must be turned in to the garage. Only gasoline, oil, and emergency repairs can be purchased on the credit cards. Gasoline credit cards are for district vehicles only.
3. If involved in an accident, an Unusual Occurrence Report must be filed immediately upon your return in the Facilities Services Office or if during non-working hours, the Security Office. An emergency contact card is maintained in the glove box of each vehicle. A card will be provided for rental vehicles.
4. No more than **TWELVE** people, including the driver, may ride in any van owned, leased, rented or operated by the College. Passengers must sit in seats that are in front of the rear axle. If there are five or less passengers, we will issue a sedan.
5. The number of passengers may not exceed the number of working seats belts. All passengers must be properly seated with seat belts fastened any time the van is in motion. **Drivers are responsible for enforcing this requirement.**
6. Roof racks may not be used under any circumstance. Luggage/cargo carried inside a van should be packed as close to the floor as possible and may not be stacked above the level of the seat backs. Avoid excessive loading behind the rear axle of the van.
7. Vans are more likely to rollover because the passenger weight raises the vehicle's center of gravity and causes it to shift rearward. **Thus, van speed must be reduced BELOW the speed limit posted for all turns.**
8. **All drivers of college vehicles are required to abide by all traffic laws including posted speed limits.**