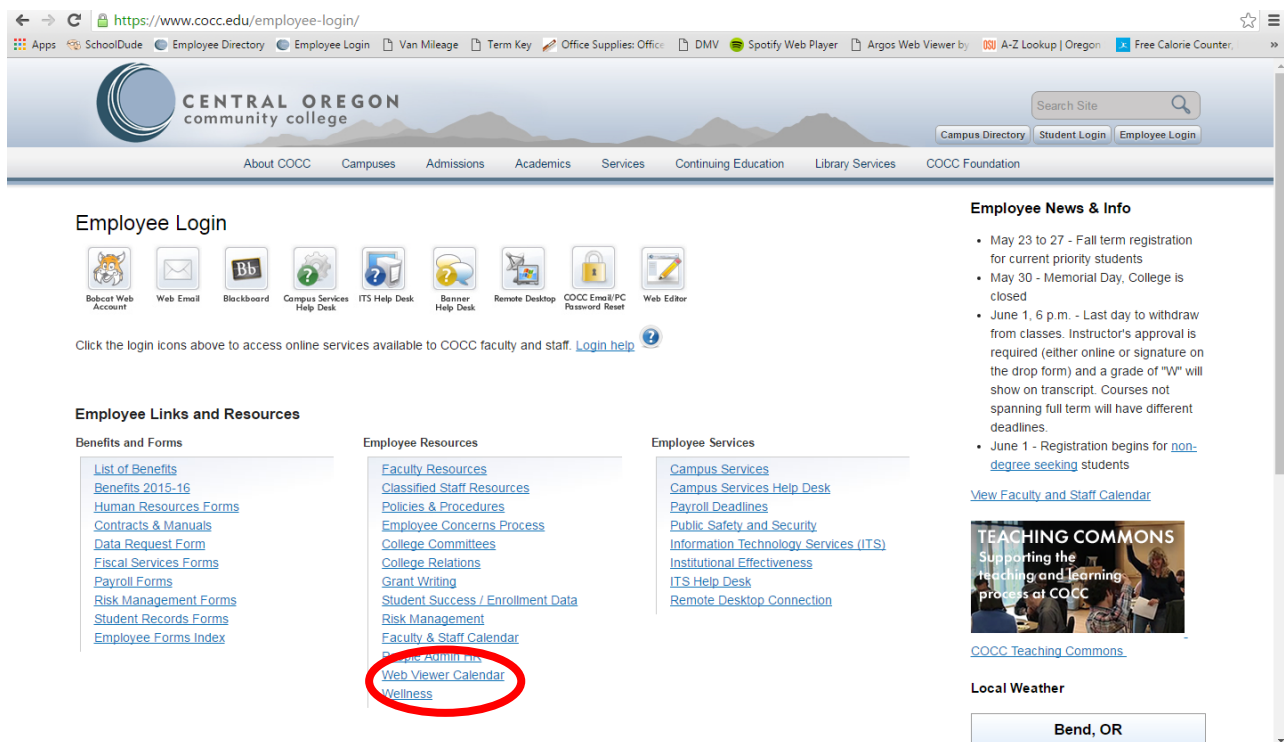


All drivers must have current COCC Driving Approvals. Fleet vehicles cannot be released without current COCC Driving approvals. Applications must be submitted at least 14 days in advance before date requested. If you have any questions, please call Campus Services at 541-383-7775. Reservations are only accepted for the current term and the following term. Reservations open up approximately 4 weeks before the start of term. Administrative Assistants and others will be notified by e-mail when reservations open up.

**Step 1:** Go to the Employee Login screen

**Step 2:** Click on the Web Viewer Calendar



**Employee Login**

Click the login icons above to access online services available to COCC faculty and staff. [Login help](#)

**Employee Links and Resources**

**Benefits and Forms**

- List of Benefits
- Benefits 2015-16
- Human Resources Forms
- Contracts & Manuals
- Data Request Form
- Fiscal Services Forms
- Payroll Forms
- Risk Management Forms
- Student Records Forms
- Employee Forms Index

**Employee Resources**

- Faculty Resources
- Classified Staff Resources
- Policies & Procedures
- Employee Concerns Process
- College Committees
- College Relations
- Grant Writing
- Student Success / Enrollment Data
- Risk Management
- Faculty & Staff Calendar
- People Admin Tools
- Web Viewer Calendar**
- Wellness

**Employee Services**

- Campus Services
- Campus Services Help Desk
- Payroll Deadlines
- Public Safety and Security
- Information Technology Services (ITS)
- Institutional Effectiveness
- ITS Help Desk
- Remote Desktop Connection

**Employee News & Info**

- May 23 to 27 - Fall term registration for current priority students
- May 30 - Memorial Day, College is closed
- June 1, 6 p.m. - Last day to withdraw from classes. Instructor's approval is required (either online or signature on the drop form) and a grade of "W" will show on transcript. Courses not spanning full term will have different deadlines.
- June 1 - Registration begins for non-degree seeking students

[View Faculty and Staff Calendar](#)

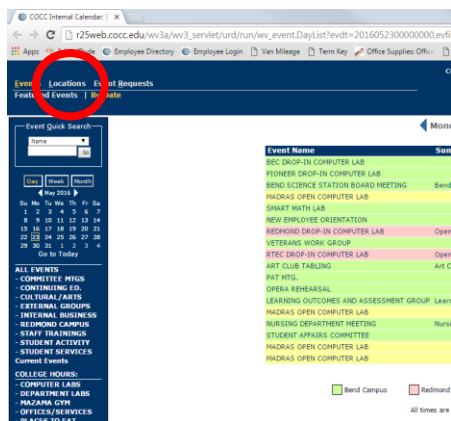
**TEACHING COMMONS**  
Supporting the teaching and learning process at COCC

[COCC Teaching Commons](#)

**Local Weather**

Bend, OR

**Step 3:** Click on Location



COCC Internal Calendar

Event Name Location

**Event Name**

Event Name	Location
SEC DROP-IN COMPUTER LAB	Bend
PROSEK DROP-IN COMPUTER LAB	Bend
BEND SCIENCE STATION BOARD MEETING	Bend
MADRAS OPEN COMPUTER LAB	Bend
SMART MATH LAB	Bend
NEW EMPLOYEE ORIENTATION	Bend
REDMOND DROP-IN COMPUTER LAB	Open
VETERANS WORK GROUP	Open
RTCC DROP-IN COMPUTER LAB	Open
ART CLUB TAILING	ART C
PAT MTG.	
OPERA REHEARSAL	
LEARNING OUTCOMES AND ASSESSMENT GROUP	Learn
MADRAS OPEN COMPUTER LAB	
NURSING DEPARTMENT MEETING	Nursi
STUDENT AFFAIRS COMMITTEE	
MADRAS OPEN COMPUTER LAB	
MADRAS OPEN COMPUTER LAB	

**Legend:**

- Bend Campus
- Redmond

All times are in Pacific Time

**Step 4: Click on Vehicle Reservation**

The screenshot shows the COCC Internal Calendar interface. The main content area displays a grid for 'Auditoriums' on Monday, July 18, 2016. The grid has columns for time slots from 7:00 to 11:00. Rows list various auditoriums: SEC 0155, OCH 0129, OCH 0200, OCH 0204, PCA 0000, and PIO 0201. Each row has a small blue icon in the 7:00 slot. A legend below the grid states 'All times are local for the Pacific timezone.' On the left sidebar, under the 'Filters' section, the 'Vehicle Reservations' link is circled in red.

**Step 5: Click on the calendar Date**

The screenshot shows the COCC Internal Calendar interface for 'Vehicle Reservations' on Tuesday, June 14, 2016. The main content area displays a grid with columns for time slots from 7:00 to 11:00. Rows list various vehicles: #30 S-P, #09 12-P, #15 15-P, #23 BOX VAN, #29 12-P, #37 12-P, #38 12-P, and #41 S-P. Each row has a small blue icon in the 7:00 slot. A legend below the grid states 'All times are local for the Pacific timezone.' On the left sidebar, under the 'Filters' section, the 'Vehicle Reservations' link is circled in red. A red arrow points from the 'Vehicle Reservations' link to the date '14' in the calendar. Another red arrow points from the 'Vehicle# Capacity Vehicle Information' header to the first row of the grid.

**Step 6: Click on the cell of an available vehicle with the start time you want to pick up the vehicle.**

You will then be redirected to this form:

Please fill in as many details as possible. Required fields are labeled like **this**.

**Event Name:**   
**Event Title:**   
**Event Type:** (Unspecified)   
**Sponsoring Organization:** (Unspecified)   
**Expected Head Count:**

**Event Date:** July 18 2016  
**Start:** 10:00 AM  
**End:** 11:00 AM

**Repeat:**  
 None  
 Ad Hoc  
May 23 2016 Add  
 Daily  
Repeat Every: 1 Day(s)  
 Until: May 23 2016  
 For: 1 Repetition(s)  
 Weekly  
Repeat Every: 1 Week(s)  
On:  
 Monday  Tuesday  Wednesday  Thursday  Friday  
 Saturday  Sunday

**Step 7:** In this initial section you will be putting in your information:

Please fill in as many details as possible. Required fields are labeled like **this**.

**Event Name:**   
**Event Title:**   
**Event Type:** (Unspecified)   
**Sponsoring Organization:** (Unspecified)   
**Expected Head Count:**

- **Event name:** Class name
- **Event Title:** Instructors Name/ Drivers Name
- **Event Type:** Vehicle Usage
- **Sponsoring Organization:** Department
- **Expected Head Count:** Total students in class you will be transporting (even if you need two vehicles please put total number of students, the scheduler will separate later)

**Example:**

Please fill in as many details as possible.

**Event Name:** BA 352  
**Event Title:** Christin Sands  
**Event Type:** VEHICLE USAGE  
**Sponsoring Organization:** SCIENCE DEPARTMENT  
**Expected Head Count:** 24

**Step 8:** Enter in the scheduled dates and length of your trips:

**Event Date:** July ▼ 18 ▼ 2016 ▼  
**Start:** 10 ▼ : 00 ▼ AM ▼  
**End:** 11 ▼ : 00 ▼ AM ▼

- Event date:** Confirm this is the starting date
- Start:** The time you want to pick up the Vehicle
- End Time:** When you will be dropping the vehicle off

**Step 9:** Under **Repeat** you will determine the length of our trip(s).

Choose the following:

- None – 1 time trip
- Ad hoc – Multiple times but different days or overnight
- Daily – Overnight trip
- Weekly – Term usage

**None:** select this option if you are only going one day, one trip.

**Event Date:** July ▼ 18 ▼ 2016 ▼  
**Start:** 10 ▼ : 00 ▼ AM ▼  
**End:** 11 ▼ : 00 ▼ AM ▼

**Repeat:**

None  
 Ad Hoc

May ▼ 23 ▼ 2016 ▼ Add

**Ad Hoc:** Same class and trip but different days (Find the date you want and press add, you can add multiple days, this can be useful for term reservations or 2-10 trips with in the term)

Ad Hoc

July ▼ 24 ▼ 2016 ▼ Add

**Daily:** Overnight trips: Repeat Every \_\_\_\_ Days for however many days you will be gone and select for: 1 Repetition. (Note: Please make a notation in the comments you are submitting an overnight request, how many days you will be gone as well as the date and time of return)

Daily

Repeat Every:  Day(s)

Until:

For:  Repetition(s)

**Weekly:** This would be used for a term reservation for a class that goes repetitively on the same day each week. You can choose either Until the last class date or however many repetitions you would like. If there are certain dates in your class you are not going please note the dates in the comments.

Weekly

Repeat Every:  Week(s)

On:

Monday  Tuesday  Wednesday  Thursday  Friday

Saturday  Sunday

Until:

For:  Repetition(s)

**Step 10:** Choose either a **Specific Space** (use a vehicle number) or choose **Any Space In: Vehicle Reservations** (if you are taking multiple vehicles). If you do have specific vehicle request, please include this in the comments at the bottom. *Remember vehicles are subject to change at any time.*

**Space Preference:**

Any Space In:

Specific Space:

**Step 11:** Skip this section and move on the Comments

**Custom Attributes:**

**You must select one of the following checkboxes.**

SHOW PUBLIC

SHOW INTERNAL

FEATURE REQUESTED

IMAGE URL  (Text)

LINK TEXT  (Text)

LINK PATH  (Text)

SPACE REQUESTED  (Text)

**Step 12:** in the comments, please include the following information for the reservation:

- Location
- Driver, if more than one
- Vehicle type or specific vehicle request

- Special vehicle needs
- **Term Reservations: Dates Vehicle is not needed**
- If you need an additional Vehicles

**Example:**

**Comments:**

Driver: Christin Sands, John Doe  
Location: McKenzie River  
Specific Van: Roof rack & #29

**Event Description:**

---

**Step 12:** Submit

**You will receive a confirmation your request has been submitted, however you will need to wait until you receive a second confirmation from Campus Services assigning you a vehicle.**

Please contact Campus Services if you have any questions 541-383-7775

## FAQ:

- **How do I create another reservation?**
  - After you click Review and Submit then there will be an option to request another vehicle, or you can go back to the front page and click on the next time.
- **When are Term Reservations available?**
  - 4 weeks before the start of the term
- **How do I request a specific vehicle?**
  - You can add the information into the notes of your reservation, however specific vehicles are not guaranteed
- **How do I request access to submit a vehicle reservation?**
  - Please contact your department Administrative Assistant or Campus Services.
- **What if all the vehicles are all in use?**
  - You will need to use either a Hybrid or Enterprise rental.
- **Who do I contact for Hybrid Rentals?**
  - Kevin Miller in Automotive, they offer a few Hybrid vehicles which seat 4 people.
- **Who do I contact for Enterprise Rentals?**
  - Your department Administrative Assistant can obtain the COCC Enterprise account code and reserve a vehicle for your after confirming an Approved Driver.
- **How do I find vehicle specifications?**
  - On the Webviewer vehicle page, next to the vehicle number you will click on the blue circle with an I in the middle. A window will pop up that shows vehicle information.
- **Please contact Campus Services if you have any additional questions 541-383-7775**