SMCCD Campus Resource Sheet

Oct 27, 2026

About the portal

Each San Mateo County Community College District college has its own booking portal for charters and shuttles at the District's approved rates. Pronto Corporation (Accelar, Inc. dba Pronto Corporation) provides charter transportation to the District under Charter Transportation Services Agreement No. 1385852, awarded by the Board of Trustees on 20 May 2026 and running 1 July 2026 to 30 June 2027.

Departments enter a trip, see an instant quote at the District's approved rates, and confirm it against a purchase order. Invoices reference the PO and go to the assigned point of contact before Accounts Payable. No college needs to run its own procurement.

District portal: iPronto.com/smccd

Guides

Six one-page PDFs, each written for one role in a college trip. Forward each to the people in that role.

Guide	For	What it covers
Booking a Trip	Whoever raises the trip request	The booking steps, what to have ready, and what you can book
How a Trip Gets Paid	Business services and accounts payable	Quote, PO, trip, invoice, and what is already in the price
Travelling With Your Group	The group leader on the vehicle	The week before, the day itself, and who to call en route
Your Account and Who Sees What	District administrators	One account for the District, with a level for every college, billing account and department
Your Own Fleet	Whoever runs District-owned vehicles	Schedule, dispatch and track your own vehicles beside chartered trips

Guide	For	What it covers
Your Campus Portal	Students and campus ambassadors	Experiences, shared rides, rewards points and the ambassador role

Background for approvers

- Group Travel Package: six pages on Pronto's services, affiliate network and vehicles, plus the security and privacy assessment and insurance, for procurement, risk and IT reviewers
- Districtwide charter award announcement, 6 August 2026
- Portal launch announcement, 21 September 2026

College portals

Each college books through its own portal; the District office sees trips across all three.

College	Portal
Cañada College	iPronto.com/smccd-campus/canada-college
College of San Mateo	iPronto.com/smccd-campus/college-of-san-mateo
Skyline College	iPronto.com/smccd-campus/skyline-college

SMCCD Customer Care

Reservations, dispatch and payments, staffed 24/7 by live specialists.

- Email: SMCCD@iPronto.com
- Phone: 877-494-9377 (24/7) or 650.249.7420