

USE OF SCHOOL BUSES BY COMMUNITY GROUPS

The director of transportation shall determine the hours and days when school district transportation equipment may be used by non-school community groups. This information shall be made available to community groups through the transportation office.

The director of transportation shall be responsible for approving and scheduling community use of school district transportation equipment in the time available. In approving and scheduling such use, the following criteria shall be applied.

1. No use by groups of fewer than five shall be approved.
2. Insurance coverage shall:
 - a. Be provided by the users.
 - b. Be in effect during the time of any such use, with coverage similar to and limits not less than the insurance coverage which is in effect while the school vehicle is being used for transportation of students.
3. No use shall be approved which involves travel over roads or distances which are unduly wearing or damaging to the equipment or for which the equipment construction or equipping is inappropriate.
4. Use shall not be approved if the fuel consumption involved adversely affects the fuel availability for school district purposes.
5. Any approval of use shall be subject to cancellation in the event of adverse road, weather or other conditions that could reasonably present a danger to passengers, drivers or equipment or in the event of unexpected or emergency school needs.
6. Use shall not be approved unless some individual identifies himself/herself as coordinator or leader of the group and agrees to assume the responsibility for collection and remittance to the district of the required reimbursement.
7. Use shall be approved only where the group requesting such use submits a written request seven (7) days prior to the use, designating the number of riders, the dates and hours of use, the pickup and delivery points and such information as the director of transportation deems appropriate. Each such request shall be accompanied by a deposit in the approximate amount of the reimbursement that will be required as determined by the Director of Transportation.
8. Use shall not be approved if it is for partisan political activity, activity promoting or opposing any sectarian views; activity which is potentially disruptive or dangerous, activity which if uniformly extended would result in uses which would impinge upon school use or activities of a similar nature which are inappropriate for school district participation.
9. As between qualified groups, special consideration shall be given to groups comprised primarily of persons 65 years of age or older.
10. Use shall be approved only where the equipment and service available is appropriate to the

physical conditions of the users.

11. Use shall be approved only where the group requesting such use is open to all persons who may be reasonably and appropriately included in the group.

12. No out of state use shall be approved.

13. Vehicles approved under this regulation must be driven by authorized district personnel.

All such use shall be subject to the availability of appropriate equipment and personnel. The director of transportation may impose such requirements as are deemed necessary relative to supervisory personnel accompanying any group utilizing transportation equipment.

Any group availing itself of use pursuant to these regulations shall agree to and shall reimburse the school district for all of the expenses for operation of such motor vehicles as determined by the director of transportation. Such expenses will include the following direct and indirect costs:

1. The actual cost of salaries of drivers and other personnel (i.e. mechanics, dispatchers, etc.) involved in providing or facilitating the transportation by the non-school group;
2. The actual pro rata cost to the district, if any, of the insurance required or provided;
3. The actual cost of fuel and oil consumed;
4. A reasonable pro rata assessment to cover maintenance;
5. A reasonable assessment to cover a pro rata share of depreciation;
6. A reasonable assessment to cover a pro rata share of driver preparation and training cost;
7. All costs resulting from vandalism occurring during the use.

Incidental costs such as, but not limited to, alternative transportation in event of a breakdown, feeding and housing of users and similar costs shall be the responsibility of the group using the equipment.

Adopted August 17, 1988

Revised April 6, 1994

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