

Use of School Buses by Community Groups

The director of transportation will be responsible for approving and scheduling in the time available the use of school district transportation equipment by community groups. In approving and scheduling such use, the director will apply the following criteria:

1. Requests by groups of less than five will not be approved.
2. Insurance coverage provided by the school district will 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 district transportation equipment is being used for transportation of students.

When district transportation equipment is leased as a children's activity bus by a nonprofit corporation, a minimum of \$1 million combined single limit liability insurance is required by law.

3. A request 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 will not be approved .
4. No requests will be approved if the fuel consumption involved adversely affects the fuel availability for school district purposes.
5. Any approval of use will be subject to cancellation in the event of adverse road, weather or other conditions which could reasonably present a danger to passengers, drivers or equipment or in the event of unexpected or emergency school needs.
6. The request will not be approved unless some individual identifies himself 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. Requests will be approved only where the group requesting such use submits a written request on the prescribed form three days prior to the use, designating the number of riders, the dates and hours of use, the pickup and delivery points, and such other information as the transportation director deems appropriate.
8. No request will be approved if it is for partisan political activity, activity promoting or opposing any sectarian views, 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 will be given to groups comprised primarily of persons 65 years of age or older.
10. Requests will be approved only where the equipment and service available is appropriate to the physical condition of the users.
11. Requests will 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. All groups will be responsible for leaving the bus interior in a reasonably clean condition upon their return.
13. The cost of such transportation will be calculated by the following rate: miles traveled times current average operating cost per mile.

All such use will be subject to the availability of appropriate equipment and personnel. The transportation director 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 will agree to and will reimburse the school district for all of the expenses for operation of such motor vehicles. As permitted by law, all groups will be expected to pay the actual costs involved in the use of school transportation equipment. These costs will be based on the average cost per mile derived from the current annual *Colorado Department of Education -40 Transportation Reimbursement Report*. Such expenses in addition to any others approved by the auditor will, upon approval of the auditor, include the following:

1. The actual cost of salaries of drivers and other personnel involved in providing or facilitating the transportation by the non-school group.
2. The actual *pro* rate cost to the district, if any, of the insurance required to be 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 use.

Should the group using the bus leave an unreasonable amount of debris on the bus upon its return, additional cleaning charges will be billed at the rate of \$20 per hour.

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

Approved February 26, 1991

Revised to conform with practice: date of manual adoption