

Use Of School Buses by Community Groups

The supervisor of transportation shall retain information as to the times and conditions of availability of school transportation equipment for use by non-school community groups in his or her office. The transportation supervisor shall be responsible for approving and scheduling the use of district transportation equipment by community groups. In approving and scheduling such use, the transportation supervisor shall apply the following criteria:

1. Insurance coverage provided by the contracting group shall be in effect during the time of any such use with coverage limited to and not less than the district insurance coverage which is in effect while the transportation equipment is being used for the 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.

2. Transportation equipment shall be confined to travel over routes similar to those approved for transportation of students in the regular program. Buses shall not be available for mountain travel by community groups.
3. The availability of fuel for district purposes shall not be jeopardized.
4. In the event of inclement weather or other conditions that could create adverse highway hazards causing a possible danger to passengers, drivers or equipment, the approved trip shall be subject to cancellation.
5. In the event of unexpected or emergency school needs, the approved trip shall be subject to cancellation.
6. The requesting group shall identify a coordinator or leader to assume responsibility for collection and remittance to the district of the required reimbursement. The coordinator shall also be responsible for completing the necessary detailed planning with the supervisor of transportation.
7. The requesting group or groups shall submit a written request at least 10 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 supervisor of transportation deems appropriate.

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, or activity which, uniformly extended, would result in uses which would infringe upon school use or activities of a similar nature which are inappropriate for district participation.
9. Use shall be approved only when the group requesting is not restricted and open to all persons who may be reasonably and appropriately included in the group.
10. No more than the rated adult capacity of the bus may be transported on community group trips.

Any group using school buses shall agree to and shall reimburse the district for all of the expenses for operation of such motor vehicles as determined by the supervisor of transportation. Such expenses shall include the following:

1. The actual cost of salaries and fringe benefits of the drivers and other personnel 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 to be provided.
3. The actual cost of fuel and oil consumed.
4. A reasonable pro rata assessment to cover maintenance.
5. All costs resulting from vandalism occurring during use.
6. Meals and lodging for bus drivers on overnight trips.

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

Approved: 1971
Revised: April 2, 1979
Revised: October 1993
Revised: May 22, 2001