

## **Use of School Buses/Vans by Community Groups**

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

The transportation director shall 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 transportation director shall apply the following criteria:

1. No use by groups of less than twenty (20) shall be approved for buses. No use of groups of less than five (5) shall be approved for vans.
2. Liability, property damage and vehicle damage insurance are carried by the district. This insurance recognizes and allows the use of vehicles by nonschool groups approved by the district. However, that additional coverage is contingent upon payment of \$25.00 per day per vehicle to the insurance company. That out of pocket expense to the district will be part of the charge to outside groups for use of school vehicles.
3. No use shall be approved which involves travel over roads or distances which could cause undue wear or damage to the equipment or for which the equipment 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 which 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 one individual identifies himself as coordinator or leader of the group and agrees to assume 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 ten (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 transportation director deems appropriate. Each such request shall be accompanied by a deposit in the approximate amount of the reimbursement which will be required as determined by the business manager. Upon final determination of reimbursement required, the deposit shall be supplemented by the users or a refund made by the district as is appropriate.
8. Use shall not be approved if it is for a 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 condition 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 use shall be allowed unless an approved district bus driver will be operating the bus at all times or in the case of vans, the driver is a resident of the school district, fully licensed and at least 25 years of age. A copy of the driver's motor vehicle record (MVR) and driver license shall be furnished the transportation director prior to the trip.

All use shall be subject to the availability of appropriate equipment and personnel. The business manager/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 shall agree to and shall reimburse the school district for all of the expenses for operation of such motor vehicles as determined by the school district auditor. Such expenses shall include, but not be limited to the following:

- a. The actual cost of salaries of drivers and other personnel involved in providing or facilitating the transportation by the nonschool group;
- b. The cost to the district, if any, of the insurance required by this policy;
- c. The actual cost of fuel and oil consumed;
- d. A reasonable assessment to cover maintenance;
- e. A reasonable assessment to cover pro rate share of depreciation;
- f. An assessment to cover driver preparation and training cost;
- g. All costs resulting from vandalism occurring during the use; and
- h. Other costs reflected in the current mileage costs.

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

Approved: September 14, 1979  
Revised: September 13, 1989  
Revised: November 19, 1991  
Revised: September 21, 1993  
Revised: October 4, 2011

Montezuma-Cortez School District Re-1, Cortez, Colorado