

Superintendent File: EEAFB-R

USE OF SCHOOL BUSES BY COMMUNITY GROUPS - REGULATION

Requests for the use of District transportation vehicles shall be made on the District's approved form and submitted to the director of transportation for initial review. Following review, the director shall make an advisory recommendation to the superintendent or designee, who may deny the request or forward a recommendation to the Board for final approval. The director shall determine the hours and time periods when the transportation vehicles may be available for non-school use by community groups. In making a recommendation, the following criteria shall be considered:

1. No use by groups of less than five people will be approved.
2. Any District motor vehicles shall be covered by an insurance policy with limits not less than the insurance coverage which is in effect while those motor vehicles are used for the transportation of pupils. Such insurance covering both the group and the District may be furnished by either party or a combination of both parties. Where the group furnishes part or all of the coverage, a certificate of insurance must be submitted, at least seventy-two hours prior to use, naming the District together with its directors, officers, employees, and agents as additional insureds.
3. With the exception of those groups comprised primarily of persons 65 years of age or older, no use shall be approved which involves travel outside the District. In addition, 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 or accessories are inappropriate.
4. 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.
5. Among qualified groups, special consideration shall be given as first priority to groups comprised primarily of persons 65 years of age or older, and as second priority, to Douglas County nonprofit, public groups or organizations open to all citizens.
6. Use shall be approved only where the equipment and service available are appropriate to the physical condition of the users.
7. Use shall not be approved unless some individual is identified as coordinator or leader of the group and agrees to assume the responsibility for collection and remittance to the District of the required reimbursement.

8. Use shall be approved only where the group requesting use submits a written request at least thirty 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 director of transportation deems appropriate. Each request shall be accompanied by a deposit or acceptable security in the approximate amount of the reimbursement which will be required as determined by the director of transportation. Upon final determination of the payment or reimbursement required, the deposit shall be supplemented by the users or a refund made by the District as appropriate.

9. 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 any nature which are deemed inappropriate or incompatible for District participation, in the judgment of the superintendent or the Board.

10. No group may use a bus unless it is driven by qualified school personnel. Bus drivers will drive for non-school purposes only on a voluntary basis.

11. Uses of school buses on Sunday shall be restricted to those uses which do not impose maintenance or availability problems in order to prepare buses for school needs on Monday.

12. Use of tobacco, drugs and/or alcohol are not permitted on a school bus.

All use shall be subject to the availability of appropriate equipment and personnel. The director of transportation may impose such requirements as necessary regarding supervisory personnel assigned to accompany any group using District vehicles and conduct while on such vehicles.

Any group availing itself of use pursuant to these regulations shall agree to reimburse the District for all of the expenses for operation of such motor vehicles as determined by the District auditor. Such expenses, in addition to others approved by the auditor, shall include the following:

- a. The actual cost of salaries and related fringe benefits of drivers and other personnel involved in providing or facilitating the transportation by the non-school group.
- b. The actual cost of the insurance required to be provided.
- c. The actual cost of fuel and oil consumed.
- d. A reasonable pro rata assessment to cover maintenance.

- e. A reasonable assessment to cover pro rata share of depreciation.
- f. A reasonable assessment to cover a pro rata share of driver preparation and training cost.
- g. All costs resulting from vandalism occurring during the use and any costs incurred in cleaning the vehicles after use.

Incidental costs such as, without limitation, alternative transportation in the event of a breakdown, special permits, tolls, licenses, parking, and similar costs shall be the responsibility of the group using the vehicles.

Adopted: July 7, 1987

Revised: June 19, 1990

Revised: September 2, 2003

Douglas County School District Re. 1, Castle Rock, Colorado