

Use of School Buses by Community Groups

The general philosophy of the Board of Education is that transportation equipment purchased by the School District is to be used primarily for school purposes and that taxpayers shall not be expected to subsidize busing equipment or personnel not necessary for School District purposes.

Nevertheless, it is the policy of the Board of Education to make available for use by appropriate community groups school transportation equipment to the extent that such use does not impinge upon/impair use for School District purposes. The School District is not authorized to conduct common carrier transportation (*i.e. non-school sponsored transportation of staff, parents, or the public*).

REGULATIONS:

1. Senior citizen, non-profit community, and non-profit recreational district groups shall be given special consideration regarding community use of school buses, as is required by state statute. As permitted by law, all groups shall be expected to pay the actual costs involved in the use of school transportation equipment.
2. Non-school use of school transportation equipment shall not interfere with:
 - a. Student transportation to, from, or between schools
 - b. Student transportation for school activities and functions
 - c. Emergency transportation for students
 - d. Time required for maintenance and service of equipment
 - e. Provision of standby equipment for school purposes
3. The Assistant Superintendent shall assess all requests for outside transportation and determine feasibility of all such requests as recommended by the Director of Transportation.
4. The Assistant Superintendent 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 Business Office shall apply the following criteria:
 - a. Insurance coverage (*provided by the users*) shall 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 pupils.
 - b. 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 is inappropriate.

- c. District-owned vehicles will be driven only by District employees as approved for that particular vehicle.
 - d. 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.
 - e. Use shall not be approved unless some individual identifies him(her)self as coordinator or leader of the group and agrees to assume the responsibility for collection and remittance to the District of the required reimbursement.
 - f. Use shall be approved only when the group requesting such use submits a written request no less than 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 Business Office deems appropriate. Each such request shall be accompanied by a deposit for the approximate amount of reimbursement as determined by the Business Office. Upon final determination of the reimbursement required, the deposit shall be supplemented by the users or a refund made by the District, as is appropriate.
 - g. 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, and/or 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.
 - h. Special consideration shall be given to groups comprised primarily of senior citizens.
 - i. Use shall be approved only when the equipment and service available are appropriate to the physical condition of the users.
 - j. 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.
5. All 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.
6. 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 vehicle as determined by the School District's estimated cost per mile for use of that vehicle,

upon approval of the auditor.

7. 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.

LEGAL REFS.: C.R.S. 22-32-128
C.R.S. 39-27-102
C.R.S. 40-10-116(1)(b)
C.R.S. 40-116-101 (1.5)
C.R.S. 40-16-104 (1)(d)