

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

The chief financial officer shall be responsible for approving and scheduling the time available for the use of school district transportation equipment by community groups. In approving and scheduling such use, the chief financial officer shall apply the following criteria:

1. Insurance coverage (chosen between that provided by the users or that provided by the district) shall be in effect during the time of any such use. Coverage shall be similar and limits shall not be less than the insurance coverage which is in effect while the district transportation equipment is being used for transporting students.
2. No use shall be approved which involves travel over roads or distances which are unduly wearing or damaging to the equipment or for which equipment construction is inappropriate.
3. District-owned vehicles will be driven only by district employees as approved for that particular vehicle.
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. Use shall not be approved unless some individual identifies himself or herself as coordinator or leader of the group and agrees to assume the responsibility for collecting and remitting the required reimbursement to the district.
6. Use shall be approved only when the group requesting such use submits a written request no less than 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 chief financial officer deems appropriate. Each such request shall be accompanied by a deposit for the approximate amount of reimbursement as determined by the chief financial officer. Upon final determination of the reimbursement required, the deposit shall be supplemented by the users or a refund made by the district, whichever is appropriate.
7. Use shall not be approved if it is for partisan political 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 the school use or activities of a similar nature which are inappropriate for school district participation.

8. Special consideration shall be given to groups comprised primarily of senior citizens.
9. Use shall be approved only when the equipment and service available are appropriate to the physical condition of the users.
10. 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.
11. 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.
12. Any group availing itself of use pursuant to these regulations shall agree to and shall reimburse the district for all of the expenses for operation of such motor vehicles as determined by the district.
13. 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: October 1976

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Revised by the Board: December, 2005

Trinidad School District #1

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