

Use of School Vehicles by Community Groups

The superintendent or designee shall determine the hours and days when school vehicles may be used by nonschool community groups. This information will be made available to community groups through the office of the superintendent of schools or through the transportation department.

The superintendent or designee shall be responsible for approving and scheduling the time available for the use of school vehicles by community groups. In approving and scheduling such use, the superintendent or designee will apply the following criteria:

1. No use of groups of less than 10 will be approved.
2. Insurance coverage shall be mandatory in the amount required by law.
3. No use will be approved which involves travel over roads or distances which are unduly wearing or damaging to the vehicle or for which the vehicle is inappropriate.
4. Use will not be approved if the fuel consumption involved adversely affects the fuel availability for school district purposes.
5. Any approval of use will be subject to cancellation in the event of adverse road, weather or other conditions which could reasonably present a danger to passengers, drivers or vehicles or in the event of unexpected or emergency school needs.
6. Use will not be approved unless some individual identifies himself/herself as coordinator or leader of the group and agrees to assume the responsibility for collection and remittance to the district of the required reimbursement.
7. The group shall provide at least one sponsor per 15 passengers.
8. Use will be approved only where the group requesting such use submits a request fourteen (14) 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 superintendent or designee deems appropriate. Payment will be made within two weeks of completion of the trip.
9. Use will 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 a similar nature which are inappropriate for school district participation.

10. As between qualified groups, special consideration will be given to groups comprised primarily of persons 65 years of age or older.
11. Use will be approved only where the vehicle and service available are appropriate to the physical condition of the users.
12. Use will be approved only where the group requesting such use is open to all persons who may be reasonably and appropriately included in the group.
13. No out-of-state trips shall be approved.

All such use will be subject to the availability of appropriate vehicles and district personnel. The superintendent or designee may impose such requirements as are deemed necessary relative to supervisory personnel accompanying any group utilizing school vehicles. School vehicles may only be driven by school vehicle operators in compliance with policy EEAEA.

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 school vehicles as determined by the school district. Such expenses in addition to any others approved by the district will, upon approval of the district, include the following:

1. The actual cost of salaries of vehicle operators 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. A reasonable assessment to cover a *pro rata* share of depreciation.
6. All costs resulting from vandalism occurring during the use.

Additional information

1. If a vehicle operator deems that a rider or riders are a hazard to the safe operation of the vehicle, it shall be the responsibility of the group or organization to provide alternate transportation for the offending rider or riders.
2. The superintendent or designee will provide to each group or organization a contract pertaining to the specific request.

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

Approved: October 20, 1993
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