

COMMUNITY USE OF SCHOOL TRANSPORTATION EQUIPMENT

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, the Board of Education shall make available for use by appropriate community groups in accordance with the following, transportation equipment to the extent that such use does not infringe upon or impair use for School District purposes.

1. Senior citizen, non-profit community, and non-profit recreational District groups, consisting of five or more residents, 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 Business Manager shall assess all requests for outside transportation and determine feasibility of all such requests as recommended by the Director of Transportation.
4. The Business Manager shall be responsible for approving and scheduling in the time available for the use of School District transportation equipment by community groups. In approving and scheduling such use, the Business Manager shall apply the following criteria:
 - a. Insurance coverage (choose between that provided by the users, or provided by the School District) shall be in effect during the time of any such use, with coverage similar and limits not less than the insurance coverage which is in effect while the School District transportation equipment is being used for the 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 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 such 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/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.
 - 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 such use, the pick-up and delivery points, and such other information as the Business Manager deems appropriate. Each such request shall be accompanied by a deposit for the approximate amount of reimbursement as determined by the Business manager. 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, promoting or opposing any secretarian 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.

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; CRS 22-32-128
CRS 39-27-102

ADOPTED: 11/96

COMMUNITY USE OF SCHOOL EQUIPMENT

School-owned equipment may be loaned only to reputable organizations not planning to use the equipment for personal, private, or commercial gain. The person making the request must be approved by the Attendance Center Administrator to which the equipment is assigned.

No rental charge shall be made, but such organization shall return the equipment in proper condition at the time designated by the Administrator. Any damage to the equipment shall be paid for by the individual borrowing the equipment.

When the Administrator is in doubt as to the proper lending of school equipment, the Superintendent of Schools should be consulted.