

## USE OF SCHOOL BUSES BY COMMUNITY GROUPS

The Director of Transportation (the Director) of Colorado Springs School District 11 (the District) shall determine the hours and days when school district vehicles and personnel may be available for use by community groups. In approving and scheduling such use, the Director shall apply the following criteria:

1. 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 was not constructed or equipped.
2. 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.
3. Use shall not be approved unless someone 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.
4. Use shall be approved only where the group requesting such use submits a written request to the Director 15 calendar days prior to the use, designating the number of riders, the dates and hours of use, the pick-up and delivery points, and other information the Director deems appropriate.
5. Use shall be approved only where the equipment and service available is appropriate to the physical condition of the users.
6. 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.
7. All use of District vehicles will include charges for licensed school bus drivers approved and employed by the District.
8. Any approval for use is subject to cancellation by the Director in case of adverse weather or other conditions which may endanger life or property. The decision of the Director in these situations will be based on the Director's judgment and will be the final determination for the District.

All use shall be subject to the availability of appropriate equipment and personnel. The Superintendent or designee may impose such requirements as are deemed necessary relative to supervisory personnel accompanying any group utilizing District vehicles.

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 vehicles as determined by the Director of Transportation in conjunction/coordination with the Director of Financial Services. Such expenses shall include the following:

1. The cost of salaries and benefits of drivers and other personnel involved in providing or facilitating the transportation required by the non-school group.
2. The pro rata cost, if any, of the insurance required to be provided.
3. The cost per mile for fuel and oil consumed.
4. The cost per mile to cover maintenance.
5. The cost per mile to cover a pro rata share of depreciation/life expectancy - replacement.
6. The cost to cover a pro rata share of driver preparation and training cost.
7. The percentage of indirect cost will be determined by the Director of Budget and Planning. This will cover all additional costs associated with the processing of billing, accounts receivable and accounting for the required transportation support.
8. All costs resulting from vandalism occurring during the use.

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.

Current practice codified 1980  
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CROSS REF.: EEAFB, Use of School Buses by Community Groups