



## **EEAF - USE OF BUSES BY NON-STUDENT GROUPS**

The general philosophy of the Board of Education is that District vehicles should be used primarily for District purposes, and that taxpayers should not be expected to subsidize the cost of District vehicles or personnel for non-District purposes. The District shall not acquire new vehicles or hire additional personnel to facilitate the transportation of individuals who are not District students or employees.

However, it is the policy of the Board of Education to make existing District buses available for use by non-student groups of at least five (5) persons, with special consideration being given to groups comprised of citizens 65 years of age and older in accordance with this policy and as required by law. Existing District buses may also be used to assist governmental agencies for emergency and/or overflow transportation services. Any non-student use of District buses shall not impinge upon or impair the use of those buses for the transportation of District students.

As permitted by law, such groups and governmental agencies shall be billed for and expected to pay fees that cover the District's direct and indirect costs of providing the groups' and agencies' requested transportation. District buses shall only be operated by authorized District employees, as assigned by the director of transportation or his/her designee.

## **PROGRAM ADMINISTRATION RESPONSIBILITY**

The director of transportation shall be responsible for approving and scheduling the times District buses are available for non-student use.

## **SCHEDULING**

The director of transportation shall determine the hours and days when District buses may be used by non-student groups and governmental agencies. Non-student use of District buses shall not be combined with student transportation, nor shall it interfere with:

1. Student transportation to, from or between schools;
2. Student transportation for school activities and functions;
3. Emergency transportation of students;
4. Time required for maintenance and service of buses; or
5. Availability of standby buses for student transportation purposes.

## LIMITATIONS ON USE

1. District buses shall not be used for activities that:
  - a. Advocate social or political change by violence.
  - b. Advocate or advance any doctrine or theory subversive to the Constitution of the United States; the Constitution of Colorado; or federal, state or local laws.
  - c. Organize or convene a secret organization for subversive purposes.
  - d. Assist in raising funds for any of the above purposes.
  - e. Violate any District policy or federal, state or local law.
  - f. Are in conflict with a District program.
  - g. Jeopardize the safety, security or supervision of individuals or District property.
2. Users shall not unlawfully discriminate on the basis of race, color, religion, national origin, ancestry, sex, sexual orientation, marital status, veteran status, age or disability. Use shall be approved only when the group requesting such use is open to all persons who are lawfully entitled to be included in the group.
3. No use by groups of less than five shall be approved.
4. Special consideration shall be given to groups comprised of a majority of persons 65 years of age or older.
5. No use shall be approved that involves travel outside of the state of Colorado or that involves travel over roads or distances that are unduly wearing or damaging, or for which equipment is inappropriate.
6. Use shall not be approved if the fuel consumption would adversely affect the availability of fuel for District purposes.
7. District buses shall not be available for use by non-student groups on days designated as official paid holidays for District employees (e.g., Memorial Day, Fourth of July, Labor Day, Thanksgiving, Christmas, etc.) or on the weekends immediately preceding or following such paid holidays. A calendar designating "non use" days shall be published annually by the District's Customer Support Center.

8. Use shall be subject to cancellation in the event of adverse road, weather or other conditions that could reasonably present a danger to passengers, the bus driver or the bus, or in the event of unexpected or emergency needs. When cancellation is necessary, any advance payments made by the group shall be refunded.

#### APPLICATION FOR USE

1. Application for use must be submitted to the Transportation Department at least thirty (30) calendar days prior to the date requested.
2. A District "Bus Rental Agreement" must be executed by an authorized representative of the group and received by the District's Transportation Department at least ten (10) days prior to the scheduled trip.
3. Approval requires a representative of the group to assume the responsibility for payment of all relevant fees to the District.
4. Any group approved for use must agree to remit payments to the District for all relevant fees. The District may require advance payment. The total amount due shall be adjusted based on actual hours and/or miles.
5. Incidental costs, including but not limited to alternative transportation in the event of a breakdown, feeding and housing of users or other related costs shall be the responsibility of the group using the bus.
6. The group shall be responsible for the cost of repairs and/or cleaning in excess of that required for ordinary bus use.
7. The director of transportation may require that appropriate District supervisory personnel accompany any group using a District bus.
8. Fees for non-student use shall be determined, consistent with the terms of this policy, by the District's director of transportation in consultation with the District's executive director of finance. The fee schedule shall be reviewed and adjusted as needed and shall be made available through the District's Transportation Department. In the case where a group is comprised of a majority of non-residents, the group shall be required to provide a certificate of insurance naming the District as an additional insured. The District's risk manager shall determine the required limits and conditions of such insurance. The insurance requirements shall be periodically reviewed and may be adjusted from time to time.

## GUIDELINES FOR APPEAL

Any group may file a written appeal to the superintendent if an application to use a District bus has been denied by the director of transportation. The decision of the superintendent shall be final.

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LEGAL REFS:  
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