

SPECIAL USE OF SCHOOL BUSES

The general philosophy of the Board of Education is that the transportation equipment owned by the school district is to be used primarily for school transportation purposes. However, these transportation assets are a valuable community resource, and the Board will make available transportation equipment for use by appropriate community groups or organizations.

Regulations and procedures for community use of school transportation equipment are as follows:

- A. Expenses - Determined by Transportation Coordinator and approved by the superintendent.
 - 1. Cost per mile
 - 2. Per hour layover compensation (over one-half hour)
 - 3. Approved extra costs incurred by the bus driver.

- B. Priority List -
 - 1. Town, State or Federal governments using buses in a declared emergency naturally are top priority.
 - 2. School activities take precedence over community requests
 - 3. School organizations and Parent/Teacher Organizations have first priority.
 - 4. Organizations serving the community and other local non-profit organization will be accommodated when feasible.

- C. Regulations:
 - 1. Transportation equipment may not be used by a community organization when involved in fund raising or profit making without the approval of the superintendent.
 - 2. Per State statute, when not transporting school aged children (ie. only adults) it will be the responsibility of the community organization to reimburse the Board for the cost of disabling flashing safety equipment and covering up all school bus markings.
 - 3. Only licensed bus drivers, employed by the Board of Education, will drive Board-owned equipment.
 - 4. A request for use of any transportation equipment must be in the Superintendent's Office twenty (20) school days prior to the requested departure date and the Transportation Office ten (10) days prior to the requested departure date. (Approval will be based on availability and priority of the requesting organization)
 - 5. The Board, at its sole discretion, may require additional insurance be supplied by the organization when using Board-owned transportation equipment.

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