

USE OF SCHOOL VEHICLES BY COMMUNITY GROUPS

The general philosophy of the District is that school vehicles purchased by the school district are to be used primarily for school purposes and taxpayers will not be expected to subsidize the expense of providing school vehicles or personnel not necessary for school district purposes. Nevertheless, it is the policy of the District to make school vehicles available for use by appropriate community groups as defined by C.R.S. 22-32-128 (Use of school vehicles by residents of district) to the extent that such use does not impinge upon or impair use for school district purposes.

The Transportation Manager will determine the hours and days when school vehicles may be used by non-school community groups. Regulations for community use of school vehicles will be developed by the Transportation Manager. This information will be made available to community groups through the Transportation Department.

Nonschool use of school vehicles will not be intermingled with student transportation, nor interfere with:

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

The Transportation Manager will be responsible for approving and scheduling in the time available the use of school district transportation vehicles by community groups. In approving and scheduling such use, such official will apply the following criteria:

1. No use by groups of less than 5 will be approved.
2. Insurance coverage must be provided by the users; will be in effect during the time of any such use, with coverage similar to and limits not less than the insurance coverage, which is in effect while the school vehicle is being used for transportation of students and include the district as a named additional insured.
3. Use will not 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 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.
7. Use will be approved only where the group requesting such use completes and submits the “School Vehicle Request” form 30 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 Transportation Manager deems appropriate. The “School Vehicle Request” form will be provided by the Transportation Manager upon request.
8. 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.
9. Among community groups that qualify for the use of school vehicles are those composed of citizens 65 years of age and older. Such groups will be given special consideration as required by the statute relating to community use of school vehicles. As permitted by law, all groups are expected to pay the actual costs involved in the use of school vehicles.
10. Use will be approved only where the vehicle and service available are appropriate to the physical condition of the users.
11. 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.

All such use is subject to the availability of appropriate vehicles and personnel. The Transportation Manager 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 T-3: School Transportation Vehicle Operator Requirements, Training and Responsibilities.

Any group availing itself of use pursuant to these regulations will agree to and will reimburse the school district for all of the expenses for operation of such school vehicles as determined by the Transportation Manager. Current year pricing will be available on the District Website on the Transportation Department web page. Such expenses in addition to any others approved by the Transportation Manager will include the following:

1. The cost of school transportation vehicle operators and other personnel involved in providing or facilitating the transportation by the non-school group.
2. The pro rata cost to the district, if any, of the insurance required to be provided.
3. The 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. A reasonable assessment to cover a pro rata share of operator preparation and training cost.
7. 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 are the responsibility of the group using the school vehicle.

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LEGAL REFS.: C.R.S. 22-32-128 (use of school vehicles by residents of district)