

## **3011.1 Use of Transportation for Non-School Groups**

School District vehicles are primarily intended for the District's educational and extracurricular activity programs and events. School vehicles, however, are made available for use by non-school groups/organizations to further the interests of the District and the community. Use of such vehicles is allowed pursuant to an application process and is subject to the terms and conditions set forth in this policy.

The Board of Education shall establish rates for the use of school vehicles. Any changes in these rates must be approved by the Board of Education. The Board of Education or Superintendent reserve the right to waive stated fees, or to make adjustments accordingly. For current rates, see Administrative Procedures for Policy 1336, Appendix A.

Groups/organizations that wish to use school vehicles must submit a completed Application for Vehicle Use to the Director of Transportation. This must be completed and signed by a representative of the group/organization who has the authority to commit to the terms of the policy and application and must be submitted a minimum of 72 hours in advance of the date the transportation is needed. For the application, see Administrative Procedures for Policy 1336, Appendix B.

Drivers will be provided by Cozad Community Schools and must be current employees with appropriate licensing to operate the requested vehicle.

Acceptance of the application will be based on availability of vehicles/drivers as well as a determination that there will be no interruption to educational or extracurricular activity programs and events or transportation of students. All arrangements for the use of school vehicles will be coordinated by the Director of Transportation.

**Deposit fee is to be paid in advance.** Any additional costs such as mileage, fuel and driving services will be billed to the group/organization by the District. It is the applicant's responsibility to provide the District with current and correct contact information. This information may be used by the District to communicate with the group/organization in regards to payment of any outstanding fees.

The group/organization using the vehicles will have the following responsibilities:

- Responsible for completing and submitting application/agreement.

- Responsible for any damages to district owned vehicles.
- Responsible for returning vehicles clean.
- Responsible for all liability.

It should also be noted that the vehicle used by the group/organization will be subject to a final inspection by the appropriate school personnel. After the final inspection has been completed, any additional charges may be billed to the group/organization.

Adopted on: 6/20/16

Revised on: \_\_\_\_\_

Reviewed on: \_\_\_\_\_

## **Administrative Procedures for Policy 1336 Appendix A: Rates for Use**

The Board of Education shall establish rates for the use of school vehicles, such as buses and vans. Any changes in these rates must be approved by the Board of Education. This appendix declares the current rates for vehicle use. Please also refer to Board Policy 1336 for additional terms of use. For the application, see Policy 1336 – Administrative Procedures, Appendix B.

### **Current rates for use are as follows:**

Deposit: \$50.00 required with submission of application.

Driving Services: \$25.00 per hour, per driver.

Fuel: Full reimbursement of fuel used.

Mileage: Donation of \$0.75 per mile is to be made to Cozad Community Schools Foundation, minimum donation of \$50.00 required per vehicle. Trips under 50 miles not subject to donation.

\*If custodial services are applicable, an additional fee will be charged of \$25.00 per hour.

All charges will be billed to the group/organization by the District. Any deposits received will be deducted from the invoice. The contact information listed on the Application for Vehicle Use may be used to communicate with the group in regards to payment of any outstanding fees.

The Board of Education or Superintendent reserve the right to make exceptions to the above rates.

## Administrative Procedures for Policy 1336 Appendix B: Application for Use

Outside groups/organizations that wish to use school vehicles must submit a completed Application for Vehicle Use to the Director of Transportation. This application must be completed and signed by a representative of the group/organization who has the authority to commit to the terms of the policy and application. Please also refer to Board Policy 1336 for additional terms of use. For current rates, see Policy 1336 – Administrative Procedures, Appendix A.

**ORGANIZATION INFORMATION:**

Name of Organization requesting use: \_\_\_\_\_

Printed name of Organization Representative: \_\_\_\_\_

Organization address: \_\_\_\_\_

Organization contact name: \_\_\_\_\_

Organization contact phone number: \_\_\_\_\_

**VEHICLES REQUESTED:**

\_\_14 Passenger Bus    \_\_65 Passenger Bus    \_\_71 Passenger Bus    \_\_Van (10 passenger + driver)

Date(s) Requested: \_\_\_\_\_ Time(s) Requested: \_\_\_\_\_

**APPLICANT POLICY COMPLIANCE:**

I have read, understand and agree to abide by the policies, rules and guidelines on the use of these vehicles in regards to Board Policy 1336 and its appendixes. I also declare that I have the authority to sign this application as a representative of the organization listed above. I have provided all information accurately to the best of my knowledge and will communicate any changes or needs of this application to the Director of Transportation.

Organization Representative Signature: \_\_\_\_\_ Date: \_\_\_\_\_

*\*\*This completed form must be sent to the District Office along with payment of all minimum fees\*\**

<b>SCHOOL DISTRICT USE ONLY</b>			
<input type="checkbox"/> The above Organization has my approval to use the vehicles requested.			
<input type="checkbox"/> The above Organization does not have my approval to use the vehicles requested.			
Reason for denial: _____			
Transportation Director Signature: _____ Date: _____			
Vehicle(s) Assigned: _____			
Notes: _____			
Deposit fee was paid on _____ with _____ Confirmed by (initials): _____			
Starting Mileage		Driver	
Ending Mileage		Time In	
Total Mileage		Time Out	
Fuel Cost		Total Hours	

