

Policy 1336: 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.

Approved 6/20/16

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

SCHOOL DISTRICT USE ONLY

___ The above Organization has my approval to use the vehicles requested.
 ___ 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	