

Policy Title: **School Transportation Usage by Non-School Entity Agreement Policy**  
#702.6E1

Date of Request: \_\_\_\_\_ Date Transportation Needed: \_\_\_\_\_

Transportation Request: \_\_\_\_\_ Time Needed: \_\_\_\_\_

Group Requesting: \_\_\_\_\_

The use of the school district's transportation shall be in accordance with the following rules and regulations:

1. Fees for the use of the transportation shall be assessed based upon the actual state transportation report cost per mile.
2. Driver fees shall be assessed based upon staff employees necessary and available, and at the actual driver contract cost per hour.
3. Requests must be made a minimum of one week in advance. If the request interferes or conflicts with school district use of the vehicle, the request will be denied. The final decision of whether a request will be granted is within the discretion of the superintendent or the superintendent's designee.
4. Requests must be made by recognized entities or groups sponsoring projects in the interest of the local community, state or national benefit or welfare.
5. The rental period will be negotiated directly with the administration.
6. Adult chaperones may be required to accompany the driver and riders.
7. The school district may charge bus and driver fees; however, the bus and driver fees may be waived by the superintendent or the superintendent's designee.
8. Alcoholic beverages and tobacco products are prohibited on school district vehicles.
9. Whenever damage caused by vandalism or carelessness results, the entity or group shall reimburse the school district for cost of repairs and may be denied further use of school district vehicles. Requests must be made a minimum of one week in advance.
10. The person signing this agreement shall be financially responsible for all costs accrued.

(\_\_\_\_\_ Total Miles Traveled X \_\_\_\_\_ Cost per Mile) + (\_\_\_\_\_ Total Hours Traveled X \_\_\_\_\_ Hourly Cost of Driver) = \_\_\_\_\_ Total Bus Charge

\_\_\_\_\_  
Superintendent or Designee

\_\_\_\_\_  
Group Representative

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Date of Adoption: 2/24/14

Date Reviewed: 11/26/18

