
AURORA PUBLIC SCHOOLS

APS Code: EEAFB

Adopted May 1974

Revised March 1993

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Revised January 2014

Reviewed August 2015

Reviewed October 2018

USE OF SCHOOL BUSES BY COMMUNITY GROUPS

The general philosophy of the Board of Education is that transportation equipment purchased by the district is to be used primarily for school purposes, and that taxpayers shall not be expected to subsidize busing equipment or personnel for non-school related events. Nevertheless, it is the policy of the Board of Education to make available, for use by appropriate resident groups, school transportation equipment to the extent that such use does not impinge upon or impair use for district purposes. Among resident groups that qualify for the use of school transportation equipment are police and fire agencies and those composed of community members 65 years of age and older. Such groups shall be given special consideration as is required by the statute relating to resident use of school buses. As permitted by the law, all groups shall be expected to pay the actual costs involved in the use of school transportation equipment.

The district retains the right to deny any group or person the use of a school bus at its sole discretion.

Regulations and procedures for resident use of school transportation equipment shall be developed by the administration.

LEGAL REF.: C.R.S. 22-32-128

CROSS REFS.: EE, Transportation Services
EBCA, Disaster Plans

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The Superintendent or designee shall determine the hours and days when district transportation equipment is available for use by non-school community groups. Such determination shall not include or interfere with:

- A. Transportation to, from or between schools;
- B. Transportation for school activities and functions;
- C. Transportation necessitated or anticipated for school emergencies;
- D. Time required for maintenance and service; nor
- E. Time necessarily involved to provide standby equipment for school purposes.

The Superintendent or designee shall retain in her/his office, information as to the times and conditions of availability of school transportation equipment for use by non-school community groups.

The Superintendent or designee shall be responsible for approving and scheduling, in the time available, the use of District transportation equipment by community groups. In approving and scheduling such use, such official shall apply the following criteria:

- A. Insurance coverage shall be in effect during the time of any such use, with coverage similar to and limits not less than the insurance coverage that is in effect while the District transportation equipment is being used for transportation of pupils;
- B. No use shall be approved which involves travel over roads or distances which are unduly wearing or damaging to the equipment or for which the vehicle construction or equipment is inappropriate;

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- C. Use shall not be approved if the fuel consumption involved adversely affects the fuel availability for District purposes;
- D. Any approval of use shall be subject to cancellation in the event of adverse road, weather or other conditions, which could reasonably present a danger to passengers, drivers or equipment, or in the event of unexpected school needs;
- E. Use shall not be approved unless some individual identifies her/himself as coordinator or leader of the group and agrees to assume the responsibility for collection and remittance to the District of the required reimbursement;
- F. Use shall be approved only where the group requesting such use submits a written request 20 days prior to the use; designates the number of riders; the dates and hours of use; the pickup and delivery points; and such other information as the District deems appropriate. Each such request shall be accompanied by a deposit in the approximate amount of the reimbursement, which will be required as determined by the Superintendent and/or designee. Upon final determination of reimbursement required, the deposit shall be supplemented by the users or a refund made by the District as is appropriate;
- G. Use shall 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 District participation;
- H. As between qualified groups, special consideration shall be given to groups comprised primarily of persons 65 years of age or older;
- I. Use shall be approved only where the equipment and service available is appropriate to the physical condition of the user;

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- J. Use shall be approved only where group requesting such use is open to all persons who may be reasonably and appropriately included in the group; and
- K. All use shall be subject to the availability of appropriate equipment and personnel.

Any group availing itself of use pursuant to these policies shall agree to reimburse the District (an estimated cost amount to be deposited in advance) for all of the expenses for operation of such motor vehicles as determined by the District auditor. Such expenses, in addition to any other approved by the auditor, shall include the following:

- A. The actual cost of salaries of drivers and other personnel involved in providing or facilitating the transportation by the non-school group;
- B. The actual pro rata cost, if any, of the insurance required to be provided;
- C. The actual cost of fuel and oil consumed;
- D. A reasonable pro rata assessment to cover maintenance;
- E. A reasonable assessment to cover a pro rata share of depreciation and training cost;
- F. A reasonable assessment to cover a pro rate share of driver preparation and training cost; and
- G. 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 shall be the responsibility of the group using the equipment.

The application of this regulation is also dependent upon the availability of gasoline as provided

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under the energy fuel allocation program.