



SECTION E: Support Services
EEAFB-O Use of School Buses by Community
Groups
Effective: 7/16/2018
Reviewed:

EEAFB-O Use of School Buses by Community Groups

The CEC Transportation Department and Head of School shall be responsible for approving the use of CEC transportation buses by community groups. In approving and scheduling such use, the CEC Transportation Department and Head of School shall apply the following criteria:

- a. A representative of the community group must sign a CEC Transportation Rental Contract.
- b. The community group must obtain insurance coverage as outlined in the CEC Transportation Rental Contract, that covers both the CEC buses and the groups use of the CEC buses. Coverage shall be similar and limits shall not be less than the insurance coverage which is in effect while CEC transportation equipment is being used for transporting students.
- c. No use shall be approved which involves travel over roads or distances which are unduly wearing or damaging to the equipment or for which equipment construction is inappropriate.
- d. CEC-owned buses will be driven only by CEC employees as approved for that particular trip scheduled by the CEC Transportation Coordinator.
- e. 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 or emergency school needs.
- f. Use shall not be approved unless some individual identifies himself or herself as coordinator or leader of the group and agrees to assume the responsibility for collecting and remitting the required reimbursement to CEC.
- g. Use shall be approved only when the group requesting such use submits a written request no less than 10 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 stated in the CEC Transportation Rental Contract or as the CEC Transportation Department deems appropriate.
- h. Use shall not be approved if it is for partisan political activity, promoting or opposing any

sectarian views, activity which is potentially disruptive or dangerous, and/or activity which, if uniformly extended, would result in uses which would impinge upon the school use or activities of a similar nature which are inappropriate for CEC participation.

- i. Special consideration shall be given to other charter schools and those who are sixty-five years of age or older.
- j. Use shall be approved only when the equipment and service available are appropriate to the physical condition of the users.
- k. All use shall be subject to the availability of appropriate equipment and personnel. The CEC Transportation Department may impose such requirements as are deemed necessary relative to supervisory personnel accompanying any group utilizing transportation equipment.
- l. Any group availing itself of use pursuant to this policy shall agree to and shall reimburse CEC for all of the expenses for operation of such motor vehicles as determined by CEC in the CEC Transportation Rental Contract. Revenues from use of buses will be deposited into Transportation account to offset transportation costs.
- m. 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.
- n. Requests will be referred to the CEC Transportation Department or they can access a Request Form [HERE](#). (this is for Internal use only).

Additional Legal Refs:

C.R.S. 22-32-128
C.R.S. 22-32-113
C.R.S. 39-27-102
C.R.S. 40-10.1-105

Policy Refs:

Forms:

CEC Transportation Rental Contract