

Community Use of District School Buses

It is the philosophy of the Dubuque Community School District to allow the use of district school buses to community nonprofit organizations associated with students, senior citizens, handicapped individuals, school related organizations or for transportation of persons other than students to activities in which students from the school are participating or are attending the activity for which the school is a sponsor. Such permission may be granted by the superintendent or designee.

Use of district school buses will only be scheduled for days that do not conflict with the district's academic calendar and will be subject to the district's ability to provide a school bus driver.

The district is required to charge the organization all costs associated with the use of the school bus. This includes, but is not limited to, the cost of the bus driver, operational costs of the bus and any administrative costs associated with the use. The district will require a signed rental agreement that includes District mandatory insurance requirements. The district will require a representative of the organization to be on the bus at all times when there are passengers present as well as being transported to assist the passengers in boarding and disembarking from the bus and to aid them in case of any illness or injury.

The superintendent will develop and annually update procedures to implement this policy.

The Board of Education reserves the right to deny the use of district school buses at any time, as permitted by federal or state law or other board policies.

Adopted: July 15, 2019

SCHOOL BUS USE GUIDELINES

Introduction

The Dubuque Community School District supports community use of the district's buses. The district believes buses should be made available, at cost, to the public.

This document outlines guidelines and procedures for community use of district buses in the Dubuque Community School District (hereafter referred to as the district).

Eligibility

All requesters must contact the district's transportation manager to schedule use of a district school bus. The organization must be located within Dubuque Community School District boundaries to be eligible to use district buses.

Administration Guidelines

All users of district buses must comply with all federal, state and municipal equal opportunity laws and regulations prohibiting discrimination. All users of district buses must comply with board policies, these *Community Use of a District School Bus Guidelines*. Unauthorized use of district school buses will result in an automatic suspension of the right to use buses. Abusive and obscene language will not be tolerated. By board policy, all district buses have been established as tobacco-free.

The board and/or designee reserves the right to grant or deny any or all school bus use requests at its sole discretion when action is deemed in the best interest of the district. District administrators have the right to terminate any activity at any time if, in their judgment, any violation of board policies and rules or federal, state or municipal laws occurs, or if the activity is deemed to be hazardous to people, vehicles or equipment.

District school buses shall not be used in any manner for the promotion or sale of services or products of the organization unless there is prior approval of the superintendent or designee.

Insurance

The District requires minimum insurance requirements as stated in the rental agreement.

Sub-Leasing

Persons or groups are prohibited from sub-leasing the school bus to any other person or group.

Approvals

Receipt of school bus rental agreement, application fee, and certificate of insurance must be furnished before approval will be granted.

Times of Use

Use of a district school bus is limited to non-school days, weekends, and holidays subject to the ability of the district to schedule a driver.

Seating Capacity

The maximum number of people permitted in any district school bus will be supplied to the organization by the district.

Responsibilities of the Person or Group

Behavior and supervision of persons or groups using buses is the responsibility of the contact person listed on the rental agreement. That person is responsible for communicating rules and regulations to all persons using the bus and making sure they are understood and followed. Supervision must be provided.

A group representative must be present at all times while the activity is in session. The person or group will assume liability for any accidents that occur during the time the bus is in use. The group representative will make themselves known to the bus driver. The group representative is responsible for knowing and communicating fire and tornado procedures to the group.

It is mandatory that all injuries are reported to the district transportation manager within 24 hours.

Drugs, Alcohol and Tobacco Use

The possession/use of illegal drugs, tobacco, and alcoholic beverages is prohibited.

Food and Beverages

Food and beverages are not permitted on the bus.

Damage and Maintenance

Any person or group found damaging or defacing district property will be held responsible for the replacement or repair of such property and all costs will be the obligation of the offender. Criminal charges may be filed against the offender.

If the individual offender is not known, the organization will be liable for damage costs. If the person or group fails to make payment, that person or group will not be allowed to use district school buses again.

Emergency Procedures Due to Weather

The district reserves the right to cancel school bus use if weather conditions require it.

“No Shows”

Persons or groups who do not show for scheduled time or who do not notify the transportation manager by 3:00 p.m. on the day prior to scheduled use may be charged a \$25.00 no show fee plus the cost of 2 hours of bus driver salary and benefits. Failure to appropriately notify the transportation manager may result in denial of future school bus use requests. If you know you are not going to use school bus 24 hours in advance, contact the district transportation manager.

Billing/Payment Procedures

District school bus use costs will be invoiced after use. Full payment of invoices is required within 30 days of the invoice date. Non-payment of invoices will be reason to deny any future school bus use

requests.

Finance Charge

Any account overdue by 30 days will be assessed 1.5% monthly finance charge on overdue balances, this will be enforced. Accounts 90 days past due will be transferred to a collection agency. All costs associated with transferring past due accounts to a collection agency will be added to the invoice.

Rejection or Modifications

The district reserves the right to reject any or all school bus requests and the right to rescind, modify or amend any or all rules or regulations or to make exceptions.