

**BEND - LA PINE SCHOOL DISTRICT NO 1
ADMINISTRATIVE REGULATIONS
CODE: EEADA-AR
DATED:
REVISED:
REVIEW DATE:
REVIEWED BY:**

USE OF DISTRICT SCHOOL BUSES FOR OTHER THAN SCHOOL ACTIVITIES

A. Organizational Use

It shall be the policy of this district not to make district transportation equipment available for activities unrelated to school activities. However, in the event that public transportation facilities are not available or are insufficient, any request for the use of the district transportation equipment shall be considered on the basis of leasing and in full compliance with existing state laws. Organizations requesting the use of district transportation equipment must comply with the following requirements:

1. Use of the school bus will be limited to other governmental agencies with the approval of the superintendent and/or his designee;
2. A lease agreement shall be drawn between the district and the organization requesting use of the school bus;
3. The organization using the school bus must use a regular school bus driver and must pay his/her salary and applicable insurance;
4. The organization using the district school bus must provide all insurance under their organizational name and protect the district by adding them as additional insurers to such a policy. This policy must be written subject to the additional coverage prescribed by appropriate district officials;
5. As part of the lease agreement, the organization requesting the school bus shall pay the district a sum as determined by the business manager and transportation supervisor.

B. Emergency Use

In the event of a life-threatening public emergency or natural disaster, the superintendent and/or his/her designee may approve the temporary use of district transportation equipment for activities related directly to said emergency situation when other public transportation facilities are not available or are insufficient. Properly licensed school bus drivers who are employees of the district are the only persons authorized to operate district transportation equipment.