

## **Business/Non-Instructional Operations**

### **Use of Buses/Vehicles by Community Organizations**

The Board of Education recognizes that the school buses and vehicles are valuable public resources. To the degree possible, practical, and economically feasible, the Board may make these vehicles available to community organizations under proper and appropriate conditions when their use does not conflict with school functions and activities. Only appropriately licensed and qualified drivers employed by the Montville Board of Education shall be allowed to drive town school buses/vehicles.

Any use of school buses/vehicles by recognized community organizations must be approved by the Superintendent of Schools. The Superintendent is authorized to use his/her discretion in approving or disapproving the use of school buses/vehicles under this policy. The decision of the Superintendent may be appealed to the Board of Education.

Organizations using school buses/vehicles shall be responsible for driver salaries, the cost of fuel, and other miscellaneous operating expenses.

The use of school buses/vehicles by individuals, private groups, and organizations as non-community groups is at the discretion of the Superintendent of Schools.

Legal Reference:       Connecticut General Statutes  
                                  10-221 Boards of education to prescribe rules, policies and procedures

Policy adopted:       February 25, 2020

MONTVILLE PUBLIC SCHOOLS  
Montville, Connecticut

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1. The procedure grants the use of buses/vehicles to community-based groups. The driver's fees (time and one-half of regular salary) plus fringe benefits shall be in accordance with the bargaining unit agreement in effect at the time of use.
2. The following rate schedule is applicable to community-based non-profit groups, in addition to the driver's fee:
  - a. Mileage/Fuel Charge will be established at market rate at the time of the activity.
3. No trips will be made outside of Connecticut.
4. Other stipulations:
  - a. The Superintendent shall administer the use of buses/vehicles in accordance with the conditions prescribed in this procedure. All requests not covered by this procedure will be handled individually upon request to the Superintendent of Schools.
  - b. The organization granted the use of buses/vehicles shall assume liability for any loss or damage to equipment. Buses must be left in the condition in which they were assumed.
  - c. The organization granted the use of buses/vehicles shall assume full liability for any torts because of their activities. Liability insurance is required.
  - d. The use of alcoholic beverages on buses/vehicles is strictly prohibited.
  - e. Smoking is prohibited on buses/vehicles.
  - f. The organization using the buses/vehicles shall be billed by the Board of Education for all services and charges.
  - g. No organization shall use the buses/vehicles of the Board of Education unless it agrees to the policy.