

SPECIAL USE OF SCHOOL BUSES

The Education Law permits the use of school buses for the transportation of Indian children, as well as allowing buses to be leased to community organizations. The Superintendent of Schools shall be authorized to approve the use of school buses for special purposes upon request. The Superintendent's decision shall be based on the nature of the special use, the anticipated time a particular bus will be needed, and the ability of the district to meet its normal transportation commitments.

Cross-ref: 8414, School Bus Safety

Adoption date: June 21, 1993

SPECIAL USE OF SCHOOL BUSES REGULATION

The transportation system of the school district is designed primarily to service the needs of the school district. Any other use of school vehicles authorized shall not be in conflict with the intended purpose of district pupil transportation and State law.

The following organizations are authorized by current State law to lease buses, §1502, Education Law: Youth Commissions, Senior Citizen Groups and other Not-For-Profit Groups as approved by §1502 of the Education Law. The school district, Board of Education approved list of Not-For-Profit Groups within the school district covered by this policy, are, but not limited to:

- Girl Scouts
- Boy Scouts
- Approved Youth Groups
- Youth Commissions
- Indian Tribes

Limitations

Senior Citizen Groups, Indian Tribes and the above listed specific groups (excluding Youth Commissions) are allowed to use school vehicles once per school year. (School Year begins July 1, and ends June 30 of a given year)

The distance that may be traveled shall be no more than seventy-five (75) miles, one way, by the most direct route, and that all distance is measured from one point; namely, the school bus garage located on Route 276 and prospect Street, Champlain, New York.

Request

A written request submitted by the chief officer of the organization and/or his/her designee as follows: a minimum of one (1) month notice must be given.

It is requested that groups (e.g., Girl Scouts) coordinate planning for trips.

Request Must State: Group requesting vehicle; purpose; destination; estimated number of miles, number of persons going, date and estimated time of departure; date and estimated time of return; and any other special instructions. All requests should be directed to the District Office. The Superintendent of Schools or his/her designee will approve or disapprove same. Approvals will then be forwarded with all pertinent information to the school bus garage and a copy to the requested. (Note: All drivers must be school district approved.)

Agreement

The group is responsible for paying the driver; returning the vehicle to the district with a full tank of gasoline; returning the vehicle in the same condition as when picked up; any minor breakdowns, such as, flat tires, plugged fuel filter, etc. are the responsibility of the group to repair before return. Should any major breakdown occur, the district is to be contacted so transportation personnel may be dispatched to their assistance. Appropriate telephone numbers will be given to the group at the time of request. Charge to the group for mileage will be determined annually and should reflect the actual cost for provided the transportation service.

Insurance

The fee charged for use of a school bus by an approved group will be included in the cost of the service charge.

Lease Agreement Form

New York State Education Department approved format will be used and filed in the District Office with all approved signatures.

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