

Lake County School District 7

Code: **EEAD**
Adopted: 8/12/02
Readopted: 11/14/11
Orig. Code(s): EEAD

Use of School Buses and/or Minibuses for Other Than Authorized School Activities

It is the policy of the Board that buses and/or minibuses¹ may be loaned or rented to responsible parties with prior approval of the superintendent. Individuals or organizations must comply with the following requirements:

1. Request for Use

All requests must be made on an approved district form to the business manager at least one week in advance of date required.

2. Driver Qualifications

Buses must be driven by a fully licensed bus driver. Minibus drivers must have a regular Oregon driver license and a safe driving record and must be properly checked out by the transportation supervisor and be approved and possess an Oregon Department of Education certificate. The district reserves the right to designate the driver.

3. Insurance

Proof of adequate insurance must be presented upon request.

4. Use Fees

A use fee established by the Board will be charged for any use which doesn't involve school-related activities. The use fee shall include a mileage rate for the bus, an hourly rate for the driver and all driver expenses such as meals and lodging. Such charges and expenses will be paid for by the district and then charged to the individual, group or organization renting the vehicle.

5. Cleaning

At the conclusion of each trip, the designated driver shall clean the vehicle of all rubbish, etc.

¹Types 10, 20 or 21 pupil transportation vehicles which do not meet the requirements of a "school bus" for the purpose of transporting students.

6. Reports

Drivers shall complete a Mileage/Fuel and an Activity and Bus Rental Trip Report and shall report any damage and mechanical problems to the transportation supervisor or business manager.

7. Speed Limit/Violations

Speed of the vehicle must always be within designated speed laws and in no case shall exceed 55 mph. Should a driver receive a ticket, the district assumes no responsibility. Drivers shall report to the district within 15 days of any conviction for driving or criminal offenses as specified in OAR 581-053-0006 (8) or any involvement in an accident as defined in OAR 581-053-0006 (8)(c)(G)(I).

8. Security

Care should be taken in parking the vehicle in an area safe from vandalism and the vehicle must be secured whenever it is not occupied.

9. Seat Belts/Child Safety Systems

A seat that fully supports each person and meets the minimum standards and specifications of law will be provided at all times. A person who weighs 40 pounds or less must be properly secured with a child safety system that meets the minimum standards and specifications established by the Department of Transportation under ORS 815.055. A person who weighs more than 40 pounds, who is four feet nine inches or shorter and under eight years of age must be properly secured with a child safety system that elevates the person so that a safety belt or safety harness properly fits² the person. A person who is taller than four feet nine inches or eight years of age or older must be properly secured with a safety belt or harness that meets the requirements under ORS 815.055. In accordance with ORS 811.210 and 811.215 vehicles in excess of 10,000 pounds used for student transportation are exempt from statutory requirements unless they have been equipped with lap belts. Vehicles in excess of 10,000 pounds that have been equipped with lap belts must meet child car seat requirements as set forth in law.

END OF POLICY

Legal Reference(s):

[ORS 332.405-.427](#)
[ORS 801.460](#)
[ORS 811.215](#)

[OAR 581-023-0040](#)
[OAR 581-053-0002](#)
[OAR 581-053-0015](#)

Cross Reference(s):

EEA - Student Transportation
IICA - Field Trips and Special Events

²“Proper fit” means the lap belt of the safety belt or safety harness is positioned low across the thighs and the shoulder belt is positioned over the collarbone and away from the neck.