

SPECIAL USE OF BUSES

Code **EAAF** Issued **8/04**

Purpose: To establish the basic structure for the special use of buses and vans in the district.

District owned vans and buses are to be used exclusively for transporting students and employees of the district to and from school activities. The district transportation supervisor receives requests for transportation and schedules the vehicle to be used.

The district transportation supervisor will assign a limited number of adult drivers to the activity buses who meet the following conditions.

- trained in operating the buses
- trained in the proper care of the buses
- trained in appropriate record keeping
- approved by the district personnel office

The district transportation supervisor will assign drivers for the vans from a list of drivers who have been checked out on the operation of the vans and the attendant record keeping.

The superintendent will ensure that a record keeping system is implemented to provide for proper care and use of the vehicles.

The district owned van may be used for transportation of non-student/school activities as deemed appropriate by the superintendent.

Adopted 11/24/87; Revised 8/13/91, 8/10/04