

Business/Non-Instructional Operations

Use of School Activity Vehicles

Philosophy

The Board of Education believes the school activity vehicles belong to the people of Putnam. The Board accepts the responsibility for making its school activity vehicles available to responsible organizations, associations and individuals of the community for appropriate civic, cultural, welfare or recreational activities. The Superintendent of Schools or designee shall have the authority to deny the use of school activity vehicles for such activities that are judged inappropriate for schools.

Types of Activities Not to be Permitted

1. Activities advocating the overthrow of the United States or the State of Connecticut, or of local governmental agencies.
2. Any purpose in conflict with school activities.
3. Commercial advertising.
4. Fund-raising campaigns except as permitted by Board of Education policy or by special action of the Board of Education.
5. Activities which are discriminatory in nature or promote discrimination or other illegal activity.

Conditions Applicable to Non-School Groups

1. Use of school activity vehicles is not to interfere with the school program.
2. Use of school activity vehicles will not create unreasonable additional supervisory requirements. These groups may be required to provide and/or pay for supervisory coverage.
3. Organizations will provide a Certificate of Insurance to free the Town of Putnam and the Board of Education from all liability.
4. School activity vehicles may not be reserved more than four (4) months in advance.
5. A copy of the Use of School Activity Vehicles regulations will be provided to groups using school activity vehicles.

Business/Non-Instructional Operations

Use of School Activity Vehicles (continued)

Priority for Use

Priority for use of a school Activity Vehicle shall be given in the following order:

1. School functions.
2. School affiliated functions.
3. Official bodies and agencies of Putnam.
4. Town-based recognized national groups primarily interested in serving children under the age of twenty-one (21), such as Boy Scouts, Girl Scouts, 4-H Clubs and Little League Baseball.
5. Other town-based social, civic, educational and religious groups which have concern for the welfare of children and adults in the community.

It is important for individuals or organizations requesting the use of school activity vehicles to read the regulations for the Putnam Board of Education Policy 3545 Use of School Activity Vehicles.

Policy adopted: March 15, 2016
Policy revised: November 12, 2021

PUTNAM PUBLIC SCHOOLS
Putnam, Connecticut

Business/Non-Instructional Operations

Use of School Activity Vehicles

Rules for Use

The use of school activity vehicles will be authorized by the Superintendent or designee in conformity with the following regulations governing their use as approved by the Board.

1. Application forms for the use of school activity vehicles must be presented to the Building Principal at least fourteen (14) calendar days prior to the date of use. Outside groups must present an application form to the Transportation Director at least fourteen (14) calendar days prior to the date of use.
2. The use of school activity vehicles for school purposes, meetings of students, entertainment by teachers' clubs, alumni associations, parent-teacher associations and other organizations affiliated with the schools have precedence over all others. Requests for school activity vehicles for school programs must be cleared with the Transportation Director or the Superintendent or both, should the nature of the request so justify.
3. All users shall pay both the driver fee and the overhead fee for use of school activity vehicles. Invoices must be paid within fourteen (14) calendar days (subject to revision) after event. Failure to pay will result in future loss of use of school activity vehicles.
4. All school sponsored activities must be under competent adult supervision approved by the Principal of the building involved. In all cases, an assigned school employee will be present.
5. The group using the school activity vehicle will be responsible for any damage to the vehicle.
6. Groups receiving permission are restricted to the dates and hours approved unless requested changes are approved by the Transportation Director or Superintendent.
7. Groups receiving permission are responsible for the observance of local and state fire and safety regulations at all times.
8. The following activities are prohibited:
 - a. Use of school property to individuals or organizations whose activities are of a subversive nature.
 - b. There is to be no smoking on the vehicle.
 - c. The granting of further use of school activity vehicles to any person or organization which fails or refuses to pay for any damage sustained by its use.
 - d. Use for activities which endanger racial or religious prejudices or which are inimical to democracy.
 - e. The use of alcoholic beverages.

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Use of School Activity Vehicles

Rules for Use (continued)

9. Proper liability insurance will be required by all groups given permission to use school activity vehicles, except where this coverage is already provided by the Board.
10. The Board will approve and periodically review a fee schedule for use of school activity vehicles.
11. In situations where there is no cost factor to the district, or in situations where a mutual exchange of vehicles is possible between the school district and the organization, fees may be modified or eliminated by the Superintendent. In situations where extended usage for a long period of time is required, rates may be set at a contract price.
12. The Board reserves the right to revoke permission for use previously granted.
13. School activity vehicles may be used for both in-state and out-of-state travel. Out-of-state travel must be within a 100-mile radius.
14. All drivers of school activity vehicles must be Putnam transportation employees licensed and qualified to drive the vehicles. The operator must possess a valid Commercial Drivers License (CDL) with P and V endorsements.
15. The Transportation Director or designee will maintain and schedule use of the school activity vehicles.
16. The Transportation Director or designee may cancel a trip if there are extenuating circumstances (e.g. no driver is available or vehicle is under repair).

Specific Regulations

The following specific regulations pertain to use of school activity vehicles.

1. The users must accept full responsibility for the school activity vehicles as stated on the application form.
2. All users shall provide all necessary insurance coverage including liability and damage insurance in an amount equal to that carried by the Town of Putnam. At the time of application, the user must supply a certificate of proof of liability insurance for the dates and times the school activity vehicle is to be used.
3. The users shall pay promptly any loss or damage occurring during the use period. Unresolved damage claims will result in denial of future use requests and immediate termination of current usage.

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Use of School Activity Vehicles

Specific Regulations (continued)

4. The Town of Putnam and agents of the Board of Education shall assume no responsibility for properties left on the school activity vehicles by the user.
5. In the event of a cancellation or a conflict of dates, refer to the section called Priority for Use which shall be used to schedule all school activity vehicle reservations. In the even Putnam Public Schools programs are canceled due to inclement weather, all regularly scheduled community use groups will also be canceled. Notification of cancellations is a mutual responsibility and will be done as soon as possible.

Insurance Coverage

The person(s) or organization making application for use of the school activity vehicles shall agree to indemnify the Board of Education for any damage to the school property by a person or persons using the school activity vehicles, and likewise, to relieve the Board of Education and its agents or the Town of Putnam from all responsibility from damage or loss, to property or person, of any person attending the affair. Any outside organization not covered by the town liability policy shall provide their own insurance coverage. One million dollar (\$1,000,000) Bodily Injury and Property Damage Single Limit Liability naming the Putnam Board of Education and the Town of Putnam as additional insured will be required to be filed upon notification of approval.

Regulation approved: March 15, 2016

PUTNAM PUBLIC SCHOOLS
Putnam, Connecticut

Putnam Public Schools
Use of School Activity Vehicle Form

Name of Organization: _____

Purpose of Event: _____

This form must be submitted at least 14 calendar days in advance.

Date(s) of Event: _____

Time of Event: From: _____ To: _____

Required time for vehicle: _____

Type of Organization: (please check one)

☐ Group A – School Functions☐ Group E – Town Based Groups for Profit*☐ Group B – School Affiliated☐ Group F – Out of Town for Non-Profit*☐ Group C – Town Official Bodies and Agencies*☐ Group G – Out of Town for Profit*☐ Group D – Town based Groups for Non-Profit*

**Groups C, D, E, F and G must submit a Certificate of Insurance at least one week in advance of the event.*

Insurance certificate issued by: _____

Representative responsible for use of the vehicle: _____

Address: _____

Phone: _____ Email: _____

In making this application we agree to comply strictly to the Protocols for the Use of School Activity Vehicle as established by the Putnam Board of Education that are attached and to be responsible for the proper conduct and care of school property while using the same. The organization agrees to make good any damage to property and to indemnify the Board of Education for any accident to any and all occupants resulting from the use.

Application is approved: ☐ Yes ☐ No Reason for Denial: _____

Signature – Applicant _____

Date _____

Signature – Applicant _____

Date _____

Signature – Applicant _____

Date _____

Signature – Applicant _____

Date _____

Signature – Applicant _____

Date _____

The Putnam Public School system reserves the right to cancel an organizations use of school activity vehicle due to non-compliance with school rules and/or Board policies.
Specific dates may be postponed if a school function interferes with a date.

FEE SCHEDULE

The fees associated with the use of a school activity vehicle include the following:

- ✓ Cost of the driver's salary including payroll taxes and workers compensation costs
- ✓ Overhead for the vehicle (includes fuel/miles)

Community groups will be invoiced prior to their event. Payment must be made 7 calendar days prior to the event. Failure to make payments in a timely fashion may result in nor further use of the activity vehicle. Any overages will be invoiced following the event.

Please return this form to:

Mr. Thomas Reali
Transportation Director
Putnam Elementary School
33 Wicker Street
Putnam, CT 06260

Your application for vehicle usage has been approved by Putnam Public Schools in conformance with the terms and conditions as set forth within the protocols for the Use of School Activity Vehicle.

OFFICE USE ONLY

Once approved, please distribute copies as appropriate: Date distributed: _____

- | | |
|--|---|
| <input type="checkbox"/> Applicant | <input type="checkbox"/> Elementary School – Building Principal |
| <input type="checkbox"/> Transportation Director | <input type="checkbox"/> Middle School – Building Principal |
| <input type="checkbox"/> Business Administrator | <input type="checkbox"/> High School – Building Principal |