

NONSCHOOL GROUP TRANSPORTATION

The Watertown School District may allow nonprofit civic organizations or other governmental agencies to use vehicles owned by the district to transport adults or individuals under the age of 18 to various activities deemed to be in public interest. Rental of district vehicles by the non-school groups must not interfere with scheduled school activities. Such rentals must be in accordance with the following:

1. Rental of school vehicles shall include a school assigned qualified driver.
2. Rental fees shall include a per mile rate, minimum charge and a driver layover charge. The fees will be established annually by district administration.
3. One (1) adult supervisor will be required for every fifteen (15) passengers under the age of 18 years old. The supervisors shall be supplied by and the responsibility of the renting organization.
4. Rental charges are to be submitted to the District Business Office as soon as possible, but no later than 30 days following the trip/activity.
5. Requests for vehicle rental shall be submitted to the District Transportation Department two weeks in advance of the requested trip.
6. All District policies apply to vehicle rentals.

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