**Mt. Pisgah Baptist Church**

**GUIDELINES FOR USE OF CHURCH BUS**

Mount Pisgah Baptist Church provides the use of its bus to church members and staff for safe, comfortable and convenient transportation during participation in church related activities and when needed to conduct church business

The following procedures were developed to support the Mt. Pisgah Baptist Church’s Outreach Ministry and Trustees specifically as it relates to transportation.

The Transportation Committee and Church Secretary will be responsible for the following:

1. Maintaining bus schedule/calendar (CS)

2. Processing bus use requests (CS/TC)

3. Maintaining a bus use record book (CS/TC)

4. Receiving expense reports/vouchers for bus use (CS)

5. Reimbursing members and staff for all authorized bus expenses and other emergency expenses incurred while on trip/church business (CS)

6. Paying bus related expenses such as insurance, registration, maintenance, fuel, etc. (TC/CS)

7. Reconciling all bus related financial accounts and (CS)

8. Controlling all bus keys and record books. (CS)

The Trustee Bus Maintenance supervisor will

1. Inspect the bus after each approved use for fluid levels and safe return of bus

2. Confirm the bus has been cleaned by group using it and/or cleaning bus if necessary

3. Schedule and obtain all maintenance and repairs by Trustee approved vendors.

These standards are critically important because accidents are typically the result of basic driver safety violations, lack of safety precautions, and/or poor vehicle maintenance. The Administrator of this Bus Policy shall be appointed by the Trustees in conjunction with recommendations of the Transportation Committee (may be a member of the committee).

**OPERATING POLICY**

***Use of the bus***

1) The church bus is available to all official church organizations for supporting related church activities.

2) An organization requesting the bus must secure approval **14** days prior to the scheduled activity.

3) Organizations not associated with the church will be charged according to the distance of the trip.

4) Organizations not associated with the church will be held responsible for any moving violations while using the bus.

5) The bus will leave from and be return to the church parking lot. The bus will be parked in the designated parking area. Keys, Bus Log and Checklist will be obtained from the Church Secretary or Trustee in charge. Be sure that these items are secured by Friday afternoon for weekend trips. Prior to departure, a route description and a list of all passengers must be left in church office.

6) The number of passengers on bus, including the driver must not exceed bus capacity of 26 passengers.

7) It is the group or organization’s responsibility that adult supervision is provided on each bus trip to aid the bus driver in any distraction or adverse situation when children are being transported.

8) The Transportation Committee will ensure that a first-aid kit, a fire extinguisher, and necessary items are maintained on bus. Each driver is responsible for equipment and supplies appropriate for the season and trip planned. Drivers shall complete their own pre-trip inspection checklists to ensure that all items are present. For every trip, at least one functioning cell phone must be taken. Record the telephone number on the bus reservation form, which stays in the church office.

9) Each group is responsible for the cleaning of the bus. This includes removing all refuse, cleaning spills, cleaning/sweeping/vacuuming all debris from seats, floor, seat backs and bottoms and any dirty sticky areas on floor. Return seats to upright position, seat belts on top of seat and close all windows.

10) A fee of **$75.00** may be assessed to any group not associated with the church that does not adequately clean the bus per standards of Trustees. The post-trip checklist will be completed upon return for each occasion.

11) The driver is responsible for completing the Bus Log & Trip Report, leaving a copy in the church office prior to departure and returning the original with any comments to the church office following the trip. Forms will be on file for at least one year. Maintenance needs will be specifically (orally) mentioned and recorded in writing.

**12) ILLEGAL DRUGS**, **ALCOHOL**, or **TOBACCO** is not allowed on bus by passenger or driver.

***Drivers***

The Trustee Bus Maintenance supervisor will maintain a list of approved drivers in the church office, renewing it annually, with a copy submitted to the insurance agency.

1. To be approved, a driver must be at least 25 years old and have:

a) Proof of insurance, and

b) Class C License for the 25 capacity bus

2. All drivers must provide a copy of their current license, date of birth, and attest that they have had:

a) No DUIs for the past five years;

b) No reckless driving in the last five years, and

c) No more than two moving violations in the previous two years.

**TRAINING AND RESPONSIBILITY:**

The Transportation Committee shall insure that all drivers are properly trained in the operation of the bus and that they are supplied with all pertinent information and instructions.

1. Driving a bus presents significantly different driving challenges than normal passenger car operation. Also, adverse weather and road conditions, caravanning and transporting passengers all present hazards the untrained driver may not be prepared to handle.

2. When transporting passengers, extreme care must be taken during passenger loading and unloading. Pick up and drop off passengers on the same side of the street as their destination. If a child must cross the street, provide an adult escort. Plan transportation routes in advance to ensure this is done.

**Mechanical breakdown**. Make sure hazard lights are flashing. Keep passengers in the vehicle at all times unless fire or other dangers pose problems.

**Accidents.** Written accident instructions from the Church’s insurance agent are available in a convenient package and will be carried on the bus at all times. Information includes when to call police; how to report accidents; obtaining witness contacts; notification of organization and families; and notification of our insurance company.

Since driver error is the major factor in motor vehicle accidents, the driver becomes the greatest area of influence in a safe motoring experience. Consequently, there are some important, defensive driver skills to use in avoiding the terrible results of a highway accident. The National Highway Traffic Safety Agency (NHTSA) supports schools throughout the country on defensive driving. The following defensive techniques are important for a driver to follow:

* Expect the unexpected, and always have a way out.
* Never tailgate. Stay two seconds behind the driver in front.
* Look out ahead. Be aware of what's happening several vehicles in front of you.
* Keep your eyes moving to the front, sides and rear.
* Potential accidents and situations, and prepare for a way out.
* Before entering an open intersection, look left, right and left.
* Don't insist on the right-of-way. Be willing to yield.
* Do not use cell phone while driving. Pass calls to a passenger.
* Never drive under the influence of alcohol or other drugs.

**BUS DRIVER CANNOT BE COUNTED AS AN ADULT SUPERVISOR.**

**Operations and Maintenance**

**BUDGET:**

An amount shall be allocated in the church budget to cover annual operating and maintenance expenses, and bus expenses for activities not reimbursed.

**TRIP CHARGES:**

Any non-church associated group will be charged according to the distance of the trip. No charge shall be made for the following groups:

1. Riders transported to and from worship services or special church wide services/events.

2. Church groups attending District-wide or Conference-wide events (when the budget will allow and when specifically pre-approved by the Administrator).

3. Other specific events approved by the Administrator and/or the Transportation Committee.

**MAINTENANCE RESPONSIBILITY:**

The Transportation Committee is responsible for major items of upkeep such as insurance coverage, tires and repairs. The trustee board will provide for operational maintenance such as registration, fuel, oil and filter/lube, exterior wash, tune-ups, and preventative/routine maintenance, etc.

**Insurance -** The church shall insure the bus. Minimum coverage shall include bodily injury and property damage, liability, medical payments, uninsured motorist, fire, theft, comprehensive and collision. The cost of the insurance shall be provided for in the annual church budget.

**Safety-**At all times, the driver of the church bus shall have final responsibility and authority in matters relating to the safety of the bus and its passengers. In this regard, passenger discipline is related to safety. Keep the Church informed of any trip abnormalities

**Review of Policies-**As authorized by the Administrative Board and the Trustees, this may be reviewed at any time by the Transportation Committee. The Transportation Committee may approve exceptions to this policy on an individual basis.

Bus Trip Request

|  |
| --- |
| Today’s Date:  |
| Sponsoring Group: Phone:Address:  |
| Dates & Times Requested:Number of Passengers: (List must be on file in church office prior to departure)  |
| Destination(s):  |
| Purpose of Trip:  |
| Brief description of activities: |
| Route Description:  |
| **DRIVER INFORMATION (Required)** | **ALTERNATE DRIVER INFORMATION**  |
| **Name:**  | **Name:**  |
| **Driver License #** | **Driver License#** |
| **Driver Home Number:** **Driver Cell Number:**  | **Driver Home Number:****Driver Cell Number:**  |

Approved by \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

(Church Secretary/Bus Committee)

Please note: Once this request has been approved and placed on the Bus schedule, a copy will be return to you for your records. Until you receive this copy, or notified, your request is not approved.

By signature below, the applicant states that he/she (1) has reviews the church bus policy guidelines and agrees by them at all times during bus usage, (2) has submitted the signed request forms to the Church Financial Secretary, (3) understands that any bus usage outside 30-mile radius of church must be approved by the Trustees approved member, and (4) acknowledges full responsibility for the use of the bus in the manner set forth in the Church Bus Policies and Guidelines.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature of Group Advisor Trustee’s Signature

Mt. Pisgah Baptist Church

**Bus Driver Application Form**

**(REQUIRED)**

Driver Applicant Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

DOB \_\_\_\_\_\_\_\_\_ SC Driver License # \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Exp. Date\_\_\_\_\_\_\_\_\_

During the past 2 years, have you:

1. Been involved in a motor vehicle accident YES NO

 If yes, were you at fault? Issued a ticket? YES NO

2. Had any moving traffic violations? YES NO

3. Had a license revoked, suspended, or restricted? YES NO

(*Other than corrective eye glasses)*

4. Had any physical impairment other than corrective glasses?

YES NO

5 . In the past 5 years, have you been ticketed for DUI or reckless driving?

 YES NO

If “yes” to any of the above, please provide full details.

Applicant Signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Date\_\_\_\_\_\_\_\_\_\_\_\_\_

Approved by\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date\_\_\_\_\_\_\_\_\_\_

 (Bus Committee Member)

Bus Driver Vehicle Orientation

Checklist, Keys, Bus Log, & Trip Report delivered to church; interior and exterior clean; and post-trip inspection completed by driver.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Driver controls**

 Windows / Door locks

 Hood release

 Parking brake & release

 Dashboard: lights, wipers, cruise, gauges

 Signals

 Mirrors – rear views and side mirrors

 Heat / AC – front / back

 Side passenger doors

 Audio Entertainment System (see Owner’s Guide)

 PA System

**Passenger Compartment**

 Seats, belts, sliders & recliners

 Emergency exits – (1 rear, 1 window, Roof top)

 Windows

 Courtesy lights

 Individual Reading lights (if applicable)

**Outside the Bus**

 Gas tank

 Oil dip stick

 Tires – ensure tires are at 80#pressure

 Lights

 Height clearance 9’10” – plan for 10 feet.

 **Bus Passenger List**

**(REQUIRED)**

**NAME CONTACT NUMBER**

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***EMERGENCY MEDICAL AND FIELD TRIP FORM***

Student \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ DOB \_\_\_\_\_\_\_\_\_\_\_\_\_\_ Phone\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Address \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Parent/Guardian \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Phone: Home \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Work \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Other Contact \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Phone: Home \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Work \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Doctor \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Phone \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Insurance Company \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Policy Number \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Medical Information and/or Restrictions (allergies to insect bites, hypoglycemia, etc.):

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**MEDICATIONS**

|  |  |  |  |
| --- | --- | --- | --- |
| **Name of Medicine**  | **Dosage**  | **How taken**  | **Purpose**  |
|  |  |  |  |
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I consent to and authorize \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (*sponsoring group)* personnel or their designee to take whatever reasonable steps he/she deems necessary in order to provide emergency medical care for my child. I further agree to permit my child to be transported to a medical facility by ambulance or other commercial vehicle.

**CONSENT FORM**

I/We hereby give my/our consent and authorize the disclosure of medical information between the (sponsoring group) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ , the medical staff, participating in \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (field trip).

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Parent/Guardian Signature Date