

Culpeper United Methodist Church Bus Policy

Church Bus Use

1. The bus shall be used only in compliance with this policy.
2. The bus is to be used only for official business of the Culpeper United Methodist Church, and is available to CUMC groups only.
 - A. The bus shall not be loaned or rented to church members for personal use.
 - B. The bus shall not be loaned or rented to any outside group, organization, or individual.
3. The bus shall not be used as a truck for hauling chairs, tables, lumber, tools, etc.
4. The use of tobacco products in any form, alcohol, and illegal drugs will not be permitted on the bus.
5. Groups are responsible for getting their own driver from the CUMC Approved Drivers List.
6. Reservations for use of the bus must be made with the CUMC office.
7. For optimum use of the bus and for energy conservation, the bus should be used for groups of no less than 10.
8. The bus will be picked up with a full tank of gas and returned with a full tank of gas.
9. Groups using the bus shall be responsible for thoroughly cleaning of the interior of the bus within 24 hours after each use. A cleaning checklist will be provided, and trash bags and a broom will be kept in the bus for this purpose.
10. Passengers are responsible for any damages they cause on the bus. A parent/guardian must sign an agreement to be responsible for damages before any juvenile may ride on the bus.

Approved Drivers

1. The bus is to be driven only by drivers on the CUMC "APPROVED DRIVERS LIST".
2. All designated and approved drivers shall be 25 years of age or older, properly licensed with a Commercial Driver's License designated for a 26 passenger bus by the Commonwealth of Virginia (CDL "C" or "B"), and have a good driving record. The Church Council will place restrictions on drivers as needed.
3. Names of designated and approved drivers and their drivers' license numbers and information shall be given to the insurance company insuring the bus by the church Business Administrator.
4. The designated and approved drivers list shall be reviewed and updated at least once a year.
5. The bus operator must abide by all rules governing the operation of the motor vehicle on public highways. A checklist for the driver will be provided.
6. The bus driver has final authority over discipline on the bus.
7. When on the road, the approved CUMC driver for the trip shall be the final responsible authority.
8. Any motor vehicle violations are the responsibility of the driver (NOT the responsibility of CUMC).
9. Two approved drivers are required for longer trips.

Reservations and Signing Out of the Vehicle

1. For each use of the bus, a reservation shall be made with the Church Secretary. Forms for this purpose will be provided in the church office.
2. Reservations will be made on a first come/first served basis.
3. When the reservations are made, the group leader will be given a copy of the Bus Policy and a copy of all approved drivers, and asked to contact the Chair of the Transportation Committee.
4. The Group Leader needs to have the following list complete before each trip and give a copy to the office, bus driver, bus log file, maintaining one copy for themselves:
 - A. List of people going on the trip
 - B. Telephone numbers for each passenger
 - C. Contact person back home in case trip runs long, or for an emergency
5. The Church Secretary will inform the chair of the Transportation Committee of all reservations

Charges

1. The group using the bus will be responsible for the cost of gas and oil.
2. Upon return from a trip, gas shall be purchased by the group using the bus using monies collected at that time.
3. Drivers shall have all their expenses paid for the trip.
4. Trip fees should be collected before the trip begins.

Safety

1. The maximum bus capacity is 26 persons, including the driver.
2. All passengers and the operator of the bus must wear seat belts at all times.
3. No one may sleep on the floor of the vehicle while it is in operation.

Logbook

1. A logbook will be kept in the vehicle, and group leader or driver shall make the following entries when using the bus:
 - A. Group using bus
 - B. Date picked up
 - C. Purpose of trip
 - D. Destination
 - E. Starting mileage
 - F. Ending mileage
 - G. Driver's name and signature
 - H. Bus condition
2. Any problems or irregularities must be reported to the church office and logged in the operational log.

Return of the Bus

1. The bus shall be returned to the church immediately following use.
2. Within 24 hours of return of the bus, the driver or group leader shall fill the tank, turn in the key, and the maintenance and cleaning checklists.

Maintenance and Storage

1. Maintenance
 - A. The Transportation Committee shall be responsible for the maintenance and repair of the church bus.
 - B. The transportation committee shall have preventative maintenance performed in accordance with the vehicle's manual.
 - C. The Transportation Committee shall keep a record of all maintenance records; original maintenance records will be maintained by the church Business Administrator.
 - D. The church shall pay all maintenance and repair costs.
2. Storage
 - A. When not in use, the bus will be parked at the church, in the upper parking lot.