

Summerville Presbyterian Church

Policy for Church Bus Use

Use of Church Bus:

- The Bus is intended for Church related activities only.
- Groups using the bus will pay for all fuel costs.

Requesting the Bus:

- Request for the Bus should be made 30 days in advance, using the Bus information request form. This form includes information about the trip and drivers' information to obtain proper approval from our insurance company.
- Use of the Church Bus will be approved by the Church Property Division.

Approved Drivers:

- **Drivers must be approved** through our Insurance Company. Potential drivers must submit information regarding their date of birth, driver's license information, whether the driver would be a regular driver or a substitute and whether they had any violations in the last three years.
- Any Church Member over the age of 25 and Staff Members over the age of 21 can drive the Bus on Church business.
- There are No age limits but driver's over 65 maybe required to answer additional questions regarding their health.
- A CDL license is not required for this size vehicle (14 passenger).

Bus Operation:

- Prior to trip the driver **must complete a pre-trip inspection** of the Bus (attached).
- Release forms should be signed and completed for all under-age youth and children riding the bus (from Church Office).
- A cell phone for emergency use must be provided by the group utilizing the Bus.
- Smoking, drugs, or alcoholic beverages are not permitted on the Bus.
- Food and drink is acceptable **providing the Bus is returned in the same condition.**
- Seat belts use is required at all times during operation of the Bus.
- The Bus should be **refueled before returning to the Church.** In the case of groups using the vehicle on a daily basis it must be refilled when the fuel gauge is below the $\frac{3}{4}$ mark (regardless of how many miles were driven).
- The interior of the Bus should be cleaned by the group using the Bus. Any heavy road dirt should be rinsed off the Bus before it is returned to the church. **The Bus should be returned in a condition ready for use by any subsequent use.**

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Church Vehicle Safety Rules

Drivers Name:			
Date:		Number of Passengers:	
Trip Destination:			
Emergency Contact:		Phone:	()
Mileage Start:		Mileage End:	
What condition did you find the bus?	Gas tank full?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
	Bus Clean?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
What condition did you leave the bus?	Gas tank full?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
	Bus Clean?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Comments:			
Driver's Signature			

Driver's Safety Checklist: (record or report any problems)

- Before entering the vehicle, walk around the vehicle and inspect its overall condition.
- Check condition of tires and if they are properly inflated (60-65 PSI).
- Look under the vehicle for any fluid leaks.
- Look behind the vehicle for any obstructions.
- Verify spare tire, jack, first aid kit, hazard kit, fire extinguisher, and disposable cameras are in the vehicle.
- Look under the hood for any loose wires or hoses. Check the levels of washer fluid, oil, transmission, and power steering fluid.
- Start the vehicle. Have someone stand outside and test the lights, turn signals, and brake lights. Look for any broken lights.
- Test the brakes by putting the vehicle in gear while holding your foot on the brake. Test the parking brake by putting the vehicle in gear with the parking brake engaged.
- Test the horn, wipers, fans, and defroster.
- Make sure you have unobstructed views of all windows and mirrors.
- Test the emergency door, buzzer, and lights.
- Check that all seats have seatbelts and they are in good condition and the passengers are using them.
- Do not exceed the maximum passenger limit for the vehicle.

Comments:	

Driving tips while on the road:

- Require all passengers to remain seated at all times and eliminate distracting activities.
- Monitor all gauges regularly.
- Listen for unusual noises.
- Be aware of changing driving conditions.
- If on a trip, make regular rest stops. Reaction time increases when a driver is tired or behind the wheel for an extended period.
- Have two approved drivers for longer trips.
- Travel with a cellular phone and a list of emergency contacts.
- Obey posted speed limits.
- Use defensive driving skills; keep your eyes moving; be courteous to other drivers; use caution; plan ahead; maintain proper following distances; be prepared for the unexpected.

In case of an emergency:

- Remain calm
- Assess condition of all passengers.
- Keep all injured persons comfortable, but do not move them.
- If possible, move vehicle from roadway.
- Administer first aid, if you have had the proper training.
- Call for an ambulance, the police department, or the fire department (use 911 if available). If phone contact is unavailable send someone for help or stop a passing vehicle for assistance.
- Write down the names and telephone numbers of any witnesses.
- Use the disposable camera to document the damage or incident.
- Cooperate with police and fire department investigators.
- As soon as possible, notify Church Mutual of the accident, explaining the facts, and providing the names and phone numbers of witnesses.

Church Mutual Claims Department: 1-800-554-2642, select option 2
Summerville Presbyterian Church: (843) 871-0280

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Bus Trip Request Form

Requested Information:

Trip Destination:			
Date(s):			
Church Group:			
Purpose of trip:			
Estimated Mileage:			
Driver(s):	Name:	DL #:	DOB:
	Name:	DL #:	DOB:
	Name:	DL #:	DOB:
Cell Phone #(s): (used during trip)	Name:		
	Number:	()	()
Emergency Contact:		Phone #:	()

For Property Division:

Approved Drivers: Yes <input type="checkbox"/> No <input type="checkbox"/>	Bus Use Approved: Yes <input type="checkbox"/> No <input type="checkbox"/>	
Signed:		
Vehicle returned in proper condition:	Gas tank full?	Yes <input type="checkbox"/> No <input type="checkbox"/>
	Bus Clean?	Yes <input type="checkbox"/> No <input type="checkbox"/>
	Damage?	Yes <input type="checkbox"/> No <input type="checkbox"/>
Comments:		

