

LAURINBURG PRESBYTERIAN CHURCH BUS POLICIES AND PROCEDURES

Purpose: Laurinburg Presbyterian Church Building Equipment and Grounds Committee 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.

Use: The buses will be made available for requested transportation to and from church services and scheduled activities of any church group such as youth, boy scouts, MACS, etc.

Responsibility: The Building Equipment and Grounds Committee is responsible for the care and control of the buses and for the implementation and review of all policies and guidelines governing its use. The Church Session is responsible for approving all policies and procedures.

The church office is responsible for (1) maintaining a bus use schedule/calendar, (2) processing Bus Use Requests, (3) maintaining a bus use record book, (4) receiving expense reports/vouchers for bus use, (5) reimbursing members and staff for all authorized bus expenses, (6) paying all bus related expenses such as insurance, registration, maintenance, fuel, etc., (7) reconciling all bus related financial accounts, and (8) controlling all bus keys and record books.

The B.E.G. Committee is responsible for (1) inspecting the bus after each approved use for fluid levels and safe return of bus, (2) confirming the bus has been cleaned by the group using it and/or cleaning the bus, if necessary, (3) scheduling and obtaining all maintenance and repairs by B.E.G. approved vendors, and (4) having buses professionally cleaned every 6 months.

Authorized Drivers: Drivers must be at least 25 years of age and have a current North Carolina driver's license with a satisfactory driving record. Each church organization must provide the church office with the name of at least one person who will be that organization's designated driver and whose name will be included on the church's "Approved Drivers List."

Scheduling: The B.E.G. Committee will maintain a schedule/calendar of all bus use. A Bus Usage Request form must be submitted to the church office for all activities as far in advance of the event as possible. If two groups submit a request for the same date, the group traveling the furthest will receive the approval for the new buses.

The B.E.G. Committee requires a signature by a committee member for any trip over 300 miles.

Insurance: The B.E.G. Committee allows only "Approved Drivers" to drive the bus at all times. Due to insurance, no other organization of any kind will be permitted to drive a bus. In case of an emergency from another organization, a Laurinburg Presbyterian Church member approved driver can transport that organization to their destination. Our insurance also advises against borrowing other means of transportation from other organizations due to accidents.

Obtaining Key: After approval of a Bus Usage Request, the authorized user is responsible for obtaining the bus key from the church office.

Record Keeping: A book containing the bus owner's manual, insurance verification form, bus log sheet, and bus report sheets will remain in the buses at all times. During each use of the bus, the Authorized Driver must complete all information requested on the bus log sheet and bus report sheet. The key and completed sheets must be returned to the church office at the time designated on the bus approval sheet. The Authorized driver will be given instructions of who to contact in case of delayed return. The church office will maintain a permanent record book of all bus use requests and corresponding completed trip record sheets.

Bus Maintenance Rules:

1. Use only UNLEADED fuel
2. Use only 5W20 motor oil
3. Maintain 65PSI tire pressures on all tires
4. NO SMOKING IN THE BUS AT ANY TIME
5. LIMITED FOOD OR DRINK ALLOWED IN THE BUS DURING TRIPS IN SCOTLAND COUNTY.
6. Authorized group leader must return bus clean and full of gas after use. A box of cleaning supplies will be onboard each bus to help aid in cleaning process.
7. All seat belts are to be untangled and restored to proper position after each bus use.

Personal Expense: Any traffic violation during bus usage shall be paid for by the authorized driver.

REQUEST TO USE CHURCH BUS

Today's Date _____ Church Organization Making Request _____

Applicant's Name: _____

Applicant's Address: _____

Applicant's Home Phone: _____ Work# _____ Cell# _____

Primary Driver for this trip: _____ DL# _____

Backup Driver for this trip: _____ DL# _____

Are Drivers over 25? Primary: Yes No Backup: Yes No

Will a cell phone(s) be carried on the trip? If yes, numbers: _____

Date(s) of Requested Use: _____ Time Out: _____

Number of People Who Will Be in the Bus During Use: _____ (No more than 15)

Date of Bus Return: _____ Time in: _____

Brief Description of Activities: _____

Special Comments/Requests: _____

Please Note: Once this request has been approved and placed on the Bus Schedule, a copy will be returned to you for your records. ***Until you receive this copy, or are notified by email, your request is not approved.***

Agreement: By signature below, the applicant states that he/she has reviewed the church bus policies and guidelines and agrees to abide by them at all times during bus usage. Also each driver is required to fill out proper log sheets EVERY time bus is used.

Applicant's Signature

Date

Office Approval/On Schedule

Date

B.E.G. Committee Member Signature (if applicable)

Date



Laurinburg Presbyterian Church

600 West Church Street, Laurinburg, NC 28352

910-276-0831



BUS REPORT SHEET

Date:

Driver:

****PLEASE RETURN THIS SHEET WITH KEYS IF ANY PROBLEMS NEED TO BE REPORTED****

Interior
Problems

Exterior
Problems

Mechanical
Problems