

## REQUEST TO USE CHURCH BUS'QT'XCP

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: \_\_\_\_\_

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 (1) has reviewed the Church Bus Policies and Guidelines and agrees to abide by them at all times during bus usage, (2) has submitted this signed request form to the Church Financial Secretary, (3) understands that any bus usage outside a 30-mile radius of Church must be approved by the Board of 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.

\_\_\_\_\_  
Applicant's Signature \_\_\_\_\_  
Date

\_\_\_\_\_  
Office Approval/On Schedule \_\_\_\_\_  
Date

\_\_\_\_\_  
Trustee Approval (when applicable) \_\_\_\_\_  
Date

## **BUS POLICIES AND PROCEDURES**

**Revised: aaaaaaaaaaaaa**

**Purpose:** \_\_\_\_\_ 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 bus will be made available for (1) requested transportation to and from church services, (2) yearly mission trip(s) to Mexico, (3) scheduled activities of any church group such as Youth, Deacons, Session, Trustees, Women's Association, Young Adults, etc., (4) group attendance at scheduled activities of church, (5) staff retreats and other group outings, and (6) transportation needed for staff members to conduct church business. The bus will not be available to anyone for personal use. Since a transportation allowance is part of a minister's regular compensation package, it is expected that the minister's personal vehicle will be used for hospital visits and other duties that are not related to church group activities.

**Responsibility:** The Church Board of Trustees is responsible for the care and control of the bus 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 Financial Secretary 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 Church Maintenance Supervisor 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, and (3) scheduling and obtaining all maintenance and repairs by Trustee approved vendors.

**Authorized Drivers:** Drivers must be at least 25 years of age, with a current Oklahoma driver's license and a satisfactory driving record. Each church organization must provide the Church Financial Secretary 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." The Board of Trustees will schedule a training session/driving course as needed for all persons on the "Approved Drivers List." The only persons authorized to drive the bus are those on the "Approved Drivers List."

**Scheduling:** The Church Financial Secretary 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. Requests for bus usage within a 30 mile radius of the church will be scheduled by the Financial Secretary and do not require Trustee approval. Trips beyond a 30-mile radius must be approved by the assigned Trustee overseeing the bus and its usage.

**Obtaining Key:** After approval of a Bus Usage Request, the authorized user is responsible for obtaining the bus key from the Church Financial Secretary.

**Record Keeping:** A book containing the bus owner's manual, insurance verification form and Trip Record Sheets will remain in the bus at all times. During each use of the bus, the Authorized Driver must complete all information requested on the Trip Record Sheet (driver name, group name, date/time out, destination, mileage, any problems encountered, bus free of litter/personal items, gas tank full, doors locked, key and Trip Record Sheet returned, signature/date/time). The key and completed trip sheet must be returned to the Church at the time designated on the Bus Use Request. The Authorized Driver will be given instructions of whom to contact in case of delayed return. The Church Financial Secretary will maintain a permanent record book of all Bus Use Requests and corresponding completed Trip Record Sheets.

Any operational problems encountered during use must be reported immediately to the Church Maintenance Supervisor at the church office. In the event bus repairs are necessary during a trip, they must be approved by the Church Maintenance Supervisor or Board of Trustees Chairman or Vice Chairman, and should be made only by an authorized dealership. If the Authorized Driver has not gotten the church credit card when they picked up the bus key then the Authorized Driver should be prepared to pay for emergency repairs during a trip. They will be reimbursed for those expenses by submitting a written report of repair expenses incurred, with all receipts attached, to the Church Financial Secretary.

**Expense Reimbursement:** Each church group is responsible for paying for gasoline, oil, and traffic violations during bus usage.

**Bus Maintenance Rules:**

1. Use only **UNLEADED** fuel
2. Use only **5W-30 motor oil**
3. Maintain **65-psi** tire pressure on all tires
4. **NO SMOKING IN THE BUS AT ANY TIME**
5. **NO FOOD OR DRINK ALLOWED IN THE BUS DURING LOCAL USE (WITHIN 30 MILES OF THE CHURCH)**
6. **LIMITED FOOD OR DRINK ALLOWED IN THE BUS DURING LONG DISTANCE USE**
7. Authorized Driver must return bus clean and full of gas with filled in Trip Ticket.