

Peace Lutheran Church and School

Bus Reservation Form

Today's Date: _____

Sponsoring Group: _____

Dates & Times desired: _____

Destination(s): _____

Estimated Time of Trip (hours, days): _____

Estimated Length of Trip (Mileage): _____

Purpose of trip: _____

Group Contact Person: _____

Contact Cell #: _____ * Contact Email Address: _____

Driver's Name: _____

Driver's Cell #: _____ ** Driver's Email Address: _____

Alternate Driver's Name: _____

Driver's Cell #: _____ ** Driver's Email Address: _____

Approved by _____ Date _____
Parish Administrator

Items in Blue must be completed or the form will be returned.

* This is the cell phone number that the Group Contact Person will be using during the trip.

** This is the cell phone number that the driver will be using during the trip.

To be completed by Parish Administrator
Estimated Mileage Fee: _____
Estimated Fuel Cost: _____

The mileage fee is \$1.50/mile.

Fuel is estimated at 8 miles per gallon. Fuel costs are estimated at \$_____ per gallon.

Peace Lutheran Church and School

Bus Passenger List

Today's Date: _____

Trip Date(s): _____

Destination: _____

This form needs to be completed by the event leader and turned into the office prior to the bus leaving the campus. The event leader should make a copy of this form and take with her/him on the trip.

Name	Emergency Contact Phone Number
1. _____	_____
2. _____	_____
3. _____	_____
4. _____	_____
5. _____	_____
6. _____	_____
7. _____	_____
8. _____	_____
9. _____	_____
10. _____	_____
11. _____	_____
12. _____	_____
13. _____	_____
14. _____	_____

15. _____

16. _____

17. _____

18. _____

19. _____

20. _____

21. _____

Driver

Adult Supervisor

Peace Lutheran Church and Preschool Bus Policy

The bus owned by Peace Lutheran Church and Preschool is a material asset of the congregation to be used in support of its various ministries (youth, adult, preschool, VBS, outreach, etc.)

The bus shall be operated under the general supervision of the Parish Administrator with advice and counsel from the Administration Team. The Administration Team will be responsible for developing a written policy that clearly establishes standards for all drivers of the vehicle as well as general guidelines for the use of the bus. The Church Council retains the responsibility for adopting the policy. Church staff will be responsible for maintaining and operating the vehicle in accordance with the policy.

Purpose

The bus will be used to provide safe and dependable group transportation for the church family to enhance the programs and ministries of the church and school.

Operating Policy

I. Use of the Bus

A. **ELIGIBILITY:** Any Peace Lutheran Church and Preschool group has approval and authority to use the bus. Groups sponsored by or in partnership with Peace Lutheran Church and Preschool shall be allowed to use the bus upon special request made to the Parish Administrator and subject to approval of the Church Council. The bus will not be available to individuals.

B. **NUMBER OF PASSENGERS REQUIREMENT:** The maximum number of passengers **MAY NOT** exceed the capacity of the bus design, including the driver. The maximum capacity of the bus is 21 passengers plus the driver and the adult supervisor for a total of 23 persons. There is no minimum number of passengers required to use the bus.

C. **CARGO:** Cargo may be hauled in the bus so long as it does not pose any harm to the passengers and driver, does not pose any potential damage to the interior of the vehicle, and does not block aisles and exits from the bus while the bus is in operation. When the vehicle is filled to maximum passenger capacity there will be very little room for luggage and belongings. The bus is equipped with a trailer hitch. Luggage and other belongings may be transported in a licensed trailer.

D. **SCHEDULING PROCEDURE:** All proposed uses of the bus will be requested through the Church's Parish Administrator. The group using the bus is responsible for securing a driver from the approved list and completing the Reservation Form.

E. POINT OF ORIGIN: The bus will leave from and return to the Peace Lutheran Church and Preschool parking lot. The bus will be parked in the designated parking area. Keys, bus log, and checklists will be obtained from the Church office. Be sure to get these items by Friday noon for weekend trips. Prior to departure, a listing of all passengers will be left with the Church office.

F. TRIP SUPERVISION: It is the responsibility of the group or trip sponsor using the bus to provide proper adult supervision. An adult supervisor will be required on every trip so the driver has access to immediate help with any distraction or other adverse situation. Adult/child ratios will be kept according to any church and school guidelines or state regulations related to the passengers being transported.

G. PASSENGER CONDUCT: All users of the church bus are expected to conduct themselves in a manner that exemplifies Christian principles. The Church Council reserves the right to deny the use of the bus to passengers whose conduct becomes detrimental to the general safety of the group. Vandalism or property damage shall be paid for by the person/group responsible for the damage and constitutes due reason to deny use of the bus for future trips. Trip sponsors and adult supervisors shall have sole responsibility for passenger conduct.

H. BUS CLEANLINESS: Each group is responsible for cleaning the bus, including picking up all refuse, cleaning spills, cleaning/sweeping/vacuuming all debris from the seats, floor, corners and ledges, seat backs and bottoms, and any dirty, sticky areas on floor and foot rests. Return seats (pushed together, arm rests up) and seat belts to stowage position (on top of seats). Clean and close all windows. A minimum fee of \$50.00 will be assessed any group that does not adequately clean the bus per standards set by the Parish Administrator. The post-trip checklist for cleaning/trip completion will be used on each occasion.

I. TRIP RECORDS: 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 filed in the Bus Book for at least one year. Any maintenance needs will be specifically (orally) mentioned and recorded in writing.

J. ILLEGAL DRUGS, ALCOHOL, TOBACCO or weapons of any type are not allowed on the bus by passengers or driver.

K. SAFETY EQUIPMENT. The Parish Administrator shall ensure that a first-aid kit, a bodily fluids kit, a fire extinguisher, and all necessary items required by state law are maintained in the vehicle. Each driver is responsible for equipment and supplies appropriate for the season and trip planned (e.g. warm blankets, emergency food, water, maps, jumper cables, etc.). Drivers will complete their own pre-trip inspection checklists to ensure that all items are present. Each driver must carry a functional cell phone on their person at all times while on a trip. **No electronic entertainment**

devices should be used by the driver while the vehicle is in operation. For every trip, at least one other functioning cell phone must be taken by the group. Record the telephone number of the driver's phone and the group's phone on the Bus Reservation Form, which stays in the Church office.

II. Drivers

A. REQUIREMENTS: The Parish Administrator shall maintain a list of approved drivers for the bus, renewing it annually, with a copy to the church insurance agent and listed on Church Community Builder.

1. To be approved, a driver must be a member of Peace Lutheran Church and Preschool, and be between the ages of 25 and 72 and have:
 - Proof of insurance, and
 - a Class B Commercial Driver's License with a passenger endorsement for the 25-capacity bus.
2. All volunteers interested in becoming a driver must submit to a driver's background check by the congregation's insurance carrier.
3. All volunteers interested in becoming a driver must also submit to a general background check by the congregation and be approved or possess a level one fingerprint clearance card issued by the Arizona Department of Public Safety.
3. Applicants will be disqualified by the congregation's insurance carrier and thus ineligible to drive the bus if they have:
 - a criminal type conviction within the last 8 years.
 - been convicted of a negligent homicide within the last 8 years.
 - been convicted of manslaughter within the last 8 years.
 - have been convicted of a failure to stop and identify (Hit and Run) within the last 8 years.
 - a suspended or revoked license – (currently has suspended or revoked license).
 - been convicted of drag racing within the last 8 years.
 - been convicted of driving under the influence within last 8 years.
 - been convicted of driving while impaired within last 8 years.
 - been convicted of reckless driving within last 8 years.
 - been convicted of careless driving within last 8 years.
 - been convicted of assault involving a motor vehicle within last 8 years.
 - been convicted of passing a stopped school bus within last 5 years.
 - any major violations defined as 3 or more moving violations within last 3 years or 2 or more at-fault accidents within last 3 years or a combination of more than 1 at-fault accident and 1 violation within the last 3 years when not the same incident.

B. AVAILABILITY: The Parish Administrator shall maintain an up-to-date list of approved drivers. It shall be the responsibility of the organization requesting use of

the bus to secure its own driver from that approved list. Drivers may be added as they meet the above requirements.

C. TRIP RESPONSIBILITY: The driver of the church bus will have sole responsibility and authority in matters pertaining to the bus operation, maintenance and safety (see pre-trip check list). The driver is responsible for complying with this policy, obeying all traffic laws, completing post-trip actions and returning the key, log & trip report to the church office. Proper maintenance of the vehicle's safety equipment is especially important for the safety of the driver and passengers. Prior to and upon return from every trip, the driver must check:

1. Brakes: Check brakes regularly. Be sure fluid levels are correct.
The mechanic will check disc pad and rotor wear at each tire rotation
2. Tires: Check tire wear regularly. All tires should have at least 1/8-inch tread remaining. Check tires (including the inside rear dual) for proper inflation before and after use. Maintain tire pressure at the recommended psi. Look for trouble if tires wear unevenly.
Rotate tires with every other oil change.
3. Lights: Review all safety lights prior to making each trip. Headlights, taillights, break lights and back up lights are very important. Turn signals and emergency flashers should also function properly.
4. Windshield and Wipers: Be sure the front windshield is unobstructed and no cracks exist in the driver's vision area. Wipers and washers must be operating correctly at all times. Side window vision should not be obstructed.
5. Horn: Test horn before departing.
6. Mirrors: Make sure the side and rear view mirrors function. The driver should adjust the mirrors prior to starting the trip.
7. Seats: Drivers should adjust their seat prior to starting out. All passengers should have and use seat belts. Children will use appropriate child booster seats. All child booster seats are to be installed according to the manufacturer's instructions.
8. Fluid Levels: Check all fluid levels prior to each trip.

D. CHURCH SPOKESPERSON: In any accident or emergency situation involving the church bus, Peace Lutheran Church and Preschool should be represented at the scene by only one individual in any ensuing discussion with authorities, insurance representatives, etc. The driver will be the spokesperson on the scene for the church in any such situation.

E. TRAINING AND RESPONSIBILITY: The Parish Administrator 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.

Accordingly, prospective drivers will receive instruction on those areas listed on the Bus Driver Vehicle Orientation form contained in this policy, and he/she will drive the bus for a supervised familiarization road test by the Parish Administrator or designated trainer. The driver familiarization should include the following:

1. Driving buses and towing trailers present 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.
3. Mechanical breakdown. Make sure hazard lights are flashing and flares/triangles are available. When using flares or triangles, place them 100 and 200 feet to the rear of the vehicle. Keep passengers in the vehicle at all times unless fire or other dangers pose problems. Call for help as soon as possible and be prepared to make alternative transportation available to passengers.
4. 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. *Also, see "Church Spokesperson," above.*
5. 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 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:
 - Follow all applicable state vehicle codes in the operation of the vehicle.
 - 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.
 - Anticipate 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 or any other electronic device while driving.
- Never drive under the influence of alcohol or other drugs.

THE BUS DRIVER IS NOT TO BE COUNTED AS AN ADULT SUPERVISOR WHILE THE BUS IS IN OPERATION.

III. Operations and Maintenance

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

B. TRIP CHARGES: A minimum charge of \$25.00 will be charged for any group using the bus. The \$25.00 charge includes 10 free miles and the diesel fuel used.

Each trip longer than 10 miles each group shall pay for fuel consumed during their trip and will return the bus with a full tank of diesel fuel and all fluids topped off. In addition to fuel expenses, groups using the bus will be charged of \$.75/mile for maintenance and repair costs.

No charge shall be made for the following groups:

1. Riders transported to and from worship services or special church wide services.
2. Church groups attending Synod events (when the budget will allow and when specifically pre-approved by the Church Council).
3. Other specific events approved by the Church Council.

C. MAINTENANCE RESPONSIBILITY: The Parish Administrator is responsible for major items of upkeep such as insurance coverage, registration, tires and major repairs. The Facilities Manager will provide for operational maintenance such as maintenance logs, trip logs, drivers logs, fuel, oil and filter/lube, exterior wash, tune-ups, and preventative/routine maintenance, etc.

D. 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.

E. 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. The driver will keep the Parish Administrator informed of any trip abnormalities.

F. Review of Policies

The Administrative Ministry Team and the Church Council may review this policy at any time. The Church Council may approve exceptions to this policy on an individual basis.