

ST PAUL UNITED METHODIST CHURCH

Bus Scheduling and Care

June 19, 2017

Facility Manager's Responsibilities:

- 1) Has charge of bus maintenance.
- 2) Has charge of bus scheduling.
- 3) Will start and warm up bus engine if bus is not used during week.
- 4) Schedule maintenance in accordance with Mfg's recommendations.
- 5) Check bus out and in from use.
- 6) Park bus on church property when not in use.

Use of Bus:

- 1) Bus will be used for ST PAUL UNITED METHODIST CHURCH related activities ONLY. A minimum of 12 passengers are required to justify the use of the bus with a maximum of 34 passengers. Outside organizations may request use of the church bus and be considered the purpose of use must be consistent with the policies set forth in the Book of Discipline of the United Methodist Church, and there must be at least 1 member of St. Paul included in the organization and the Property Committee has to approve the request. Pack 145 and Boy Scout Troop 145 can be an exception to our current rules. They can use the bus for day trips if schedules permit. They would be required to furnish a driver and fuel.
- 2) A Church Bus trip scheduling form must be picked up at the Facilities Manager's office, filled out and then returned to the Facilities Manager's office for approval. If the trip scheduled is approved, one copy will be given to the requester, one copy will be posted on the Facilities Manager's bulletin board and one copy will be posted on the church office bulletin board. A passenger list must be generated by the group leader for emergencies. The Group Leader is responsible for safety and discipline on the bus.
- 3) Each group leader must sign the bus out through the facilities manager and be responsible for the bus until returned to the church.

- 4) All drivers must have a valid Commercial Drivers License/Bus endorsement (CDL/Bus) on record in the church office before they drive the bus – (NO EXCEPTIONS).
- 5) It is the responsibility of the group leader using the bus to find qualified drivers from the list in the church office for each trip before the trip is scheduled or the bus cannot be used.
- 6) The driver/s are responsible for maintaining a current log book kept in the bus at all times containing the following: bus usage log and a checklist of engine oil level, lights, brakes, tire pressure, windshield wipers, diesel fuel purchased and any damage to the bus.
- 7) Before the bus is returned to the church lot, the fuel tank must be refilled.