

Procedure for Presbyterian Manor Bus Transportation

First Presbyterian Church and Sunrise Presbyterian Church

First Presbyterian Church and Sunrise Presbyterian Church share months transporting church members to their respective churches each week. First is in charge of **January, March, May, July, September & November**; Sunrise is in charge of **February, April, June, August, October & December**. Volunteer drivers are contacted monthly by a program coordinator to schedule a Sunday that is convenient for each driver. If the driver cannot drive on their assigned Sunday, they should call another volunteer and work out a trade. (see list of drivers from each church on back). Then call your church and let them know of the change.

Instructions and schedule for bus drivers:

8:50 a.m.

Arrive at Presbyterian Manor and get bus prepared

Go into the main Manor building (use main entrance) to get the bus key ring, which is in the podium by the mailboxes in the main lobby. The main doors are unlocked before 8:45 a.m.; however, you can press the intercom button for earlier admittance. If the weather is very cold or very hot, you will need to allow extra time to make the bus comfortable for the riders. Some passengers may need to use a walker or cane. Please assist them as needed.

Drive your vehicle to the west side of the building to get the bus, which will be parked in the north parking lot. Drive the bus from the lot around the north side of the building to the main entrance. **Do not drive the bus under the awning by the front door (main entrance) of the Manor as it will not clear the area.**

9:10 a.m.

Leave Manor for Sunrise Church, 825 East Beloit

Drop off passengers at the South door (on Beloit street). Return immediately to the Manor.

9:35 a.m.

Leave Manor for First Church, 308 South 8th

Drop off passengers at the West door (circle drive on 9th Street). Return to Sunrise Church no later than 10:15 a.m. to pick up passengers.

10:30 a.m.

Leave from Sunrise Church for return to Manor

Return Sunrise Church passengers to the Manor. However, if Sunrise's service runs overtime, driver is to take Sunrise passengers and go directly to First Church to be on time for the 11:00 a.m. pick up of First Church passengers.

11:05 a.m.

Leave from First Church for return to Manor

Return immediately to the Manor in order for First Church passengers to be on time for the noon-day meal.

When all passengers have departed the bus, return it to the Manor's west parking lot where you initially found it. Go back to the main lobby and return the keys to the podium.

OVER

OTHER INFORMATION:

- State law requires that the Manor keep a current record, for insurance purposes, of everyone who drives the Manor vehicles. All volunteers are asked to contact Janet Smith at the Manor (825-1366, ext. 1134) to set up a time to see her and sign the appropriate forms. New drivers will meet with a Manor representative to be checked out on driving the bus.
- All drivers must have their driver’s license with them at all times so that they are covered by the Manor’s insurance in case of an accident.
- Phone numbers: Sunrise Church – 823-6344; First Church – 825-0226; Presbyterian Manor – 825-1366, ask for charge nurse (number & person to call in case of passenger emergency or inclement weather)

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VOLUNTEER BUS DRIVERS:

FIRST DRIVERS

Jerry Exline 827-6148
 Brandon Gary 342-6401
 Jeff Hayes 452-5566
 Tom Jett 825-7354
 John Landes 826-9003
 Todd Michaelis 827-0556
 Bob Salem 823-7949
 Morrie Soderberg 827-3225

COORDINATOR /RECRUITER:

Andy England 819-6607
 Pat Putzier 825-1368

SUNRISE DRIVERS

Dean Atteberry 452-5008
 Marilyn Benyshek 827-4561
 Kurt Braun 452-8543
 Jim Gile 827-7356
 Gary Hale 827-5187
 Gordon Horst 822-5522
 Paul McAfee 823-1517
 Ken Miller 827-9176
 Abner Perney 827-0722
 Clarke Sanders 577-4604
 Noreen Slaughter 825-5119
 Ed Viar 827-7401

COORDINATORS:

Marilyn Benyshek 827-4561
 Paul McAfee 823-1517