

First Southern Baptist Church Bus Usage Policies and Procedures

General Rules

- ❖ All groups using the bus should be familiar with and abide by these policies and procedures.
- ❖ Prayer should be said before and after each trip.
- ❖ All persons must conduct themselves as to be a glory to the Lord and First Southern Baptist Church (FSBC).
- ❖ The church is not responsible for personal items left on bus.
- ❖ Users are responsible for keeping the bus interior clean and doing the post-trip cleanup.
- ❖ Each bus trip must have a responsible adult designated as a group leader.
- ❖ Safety of the group is always first consideration.
- ❖ The leader/sponsor(s) are responsible for group conduct and enforcing rules.
- ❖ A minimum of two adults on all trips, including the driver, is required.
- ❖ Any sponsoring group using the bus will be responsible for returning the vehicle filled with gas and oil.
- ❖ Driver is the final authority on all matters related to the operation, routing and use of the vehicle.
- ❖ Passenger capacity is limited to available seating on the bus. No standing, sitting or lying down in aisle permitted.
- ❖ No possession, consumption or use of alcoholic beverages, illegal drugs, or tobacco (in any form) is permitted on church property, including bus.
- ❖ Food and beverages may be used on the bus but proper disposal is required.
- ❖ The bus will not be loaned to groups or individuals outside the FSBC.
- ❖ Each Bus Committee member will maintain a set of keys to the bus. Keys will be distributed to authorized drivers only and should be returned immediately following the trip.

Bus Requests

- ❖ FSBC bus is available only for FSBC or FSBC sponsored events.
- ❖ FSBC bus must be driven by FSBC trained drivers as noted below.
- ❖ When possible all trips shall be requested at least two weeks in advance to Bus committee.
- ❖ All requests must include a completed "Bus Request Form."
- ❖ All requests are handled on a first come-first serve basis.
- ❖ Booking a qualified bus driver is the responsibility of the group making the request.

Passenger Log

- ❖ A master list of all individuals going on the trip should be made prior to the event.
- ❖ List should include all passengers, ministers and leaders.
- ❖ The master list should be used to determine who is on the bus prior to departure by checking them off as they board.
- ❖ List should be kept on the bus and used to perform headcounts after stops.

Passenger Guidelines

- ❖ Groups consisting of males and females must have at least one responsible adult sponsor/driver of each sex on the bus.
- ❖ Control of the passengers' actions is the responsibility of the leader, however the driver has final authority if he/she believes those actions endanger the bus or riders for any reason.
- ❖ Everyone is to be seated before starting on trip. Passengers should not move around in the bus while it is in motion.
- ❖ Paper, trash, or other articles should not be thrown out of windows.
- ❖ Passengers should not call to passing motorists or pedestrians from the bus.

Driver Qualifications

- ❖ Must have a valid Kansas driver's license.
- ❖ Must be at least 25 years of age but not older than 70.
- ❖ Must have a clean driving record.
- ❖ Must be a FSBC member.
- ❖ Must have completed training required by Bus Committee.
- ❖ FSBC Bus Committee reserves the right to deny anyone FSBC driver approval for any reason.

Driver Responsibility

- ❖ To complete all licensing and training requirements.
- ❖ To have advance planning of the route of the trip in conjunction with other personal church vehicles (if applicable) going on trip.
- ❖ To perform pre- and post-trip inspections and complete the inspection form.
- ❖ Pre-trip inspections should be completed with adequate time to facilitate correction of problems found.
- ❖ Confirm safety equipment is stored at all times in its prescribed location.
 - Fire Extinguisher To be determined.....
 - Safety Triangles
 - Shovel
 - First Aid Kit
 - Flashlight
- ❖ Never leave the bus with engine running when it is loaded with passengers
- ❖ Never fuel the bus while the engine is running or when there are passengers on board.
- ❖ Allow passengers to only cross in front of the bus, never behind the vehicle.
- ❖ Posted speed limits are to be rigidly obeyed. Any traffic violations will belong to and be the responsibility of the driver.
- ❖ Keep order in the bus at all times.
- ❖ Make recommendations concerning the maintenance and improvements to the Bus Committee.
- ❖ Report any trouble or needed repairs to the Bus Committee immediately.

Any questions on these policies and procedures can be made to the Bus Committee or Pastor.

Bus Committee Members:

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