

NORTH RALEIGH UNITED METHODIST CHURCH

Bus Utilization Policy

April 12, 2016

USAGE

- **Bus use must be for Ministries of NRUMC- examples are as follows:**
 - Bible Study Groups
 - Choir Activities
 - Church Committees
 - Joy
 - Preschool
 - Scouts
 - Staff Training Workshops
 - Sunday School Groups
 - Sunday Shuttle Service
 - UMMW/UMW
 - Youth

- **Church Office Maintenance**
 - The Church Office will maintain a Master Log book of all approved drivers, copies of their respective NC Driver's License, verifying each individual's license is current and still valid through the insurance agent.
 - Church Office will confirm that any proposed driver has completed the bus training and orientation. This is a requirement for driver eligibility.

- **Request of Church Office for approval for the planned Church activity.**
 - Reservation request form should be submitted 10 days prior to activity; confirm that there are no scheduling conflicts.
 - Church Office to confirm the request is an eligible activity. The Church Office will decline all requests for non-church functions.
 - Each ministry group requesting bus use must provide their driver(s) from the approved Driver List. If the proposed driver is not on the approved list, then they must complete the training and provide a valid copy of their NC Driver's License to be approved. Also, this driver is subject to underwriting acceptance by the Church Insurance Company.
 - Church Office will confirm the scheduled driver has a current NC Driver's License, copy on file, and if needed, the "backup driver's" license as well, prior to granting Church approval for the use of the bus.
 - Church Office to issue an Approval Certificate to the requesting activity, and place a reservation on the Church calendar schedule.
 - Church Office to arrange with the Approved Driver to pick-up and return of the bus key.

DRIVERS

- All approved drivers are expected to participate in the Bus Ministry as follows:
 - Anyone desiring to be removed from the Bus Ministry's approved list should notify the Church Office in writing.
 - Annually, a confirmation letter will be sent by the Bus Ministry Committee to all approved bus drivers to verify each driver's availability to participate in their respective area of the Bus Ministry.
 - Drivers must comply with the Safe Sanctuary Policy requiring background checks for anyone driving for youth functions.
- All drivers must read and follow the Bus Utilization Policy regulations.
- Drivers will not use cell phones, or other such devices, while the bus in operation.
- All drivers must be approved by the Church's insurance agency and added to the policy.
 - Driver License information is to be reviewed by the insurance agent **annually** for violations and acceptability for coverage.
 - Minimum age is 25 years old.
 - Anyone age 70 or older needs to have a doctor's examination to determine driving eligibility.
- On extended trips the group should have an approved "backup" driver for emergencies.
- Obtain keys from contact person in the Church Office, prior to the scheduled use.
- Return keys to the Key Drop Box located outside the main office with Bus Use Form.
- Complete the Log sheet at the beginning and end of the trip.
- Fill the gas tank before returning the bus to the church.
- Each activity must fund the gasoline costs for their activity.

PASSENGERS

- All Groups are responsible for bus clean up at the completion of the activity.
- No food or drinks on the bus during the Shuttle activity.
- No smoking is allowed on the bus.
- Remove all personal belongs before disembarking the bus.
- All passengers are to be seated in a seat, maximum number is 14, this the legal limit for this type of bus- **no exceptions**. No standing or holding children in a person's lap.
- All passengers are to use seat belts.

MAINTENANCE

- Bus maintenance schedule must be maintained by a Trustee designee:
 - Scheduled service
 - Warranty repairs
 - Gasoline for the shuttle service
 - Appearance Wash
 - Expenses handled by credit card (in Finance office)
 - Complete a monthly inspection by the Trustee designee.

EMERGENCY PROCEDURES

- The written **Emergency Procedure** is included in each vehicle.
 - Roadside Assistance- Ford (800) 241-3673
 - Towing included in policy
 - Police and Highway Patrol Number: Dial **911**

CONTACT INFORMATION

- Insurance Company:
 - Agent: Curtis Knapp (919-270-3048 -cell)
 - Brotherhood Mutual-Policy 32A0417504
- Claims phone number: 1-800-933-1849
- Ford Dealer Location to take un-drivable vehicle:
 - Contact Ford Roadside Assistance: (800) 241-3673
- Church emergency contact number:
 - Group Activity Sponsor
 - NRUMC- (919) 847-1536