

# WEATHERLY HEIGHTS BAPTIST CHURCH BUS POLICIES

Revised 2015

## **BUS USAGE:**

This vehicle is for use by the membership of WHBC and for church related activities and is not to be loaned or rented to any other person or group.

## **SCHEDULING:**

Reserving the bus by the various groups within the church will be on a first come, first serve basis by calling the church office. A calendar will be kept by the church secretaries and staff.

## **KEYS:**

All keys to the vehicle will be kept in the church office except for those kept by the Transportation Committee members for necessary maintenance.

## **DRIVERS:**

A qualified driver will be an adult member of WHBC. A driver qualification test will be required as specified by the Transportation Committee. WHBC driver requirements and tests are included as Appendix "A". A drivers list will be maintained in the church office file.

## **USERS RESPONSIBILITIES:**

Gas is to be paid for by the group using the bus. The bus is to be given full of gas and returned full of gas.

The group using the bus is responsible for keeping the interior clean. The bus is to be given clean and returned clean.

Open food and drinks will not be allowed in the bus.

Illegal drugs, alcohol, or tobacco are not allowed on the bus by passengers or driver.

The leaders of the group using the bus (**not the driver**) are responsible for keeping order in the bus.

Passenger headphones are to be used when listening to stereos.

Seatbelts are to be worn at all times.

Car seats are to be used as required by law.

When a youth group (below 18 years) uses the vehicle, there must be at least an individual (chaperone) age twenty one (21) accompanying the group. The driver is not considered the chaperone.

## **OUT OF TOWN TRIPS:**

A list of all passengers going on an extended trip (overnight) and an itinerary shall be filed in the church office at or before the time the vehicle is picked up.

For any trip out of the city the driver is responsible for completion of the Drivers Safety Checklist Appendix B. The report will be completed prior to the trip with comments added at the end of the trip. All forms will be maintained for review in the church files. If the vehicle is in need of attention prior to the next trip please verbally communicate this to the Transportation Committee.

**DRIVERS RESPONSIBILITIES:**

The driver is responsible for driving the vehicle in a safe and legal manner and communicating any unsafe conditions to the Transportation Committee. The driver will be responsible for vehicle maintenance while on a trip. **The driver will be responsible for all traffic violations.**

The "trip log" shall be completed by the driver. Any safety or mechanical discrepancy observed on the trip shall be communicated to the Transportation Committee.

Driver will pick up trip packet from church secretary. This will include vehicle safety check list, trip log, and keys. Driver will be issued two sets of keys. One will be in the possession of group leader for emergency use.

Driver will complete trip log before returning trip packet to church secretary.

Vehicle doors will be kept locked when unattended.

**ACCIDENTS:**

In case of accident, the proper authorities (police, state troopers) shall be immediately notified. A member of the Transportation Committee or church staff shall also be notified as soon as possible. The driver, using the information in the Emergency Kit, will proceed to handle the situation to the best of his/her ability. The Emergency Hazard Kit shall be kept in the vehicle at all times.

**VEHICLE MAINTENANCE AND CARE:**

Servicing of the vehicle is to be done in accordance with the manufacturer's manual.

Oil changes are to be completed every 4,000 miles and will use the weight/viscosity oil required under warranty conditions.

General maintenance of the vehicle will be coordinated by the Transportation Committee.

**VEHICLE DAMAGE REPAIR/COST:**

All accidents shall be reported to the Transportation Committee chairman within 24 hours with a formal written statement to be filed within 72 hours.

Damage to the interior of the bus caused by horseplay or carelessness shall be the full responsibility of the reserving group.

## **WEATHERLY HEIGHTS BAPTIST CHURCH BUS POLICIES**

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(See APPENDIX A)

### **DRIVERS QUALIFICATIONS:**

WHBC prefers that all drivers be between the ages of 25 and 65. However, drivers 21 through 24 and above 65 with no accidents or violations and no health problems may be acceptable.

No driver should have physical or health impairment (other than glasses).

No driver would be allowed who is taking medication for a health problem (such as diabetes, seizures, heart, etc).

No driver should have more than one accident or one traffic violation within the last 3 years.

No driver will be allowed who has a careless driving, reckless driving, or driving under the influence violation.

Proper drivers license and driving experience is required for the type and size of vehicles being driven.

All drivers shall complete WHBC Bus Driver Application form.

### **DRIVERS TESTS:**

Drivers who have a commercial drivers license, or who are qualified as MBA van drivers, or who are qualified to drive the City of Huntsville transportation vans are exempt from further testing unless a lapse in the qualification occurs.

Other persons who wish to qualify as drivers shall be given a general orientation on the safety and operational characteristics of the bus and shall be given a drive-around test prior to submitting their names to WHBC.

**WEATHERLY HEIGHTS BAPTIST CHURCH BUS POLICIES**

**EMERGENCY PACKET**

**VERIFICATION OF VEHICLE INSURANCE:**

Insurance Company – Church Mutual

Policy Number – 050 843-09-001386

Insurance Agent's Phone Number – 1-800-467-0098

Emergency Road Service – 1-800-241-3673 provided by Ford Motor Company

Vehicle info E 450 Ford 1003

**CHURCH PHONE NUMBERS:**

Pete Garrett      Ch/Transportation Committee      (H) 256-881-3467      (C) 256-651-0182

Patrick Streeter      Minister of Youth      (C) 256-655-7547

Church Office      256-881-6882

**APPENDIX A**

**WEATHERLY HEIGHTS BAPTIST CHURCH**

**BUS DRIVER APPLICATION FORM**

This bus does not require a commercial drivers license

Driver Applicant Name \_\_\_\_\_

DOB \_\_\_\_\_ AL Dvr Lic # \_\_\_\_\_ Exp. Date \_\_\_\_\_

During the past 3 years, have you:

- |   |     |    |
|---|-----|----|
| 1. Been involved in a motor vehicle accident                            | YES | NO |
| If yes, were you at fault? Issued a ticket?                             | YES | NO |
| 2. Had any moving traffic violations?                                   | YES | NO |
| 3. Been cancelled or refused vehicle insurance?                         | YES | NO |
| 4. Had a license revoked, suspended, or restricted?                     | YES | NO |
| 5. Had any physical impairments other than corrective glasses?          | YES | NO |
| 6. Are you taking medication for heart condition, seizures, or diabetes | YES | NO |

In the past 5 years, have you been ticketed for DUI or reckless driving? YES NO

If "yes" to any of the above, please provide full details.

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By signing this application form, applicant gives WHBC permission to obtain a background check and understands that information resulting from such check may be used in determining whether this application is approved.

If background check is conducted any information obtained will be treated as confidential.

Applicant Signature \_\_\_\_\_ Date \_\_\_\_\_

Approved by \_\_\_\_\_ Date \_\_\_\_\_  
(Name, Bus, Committee Member)

## APPENDIX B

### Out of Town Trip

**Driver's Safety Checklist:** (record or report any problems)

- \_\_\_\_\_ Before entering the vehicle, walk around the vehicle and inspect its overall condition.
- \_\_\_\_\_ Check condition of tires and if they are properly inflated. (65 PSI- Front. 80 PSI-Rear)
- \_\_\_\_\_ Look under the vehicle for any fluid leaks.
- \_\_\_\_\_ Look behind the vehicle for any obstructions.
- \_\_\_\_\_ Verify spare tire, first aid kit, hazard kit, fire extinguisher are in the vehicle.
- \_\_\_\_\_ Look under the hood for any loose wires or hoses. Check the levels of washer fluid, oil, transmission, and power steering fluid.
- \_\_\_\_\_ Start the vehicle. Have someone stand outside and test the lights, turn signals, and brake lights. Look for any broken lights.
- \_\_\_\_\_ Test the brakes by putting the vehicle in gear while holding your foot on the brake.  
Test the parking brake by putting the vehicle in gear with the parking brake engaged.
- \_\_\_\_\_ Test the horn, wipers, fans, and defroster.
- \_\_\_\_\_ Make sure you have unobstructed views of all windows and mirrors.
- \_\_\_\_\_ Test the emergency door, buzzer, and lights.
- \_\_\_\_\_ Check that all seats have seatbelts and they are in good condition and the passengers are using them.
- \_\_\_\_\_ Do not exceed the maximum passenger limit for the vehicle.

**Comments:**