

FLAT SPRINGS BAPTIST CHURCH

Sanford, North Carolina

Policies Manual

Title Bus Committee	Policy Number 006	Page: 1 Of: 4
Yearly Elected Committee Members	Date of Revision: 12/13/2015	Level of Revision: 3

I. Purpose

The purpose of the Bus Committee is to be responsible for general maintenance and repairs to the bus and bring to the church recommendations for bus usage.

II. Definitions

Bus Committee – members of Flat Springs Baptist Church selected by Nominating Committee and approved by church members.

III. Procedure

A. Committee members to serve from September 1 through August 31 of each church year.

B. Usage of Bus

1. There will be no charge for the use of bus by any church group if round trip is 100 miles or less. This means the young people, choirs, Sunday Schools classes, or any group sponsored by Flat Springs Baptist Church.
 - a. If trip is over 100 miles round trip, groups will reimburse church at IRS mileage rates (same rate church pays staff for mileage).
2. The bus will be used only for church activities. The bus will not be available for rent by any other group or persons.
3. The bus is to be operated only on regular, maintained roads.
4. When not in use, the bus will be parked in a designated place.

FLAT SPRINGS BAPTIST CHURCH

Sanford, North Carolina

Policies Manual

Title	Policy Number	Level of Revision:	Page:
Bus Committee	006	3	2 of: 4

C. Drivers

1. Only designated, responsible drivers will be permitted to drive the bus.
2. The driver must have a commercial driver's license with a P endorsement and be approved by the Board of Deacons.
3. The driver of the bus has complete authority.
4. As the driver, you are responsible for the safe operation of the bus and the protection and comfort of all passengers, the driver should ALWAYS start easy, stop easy, turn easy, and maintain a safe distance between bus and ALL vehicles/traffic.
5. The driver will make certain that all luggage is secure and everyone is properly seated prior to moving the bus.
6. The driver will check tires, gas, oil, battery and water of the bus prior to trip and at regular intervals during long trips.
7. The driver will report any potential trouble with the above to a member of the bus committee.
8. To take care of the automatic transmission, driver must always make sure bus is at a complete standstill before putting transmission in drive or reverse. Never put transmission into gear while the bus is moving or rolling.
9. When stopped on a hill or incline, driver will hold bus still with brake, NOT TRANSMISSION!!
10. In case of breakdown, the driver will maintain order and will not permit passengers to wander or obstruct traffic.

FLAT SPRINGS BAPTIST CHURCH

Sanford, North Carolina

Policies Manual

Title	Policy Number	Level of Revision:	Page:
Bus Committee	006	3	3
			of: 4

D. Passengers

1. Unnecessary yelling by passengers will not be permitted.
2. Passengers will not be permitted to put their heads or hands out of the windows when the bus is in motion.
3. The bus will not carry more passengers than there are seats available for them. There will be no one standing when the bus is in motion.
4. As a rider of this bus, each person directly reflects Flat Springs Baptist Church. Please take it upon yourself to act accordingly. Acts of misconduct, vandalism, or violation of rules will not be tolerated and shall be dealt with by the driver or group leader.

IV. Responsibilities

- A. The group that uses the bus will be responsible for the bus being clean after each trip!
- B. The Church will pay (through the budget) for insurance, maintenance and repairs to the bus.

V. Related Documents

Trailer for Bus – Attachment I

VI. Supersedes Document

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Sanford, North Carolina

Policies Manual

Title	Policy Number	Level of Revision:	Page:
Bus Committee	006	3	4
			of: 4

Revisions

<u>Revision Level</u>	<u>Revision</u>	<u>Revision Made By</u>
0	Original 5-12-02	
1	6/9/02	Policy Committee
2	7/14/2013	Bus Committee
3	12/13/2015	BC- Reviewed & Revised