

**FIRST UNITED METHODIST CHURCH—GRAHAM
GUIDELINES FOR USE OF CHURCH BUS**

(The following guidelines governing the use of the church bus have been recommended by the Board of Directors and adopted by the Administrative Board of First United Methodist Church of Graham.)

A. DRIVER

1. **Only drivers with a CDLs (Commercial Driver's License) with a "P" endorsement will be permitted** to drive the bus.
2. To be approved as a driver, the applicants must complete the "Application for Permit to Operate Church Bus" form (available in the church office).
3. IT WILL BE THE RESPONSIBILITY OF THE DRIVER TO ENSURE THE SAFETY OF THE PASSENGERS AND TO SEE THAT ALL GUIDELINES ARE FOLLOWED.

B. USE OF BUS

1. The bus is to be used only for church-sponsored groups or church-related activities.
2. The bus may be used only after it has been properly scheduled through the church office.
The bus is to be reserved by filling out a "Church Bus Reservation" form from the church office. Once it has been approved, it will be posted on the Transportation Calendar (located in the Transportation binder in the church office).
3. The bus will be scheduled on a first-come, first served basis. Priority will be given to groups need the bus for out-of-state travel on a first-come first-served basis.
4. The bus will not be used for Sunday morning pickup.

C. GENERAL GUIDELINES

1. To use the bus, the group must have a minimum of ten (10) passengers.
2. Schedule of the bus use will be kept by the church office.
3. Prior to use, the driver is to check out the key from the church office or the bus ministry coordinator.
4. ALL USE OF THE BUS **MUST BE DOCUMENTED** ON THE MILEAGE LOG THAT IS LOCATED AND KEPT IN THE BUS. IT IS **THE RESPONSIBILITY OF THE DRIVER TO COMPLETE THE DOCUMENTATION.**
Failure to document the mileage log is in direct violation of Federal Regulations as set forth by the Department of Transportation, and drivers will forfeit their privilege of driving the bus.
5. It is the responsibility of the group using the bus to return it to the church with a full tank of gasoline.
Bus ministry drivers are responsible for submitting to the church office any gas receipts for reimbursement as soon as possible after vehicle use. Groups using the bus are responsible for their own gasoline.
6. The bus is to be cleaned upon return by the group using it. Groups can make arrangements through the church office to have the bus cleaned. The fee for cleaning is \$100 by a local carwash agency.
7. No open food or drink on the bus.
8. No one under 12 years of age is to ride in the front passenger seat of the bus.
- 9.

GROUPS FAILING TO RETURN THE BUS CLEAN OR TO MAKE ARRANGEMENTS FOR CLEANING WILL BE CHARGED \$100 TO HAVE IT CLEANED.

EMERGENCY TELEPHONE NUMBERS:

Church Office: 336/226-4343 (Office hours Mon.-Thurs, 9am-2pm)

Bus Coordinator:

Board of Directors Chair: