

Tres Rios Presbytery
&
Grace Presbyterian Church
Midland, Texas

CHURCH BUS OPERATION POLICY

GENERAL CONDITIONS

- I. The church bus is to be used only for church groups and functions (including Grace Presbyterian, St. Andrews Mission and as directed by Tres Rios Presbytery). Use of the bus by persons or groups outside the church will not be allowed except with approval of the Session, or Tres Rios Presbytery.
- II. A calendar will be placed in the Grace Presbyterian office for scheduling bus usage. Church staff will place proposed trips on the calendar with approval being on a first scheduled basis.
- III. On each trip, there must be at least two adult sponsors in accordance with the church's Child Protection Policy.
- IV. Drivers of the bus will comply with the following policy:
 - A. All persons driving the bus will be checked as to proper operation of the bus and must be properly licensed and at least 25 years of age.
 - B. Driver records from the Texas Department of Public Safety will be required for each authorized person (through the church office) several weeks in advance of the planned use of the bus and are to be updated every two years thereafter. Drivers may be asked to reimburse for this cost.
 - C. Driver records will be checked when received and a person with any violations of accidents listed below will not be allowed to operate the bus.
 - 1. Two moving violations in the past twelve months.
 - 2. Three moving violations in the past 36 months.
 - 3. One "at fault" accident in the past 36 months.
 - 4. Any driver violation within the past five years that resulted in a felony conviction.
 - D. Only authorized persons will be allowed to operate the church bus.
 - E. Maintenance logs will be kept on the bus and reviewed on a regular basis by a qualified person.
- V.
 - A. No alcohol, drugs or tobacco products will be used in the bus.
 - B. Maintenance and operation shall be under the supervision of the Buildings and Grounds Committee.

DRIVER AND SPONSOR RESPONSIBILITIES

- Arrange to pick up and return vehicle keys to the church office. Keys should be picked up on the day of departure if during the work week and on Friday if departure is on the weekend.
- Maintain proper conduct of all vehicle passengers during the trip, always keeping in mind the group is representing the Lord and His church, and actions should be reflective of this fact. Necessary discipline to carry out this requirement will be supported by the church.
- Our insurance policy stipulates that there will be no more than 15 people in the bus including the driver and that seat belts are to be worn by **ALL** bus passengers **AT ALL TIMES**. There is to be no doubling up of small children in one seat belt.
- All bus drivers should be alert to passenger safety and proper care and operation of the equipment. The bus should always be operated with extreme care and caution. Drivers should practice courtesy, defensive driving techniques, and obey all traffic laws.

SPEED LIMITS ARE TO BE OBSERVED AT ALL TIMES

- The rear door is not to be used as an exit except in the case of an emergency.
- Bus operation will be normally limited to good, hard surfaced roads.
- Keep the interior of the bus in a neat and orderly condition during the trip. At the conclusion of the trip, please remove all litter and debris from the bus and return it in a condition at least as good as it was when checked out.
- A check is to be made of all tires, gas, oil, water and brakes to determine that the bus is in safe operating condition prior to operation.
- After each trip the driver shall complete the mileage log and safety/visual inspection checklist which is to be returned to the church office along with the keys and all receipts. The keys for the bus will not be accepted until the driver has signed the checklist. All malfunctions or necessary repairs should be noted on the form so they may be promptly attended so as to prevent further damage and wear.