

# **Bus Use Policy**

## **Peace Lutheran Church of Dresser, WI**

Created 6 March 2007

Revised 17 May 2007

### Purpose

The Youth & Family Ministry of Peace Lutheran Church has purchased and maintains a bus to provide safe, dependable group transportation of the church youth to and from church sponsored activities. Other groups within our congregation are encouraged use the bus to facilitate the mission of Peace Lutheran Church. To avoid potential scheduling and liability issues, the use of the bus will require prior approval of the Youth & Family Ministry.

### Use Policy

1. All bus operators must hold a valid Commercial Driver's License (CDL) and meet the following guidelines:
  - Have a Completed and Approved "Peace Lutheran Bus Driver Registration" form on file with the Peace Lutheran Youth & Family Ministry. Along with the form, a copy of the driver's CDL license will be made and kept on file.
  - Be older than 25 but not more than 65 years of age
  - Be in good physical condition
  - Be capable of dealing with traffic, passengers and emergencies
  - Any driver who has two moving violations within the past 36 months, or who has one DUI (Driving Under the Influence of Alcohol or Drugs – may also be noted as DWI, OWI, etc, depending on the laws in the state in which the offense was committed) in the past 60 months, or who has one at-fault accident in the past 60 months shall be excluded from Peace Lutheran's list of registered drivers.
  - Any previously-approved driver must notify the Church Secretary without delay, to have his or her name removed from the list of registered drivers if any of the following occur:
    - a. The driver is charged with a DUI
    - b. The driver is found at fault in an accident
    - c. The driver receives two moving violations within 36 months
    - d. The driver's CDL or regular driver's license expires or is revoked.
  - Any potential driver with more than one DUI conviction, regardless of where the DUI offense was committed, shall not be permitted to drive for Peace Lutheran Church.

2. A "Request for Bus Use" form must be completed by any group other than Youth & Family Ministry. The main purpose of this request is to avoid potential scheduling conflicts, but also to ensure that a member of Peace Lutheran Church with a valid CDL will be the primary driver on the proposed trip.
3. It is expected that the bus will be operated in a safe and legal manner at all times and occupants will act accordingly. It is the driver's responsibility to ensure that these rules and the rules and laws of the road are obeyed.
4. It is strongly recommended that there be a ratio of 1 adult to 7 minors on the bus. Drivers who are transporting minors are encouraged to enlist another adult to aid in supervision regardless of the number of passengers.
5. The maximum number of passengers listed on the inside front wall of the bus may not be exceeded at any time.
6. Food and beverage usage: Beverages are permitted as long as they are in non-spill containers. Trip chaperones will decide whether or not food and beverages shall be consumed on the bus. Any group consuming food and beverage aboard the bus must ensure that the bus is returned in its original condition. It is expressly prohibited for the bus operator to consume food while the bus is in operation.
7. The consumption of alcohol, tobacco or illegal drugs aboard the bus is prohibited at all times.
8. Pre-Trip Inspection: The driver shall review the provided pre-trip inspection and shall not drive the bus with passengers if any safety issues are detected.
9. Log Maintenance: A trip log is provided. At a minimum, log notations shall be made at the start and conclusion of every trip. On longer trips, the log notations shall be made more frequently, including change of drivers, maintenance, refuelings, and rest stops. All maintenance, scheduled and unscheduled, shall be noted in the log.
10. Reimbursement of Bus Expenses: To provide for the expected cost of future maintenance of the bus, the following guidelines have been established. Groups using the bus are expected to make payment per below to the Youth & Family Ministry.
  1. Round Trips under 25 miles - \$1 per passenger
  2. Round Trips over 25 miles
    - a. \$0.10 per mile, if the user purchases diesel fuel and returns the bus with a full tank.

- b. \$0.50 per mile, if the user refills the fuel tank at the Little Store in Dresser, WI and charges the fuel cost to the Youth & Family Ministry on the Peace Lutheran charge account. (Rate subject to change)

11. Refueling: The bus should not be returned with a tank that is less than 7/8 full. If a refill is needed, it may be made at the Little Store in Dresser, provided the above reimbursement guidelines are followed.

12. This document to be reviewed annually by members of the Youth & Family Ministry.

>>END OF DOCUMENT.

## Peace Lutheran Driver Registration

This form is to be completed for any church employee or volunteer driver who will drive a church-owned vehicle. It shall also be completed for any volunteer drivers who will transport Peace Lutheran youth to or from church-sponsored outings and activities.

Date \_\_\_\_\_

Driver's Name \_\_\_\_\_

Driver's License Number \_\_\_\_\_

State of Issue \_\_\_\_\_ Expiration Date \_\_\_\_\_

Current Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Home phone \_\_\_\_\_ Cell phone \_\_\_\_\_

Birth Date \_\_\_\_\_ Social Security No. \_\_\_\_\_

Type of license  Operator  Commercial (CDL)  Other (specify) \_\_\_\_\_

Describe any medical conditions that could affect your ability to safely transport students or adults \_\_\_\_\_  
\_\_\_\_\_

List any medications that you currently take that could potentially impair driving ability \_\_\_\_\_  
\_\_\_\_\_

Have you been convicted of any moving violations in the last 36 months?

Yes  No (if yes, please explain) \_\_\_\_\_  
\_\_\_\_\_

Do you have any restrictions or endorsements on your drivers license?

Yes  No (if yes, please explain) \_\_\_\_\_  
\_\_\_\_\_

Have you been involved in any accidents in the last 60 months?

Yes  No (if yes, please explain) \_\_\_\_\_

Have you been convicted of a DUI (also termed DWI, OWI, etc) or had your license revoked or suspended in the past 5 years?  Yes  No

(if yes, please explain) \_\_\_\_\_

Have you been convicted of more than one DUI (also termed DWI, OWI, etc) in your lifetime, regardless of where the offense was committed?  Yes  No

(if yes, please explain) \_\_\_\_\_

I certify that all the information provided on this application is truthful, complete, and completely accurate. I agree to notify the church within 14 days of any changes in any of the above information. I authorize the church to verify this information with the Department of Motor Vehicles and to check references on my driving. I understand that false statements on this application will constitute grounds for denial of the application.

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

Print name clearly \_\_\_\_\_

**Please attach a photocopy of both sides of your current driver's license to this form. CDL drivers, also attach a copy of your medical card.**

Office Use Only

DMV Check  Yes  No Date \_\_\_\_\_

Name sent to insurance company  Yes  No Date \_\_\_\_\_

Approved to drive  Yes  No Signature \_\_\_\_\_ Date \_\_\_\_\_

Comments \_\_\_\_\_

# Request for Bus Use

Date(s) of Trip \_\_\_\_\_

Purpose of Trip/Destination \_\_\_\_\_

Expected Miles to be driven \_\_\_\_\_

Name of Driver(s) \_\_\_\_\_

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(At least 1 driver must be a member of Peace Lutheran Church, in good standing. All drivers, even those who are not members of Peace Lutheran Church, must complete a Peace Lutheran Driver Registration form, and be approved & listed on the Peace Lutheran Driver Roster)

Name of chaperone(s) \_\_\_\_\_

Expected number of Minors transported \_\_\_\_\_

Requestor Name/Group \_\_\_\_\_

Date of Request \_\_\_\_\_

Please forward this request to the Youth Ministry at least 5 weeks prior to the Trip Date.

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2. Round Trips over 25 miles
  - a. \$0.10 per mile, if the user purchases diesel fuel and returns the bus with a full tank.
  - b. \$0.50 per mile, if the user refills the fuel tank at the Little Store in Dresser, WI and charges the fuel cost to the Youth Ministry.

