

BUS AND VAN USAGE REQUEST FORM

1. Each person using the bus or van will sign it in and out in the church office.
2. To drive the van a valid driver's license is required. To drive the bus both a valid drivers license and a certificate of health from a doctor is required. (Required by D.O.T. for vehicles over 10,001 pounds. The bus is 12,300 pounds.)
3. Drivers must be 25 yrs. old minimum; no maximum age limit with health certificate per insurance company. Any exception must be approved by the insurance company. Drivers must be screened and trained to drive the vehicles using. Training will be offered two times a year.
4. Seat belts MUST be worn anytime the bus or van is moving. This is state law. Remember the driver is responsible for all tickets issued to them, not the church.
5. The number of people allowed in the bus is 14 plus the driver. The number of people allowed in the van is 10 plus the driver. Remember all must have seat belts on.
6. Drivers must have a clean driving record ie no tickets or traffic violations within the last five (5) years, DUI, etc.
7. All speed limits must be obeyed. Keep the cruise on if you need it to stay within the speed limit.
8. Never leave keys or passengers unattended on bus or van.
9. Program leaders must leave a written transportation route on file at the church when taking a trip and provide one for each driver.
10. Never use cell phones when driving the bus or van, pull to side of road.
11. Driver or escort will obtain a completed and signed consent form from each parent or guardian for any one under the age of 18 yrs old once per year to cover any trips during that year. This form should be kept with the vehicle during trips and should consist of, at a minimum, a list of all medications, allergies, and emergency phone numbers for each passenger including driver and escorts.
12. No tobacco or alcoholic products allowed on bus or van.
13. While on a trip if there is a flat tire or vehicle breaks down, call the office first to report incident and get advice on having the problem fixed; if it is after hours proceed with repairs if comfortable making that decision. If any work or maintenance is done on the van or bus keep a copy of the records for the maintenance log.
14. Driver is responsible for fueling the bus or van at the end of each use. Driver or escort is responsible for making sure that passengers clean up after themselves or do it him or herself.
15. If driver fails to fuel up or clean up vehicles, cost of cleaning and fueling will be charged and deducted form the budget line item of that group.
16. Report all damage to the church office or designated person as soon as possible.
17. Due to the difference in fuel consumption, the Ford Van is to be used if at all possible for transportation vs. the bus to save on fuel costs.

The following should be completed prior to the trip:

- Condition of exterior and iterior of vehicle: _____
- Amount of fuel: _____

The following checklist should be turned in after the trip:

- Name of group: _____ Date: _____
- Driver/escort in charge of the group: _____
- Fuel level at beginning of trip: _____ at end of trip: _____
- All waste is picked up and disposed of: _____
- All dirt, mud, etc. is removed: _____
- Consent forms returned to office for file: _____

Signature: _____

Vehicle Usage Contract

Transportation route provided: _____

Consent forms obtained (for passengers who are under 18 yrs. of age)

Appropriate paperwork, copy of license, medical certificate (if applies), and insurance authorization obtained for driver(s) of event who is/are _____

Dates bus/van to be used: _____

Event: _____

Department: _____

I have read the above rules and agree to comply.

Signature

Date Reserved