



Bus Policy & Request Form

GROUP REQUIREMENTS

- To request use of the bus, an application sheet must be completed and submitted at least 30 days prior to date of use. Applications are located in the secretary's office. The committee will meet and review all applications on the third Wednesday of each month.
- Prior to submitting the application sheet, each group using the bus will need to make arrangements with a driver from the approved driver list for their trip.
- Approval on short term, or spur of the moment, must have approval of chair/vice chair and at least one member of the transportation committee. (This can only be used for a day trip.)
- Overnight trips must have a full committee vote for approval.
- Pre-trip inspection, driver log, and fuel sheet **MUST** be completely filled out during your trip.
- All liquids must be in a re-sealable container (**no canned drinks**), and all food consumption kept to a minimum during travel.
- *Absolutely no tobacco products or alcohol.*
- All groups are responsible for the safe return of the bus: tank filled with fuel, interior cleaned, and trash removed. If not, group will be charged a clean-up/refueling fee and could possibly jeopardize future approval of bus use.
- All keys and driver paperwork shall be returned immediately to a transportation committee member at earliest date after trip not to exceed next church service. (See Driver Log Sheet for list of committee members.)
- Bus must be returned to its assigned parking place after each trip.
- Any questions, concerns, or areas of repair need to be brought to the transportation committee *ASAP*.
- The transportation committee reserves the right to refuse any and all drivers or groups for use of the church bus.

PASSENGER REQUIREMENTS

- Stay seated.
- Seatbelts worn at all times.
- Enter and exit in an orderly fashion.
- No tobacco or alcohol products at any time.
- No profanity.
- No can drinks (all liquids in a re-sealable container).
- No chewing gum.
- No body parts hanging out windows.
- If driver speaks over P.A. system, PLEASE PAY ATTENTION!
- Do not distract driver.
- Keep noise to a minimum.
- All trash and personal items leave the bus as you do. (Take pride in your ride!)
- If you break it you buy it! 😊

DRIVER REQUIREMENTS

- All drivers will completely fill out the driver application and be approved by the transportation committee.
- All drivers will be required to hold at least a CDL class C license with a “P” endorsement.
- All drivers shall be an active member for at least six (6) months.
- All prospective drivers (due to insurance regulation) shall be between 25 - 65 years of age.
- A copy of driving history of prospective drivers will be required prior to approval by transportation committee.
- All drivers will go through an orientation & safety information class offered by the church.
- All drivers will possess a Salem Baptist Church driver ID badge while traveling.
- Each group will have an additional responsible adult in charge other than driver during trip.
- Pre-trip inspection, driver log, and fuel sheet **MUST** be completely filled out during your trip.
- All keys and driver paperwork should be returned immediately to a transportation committee member at earliest date after trip not to exceed next church service. (See Driver Log Sheet for list of committee members.)
- Bus will be returned to its assigned parking place after each trip.
- Any questions, concerns, or areas of repair need to be brought to the transportation committee *ASAP*.

Salem Baptist Church

Bus Request Form

Group Requesting Use of Bus: _____

Name of Group Leader: _____

Group Leader's Phone: _____ Email: _____

Has an approved driver already been contacted and agreed to drive? Yes No

Name of Approved Driver: _____

Desired date, time and duration of vehicle use (including earliest access times and latest return anticipated):

Purpose of the event and a brief description of the activities involved:

I have read, understand, and agree to abide by the Salem Baptist Church "Bus Policy." I understand that the use of the bus is on a first come first serve basis, which is determined upon the receipt of this completed request form. If the Transportation Committee approves this request, I understand that Salem Baptist Church, its staff and members are not responsible for accidents of any nature incurred during the use of the church bus. I am financially responsible for all repair expenses caused by the user's misuse or abuse of the church bus.

Signature of Group Leader: _____ Date: _____

Office Use Only:	Approved: ____ Not Approved: ____
Application received by: _____	Date Received: _____