

Bus Committee Policy

May 2022

Purpose: Supervises maintenance and operation, schedules, and approves uses of buses.

Guidelines:

1. Buses may be used for church related activities by First Baptist Church and possibly may be loaned to other churches and organizations. **THIS MUST BE APPROVED BY THE BUS COMMITTEE CHAIRMAN.**
2. Passengers are NOT allowed to talk to the drivers while the bus is underway.
3. Non-Christian behavior will NOT be tolerated on buses.
4. Empty food or drink containers are to be placed in the trash containers.
5. No tobacco (in any form) allowed on the buses.
6. Buses will not be used for personal trips or errands.
7. Damages to the interior of the buses will be charged to individuals responsible. If children are responsible the parents will be held liable for any damages.
8. All reservations for buses should be made through the church office.
9. The buses are property of First Baptist Church and because many drivers and riders will use them, we strongly suggest that a sense of pride in their use be established. We can't make that happen- only those who use them can. Please treat them as if they belonged to you personally.
10. Drivers must be 21 years of age or older with a clean driving record. The church office must have on file the following information for the drivers: Full name, drivers license number and date of birth. **Drivers must have a CDL with passenger endorsement.**
11. Drivers are responsible for the following:
 - a. Check out (during office hours) and return of keys with approval from buses through the church office.

- b. Maintenance check for gas, oil, and water when taking buses on a trip out of town. Vehicles will be checked otherwise on a weekly basis (except for gas).
- c. Cleaning/picking up all trash and personal items at the end of day or trip.
- d. Parking buses in parking lot at end of day or trip.
- e. Securing all windows and doors (including rear door) after parking buses.
- f. Report any problems relating to maintenance to the church office. The church office will relay the problem to the bus committee chairman.
- g. Observe all posted speed limits.

12. Capacity limit for the buses are limited to: Big bus 56 passengers and Mini bus 25 passengers

13. New drivers are required to be checked out on buses. The driver must have a road check with a qualified member of the committee.

14. Bus committee must approve all trips and can be reached by phone numbers listed below:

Terry Weimortz (Chair)	850-603-3921
Glen Myers	903-408-0496
Dave Davidson	850-240-5994
Tom Grimes	850-682-4554