

BROADWAY CHRISTIAN CHURCH POLICIES FOR CHURCH BUSES

The following policies shall apply to the use and operation of all Church-owned buses. The purpose of these policies is to promote the safety of persons traveling in connection with church programs as well as establishing basic requirements for the operation of the Church Buses.

- A. **POLICY ADMINISTRATION AND REVIEW.** The Church Administrator shall be responsible for the implementation of these Policies, and shall be responsible for all administrative matters pertaining to the Church Buses. The Property Department shall review the Church Bus Policies at least annually and any other time it seems advisable to do so and make recommendations to the Church board for policy modifications.

- B. **FINANCING.** Operating costs of the church buses shall come from such sources as may be identified by the Church Board, such as from groups using the buses for church activities, or from the general Church budget. Groups using the buses are encouraged to make a voluntary contribution for maintenance and upkeep of the vehicles.
 - 1. **Out-of-town trips.** For out-of-town trips, the church shall be reimbursed at the rate of \$.30 per mile. For such trips, the church shall provide the trip supervisor with a gas credit card to purchase gas for the bus. Receipts for all gas purchases shall be retained and turned in to the church office with the bus keys and required trip logbook at the end of the trip.

- C. **USE OF CHURCH BUSES.** Buses are to be used only for programs under the auspices of Broadway Christian Church. Buses shall NOT be loaned or rented to any other organization for any purpose. Requests for use of church buses should be made at least two (2) days in advance. Broadway Christian_Church groups / functions shall take precedence over all other requests when buses are scheduled.
 - 1. **Vehicle "Check-out / Check-in.** Buses must be checked out either by the person operating the vehicle or by the person in charge of the trip through the vehicle usage calendar located in the church office. All vehicles must be returned to their designated parking areas and promptly checked in upon their return. When a bus is used for an out-of-town trip the operator shall fill the gas tank before returning the bus to the designated parking area.

 - 2. **Keys / Usage Log Books.** Vehicle keys and logbooks will be provided to the driver at the church office when the vehicle is checked out. Keys and logbooks must be returned together to the church office when the vehicle is returned. All information entries in the logbook must be fully completed by the vehicle operator at the time the logbook is returned. Required information includes: date(s) of trip; purpose of the trip; group using the vehicle; beginning (check out) and ending (check in) mileage; name(s) of the vehicle operator(s), name(s) of chaperone personnel (if any); explanation of any vehicle mechanical problems experienced or vehicle damage incurred while driving the vehicle, and the operator's signature.

D. OPERATION. The Property Department in conjunction with the Church Administrator shall be responsible for maintaining the Church Buses so that all standards, rules and laws are properly met.

1. The Church Administrator shall maintain a list of qualified bus drivers in the Church Office who may drive the buses.
2. The Church Buses shall meet all applicable operating and safety requirements of the State of Missouri and other governmental entities, and shall be operated in accordance with all applicable traffic laws and regulations.
3. Church Buses shall only be operated with the required number of operators and chaperone personnel. Every Church bus shall be used and operated by an adult driver. In addition, there shall be at least one adult chaperone as a passenger when the bus is being used to transport persons most of whom are 18 years of age or younger.
4. In all instances in which youth are included in groups using the church buses, the BCC Youth Protection Policies with regards to supervision, etc. shall be followed. Copies of the BCC Youth Protection Policies are available in the Church Office.
5. All passengers, chaperones and drivers shall wear seatbelts at all times while the bus is being operated.
6. No Church Bus shall be operated with more than the number of passengers (including the driver and any chaperone personnel) or with more than the allowable weight restrictions for which the vehicle is rated.
7. No Church Bus shall be used for any trip outside of the state of Missouri unless a formal written request has been submitted to the Church Administrator and there are at least two (2) persons per vehicle on the trip who are on the list of qualified bus drivers in the Church Office.
8. The Church shall maintain adequate insurance on the Buses to protect the financial investment and the lives and well-being of those persons who ride in them. Certification of insurance coverage shall be kept in the glove compartment of the bus at all times.
9. The Church Buses shall be equipped with adequate First Aid Kits, Safety Reflectors or Flares, approved Fire Extinguishers, a Spare Tire, Tire Jack, Air Pump or Aerosol Leak Fixer, Certification of Insurance Coverage, and Information for Breakdowns.
10. All church buses shall have backup cameras to assist the driver in backing the vehicles safely.

E. DRIVER REQUIREMENTS.

1. Driver shall be an adult at least 25 years of age and must hold a valid Missouri Class E driver's license. Possession of a Commercial Driver's License (CDL) is highly recommended.
2. Driver shall have an excellent to very good driving record (Missouri motor vehicle record subject to verification) and must be included on the Approved Driver's List in the Church Office.
3. Driver shall not use, or be under the influence of intoxicants or drugs (prescription or illicit) while operating the bus.
4. Driver shall have a good knowledge of and training in First Aid, and be able to render proper First Aid when needed.

5. Driver shall be experienced in handling a large vehicle and be able to back the vehicle using the rear view mirrors. (Driver must familiarize him/herself with the vehicle and adjust the right and left mirrors before moving the bus).
6. Driver shall be responsible for the actions of passengers and maintenance of reasonable order, in the absence of any other group leader.
7. Driver shall inspect the bus before each usage and report any irregularities that exist to the Church Administrator, and shall make such reports regarding trip destinations, mileage, group or Church Department, to the Church Administrator as instructed.
8. All drivers shall participate in a driver orientation / training session approved and provided by the Church Board prior to his / her name being included on the list of approved drivers on file in the church office.
9. Driver shall report any vehicle mechanical problems experienced or damage incurred while operating the vehicle in the vehicle log.
10. No driver shall drive more than ten (10) hours without a break of at least eight (8) consecutive hours.

F. GROUP USAGE.

1. The church buses are for the use of Broadway Christian Church groups to travel to and from an authorized Church activity. Requests for use of the buses shall be made by the leader responsible for the Church group to the Church Administrator. In the event of scheduling conflicts, the first group requesting the buses shall have priority. All requests are to be submitted in writing in accordance with procedures established by the Church Administrator as approved by the Church Board. One or more persons shall be designated to be responsible for passenger conduct and to insure compliance with all provisions of the Church Bus Policies during the use of the bus.
2. Groups using a church-owned bus shall be responsible upon return of the vehicle for cleaning the interior, including without limitation, cleaning floors, aisles and seats. They shall remove and properly dispose of all trash and papers, and remove all personal luggage and other items.

G. CHURCH BUS MINISTRY. The Broadway Christian Church Bus Ministry is a program established for the purpose of transporting church members from their places of residence to the church in a safe, timely and courteous manner by a staff of drivers who are volunteers. BCC bus drivers and assistants are not professionally or medically trained with regard to physical or mental disabilities. Therefore BCC bus drivers and assistants are not authorized by the church to provide medical or psychiatric oversight for persons with medical, physical or mental disability or impairment. Accordingly, in the interest of safety for our BCC bus operators and passengers, BCC respectfully requires conformity with the following BCC Bus Ministry regulations.

1. All bus ministry passengers (except those confined to a wheelchair) must be physically and mentally capable of accessing and exiting the BCC bus with minimal assistance from their residence staff.
2. All BCC bus ministry passengers must be physically and mentally capable of entering and exiting the church building and returning to the bus unassisted. (Under no circumstances does BCC authorize a driver to accept medical or psychiatric oversight of a rider by "signing

out” a nursing home resident or a resident of a medical facility or accepting any written or verbal medical or psychiatric guidance from a passenger or his/her personal representative or his/her medical provider.)

3. Subject to the above constraints, the BCC bus operator will provide such assistance as necessary to permit safe street side access and exit of the BCC bus.
4. Nothing herein is designed to discourage persons with mental or physical disabilities from participating in worship services and functions of BCC. Broadway Christian Church is a wheelchair accessible facility and encourages those persons with mental or physical impairments to join in worship services and functions of BCC. However, for the safety of all, BCC is unable to provide transportation services to and from church functions for those individuals who are unable to meet the guidelines that are set forth in these bus ministry regulations.

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