



First United Methodist Church of Winter Garden

## Church Bus Request Form

*Please note that this form is only a request and does not guarantee a vehicle for your event.*

*Please complete this form and submit to the Church Office*

### Section I: Vehicle Information

Driver Needed: Yes \_\_\_\_\_ No \_\_\_\_\_

### Section II: Contact Information

Name of Contact Person: \_\_\_\_\_

Phone: (\_\_\_\_) \_\_\_\_\_ Cell Phone (\_\_\_\_) \_\_\_\_\_

Ministry or Group: \_\_\_\_\_

### Section III: Trip Information

Departure Date: \_\_\_\_\_ Departure Time: \_\_\_\_\_

Return Date: \_\_\_\_\_ Return Time: \_\_\_\_\_

Name of Destination: \_\_\_\_\_

Address: \_\_\_\_\_

Approximate Number of Miles: \_\_\_\_\_

Pick-up Date and Time: \_\_\_\_\_

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

Name: \_\_\_\_\_

**PLEASE NOTE THE FOLLOWING....**

1. Groups shall be responsible for cleaning the bus (inside/out) upon returning. Failure to do so will result a \$150.00 cleaning charge and may be denied future use of the bus.
2. Groups connected with First United Methodist Church will be charged a maintenance fee of .75 cents per mile. This includes use of the Church Fuel Card.
3. Bottled water and light snacks are allowed on the bus. Coffee, sodas, sports drinks, etc. are not allowed.
4. Drivers must complete the Bus Check List form (in the bus) and return it with the keys to the church office after each trip.
5. Tolls will be reimbursed to the church office for the use of the e-pass.

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**Signature of Person Completing this Form**

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**Date**

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***Administrative Use***

**Received:** \_\_\_\_\_

**Approved:** \_\_\_\_\_

**Other:** \_\_\_\_\_

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# Operating Policy

## Use of the Bus

**Eligibility:** Any FUMC group/ministry has approval and authority to use the bus. Groups sponsored by or connected to First UMC shall be allowed to use the bus but will be charged a maintenance fee of 75 cents per mile.

**Maximum Number of Passengers:** The maximum number of passengers MAY NOT exceed the 15 passenger capacity of the bus design, including the driver.

**Scheduling Procedure:** All proposed uses of the bus should be requested through the church office. Groups that are not direct ministries of FUMC can reserve the bus no more than one month prior to use.

**Point of Origin:** The bus will leave from and return to the church parking lot. The bus will be parked in the designated parking area.

**Trip Supervision:** It is the responsibility of the group or trip sponsor using the bus to provide the proper adult supervision. Adult/child ratios will be kept according to the church's ***Child Protection Policy***.

**Passenger Conduct:** All users of the church are expected to conduct themselves in a manner that exemplifies Christian principles. The bus committee reserves the right to deny use of the bus to passengers whose conduct becomes detrimental to the general safety of the group. Vandalism or property damage shall be paid for by the person/group responsible for the damage and constitutes due reason to deny use of the bus for future trips. Trip sponsors and adult supervisors shall have sole responsibility for passenger conduct. Bottle water and light snacks/foods are appropriate for consumption on the bus no sugar base drinks or coffee are allowed.

**Bus Cleanliness:** Each group is responsible for cleaning the bus, including picking up all refuse, cleaning spills, and cleaning all debris from the seats and floor. Seats and armrests should be returned in the upright position and seatbelts should be neatly placed on top of the seat. A fee of \$150.00 (as per ABC Bus Inc.) will be assessed any group that does not adequately clean the bus and may be refused future use.

**Trip Records:** The driver is responsible for completing the Bus Check List and Log. There is a notebook in each bus.

## **DRIVERS**

- 1. All drivers must be approved by the Business Manager of the Facility Administrator according to the standards set forth by the *Florida Conference Insurance Program*.**
- 2. To be approved, a driver must be a member of FUMC, 21 years of age and have a Class E drivers license.**
- 3. Individual drivers must complete a *MVR Check Approval* form and provide a copy of their current license prior to operation of the bus. *MVR check guide lines included:*
  - No DUI's (driving Under the Influence)**
  - No Reckless driving in the last five (5) years**
  - No more than two (2) moving violations in the previous two years.****

**APPROVED DRIVERS:** The church office shall maintain an up-to-date list of approved drivers. It shall be the responsibility of the organization requesting use of the bus to secure its own driver from that approved list.

**TRIP RESPONSIBILITY:** The driver of the church bus will have sole responsibility and authority in matters pertaining to the bus operation, maintenance and safety (see pre-trip check list).

### **The driver is responsible for:**

1. Complying with this policy
2. Obeying all traffic laws
3. Closing all windows and locking the bus when passengers depart
4. Returning the keys, along with the Bus Checklist and Log, to the church office.