



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 Youth Ministry Office.

Section I: Vehicle Information

Type of Vehicle Needed: (check one)

_____ 15 Passenger Bus (Bus #1)

_____ 25 Passenger Bus (Bus #2)

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 of Destination: _____

Approximate Number of Miles: _____

Pick-up Date and Time: _____

Name(s) of Approved Driver(s): _____

PLEASE NOTE THE FOLLOWING....

1. Groups shall be responsible for cleaning the bus (inside/out) upon returning. Failure to do so will result in a \$150.00 cleaning charge and may be denied future use of bus. ABC BUS, Inc. will provide the cleaning services.
2. Each ministry/group shall be responsible for purchasing their own fuel and shall return the bus with a full tank of gas.
3. Groups connected with First United Methodist Church will be charged a maintenance fee of .375 a mile.
4. Bottled water and light snacks are allowed on bus. Coffee, sodas, sports drinks, etc. are not allowed.
5. Drivers must complete the Bus Check List form (in the bus) and return it with the keys to the church office after each trip.

Signature of Person Completing this Form

Administrative Use

Received: _____

Approved: _____

Other: _____

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 .375 a mile.

MAXIMUM NUMBER OF PASSENGERS: The maximum number of passengers MAY NOT exceed the 15 or 25 passenger capacity of the bus design, including the driver.

SCHEDULING PROCEDURE: All proposed uses of the bus should be requested through the Youth Ministry 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 bus 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. Bottled water and light snack foods are appropriate for consumption on the bus but 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 clearing 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 Checklist and Log, leaving a copy in the church office prior to departure, and returning the original with any comments to the church office following the trip.

DRIVERS

1. All drivers must be approved by the Director of Youth Ministry or 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 either a: Class E (or above) License for the 15 capacity bus and/or a Commercial Drivers License Class C (or above) with a "P" (passenger) endorsement for the 25 capacity bus.
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 guidelines include:
 - No DUI'S (driving Under the Influence)
 - No reckless driving in the last five years
 - No more than two moving violations in the previous two years

APPROVED DRIVERS: The Youth Ministry 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:

Complying with this policy

Obeying all traffic laws

Closing all windows and locking the bus when passengers depart

Returning the key, along with the Bus Checklist and Log, to the church office.