




Bellevue United Methodist Church 7501 Old Harding Pike Nashville, TN 37221	Policy # 141218	REV. B
<p style="text-align: center;">BUMC Bus Operation Policy</p> 	APPROVAL	DATE
	Written: W R Cave 	12.18.14
	<u>Approval Trustees:</u> Chair  Bus Sub Chair	2/25/15
	<u>Approval Church Council Preliminary Appvl</u> <u>Pending Revisions to Operational safety</u> <u>criteria</u>	2/23/15

Revision History

LTR	DESCRIPTION	DATE	APPROVED
5	Draft release	12/18/14	WRC
6	Deleted Towing option	41/2/15	WRC
A	Release for use	1/12/15	WRC
B	Revised Para 2.2 added note, Revised 2.7 added note	2/24/15	WRC

NOTE: All drivers listed on the Drivers list maintained by the BUMC office Administrator are "grandfathered in" as drivers as of 1/12/15 by reading and acknowledging in writing that they have read and understand this policy. When the Driver proficiency criteria (Bus Driver's Operational Course) is established, each driver will then have 120 days to accomplish the evaluation criteria.

BUMC Bus Policy

Operation of the Bellevue United Methodist Church (BUMC) Bus is both a privilege and a responsibility, not a right. Drivers are responsible for operating the vehicle according to state and federal laws and this policy. Violation of these laws and rules may result in the removal of driving privileges.

1. Driver Qualification

- 1.1. Employees and approved volunteer driving records shall be checked prior to the operation of a BUMC Bus. The purpose of this record check is to make sure the driver has an acceptable driving record to operate the BUMC Bus. Drivers shall be registered with the insurance company through the church office. A file of qualified drivers will be kept electronically by the Church Office, maintained by BUMC's Office Administrator and filed with the church insurance company. A driver's name will be removed from The Approved Driver List upon receipt of the third written warning or as excluded by insurance driving record review. Examples of incidents where warnings maybe issued include but are not limited to traffic violations, accident involvement, bus misuse as defined in paragraph 2.3 of this document.
- 1.2. **Only approved drivers listed on the insurance policy may drive the Bus.** Each driver listed shall have a current, personal automobile insurance policy and a good driving record. The Trustees reserve the right to refuse driving privileges to anyone considered a high-risk, either by the church's insurance company or in the Trustees view. Examples of incidents where privileges maybe revoked include but are not limited to causing an accident, traffic violations, passenger complaints, abuse of the vehicle.
- 1.3. Drivers must be at least 25 years old. There is no maximum age. Exceptions to these limits may be made by the Senior Pastor and / or the Trustees Chair on a case-by-case basis.
- 1.4. Each driver:
 - Shall submit a copy of their valid driver's license to BUMC's Office Administrator
 - Shall be listed on BUMC's Approved Driver List prior to operating the Bus.
 - Shall read and understand this Policy, acknowledged by signing the Driver Signature Page at the end of this document, and submitting it to BUMC's Office Administrator prior to operating the bus.
 - Shall successfully complete the prescribed Bus driver's operational course conducted by BUMC authorized instructors (reference Attachment A). This proficiency exam shall be conducted prior to initial operation of the bus and all drivers are to be re-assessed every three years. Costs for the training shall be budgeted for by the trustees annually.

2. Scope of Use, BUMC Bus

2.1. The Bus is designated / reserved for the Room in the Inn transportation during the Room in the Inn period. The Room in the Inn time period is from November through March of each year.

2.2. The Bus may be used only by church groups such as UMM, UMW, UMY, Scout Troops, Sunday school classes, etc., and for church activities. (The word group does not refer to a group of individuals.) Normally, the Bus may not be reserved more than ninety (90) days in advance. All reservations will be received in writing through the Office Administrator on BUMC church Bus Request Form #141218-03.

Note: When a church group has an established schedule for events over a number of months the Bus maybe reserved for those dates at the same time, e.g. Keenagers monthly excursions.

2.3. The church calendar shall reflect dates when the bus is reserved.

2.4. Any problems or questions associated with the vehicle should be addressed to the Trustees by the driver and /or group leader. Any damage should be reported immediately in writing to the Trustees by the driver. After Trustee review, the driver may receive a written warning, if appropriate. Please include pictures as possible.

2.5. Misuse of the Bus will result in written warnings to both driver and the group. After two warnings the group will lose their right to use the Bus for some defined period of time (at the discretion of the Trustees). Warnings shall be made in writing by the Trustees. (reference 1.2, 2.3 above)

- No person other than an approved driver of BUMC, who is listed on the Approved Driver List and is driving to or from a church-related event, may use the BUMC Bus. Personal use of the BUMC Bus is prohibited.
- Possession, transportation or consumption of alcohol or illegal drugs by anyone in the Bus is not allowed.
- Driver and all passengers shall wear available personal restraints.
- Report any accident immediately to police and the office administrator. Note: Any driver who is involved in an accident may be requested / required to take a drug test.
- Smoking by the driver and any passengers is prohibited.

2.6. Charges for the Use of the Bus shall be as follows:

- **For local driving please have the group fill the tank if fuel level is below $\frac{3}{4}$ full prior to parking the bus.**
- When used for out-of-town trips, the gas tank will be refilled and fluids added if needed within 24 hours after return, or before the Bus is scheduled to be used next, whichever comes first.

2.7. Maintenance and Upkeep

- In general, all matters involving the ownership, maintenance, and scheduling of the church vehicle are the responsibility of the church Trustees.
- Prior to starting a trip, the driver **shall** conduct a walk around inspection of the bus to verify it is in good condition. Results are recorded on the BUMC Bus Drivers check list Form 141218-01. The start / finish mileage shall also be recorded in the Mileage Log that is kept in the bus. (Ref: Adams Automobile Log Books ABFAFR12 available from Amazon.com).

Note: Based on the walk around inspection, weather conditions or other factors that could influence the safe and effective operation of the bus it is the driver's decision to continue or not to continue with the trip.

- The interior of the vehicle **shall be cleaned by the users** within 24 hours after the return, or before the Bus is scheduled to be used next, whichever comes first. This will be the responsibility of the driver. Any major cleaning problem should be reported to the Trustees.
- The roof of the Bus shall not be used for equipment transport, nor should anyone climb on it.
- While the Bus has space for 15 passengers, the recommended weight limit for passengers and equipment is 5,286 pounds. It is the duty of the driver and the group leader to enforce the weight limit and not allow the Bus to be overloaded.

3. Vehicle Inspections

3.1. Trustees shall be responsible for completing a written Quarterly inspection checklist form #141218-02 at the end of each quarter. After Trustee review, any needed maintenance and/or repairs will be performed. Additionally, the BUMC Bus shall be subject to spot-checks by the trustees.

3.2. BUMC vehicles must have the following standard items in the vehicle:

- Current revision of this policy document
- Current insurance verification
- Adams Automobile Log Books (ABFAFR12)
- Current vehicle registration
- Safety belts ready for use
- Fire extinguisher
- First aid kit
- Usable spare tire, jack, and lug wrench
- Reflector kit
- Vehicle operator's manual

3.3. Binder with the following forms and information:

- BUMC Bus Driver Check List form #141218-01

- Quarterly Inspection List Form #141218-02
- Emergency phone numbers, including BUMC phone numbers
- Accident investigation form, As provided by insurance company

BUMC VEHICLE POLICY

Driver signature page

(To be placed in the Approved Drivers File after signing)

This is to confirm that I have received a copy of the BUMC Vehicle Policy and agree to abide by the rules and regulations set forth therein.

I understand these policies in no way constitute a contract and cannot be construed as such, either in whole or in part. Furthermore, I understand that BUMC Trustees reserve the right to change, modify, or cancel the contents of these policies in whole or in part at any time.

Name (Printed) _____

Signature: _____ Date: _____

BUMC Bus Driver Check list

Completed by: _____

Date: _____

Event

Prior to the trip, and based on the walk around inspection, weather conditions or other factors that could influence the safe and effective operation of the bus it is the drivers decision to continue or not with the trip. If a condition arises where as the operational safety of the bus is in question and you are not sure wether to proceed with the trip please contact a trustee via the BUMC office administrator for clarification/ advice.

Mileage out	Mileage In	Fuel added	
Item	criteria	Acceptable Y / N	Notes (Driver comments on findings as needed)
Lights	all operating		
Tires	No cuts, bulges, Tread Condition >3/32 depth, Air Pres.- Not visually low		
Glass	Intact		
Doors	Operate as they should		
Safety Restraints	Good condition all seats		
Mirrors	Intact, no cloudiness		
Bus body	Note dents obvious flaws e.g. dented fender, hubcaps missing		
Fuel Level	Fuel level should be > 3/4 full		
cleanliness	Floor swept, no belongings left , trash empty, seats clean, overhead clean and empty		
Other	Driver noted issues not specified above e.g. Oil added, fluid leaks, hard to start etc.		
After Trip Cleanup	Floor swept, no belongings left , trash empty, seats clean, overhead clean and empty		
Trustee review	Turn in completed form to Office Admin for distbution to Trustees		Trustee Review _____

Add additional comments below

BUMC Bus Quarterly Check list

Completed by:			
Date:			
Mileage			
Item	criteria	Acceptable Y / N	Notes (Trustee comments on findings as needed) Provide additional service actions required and timing
Service Due	Verify when next service is due (Reference Windshield sticker & Maint. Manual)		
Lights	all operating, No moisture in lenses, no cracks, no discoloration		
Tires	No cuts, bulges, Tread Condition .3/32, Min. Measure TP all Tires including spare		
Glass	Intact, no leaks, no cracks, not cloudy		
Doors	Operate as they should (includes locks). Ref owners manual		
Safety Restraints	Good condition all seats. Rear window release operable		
Mirrors	Intact, no loose brackets, no cracks, not cloudy or broken		
Bus body	Note dents obvious flaws e.g. dented fender, hubcaps missing		
Fuel Level	Fuel level should be > 3/4 full Gas tank cap in place and in good condition		
cleanliness	Floor swept, no belongings left , trash empty, seats clean, overhead clean and empty All forms in place, usage forms reviewed and actions taken as req'd		
Fluid levels	Check all fluid levels (e.g. oil, At Fluid, brake fluid WW fluid, brake fluid etc.) top off as req'd. Note any fluid leaks.		
Visual Check Under carriage	Exhaust system in tact, No fluid leaks, check for rust & other undercarriage damage. Lug nuts tight		
Trustee review	Turn in completed form to Office Admin for distribution to Trustees		Trustee Review _____

Quarterly- Wash bus as weather conditions allow.
 Annually - Wash and wax bus as part of spring cleanup effort.

Tags and emissions are due in January of each year
 Current Service provider is Carpenter Bus Sales Franklin TN 800-370-6180

Current Trustee Point of contact is _____

BUMC Church Bus Request Form

Church Group _____

Driver _____

Note: All drivers shall be listed on the Authorized Driver list maintained by the church administrator and shall comply with the BUMC Bus Policy 141218 prior to operating the bus.

Reason for use: _____

Date(s) Needed: _____

Time(s) Needed: _____

Note if this is a recurring event please fill out the chart below

Weeks	Days	Months
<input type="checkbox"/> All	<input type="checkbox"/> All	<input type="checkbox"/> All
<input type="checkbox"/> 1st	<input type="checkbox"/> Sun	<input type="checkbox"/> Jan <input type="checkbox"/> Jul
<input type="checkbox"/> 2nd	<input type="checkbox"/> Mon	<input type="checkbox"/> Feb <input type="checkbox"/> Aug
<input type="checkbox"/> 3rd	<input type="checkbox"/> Tue	<input type="checkbox"/> Mar <input type="checkbox"/> Sep
<input type="checkbox"/> 4th	<input type="checkbox"/> Wed	<input type="checkbox"/> Apr <input type="checkbox"/> Oct
<input type="checkbox"/> 5th	<input type="checkbox"/> Thu	<input type="checkbox"/> May <input type="checkbox"/> Nov
<input type="checkbox"/> Last	<input type="checkbox"/> Fri	<input type="checkbox"/> Jun <input type="checkbox"/> Dec
<input type="checkbox"/> Every Other	<input type="checkbox"/> Sat	

Please note that there is a standing reservation for Room in the Inn transportation during the months of November through March, Saturday evenings (5-7pm) and Sunday mornings (6-8am). The bus cannot be reserved during these times.

By requesting to use the bus I confirm that I have read the BUMC Bus Policy and understand my responsibilities and the Drivers responsibilities in using the BUMC Bus.

Signature Event Leader: _____

Print Name: _____

Return completed form to Mfields@bumc.com

For Office use

Request Approved () request Denied Date _____ On Master Calendar _____

Requestor Notified Date _____