

Dorchester Presbyterian Church
Church Bus Usage
Session Approved: February 20, 2018

Authorized drivers of the church bus must be at least 25 years of age and hold a valid driver's license, with an approved, satisfactory driving record. A CDL is not required.

Before anyone may drive our church bus, a copy of the person's valid Driver's License must be submitted to the Financial Administrator for approval by our insurance carrier. After approval, the person's name will be added to the Approved Driver's list. The only persons authorized to drive the bus are those on the church's Approved Drivers List, which is on file in the church office.

Once approval is granted, contact the Church Administrator to reserve the bus.

Complete the Church Bus Usage Request Form and return to the Church Administrator.

Secure the bus key from the Church Administrator. Keys may be checked out and returned in the church office during office hours or arrangements can be made for after-hours pick-up.

When the driver is on the bus, locate the Log Book and enter the requested information.

Note that the Log Book also contains information sheets.

Complete the pre-check Inspection sheet.

If the driver identifies an immediate need at any time, or in case of an accident, contact the first person you can reach on the Authorized Contact sheet for instructions. The driver should include this situation and resolution in the comments section of the Log Book.

The bus is to be returned to the church clean and the gas tank full.

Each group is responsible for paying for gasoline and may be reimbursed by completing a voucher, to be turned in to the church's Financial Administrator.

If the driver notices any problems or anything needing attention with the bus, note this in the Log Book and notify the Church Administrator or prepare a Work Order and place it in the Property Committee box in the church office.

When transporting children and youth, the driver must ensure compliance with the Safe Place Policy.

While the bus is in use, all occupants must remain seated with their seat belt securely fastened about them.

Drivers are responsible for any violations that may occur during bus usage (parking, traffic violations, etc.).