



APC Mini-Bus Policy & Procedures

Approved 10/28/21

Usage Statement

The church bus was purchased to assist in all ministries of the church. The church's vehicle shall be used for church activities only. The behavior of those using the vehicle shall at all times reflect the witness of Alpharetta Presbyterian Church. Persons driving this vehicle must adhere to the following policy and procedures.

Requesting and Scheduling the Bus

- Member or ministry calls the church office for availability and then completes and returns a "Vehicle Request Form" (Form A) to the church office at least 4 weeks in advance (or 2 weeks in advance if drivers are already approved). First-come, first-serve. The reservation will be saved to the online calendar.
- A member of the church office will contact you to confirm that the request was approved or denied. (Do not make any set plans until you hear from a member of the church office.)
- Once a reservation is confirmed by the office, a Transportation Team member will be assigned as the liaison for each use. The assigned liaison will communicate with the driver about questions and assure the Mini-Bus is ready for upcoming use.
- Once approved, vehicle keys and additional instructions may be picked up at the church office during business hours prior to the event (Mon–Thurs 9 am–4 pm, Fri 9 am–1 pm).

Bus Operation

- **Driver Qualifications:** Drivers must be at least 25 years of age and must be approved by the church office prior to using the vehicle. All drivers must be in compliance with all state licensing requirements and have a copy of their license and insurance card on file in the church office. A background check (Form G) will be run, including the driving record on any violations in the last 3 years. The office will maintain a list of approved drivers for the church bus. No DUI or reckless driving convictions in the past three years, and no more than two moving violations in the last three years will be acceptable. A CDL license is NOT required for this size vehicle (14 passengers).
- Prior to first-time use, all drivers must meet with a member of the transportation team for a vehicle orientation/training.
- Except as otherwise approved by the church office for special usage, the vehicle is for passenger use only. A minimum of 5 passengers plus driver or maximum of 14 persons including the driver.
- When the vehicle is in reverse, make every attempt to utilize a "spotter."
- Seat belt usage is required.
- Unauthorized passengers are not allowed on bus (i.e. without driver's permission).



- A stop is required every 3 hours. For longer trips, there must also be 2 approved drivers present.
- Do not call, text or eat while driving.
- Emergency doors shall remain clear at all times.
- Travel with a cellular phone and a list of emergency contacts for all passengers.

In Case of an Emergency / Accident

In case of accidents, notify the police before moving the vehicle and report the accident to the church office or a Church Staff member. All telephone numbers are posted in the bus binder.

- Remain calm.
- Assess conditions of all passengers.
- Keep all injured persons comfortable, but do not move them, unless conditions inside or around the vehicle are unsafe.
- If possible, move vehicle from roadway.
- Administer first aid, if you have had the proper training.
- If needed, call for an ambulance, police/fire department (911). If phone contact is unavailable, send someone for help or stop a passing vehicle for assistance.
- Write down the names and telephone numbers of any witnesses.
- If possible, take photos of the accident scene to document the damage or incident.
- Cooperate with police and fire department investigators.
- Obtain a copy of the accident report from the police as soon as possible.
- **The driver is responsible for completing ALL forms required by law enforcement as well as providing information needed by the church.**

Returning the Bus

- The bus should be fully refueled and the interior cleaned before returning to the church.
- The bus is to be parked in the location where it was picked up. Please back into the parking spot.
- Complete the "Post-Trip Report Form" (Form C) found in the bus binder (noting mileage, any scratches, noises, etc.)
- Keys should be returned to the drop box to the Finance Office immediately after use.

Passenger Conduct

All users of the church bus are expected to conduct themselves in a manner that exemplifies Christian principals.

- Passengers must follow the rules of the driver.



- No smoking, dipping, vaping, or use of tobacco products.
- No alcoholic beverages or illegal drugs.
- No obscene languages or gestures.
- No weapons or dangerous objects or flammables
- No pets / animals (unless Canine Assistance)
- Vandalism or property damage will be paid for by the person or ministry responsible for the damage and constitutes reason to DENY use of the bus for future trips.
- The church reserves the right to deny use of the bus to passengers or drivers whose use or conduct is deemed inappropriate or unsafe.

When Transporting Children/Youth (under age 18)

- 2 adult chaperones (including the driver) must be present and will have responsibility for passenger conduct.
- Children younger than fourth grade must be accompanied by a parent and in a child seat.
- Be mindful when disembarking from the bus. Check surroundings and make sure children are safe.

Bus Repairs

Should the bus break down, no repairs should be made by the driver or passengers. If it impacts the drivability or safety of the bus, call for Roadside Assistance (1-800-241-3673). The information is in the bus binder. Contacting Road Assistance will take care of all necessary repairs. Roadside Assistance is available through Ford, 24 hours/7 days a week, lasts through 5 years or 60,000 miles, whichever occurs first.

Bus Transportation Team

The Team will consist of four church members and one staff liaison.

Responsibilities:

- Update and review contents of bus binder. The bus binder will include: blank “Vehicle Request Forms” (Form A), blank “Pre-Trip Inspection Forms” (Form B), blank “Post-Trip Report Forms” (Form C), blank “Accident Report Forms” (Form D), “Emergency Church Staff Telephone numbers” (Form E), “Insurance Information” (Form F) and “Background Check Form” (by FirstPoint)
- Prior to every trip a member of the transportation team must complete a “Pre-Trip Inspection Form” (Form B).
- Update the First Aid Kit that is on the vehicle.
- Attend to regular maintenance (oil, filters, tires, fluid levels, etc.)
- Wash vehicle as needed.



- Oversee the scheduling and use of the bus and make decisions when questions or conflicts arise.
- Review Roadside Assistance policy.
- Recommend an annual budget for bus use to the Stewardship Committee and Finance Office.
- Recommend any changes in this policy to Session.

On Board Equipment

The following items will be kept on the bus for use as needed:

- The Mini-bus binder
- A tire pressure gauge
- Flashlight
- First aid kit
- A powered tire pump
- Sunglasses
- A dashboard cell phone holder (for use of navigation device/directions/map)
- Universal phone charger

Transportation Team Members:

Name	Phone Number
Jeff Minnich	(404)395-1355
Evan Hewitt	(404) 663-8271
Bruce Hessler	(770) 653-2707
Bob Cookson	(770) 354-4425

Roadside Assistance: 1-800-241-3673

In case of an Emergency/Accident, please call 911 and notify a member of the Transportation Team as soon as possible