

Riverside Covenant Church Bus Usage Policy

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Purpose: The purpose of this policy is to set forth guidelines for the safe and wise use of the church bus in furtherance of the mission of our church. It is also the purpose of this policy to be good stewards of our bus by minimizing exposure to risk and potential damage.

1. Drivers of the bus must be at least 25 years of age and hold a valid driver's license. No one under the age of 25 is permitted in the driver's area.
2. All drivers, including employees of the church, must be approved for operation of the bus and must submit a completed Driver Screening form to the Riverside office. The form will be given to the church insurer for approval. You must receive confirmation of approval BEFORE driving the bus. The Office Manager will maintain a list of approved drivers.
3. The Office Manager will maintain a Bus Reservation Calendar. Permission for use of the bus shall be requested through the Request to Use Bus form which can be obtained from the Riverside office. The completed request form should be returned to the office for approval or denial by the Office Manager.
4. The Office Manager may only approve Groups I, II, and III as defined in "Categories of Uses" below. Group IV must be approved by **the Leadership Team at their regularly scheduled monthly meeting or by the Senior Pastor in emergency situations.**
5. There is no charge for Group I to use the bus, but Group II, III, and IV shall pay \$50 per day for local day trips, \$75 per day for trips out of Tippecanoe County, and \$400 per week for week-long trips. Group II is not allowed to use the bus for trips with destinations further than 200 miles and is required to post a \$300 damage deposit, which will be returned after the trip if the bus is returned in as good or better condition than when the trip began. **All or a portion of the fees may be waived at the discretion of the Senior Pastor if deemed to further the mission of Riverside.**
6. The bus should be returned in a condition ready for subsequent use. The bus should be refueled before returning to the church parking lot. In the case of groups using the vehicle on a daily basis it must be refilled when the fuel gauge is below the $\frac{3}{4}$ mark (regardless of how many miles were driven).
7. Bus drivers must complete a post-trip report and return the report to the designated mailbox after each trip. A fee of \$50.00 will be assessed if the bus is not adequately cleaned per standards of the Office Manager.
8. It is expected that the bus will be operated in a safe and legal manner at all times and occupants will act accordingly. It is the driver's responsibility to ensure that these rules and the rules and

laws of the road are obeyed. Seat belts must be used at all times while the bus is in motion. A maximum of 14 passengers may be carried without exception.

9. The person signing the Request to Use Bus form and the driver of the bus will be responsible for ensuring that the bus is returned in as good or better condition than when the trip began, that the bus gas tank is full, and that the beginning and ending mileage has been recorded in the log located in the bus. It is also the responsibility of the driver to ensure that the interior of the bus is clean. Drivers are encouraged to enlist the aid of passengers in completing this requirement.
10. Gasoline, cleaning costs, tolls, and other expenses incurred while using the bus will be the responsibility of the ministry or organization to which the permission to use the bus has been granted.

Categories of Uses

Group I - Riverside activities planned by and for the people of Riverside.

Group II - Private activities planned by Riverside members such as receptions, anniversaries, and other special events.

Group III - Activities planned by and for the participants of Christian organizations other than Riverside.

Group IV - All other activities planned by and for people not in the above categories.