

RRBC

Transportation Usage Policies & Procedures

General Rules

- All groups using the bus/van should be familiar with and abide by these policies and procedures.
- The ministry or group leader should lead the group in prayer before and after each trip.
- All persons must conduct themselves as to be a glory to the LORD and RRBC.
- The church is not responsible for personal items left on the bus/van.
- Users are responsible for keeping the bus/van interior clean and doing the post-trip cleanup.
- Repair to the bus/van interior or exterior caused by malicious mischief will be billed to the offender or the ministry group using the bus/van.
- Each trip must have a responsible adult designated as a group leader.
- Safety of the group is always a first consideration.
- The minister or leader is primarily responsible for group conduct.
- The driver is the final authority on all matters related to the operation, routing and use of the vehicle.
- Passenger capacity is limited to available seating on the bus/van. No standing or sitting in the aisle permitted.
- No possession, consumption or use of alcoholic beverages, illegal drugs or tobacco (in any form) is permitted on church property, including bus/van.
- Snacks and beverages may be used on the bus/van but proper disposal is required. Any cleanup is the responsibility of the user.
- No tape of any kind is to be used to affix signs to the exterior of the bus/van.
- Nothing is to be written on or affixed to the windows.
- No installation or modification of equipment in the bus/van is permitted, including audio equipment, etc.

Bus Requests

- RRBC buses are only available for RRBC or RRBC sponsored events.
- RRBC buses must be driven by RRBC approved drivers as noted below.
- Request for bus/van usage must be made through the church office.
- All requests must include the **Bus/Van Usage Request Form** and be noted on the bus calendar.
- Requests are handled on a “First come- First Served” basis.
- The Transportation Committee is to be notified immediately if a trip is canceled.
- The Transportation Committee reserves the right to make equipment changes or require charters due to maintenance, driver availability or stewardship issues.
- On multiple requests for the same period that exceed our available vehicles, charter buses should be used for the shortest trip.
- The **Bus/Van Usage Request Form** should provide as much detail as possible for the event to be approved and submitted no less than 14 days prior to the event.
- The **Bus/Van Usage Request Form** must be signed by the Transportation Committee chairman before a vehicle will be released to an approved driver.
- Booking drivers from the approved drivers list is the responsibility of the ministry making the request.
- The ministry group is responsible for all trip expenses except bus fuel and maintenance.
- The van may be used, with prior committee approval and approved driver, for day use only as needed by the church. In this case a **Bus/Van Usage Request Form** will not need to be submitted.

Passenger Log

- A master list of all individuals riding on the vehicle must be made prior to the event.
- List should include all passengers including ministers and leaders, along with emergency contact names and phone numbers.
- The minister or group leader should carry a cell phone. The phone number should be provided to the Transportation Committee and church office prior to departure.

- A total passenger count must be available prior to the day of the event.
- In case of multiple vehicles being used, there is to be a list of the individuals on each vehicle in addition to the master list.. One copy of this list is to be on the vehicle and one copy is to be kept by the ministry leader.
- A copy of the master list (and individual vehicle list if applicable) is to be left with the church office prior to departure.
- Headcounts can be used to confirm attendance after stops, but must be done by the bus group leader and one other adult. This count is to be matched with the passenger list and confirmed with the primary minister or leader prior to departure.
- The minister or leader is responsible to note additions or departures on the master list and bus list.
- Passenger drop-offs or pick-ups must be kept to a minimum and meet the criteria below.
 - * Scheduled before departure (preferably before day of trip.)
 - * Approved by driver and minister or leader.
 - * Only on planned route of the trip.
- The bus drivers will not be involved in the passenger log. This is the minister or leaders responsibility.
- The Transportation Committee is to be notified prior to the event if the wheelchair lift and restraints will be needed on the trip.

Passenger Guidelines

- Groups consisting of riders under 21 years old must have two responsible adult chaperone/counselors on the bus/van. One must sit in the back, the other close to the front.
- Groups consisting of males and females must have at least one responsible adult chaperone/counselor of each gender on the bus/van.
- Control of passengers actions is the responsibility of the minister or leader, however the driver has final authority if he or she believes those actions endanger the bus or riders for any reason.
- All passengers must use seat belts if provided.

Driver Accommodations

- All RRBC drivers are volunteers.
- The drivers family may join them on trips.
- Seats are to be made available for driver's family members, if applicable.
- Since many drivers take vacation and personal time to volunteer, groups are to provide and assist them anyway possible.

Drivers-State Regulations

- The Department of Transportation sets limits for the amount of time drivers may be “on duty” and behind the wheel.
- The “on duty” limit is 15 consecutive hours out of 24 hours.
- The driving limit is 10 hours in the 15 hour “on duty” window with 8 consecutive hours off duty.
- Any road trip that may be in excess of 10 consecutive driving hours each way will require an overnight break.
- Late departures can reduce available driving hours, so time departures must be adhered to.
- As a volunteer (not for profit) log books are not required by law.

Drivers Qualifications

- Must hold an active Commercial Drivers License (CDL) with passenger endorsement to drive any RRBC vehicle that transports 16 or more individuals.
- Must be at least 25 years of age.
- Must have a good driving record- Subject to review by the Transportation Committee.

- Must stay current on medical requirements (DOT Medical Card).
- Must be a RRBC member in good standing.
- Must be approved by RRBC Transportation Committee.
- RRBC Transportation Committee reserves the right to deny anyone driver approval for any reason.
- Must be on RRBC insurance before driving any RRBC vehicle.

Drivers Responsibilities

- Undergo orientation by RRBC Transportation Committee prior to driving a RRBC vehicle.
- To keep all licensing requirements up to date.
- Provide RRBC Transportation Committee with the following contact information to be kept on file in church office.
 - *Home Phone Number
 - *E-Mail Address (If Available)
 - *Cell Phone Number (That will be carried on trip)
- Report immediately any driving citations to RRBC Transportation Committee.
- To coordinate the trip route with the ministry or group leader in advance.
- To perform pre-trip and post-trip inspections and complete the inspection form.
- Inspection forms should be kept on the bus/van with a copy of initial pre-trip inspection going to the church office.
- Confirm safety equipment is stored at all times in it's prescribed location.

Bus

Fire Extinguisher	Floor- Front of bus
Safety Triangles	Behind drivers seat
First Aid Kit	Floor-Front of bus
Accident Kit	Pro-rate book/ Camera-over head behind driver
Flashlight	Drivers responsibility to provide each trip

Van

Fire Extinguisher	By Drivers Seat
Safety Triangles	Rear Storage Area
First Aid Kit	By Drivers seat
Accident Kit	Pro-Rate Book/ Camera in Glove Box
Flashlight	Drivers responsibility to provide each trip

- No audio devices with headphones or ear plugs covering both ears permitted while driving.
- The church shall be responsible for the expenses related to the bus. The driver is responsible for arranging for payments of these expenses using the church credit card or by reimbursement.
- To maintain trip log and receipts for bus fuel and maintenance.
- To be in authority if actions on or around the bus endanger the equipment or riders.
- To make recommendations to the Transportation Committee concerning the maintenance and improvements to the bus/van.
- If the minister or leader does not follow safety or discipline requirements for the safe operation of the bus/van, the driver is to submit an incident report to the Transportation Committee for action.
- Complete a post-trip report upon return (bottom of post-trip inspection form).

Any questions on these policies and procedures can be made to the RRBC Transportation Committee.

The Transportation Committee reserves the right to amend these policies and procedures as needed to conform to laws and efficiency.

