

Community

a United Methodist Church

1690 Riedel Road, Crofton, MD 21114

Pastor Stan Cardwell

Lead Pastor

410. 721. 9129 / scardwell@cumc.net

Bus Request Form

Please complete and return with a calendar request to the Church Office. No dates can be held without both forms being completed. You will be notified upon the approval of your request.

Date: _____ Name of Requestor: _____

Phone Number: _____ Email: _____

Dates Requested: _____ Purpose of Event: _____

Time of Bus Pick-up: _____ (a.m. or p.m.) Time of Bus Return: _____ (a.m. or p.m.)

Van Driver(s): _____

Checklist for Returning the Bus:

- Gas Tank Filled
- Interior Cleaned
- Exterior Washed
- Keys Returned to Office

Additional Comments/Problems:

Requestor Signature: _____ Date: _____

Trustee Approval: _____ Date: _____

Sara Turner

Trustees Chair



01/02/2019

(1 of 3)

Utica National Risk Management for Religious Institutions Safety Checklist:

- + Vehicle Inspection — The driver should conduct a vehicle inspection prior to leaving, including a check of tires' air pressure and condition.
- + Tire replacement — and not just when they are worn. Don't allow tires on the vehicle to become too old (even spare tires deteriorate with age);
- + Experienced driver only who has been approved by the trustees or office. — allow only an experienced driver to operate the vehicle; He/she should be well rested, attentive to driving, and carry on a minimum conversation with other passengers.
- + Speed — stay at or under the posted speed, allow extra space in congested stretches of traffic and be sure to take roadway conditions and weather into consideration.
- + Cargo/Tow — Never place cargo on the roof and never tow any vehicle with the bus.
- + Seatbelts — All occupants need to wear seatbelts at all times. Driver is responsible.
- + Cell Phone— do not use any type of cell phone (hands or hands free) while driving.

I have read and accept the conditions of being a CUMC bus driver:

Requestor Signature: _____ Date: _____

Copyright 2011 by the Utica Mutual Insurance Company, all rights reserved. This material may not be copied, reproduced or distributed in any fashion, print or electronically, in whole or part, without the express permission of the Company. The information contained in this publication has been developed from sources believed to be reliable. It should not, however, be construed or relied upon as legal advice and Utica National accepts no legal responsibility for its correctness or for its application to specific factual situations.; Utica National Insurance Group • Utica Mutual Insurance Company and its affiliated companies, New Hartford, NY 13413
• www.uticanational.com • Form 5-R-8 Ed. 02-2011

Rules and Policies for Driving the CUMC Bus

1. All registered drivers who operate the CUMC bus must comply with all policies, procedures, rules, and instructions covering the use of Church-owned vehicles.
2. Only approved drivers with an application on file are permitted to drive the CUMC bus.
3. The Church bus must be used exclusively for official Church business. Personal business or pleasure use is prohibited.
4. Passengers are limited to those persons who are properly authorized to participate in a Church function with an approved driver traveling on official Church business.
5. It is the driver's responsibility to ensure the use of seat belts by all vehicle occupants.
6. All traffic and parking laws are to be obeyed. All violation fines are the responsibility of the driver involved.
7. All breakdowns or accidents are to be reported immediately. If there is an accident and another vehicle involved or there are personal injuries, contact the local authorities first. Please retain a copy of any tickets and/or accident reports. Report the incident as soon as possible (24 hours/7 days a week) the even if another vehicle is not involved or there are no apparent injuries or damages. Leave a message if no answer.
8. The church is responsible for any issues arising with the bus unless the operator is determined to be in gross negligence. In that event, the operator of the vehicle may be held personally responsible. In the case of damage, the insurance company would make this determination. In any case of negligence, the Trustees may remove the driver from the approved list of operators.
9. The use of the Church vehicles is subject to the following limitations:
 - a. Travel directly related to Church business.
 - b. Prior approval by the Church office and/or Trustee in charge.
 - c. Approved vehicle use will be on a first come first served basis. The Church office will enter a planned trip in the vehicle calendar. In the event of a scheduling conflict, the Trustees, with the advice of the Church office, will determine which activity has priority.
 - d. If unavoidable detained returning the church vehicle as scheduled, please contact the Church office as soon as possible. Someone else may be on the schedule.
10. The Church bus may not be rented or loaned to outside groups, individuals, or organizations.
11. The Church bus must be returned cleaned and fully fueled. If the Church bus was not in this condition when it was obtained for a scheduled activity, please notify the church office and Trustees. Please follow all normal safety precautions when fueling the bus. The bus runs on regular grade unleaded fuel.
12. The maximum capacity is 14 passengers plus the driver, always. However, if the driver allows a 16th person to ride on the bus, the driver must have a CDL (Commercial Driver's License). This must be on file in the office.

I have read and fully understand all the rules and policies relating to the operation of the Church owned bus. I agree to abide by these rules as written. In addition, I agree to use sound judgment when faced with a situation not specifically addressed above and to act in the spirit of the rules and policies above. Return completed application to the Church office.

Requestor Signature: _____ Date: _____