

## VEHICLE USE (BUS)

### Bus Check-out Slip

1. Reservations for using the bus must be scheduled through the office manager as far in advance as possible.
2. Texas state law requires that the driver have a Class B license with a passenger endorsement.
3. The bus may only be used for church-related functions. Personal use of the vehicle voids the insurance coverage.
4. If the bus is not clean when picked up, report it to the Building & Grounds Committee before taking the bus. Each user or ministry using the vehicle is responsible for cleaning it before returning it to the church.
5. Make sure the fuel tank is full upon return to the church.
6. While driving late into the night may sometimes be necessary, users should avoid scheduling late hours as much as possible.
7. Any mechanical problems should be reported to the Building & Grounds Committee.
8. Return the bus keys and gas credit card to the church office by the next church service.
9. Give gas receipts to the church treasurer by the next church service.
10. Repeated failure to follow this policy will result in the loss of the privilege of using the bus for your group or ministry.
11. Read and sign the National Highway Traffic Safety Administration (NHTSA) Advisory (Page 35).
12. **DO NOT** use a cellular phone while operating the van under any conditions. If you must use a phone, pull over and stop first.

I have read and understand these instructions.

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Signature

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Group/Ministry

Revised June 2009