

Bus Reservation Use Check-In and Check-Out Procedures

- _____ “Bus use agreement” completed by driver
- _____ Driver is 25 years of age or over and listed as a driver with the church insurance company
- _____ Before and after trip, walk around the bus to inspect the bus for any damages
- _____ Bus keys picked up from the church office by 3:00 pm on the day of use or by 3:00 pm Thursday afternoon prior to weekend use
- _____ Report made of any incidents, damages and/or mechanical concerns while on the trip
- _____ Bus is thoroughly swept out and the trash cans emptied and liners replaced at the end of each trip or use
- _____ No texting or use of cell phones while driving the bus
- _____ Do not back the bus unless absolutely necessary

The bus will be inspected by a member of the Building and Grounds committee at the conclusion of your use.

Report of any incidents, damages and/or mechanical concerns:

Odometer: Bus # 1 _____ Name of Driver _____

Begin _____ End _____ Total Mileage _____

Odometer: Bus # 2 _____ Name of Driver _____

Begin _____ End _____ Total Mileage _____

Signed by: _____ Bus Driver

Singed by: _____ Building and Grounds Designee