

American Lutheran Church

Church Bus Policy

The bus purchased with funds donated and raised by ALC shall be known as the **Church Bus** (hereafter the bus).

Purpose

The primary purpose of the bus is to transport A.L.C. youth, and any ALC affiliated Bible study group, and ALC mission group to and from scheduled events, outings, trips or mission event.

For example:

Appropriate uses of bus include youth group trips, confirmation retreats, Bible Study and other church group outings, transportation to NALC or Mission District events, youth and adult mission trips, etc.

Inappropriate uses include private family outings, transportation for groups not affiliated with ALC, outings with no mission driven or Christian fellowship and growth components, etc.

Permissions

Permission to use the bus must be obtained through the completion of a bus request form. Completed forms must be approved or denied by two of the three current elders. The elders may amend or limit a request as necessary.

It is the responsibility of the requesting group to insure forms are completed and reviewed by an elder. It is also the group's responsibility to schedule an approved driver.

The church secretary **does not** schedule or approve bus usage or drivers.

Usage

Once a request is approved, the bus is available for the stated use. The bus will have a full tank of fuel, be clean, and in good order.

The driver will fill out the driver's inspection log at the beginning and at the end of each use, noting any issues requiring attention.

Upon return, the requesting group, not the driver, is responsible for leaving the bus as found. The following conditions must especially be met upon return:

1. The bus must have a full tank of fuel.
2. The bus must be clean and free of all trash.

Scheduling Conflicts

At the elder's discretion, requests will be reviewed and bus usage scheduled on a first come first served basis.

Approved Drivers

Rob Dailey	217-202-7008	Duane Smith	217-778-0014
Tom Edwards	217-892-9575	Michelle White	217-369-1861
Kris Martin	217-637-0537	Neal White	217-840-4471

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Church Bus Request Form

In order to use the bus, please return this form to the "Bus" mail box **10 days prior** to the date of the event. Should your event change, please contact the church office as soon as possible. *Please print clearly.*

Activity Information

Activity/Event _____

Date(s) of Activity _____ to _____

Departure Time _____ AM/PM Return Time _____ AM/PM

If you are going out of town, please state where you will be _____

Approved Driver(s) _____

Contact Information

Name _____

Phone (_____) _____ - _____

Email _____

It is your responsibility to:

1. Return the bus clean and empty trash.
2. Inform Council if there is a problem with the bus.
3. Return the bus with a full tank of fuel (it is each groups responsibility to come up with gas funds)

Please retain a copy of the Church Bus Policy located in the "Bus" mail box.

Future use of the church vehicle depends on condition in which you return it.

By signing this document, I have fully read and understand the Church Bus Policy. I am the person responsible for adhering to the Church Bus Policy.

Printed Name of Requester

Signature of Requester

For Personnel Use Only

Approved ____ Yes ____ No Reason Denied _____

Modifications & Comments _____

Signature _____

Date _____

Signature _____

Date _____