

Mini Bus Request Form
St. John's Lutheran Church, Salisbury, NC

All requests should be completed no later than 5 business days prior to event

Event: _____

Contact Name: _____

Group/Organization: _____

Contact Phone Number: _____ Contact Email: _____

Departure Information

Date: _____ Time: _____

Parking Lot to Depart

Fulton St. Lot

Jackson St. Breezeway

CMC Lot

Bank Parking Lot

Return Information

Date: _____ Time: _____

Designated Driver(s) *Designated drivers must be certified by the Church prior to driving the bus. Training, road test and certification is managed by the Facilities office.*

Driver _____ Phone _____

Driver _____ Phone _____

I have read the Mini-Bus Operation Policy and agree to the terms

Signature _____

The following is to be completed while the mini-bus is being used by the responsible party.

Departure Odometer Reading _____

Return Odometer Reading _____

Please note any problems that occurred and actions taken:

Mini Bus – What You Need to Know

St. John’s Lutheran Church, Salisbury, NC

Request for Use

The mini-bus must be requested through a signed Mini-Bus Request form to assure availability. Designated driver(s) must be identified on the request form. Changes to designated driver requires Facility Manager notification. If the trip destination is over 100 miles, user must supply the phone number of the destination site.

Training, Orientation & Certification

Only approved, designated drivers are authorized to operate the mini-bus. Only the Facilities Manager is authorized to perform driver orientation which includes reviewing policies and procedures and an on-road driving test. Only after the driver has received training, passed an on-road driving test, and license authorization is approved, is the designated driver certified.

Required Documentation

Individuals must present a valid North Carolina’s driver’s license for review including NCDL#, Expiration Date, and Date of Birth. Your driving record will be reviewed initially, and annually thereafter, for certification. The Business Manager reserves the right to not approve any driver.

Cell Phones

Cell phones should not be used by the driver while the bus is in motion.

Occupancy

The mini-bus is primarily a people mover. Fifteen (15) passengers is the maximum load by law. Seat belts are to be worn at all times by all passengers. Under age children must be in car seats as required by law. Youth riders must complete event permission form and give to the appropriate Church staff before departure. If the mini-bus is the sole vehicle being used for an event for youth or children, you must have two adults – one to drive and one to monitor. Those 18 and up may sit in the passenger seat. No one younger may sit in the passenger seat due to airbags. No pets allowed on the mini-bus.

Operating Procedures

All loading and unloading of the mini-bus will take place in designated parking lot as noted on the Mini-Bus Request Form. The designated driver must fill out the operating portion of the request form before the mini-bus can be returned. Always set the parking brake when leaving the mini-bus. Emergency exits are for emergency use only.

Required Each Time the Mini-Bus is Used

- **The group must pick up interior trash and take to the dumpster (located in the CDC parking lot or CMC lot). Additionally, the group must sweep the interior of the bus. Broom is located in the back storage compartment.**
- **The mini-bus should be returned with a full-tank of gas.**

Any policy or rule violation will automatically revoke driving privileges until driver orientation, training and certification is repeated and approved.