

EBA Office Hours

Monday-Thursday

7:30 AM—5:30 PM

Policies for Bus Use

The buses of the Etowah Baptist Association were obtained for the purpose of ministries/missions. General Guidelines for usage are as follows:

- These vehicles are not for the personal use of Etowah Baptist Association employees and/or ministry leaders at any time.
- The bus should only be used with a **minimum of six passengers plus the driver.**
- When a bus is used for an Associational children's or youth event, there must be at least one chaperone, twenty-one (21) years of age or older. The driver is not to be considered a chaperone.
- The minimum age of an eligible driver is 25 years, maximum of 70. Exceptions will be made at the discretion of the Transportation Committee and the Director of Missions.
- For bus use on weekends, keys must be picked up before 5:30 PM on the preceding Thursday.
- From June 1st—August 30th, churches will be limited to the use of one (1) bus, unless involved in a current or past EBA Mission Partnership.
- With exception to fuel costs, buses are available free of charge, but donations are appreciated.

Priority of Usage

- 1. Disaster Relief** - Disaster relief needs arise quickly. In the event of a conflict with existing bus reservations, EBA Staff will make every effort to find another transportation option, and will only bump the scheduled trip as a last resort.
- 2. EBA-led Activities** - Mission Trips, Training/Conferences, etc. will take precedent; however, we will make every effort to comply with all other requests made in a timely fashion.
- 3. EBA Missions Partnerships** - Buses may be used by churches participating in current or past EBA missions partnerships.
- 4. Other Mission Trips** - Use by EBA churches for mission trips upon approval by appropriate ministry staff will be considered upon availability.
- 5. EBA Churches that Experience an Emergency** - If an emergency occurs EBA buses may be used if available. Emergency is defined as: a) A breakdown of a vehicle on the road with a group of participants who have no other way to get to their destination or from their destination; or b) A breakdown within 48 hours of the departure for a trip and an inability to secure other transportation.

Driver Responsibilities

1. Complete the EBA Bus Safety Course and provide the Director of Missions or Kali Copeland with a copy of your drivers license for insurance purposes.
2. Drivers are to provide a copy of their drivers license each time the bus is used.
3. When your drivers license expires, you must provide the EBA with a copy of the renewed license.
4. Drivers are not to use a cell phone (except for emergencies) or eat while driving.
5. Tickets or traffic violations shall be the drivers responsibility.
6. EBA will insure that the bus is full of gas when it departs. The driver or ministry leader is responsible to return the bus full of gas. (If the bus is found with less than a full tank of gas, fill it and return receipt to the EBA for reimbursement.)
7. Complete the "Vehicle Inspection Form" prior to departure, with notes about problems they may have during the trip. Upon return, complete the form, and return it to the EBA office along with the keys. The bus is to be left in the front parking lot.
8. Insure that the interior of the bus is clean upon returning to the EBA office. If found dirty prior to your trip, report it to the office. If the bus is not clean when returned, your future use of the bus will be jeopardized.
9. The driver is personally responsible for pick-up and return of the bus and keys. If the bus is returned after-hours or on weekends, the keys should be brought to the office on the next work day or placed in the drop box. The bus will be inspected by EBA staff when it is returned.
10. Lock all doors (including rear door) to prevent theft and vandalism, and to provide security when the bus is parked. The Etowah Baptist Association is not responsible for items lost or stolen from the bus.
11. In case of an accident, the proper authorities must be notified immediately (police, state trooper, sheriff's office, etc.). Proof of ownership and proof of insurance are in the notebook. Notify the Director of Missions.
12. The driver is solely in charge of the operation of the vehicle. The trip leader must work with the driver and be responsible for the conduct of all passengers.
13. The church using the bus is responsible for making sure the driver has a good driving record. Drivers with an at-fault accident or moving violation in the past 3 years will not be permitted to drive.
14. There must be an assigned and approved driver and backup driver for each trip. (Exceptions are possible with a short-distance, one-day trip.)
15. The driver or trip leader will make sure all seat belts are buckled before the bus moves.
16. The driver must use extreme cautions at railroad crossings.
17. A copy of these guidelines must be on file in the church office.

Vehicle Reservations

1. It will be the responsibility of the appropriate church trip coordinator/ministry leader to make reservations with Kali Copeland (256-547-1691, ext. 100). She will seek to meet the requests according to the Bus Guidelines.
2. Reservations of more than one week should be approved by the Director of Missions. Any requests for extended use of the buses should allow sufficient time for proper maintenance to be performed before departure.
3. Conflicting requests that fall out of the Priority of Use will be decided by the Director of Missions and the Transportation Committee.
4. Reservations by churches cannot be made any earlier than 90 days ahead of time. The exception is mission trips.

Vehicle Maintenance

General maintenance of vehicles will be coordinated by the Transportation Committee. Servicing of the vehicles is to be done in accordance with the manufacturer's manual. Tires for all vehicles/trailers will be replaced according to the Department of Transportation.

Vehicle Damage/Repair

1. All accidents/damage incurred must be reported to the Associational Director of Missions within 24 hours with a formal written statement to be filed in the Association Office upon return from the trip.
2. Damage to the interior of the bus caused by horseplay or carelessness shall be the full responsibility of the reserving ministry group, and it must be reported.
3. Damage to the bus in the event of an accident shall be limited to the costs of repair that are not covered under the current insurance program, such as all deductibles and shall be the responsibility of the ministry group. (Insurance deductibles: Collision—\$1,000; Comprehensive—\$250.)
4. The driver shall be authorized to have necessary repairs made on out-of-town trips but should notify the Associational Director of Missions prior to having such repairs made.

The Ministry Team Leader/Trip Coordinator will:

1. List all participants including the driver(s) on the "Roster of Participants*" and keep it in your possession for the duration of the trip. This is for your protection.
2. Secure the "Driver/Adult Participation Information Form*" from each participant. Have this information with you for the duration of the trip in case of an emergency.
3. Secure waivers* for child/youth participants signed by a parent or legal guardian for un-accompanied children and youth. The form should be notarized. Keep copies of waivers with you for the duration of the trip.

*If you need help finding forms and waivers, please call the associational office at 256-547-1691.