

RULES FOR SSUMC MINI-BUS USE:

1. ALL mini-bus use must be scheduled with church office.
2. DRIVERS must be at least 25 years old, a member of SSUMC, and licensed in NC.
3. DRIVERS must first take the safe driving instruction course via internet.
4. ALL drivers must first read SSUMC Vehicle Policy (in green case behind driver's seat).
5. MAXIMUM number of occupants, including driver is 15.
6. ALL occupants, including driver must have seat belt fastened at all times while traveling.
7. NO cell phone use by driver while moving.
8. ALWAYS use a spotter when backing / parking.
9. NO smoking, alcohol, or drug use allowed on mini-bus.
10. USE Accident Checklist (in green case behind driver's seat) if involved in an accident.
11. REPORT any maintenance / repair issues immediately to church office (704-364-1824).

SSUMC MINI-BUS CHECKLIST :

Pre-Trip:

1. Obtain Trip Report Form from church office.
2. Perform interior and exterior inspection to note any damage, tire condition, etc. DO NOT proceed until deficiencies are corrected. Check all oils and fluids under the hood. Use only SAE 5w-20 engine oil. For other fluids, see Ford Owner's Guide in green case behind driver's seat. Check Tire Pressures (gauge in center console): Front = 75 PSI, Back = 80 PSI. Note any low fluids or tire pressure, and corrective action taken, on the Post-Trip Report.
3. Ensure that NC registration and insurance cards are in green case behind driver's seat.
4. Become familiar with vehicle controls, accessories and components before moving.
5. Ensure that fire extinguisher, first aid kit and emergency reflector kit are on-board.

Post-Trip:

1. Make sure fuel tank is full.
2. Make sure interior is clean - remove all trash and loose items from interior.
3. Make sure all lights are off.
4. Remove all items from rear baggage compartment.
5. Make sure all window and doors are closed and locked.
6. Perform walk-around inspection to note any damage, tire condition, etc.
7. Complete Trip Report Form and return with keys to church office.