

# Boy Scout Troop 726

## Policy for Bus Use

### Use of Bus:

- The Bus is intended for Troop activities as well as activities of groups that are a part of NWUMC.
- Groups or organizations outside Troop 726 and NWUMC will be approved on a case by case basis by Troop 726, provided they meet all the criteria listed below.

### Trip Charges:

- Each group or organization will be responsible to pay for their own fuel for their trip. The bus must be returned with a full tank of gas. If not brought back with a full tank of fuel, Troop 726 will fill the tank and add \$0.25 per gallon to the actual cost per gallon that Troop 726 had to pay to fill the tank. The group will be invoiced for that cost. **ONLY Diesel fuel is to be used in the bus.**
- In addition to fuel, there is a cost per mile based on the length of the trip that the group or organization must pay Troop 726. The trip charges are as follows:
  - 1 to 2000 miles - \$0.75 per mile
  - Over 2000 miles – To be negotiated
- Trip charges are to be paid to Troop 726 within 10 days of trip. Checks to be made payable to: Troop 726, PO Box 698, North Webster, IN 46555-0698.

### Requesting the Bus:

- Requests are on a first come first serve basis with Troop 726 having overriding authority if a need arises for the Troop to use the bus.
- Request for the Bus should be made 30 days in advance or more, using the Bus information request form. This form includes information about the trip and drivers' information.
- Use of the Bus will be approved by the Scoutmaster of Troop 726 and/or Troop 726's Committee.
- Groups or organizations requesting the use of the bus must provide their own Approved Driver for their trip (see below for Approved Driver qualifications).

### Approved Drivers:

- Drivers must have a minimum of a Class B CDL license with the Air Brake and Passenger endorsements. If going out of State, driver must be in a CDL drug testing pool. If not in a pool, a CDL drug screen is required and a copy of the results given to Troop 726 prior to trip approval. Test can be done at Med-Stat.
- Drivers who have not driven the bus for NWUMC before or in the past 2 years must be checked out on the Bus by the Scoutmaster of Troop 726 prior to trip.
- Drivers need to have a copy of their CDL license and required CDL physical on file with NWUMC or Troop 726 before driving the bus.

## **Bus Operation:**

- **Prior to trip the driver must complete a pre-trip inspection of the Bus (attached).**
- **A cell phone for emergency use should be provided by the group utilizing the Bus.**
- **Smoking and drugs are not permitted on the Bus. Alcoholic beverages are only allowed for Adult ONLY groups.**
- **Food and drink is acceptable providing the Bus is returned in the same condition.**
- **The Bus must be refueled before returning from the trip. In the case of groups using the vehicle on a daily basis it must be refilled when the fuel gauge is below the 1/2 mark (regardless of how many miles were driven).**
- **The interior of the Bus should be cleaned by the group using the Bus. Any heavy road dirt should be rinsed off the Bus before it is returned. The Bus should be returned in a condition ready for use by any subsequent use.**
- **The Bus is to be returned to its designated parking area within 48 hours after the trip is completed unless prior arrangements are made with the Scoutmaster or his designee.**
- **Troop 726 is not liable for any lost, stolen, or damaged personal property brought onto the Bus by the passengers and/or driver.**
- **Troop 726 is not liable for any personal injury accidents that occur inside or outside the bus during normal operation of the bus either while moving or parked. In the case of an accident or equipment breakdown to where the Bus is longer drivable, Troop 726 is not responsible for getting the passengers back to North Webster, IN. That is the responsibility of the group or organization using the Bus. Troop 726 will be responsible to get the bus back to North Webster.**

## **In case of an emergency:**

- **Remain calm and assess condition of all passengers. Keep all injured persons comfortable, but do not move them.**
- **If possible, move vehicle from roadway.**
- **Administer first aid, if you have had the proper training.**
- **Call for an ambulance, the police department, or the fire department (use 911 if available). If phone contact is unavailable send someone for help or stop a passing vehicle for assistance. Cooperate with police and fire department investigators.**
- **Write down the names and telephone numbers of any witnesses.**
- **Use a camera or cell phone camera to document the damage or incident.**
- **As soon as possible, notify Troop 726 of the accident, explaining the facts, and providing the names and phone numbers of witnesses.**