

Subject: **ACADEMY BUS USE POLICY**

POLICY

The Academy buses are primarily for Holy Cross Academy use. Buses may be used by other Holy Cross organizations from 4:00 p.m. Friday through 9:00 p.m. Sunday if not in conflict with Academy use.

The Director or Assistant Director of the Academy must authorize bus use.

The buses are not available for and may not be used by other non-Holy Cross groups or churches.

Use of the buses is limited to a minimum of six people.

Bus drivers must be at least 25 years old, have an approved Driver's Application (Policy ADM-010) on file with the Church Secretary and meet the requirements specified in the Holy Cross Transportation Policies, ADM-007 and ADM-008.

The bus must have a fully stocked First Aid Kit. The person or group requesting the use of the must ensure it is present when the bus is used.

Each group is responsible for paying for their own gas. Gas tanks are to be full when buses are returned to the Church.

Buses must be cleaned out upon return and ready for next use.

There must be a minimum of two adults in a bus with minor people.

Each minor person riding in the bus must present a Medical Release Form signed by a parent or guardian to the leader. Authorized Medical Release Forms for minors must be in a file folder with the adult driving in the bus. See Child and Youth Registration Policies ADM-015 and ADM-016 for Medical Release Forms.

PROCEDURE

The requesting organization leader must contact the Academy Director or Assistant Director to request permission to use the Academy buses. Permission will be granted or denied by them and the requesting leader notified of the decision.

The organization leader must ensure that the Driver has been approved by the appropriate member of the Church staff (Approved Driver's Application on file with the Church Secretary) to drive the Academy Bus.