

# Pleasant Hill Baptist Mission Bus Ministry policy:

## Code-of-conduct agreement for all van ministry passengers

- a. Everyone who rides as a passenger on the PHBM van MUST wear seat belts at all times until exiting the van. If your child needs a booster seat, please have it available at the time of pickup.
- b. "Rough-housing", use of profanity, public signs of affection, or not responding to correction by the driver or assistant, will be grounds for transportation termination.
- c. No one is permitted to physically touch a driver or assistant of the van in a threatening way.
- d. Co-ed Seating: Non-sibling boys and girls CAN NOT sit in the same seat on any church vehicle—same gender is allowable. If passenger amounts demand that one seat be mixed gender, the seat most visible to the driver and assistant is to be used. In the bus (not van), they can sit in seats across the center aisle from each other, but not on the same side.
- e. Volume control: it is the driver and assistant's responsibility to lead all passengers to maintain a volume level that allows the driver to safely operate the vehicle. The appropriate volume level is at the discretion of the driver.
- f. Food/Drinks: Children are not allowed to eat or drink on the church vehicles at any time. This is to maintain the cleanliness of the vehicles and to extend their service life.
- g. Anytime there's a concern, complaint about a driver, assistant or any policy/ procedure related to the church's van ministry, you can officially submit a comment to the church pastor for review and we will respond in a timely manner.

## The pick up procedure

- a. All passengers for pickup will receive a call or text a day or more prior to pickup for confirmation of scheduled transportation. Or there must be a call to the church or bus ministry leader in order to have a passenger picked up. The call must be within a reasonable time (expired time would be if vans have already left for pickup) before each service time a passenger is to attend in order to ensure time considerations to church locations (responses the day before are preferable to ensure our drivers leave in enough time to make all their stops).
- b. If we do not receive a response to the schedule confirmation prior to pickup or a call within the reasonable time-frame, then they may not be able to be picked up for that service time. You can call again for another service time.
- c. All passengers for pick up will be located at the address listed on their application. We will not pick up kids from locations other than what is on the application without prior arrangement being made.
- d. If a child refuses to get on the Van, we will not force them to do so and they will remain at the scheduled location.
- e. For Wednesday night services, we pick up beginning at 4:00pm to be at the church in time for a small meal before service time.
- f. Each passenger that requested a ride home from service will return back to the same van they were picked up on unless otherwise directed by the bus drivers.
- g. All passengers will be dropped off at the address listed on their application or their pre-arranged location. We **will not** drop off kids at other locations unless previously arranged and approved by the Van Minister Director.
- h. There will be no stops other than the destination for transport.

## Rules, responsibilities and concerns/complaints

- a. The Two Adult Rule: Two adult supervisors will be present in a vehicle transporting any children to and from any PHBM event. Each approved driver and assistant in the vehicle have been approved with a background check.
- b. Children are never to be left unattended in a vehicle, even for brief periods. All children will be accompanied by an adult to/from the vehicle to insure safety. All children will be accounted for before leaving the church and again before returning.