



Collierville United Methodist Church

Vision: Reaching out to transform lives by extending God's love to all.

BUS COMMITTEE (Sub-committee of Trustees)

Job Description approved September 14th

Overview / Purpose

The purpose of this committee is to ensure that our buses are proactively maintained, so that they can further the mission and ministries of our congregation through transportation.

Membership

- Chair – Appointed by the Trustees, affirmed by Lay Leadership, and approved by the Administrative Board
- Staff Ministry Partner – Facilities Manager
- Members – Recruited and appointed by Trustees, as needed

Length of Service

2 – 3 years

Meetings

Occurrences depend on need and the chair's desire

Staff Ministry Partner:

- Available to guide volunteers for non-routine work, as needed
- Oversee church maintain approved drivers list and said drivers have approved MVR and placed on church insurance coverage
- Audit Church list of Drivers on church insurance and safe sanctuary records is maintained

Committee Chair Responsibilities:

- Work with the bus committee members
- As required attend Trustee and/or Finance Committee meetings
- Coordinate bus committee meetings
 - Occurrences depend on what is going on and the chairman's request

Committee Member Responsibilities:

- Perform or arrange for routine tasks to be performed:
 - Quarterly washing of vehicles
 - Semiannual waxing of vehicles
 - Ensure vehicle maintenance is performed: oil change, tire rotation/balance, air filters replaced, etc.
 - Reserve vehicles through Planning Center for busses to leave for repairs, waxing, etc.
- Budget planning
 - Work with staff person and committee to plan
- Driver recruitment

Mission: To Know Christ and to Make Him Known



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- Maintain:
 - CUMC Driver training programs
 - Documentation in the vehicle notebooks
 - CUMC Rules and requirements
- At times of purchasing vehicles:
 - Work with the different vendors to get competitive bids
 - Work with the committee to ensure vehicle design and features meet the needs of the church
 - When new vehicle is delivered perform check out to ensure all requirements are on the vehicle and functioning
 - Create a notebook for the new vehicle

CORE VALUES

SCRIPTURE: Led by God's Word

LOVE: Growing in God's Grace

HUMILITY: Walking w/God

SERVANTHOOD: Living as God's Servants

MISSION: Reaching out in God's Love, Justice & Mercy