



BUS LOANING POLICY

Rationale

1. The bus fleet of the Thunder Bay Christian School Society (“TBCSS”) shall be available for short term loan use to Society members or member organizations as requested from time to time;
2. Present insurance coverages dictate that such use of the buses by members or member organizations shall be for “non-profit” use only;

Loan Procedure

3. Use of the busing resource is subject to availability. Regular busing needs of the Thunder Bay Christian School shall take precedence. A formal request in writing including details of dates, length of use, nature of use etc. shall be presented to the designated Transportation Committee representative at least one month in advance of anticipated use. The representative may consult with the Principal and make a recommendation to the Chairman, or if possible to a regularly constituted meeting of the Transportation Committee. All acceptable requests for bus loan shall be taken on a first-come-first-served basis.

Driver Issues

4. For insurance reasons, only those drivers approved or employed by the TBCSS shall be permitted to operate buses in the TBCSS fleet. It is the responsibility of the applicant member to make arrangements with an approved driver and to inform the Transportation Committee representative of such arrangement. Payment to approved drivers shall be negotiated and paid upon such terms as are acceptable to the applicant member and driver.

Cost Recovery

5. Successful applicants are requested to make a minimum cost recovery donation to the general fund of Thunder Bay Christian School. This amount is a set fee per km which includes fuel at \$1.25 and is annually reviewed by the Transportation Committee. Cheques should be made payable to “Thunder Bay Christian School” and be submitted to the Transportation Committee representative or Chairman.

Conditions of Use

6. It is the responsibility of the user group to ensure that bus cleanliness is maintained to an acceptable level upon return of the bus after a loan period. Fuel levels shall be replaced at outgoing levels prior to return.
7. Where a breakdown of a bus may occur while on loan, the applicant member/group shall be financially responsible to return the bus to a suitable repair depot, in consultation with the Transportation Committee representative.