

***Calvary United
Methodist Church
Bus Training***

Revised November, 2016



Calvary United Methodist
Church

STARCRAFT



Calvary United Methodist Church



Calvary Learning
Academy



Preschool • Parent's Day Out



(888) 353-2192

STARCRAFT

www.ChurchBus.com

Bus Specifications

- 2016 Ford EconoLine E350 with Starcraft Allstar Body
- VIN# 1FDEE3FS3GDC58254
- V10 6.8 liter Engine, Automatic Transmission
- 40 Gallon Fuel Capacity
- 12 + 2 - 15 Passenger Bus w/ wheelchair lift
- **HEIGHT: 10 feet 3 inches**
- **LENGTH: 25 feet**
- **WIDTH: 8 feet 10 inches**

12 Passengers

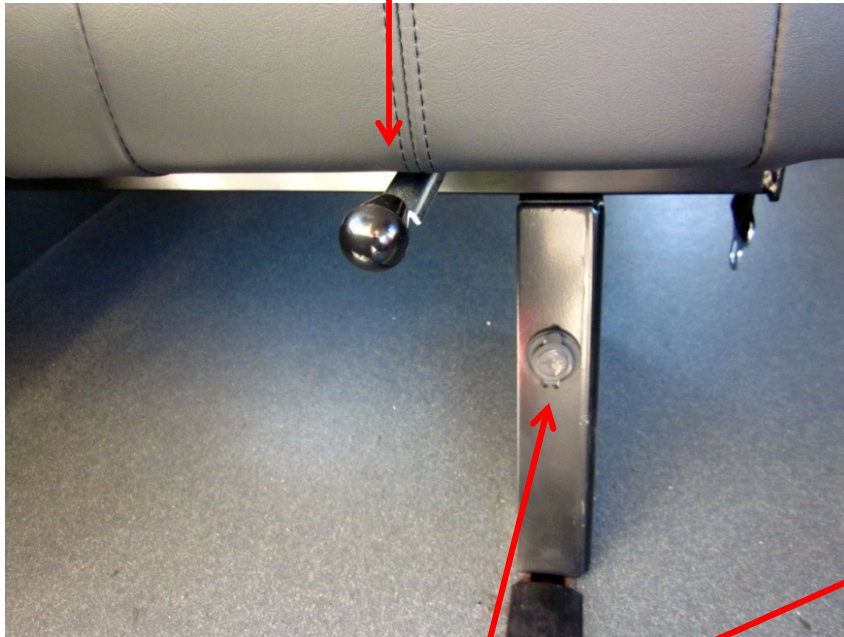


Plus 2 additional passengers or
wheelchairs



Bus equipped with comfort seating and USB ports

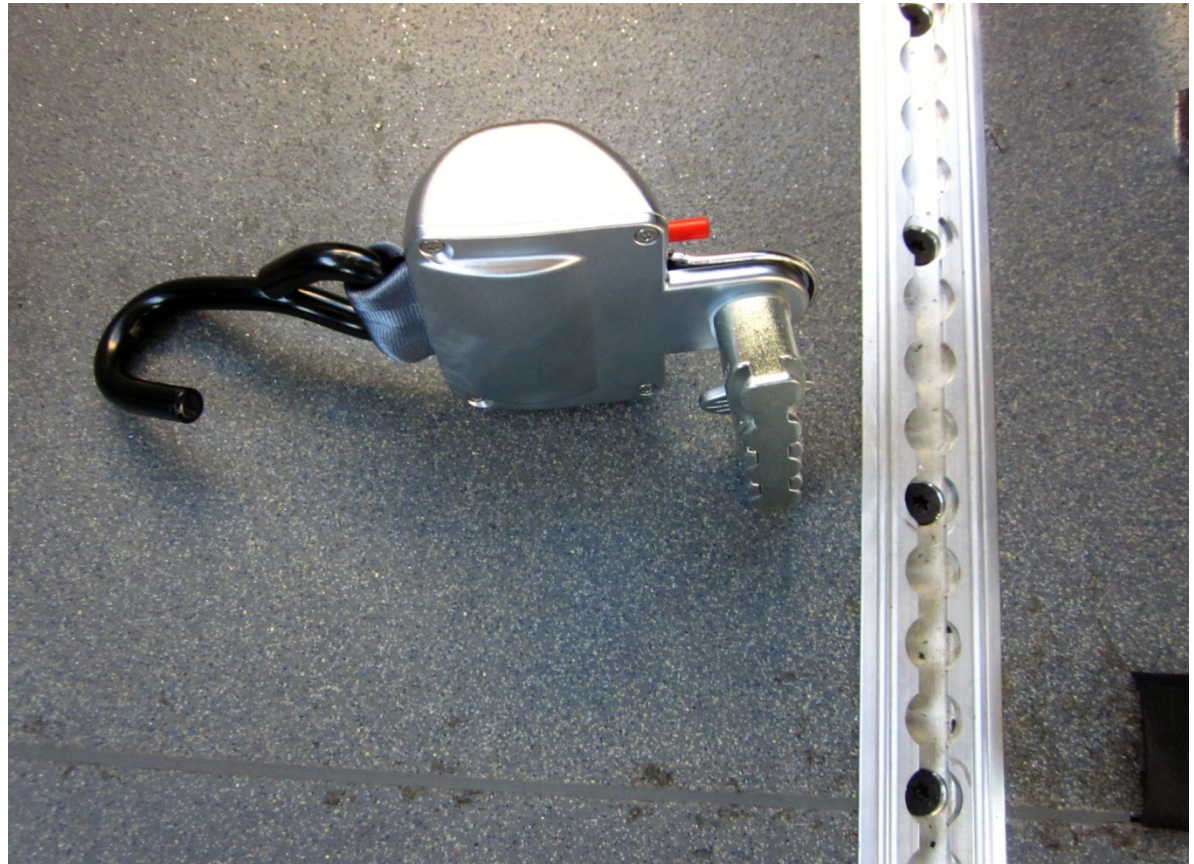
Lever to adjust spacing
between seats



USB Ports



Can also carry secured cargo in
wheelchair area



Unsecured cargo inside a passenger bus is a DOT violation



Emergency Exits

There are six emergency exits

- Rear Window



- Roof Hatch



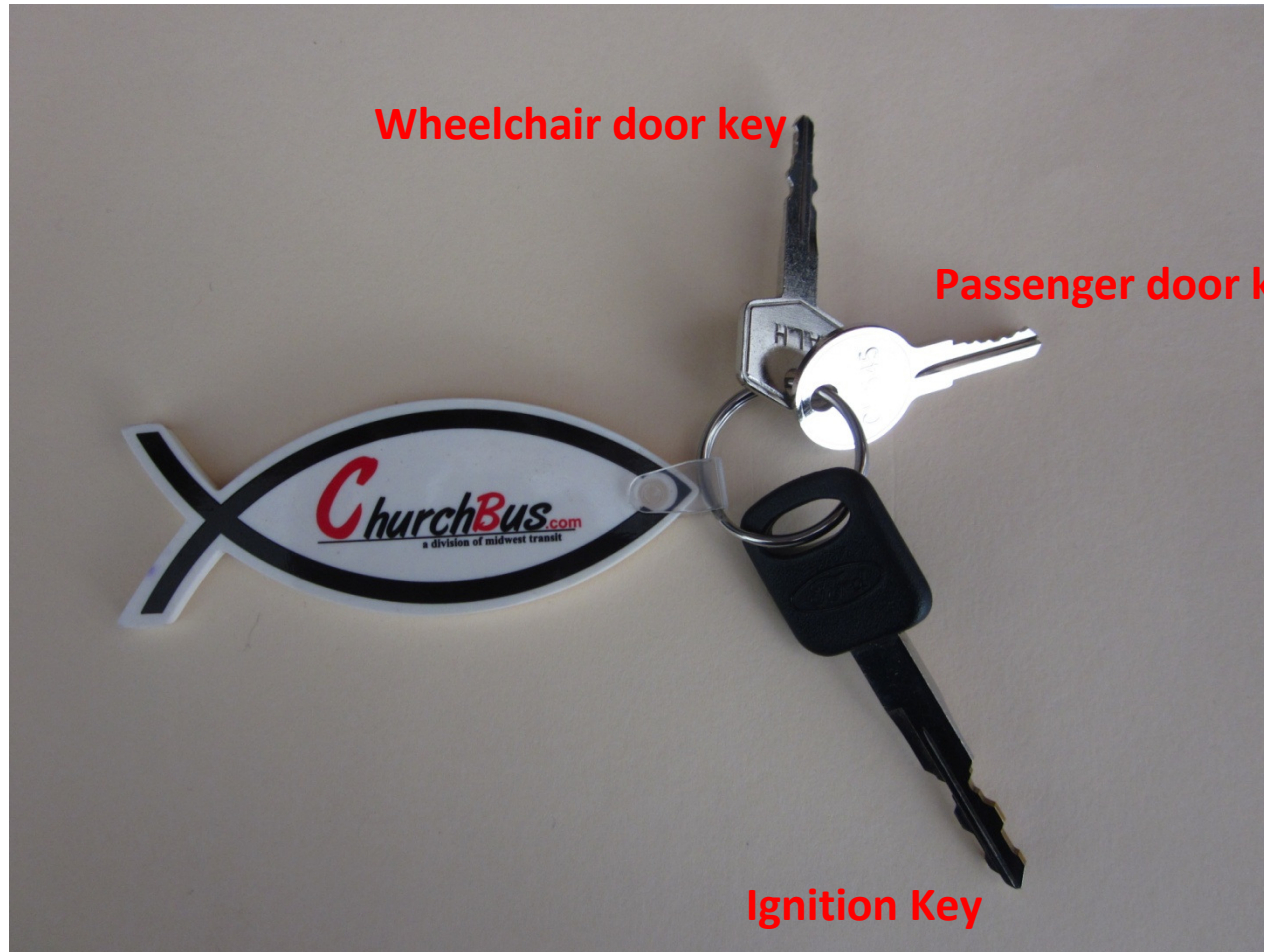
- Side Windows (both sides)

- Driver door

- Passenger door



Keys



Instrument Panel



Overhead Instrument Panel



Driving the Bus

- All passengers must remain seated while the bus is in motion.
- All passengers and driver must wear seat belts.
- Driver is not to use a cell phone unless the bus is safely off the highway, road or street, and the bus is in “Park”.

Driving the Bus

- Come to a complete stop before shifting into reverse (or any other gear).
- This is a large vehicle and will be impacted by high winds.
- This bus is not required to stop at railroad tracks per Indiana state law.
- Smooth driving is best for passenger comfort. Aggressive driving will not be tolerated.

Smooth Driving

- Turning
 - Do not turn too sharply
 - Avoid running over curbs with back tires
- Lane Changes
 - Always signal before changing lanes
 - 4 turn signal “clicks” is a good rule of thumb
- Exit Ramps
 - Follow the speed limit guidelines on exit ramps
 - Begin to slow down prior to reaching the exit ramp to avoid heavy braking.

WARNING

ROOF CLEARANCE

10' 3"

CUMC Front Entrance



CUMC Front Entrance



Back Up Camera

- Camera location in back of bus
- Screen location from driver's seat



Camera looks straight down at edge of rear bumper.

Distance from rear wheel to
bumper is 6.5 feet



When backing up be aware of your surroundings. Use a spotter.



**Watch for trees.
This does not show
In the camera.**

The gas tank extends 2 feet past the rear axle.

Do not drive or back over objects that could puncture the gas tank.



Do NOT back up until you hit the curb!

Mud Flaps will get caught and can easily be damaged or ripped off.



Heating and Air Conditioning



Rear A/C Controls

Fan Controls



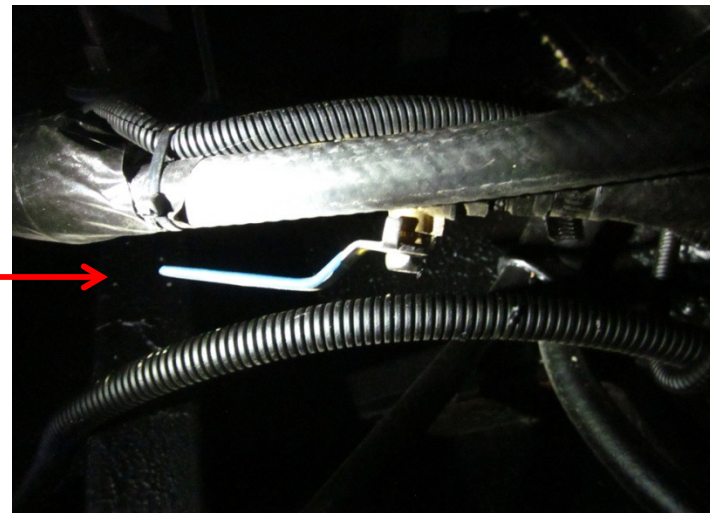
Main Controls



Operating Heating

- The Rear Fan knob on the dash controls is **ONLY** for heating.
- There is a valve under the bus behind the driver side door. This valve controls the rear heaters. The valve must be in the “on” position for heating.

Valve handle
In OPEN position



Operating Air Conditioning

- The Front and Rear Air Conditioning **MUST be operated at the same time to avoid damage.**
- Whenever the Main Control is set at Max A/C or Norm A/C, the Rear Control must be on. The upper knob controls the temperature, and the lower knob controls the air flow. The air flow knob must be at 1 or above.
- The valve under the bus behind the driver side door must be in the “off” position for air conditioning.

Wheelchair Lift



Wheelchair Lift Precautions

- Load and unload on level surface only.
- Provide adequate clearance outside of vehicle to accommodate lift.
- Lift can be used for wheelchair passengers and standees.
- Any passenger must be fully inside the yellow lift boundaries.
- Lift is not to be used for cargo or freight.

Wheelchair Lift Preparation

- Unlock and open wheelchair door from outside.
- While in driver's seat
 - Engine must be running
 - Bus must be in "PARK"
 - Apply "PARKING BRAKE"
 - Switch "FAST IDLE" on (on the upper console)
 - Switch wheelchair lift on (on the upper console)

Toggle Switch and Handheld Switch



Wheelchair Lift Operation

- Ensure lift is “ON” (Toggle switch on lower right)
- To operate lift, use handheld switch.
- To UNFOLD Platform:
 - Stand clear and press the UNFOLD switch until platform stops (reaches floor level).
 - In the event the platform does not unfold, press the FOLD switch to release the Lift-Tite latches. Then press the UNFOLD switch as above.
- To FOLD Platform
 - Press FOLD switch until platform stops. Release switch.

Lift Unfolded and Ready for Loading



Wheelchair Lift Operation

- To Load Passenger:
 - Load passenger onto platform and lock wheelchair brakes. Extra safety belt may also be used.
 - Press the UP switch to fold outer barrier up and raise platform to floor level.
 - Unlock wheelchair brakes and unload passenger from platform into the bus.

Wheelchair Lift Operation

- To Unload Passenger:
 - Load passenger onto platform and lock wheelchair brakes. Extra safety belt may also be used.
 - Press DOWN switch until entire platform reaches ground level and outer barrier unfolds fully.
 - Unlock wheelchair brakes and unload passenger from platform.

Reserving the CUMC Bus

- To reserve the bus:
 - Fill out a “Bus Reservation & Trip Report” form.
 - Turn in form to the church office.
 - Ensure that date requested is available.
- Group reserving the bus should obtain a driver from the approved Driver Roster. Driver Roster is available from church office.

Leaving On Your Trip

- Pick up “Bus Reservation & Trip Report” and keys from church office.
- Perform the “Bus Pre-Operational Checklist” located in the logbook in the bus.
- Fill in the logbook in the bus with starting information.

Returning From Your Trip

- Refuel the bus. Write the current mileage on the gas receipt. Attach the receipt to the “Bus Reservation & Trip Report” form.
- Clean the interior of the bus as necessary.
- Complete logbook entry.
- Complete “Bus Reservation & Trip Report” form.
 - Report any damage
 - Report any maintenance items
- Turn in keys and completed form to church office.

Useful Reminders

- Be sure to replace the gas cap after refueling.
- Look for steel post standards at fuel stops when pulling out.
- Report all damage to the office.

