



**TOWN OF GORHAM, NH
PARKS & RECREATION DEPARTMENT
33 Exchange Street, Gorham, NH 03581
603-466-2101 – jstewart@gorhamnh.org**

BUS USE PACKAGE CHECKLIST

Checklist for any Bus Use Request for the Town of Gorham, NH

This package consists of the following information and forms:

1. Bus Use Application (page 2)
2. Bus Use Policy (pages 3 – 8)
3. Bus Covid-19 Policy (page 9)
4. Bus Use Policy Agreement (page 10)
5. Bus Covid-19 Policy Agreement (page 10)
6. Bus Assumption of Risk and Waiver of Liability (page 10)

The following information and forms that should be returned with request:

1. Bus Use Application (page 2)
2. Bus Use Policy Agreement (page 10)
3. Bus Use Covid-19 Policy Agreement (page 10)
4. Bus Assumption of Risk and Waiver of Liability (page 10)
5. Certificate of Insurance naming the Town of Gorham as additionally insured (if applicable)



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BUS USE APPLICATION

Organization Name: _____

Name of Contact: _____

Organization Mailing Address: _____

Primary Contact #: _____ Alternate Contact # _____

E-Mail Address: _____

Parks & Recreation Department Usage Fee Schedule:

Parks & Recreation Department Driver \$14.00 / hour
 Bus Maintenance Fee \$0.50 / mile
 Fuel Fee price per gallon varies month to month

Bus Dates Requesting (fill out all that apply):

Trip Destination	Date(s)		Times (bus pick up and return)		
		to		to	
		to		to	
		to		to	
		to		to	
		to		to	
		to		to	

Indicate which bus(es) you want to use (circle one): Bus V25 Bus V26 Buses V25 & V26

Do you need a Parks & Recreation Department Driver? Y / N

Parks & Recreation Department Driver Requested: _____

Please indicate if you would like to receive a quote: Y / N

Organization Name: _____

Printed Name: _____

Signature: _____ **Date:** _____



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BUS USE POLICY

I. Purpose

This policy shall serve as the guidelines concerning the scheduling and use of Town buses of Gorham, NH – Parks & Recreation Department.

The purpose of this policy is:

- To ensure that the use of available Town of Gorham – Parks & Recreation Department buses are available in a manner that is fair and equitable.
- To ensure that all users of the Town of Gorham – Parks & Recreation Department buses understand the rules pertaining to their use of the buses;
- To ensure that all users of the Town of Gorham – Parks & Recreation Department buses exercise good judgment in the use and care of the buses;
- To ensure that users of the Town of Gorham – Parks & Recreation Department buses understand their responsibilities with respect to the use and management of Town buses.

II. Definitions

"Department" means Town of Gorham Parks & Recreation Department and in some cases, other Departments, such as Fire, EMS, PWD, etc.

"Director" means Town of Gorham Parks & Recreation Director.

"Bus" or "Buses" means the two 15-passenger vehicles owned by the Town of Gorham and maintained / operated by the Parks & Recreation Department.

"Non-Resident" means anyone that does reside within the township of Gorham, NH.

"Organization" means a formally organized and recognized entity that sponsors the use of a Town vehicle.

"Ready Condition" means bus / bus's condition is free of trash and debris and properly prepared for the next usage.

"Town" means Town of Gorham, NH.

"User" means any individual person who uses a Town bus / buses.

III. General Rules and Regulations

The Department is responsible for scheduling and assignment of the bus / buses.

Organizations and individuals requesting use of Town bus / buses shall follow the application procedures outline in Section V.

The Department may restrict public use of bus / buses as deemed necessary by the Director, or designee, to preserve or protect the property or in the interest of the public health, safety, and welfare.

The Department may restrict use of the bus / buses use to stay within the Town's operating budget for fuel usage. Usage fees shall be applied as noted on Bus Use Application.

Any damage to Town bus / buses shall be reported promptly to the Director.

Items of personal property found on Town bus / buses shall be removed and maintained in the lost and found at the Department Office for a 14-day period.

Drinking alcoholic beverages on Town property including buses is strictly forbidden per town ordinance 119.

Smoking is prohibited on Town bus / buses per town ordinances 35-B: 3 and 126K: 7.

Pets are not allowed on Town bus / buses per town ordinance 172-1.

IV. Use Guidelines

Town Departments and Gorham/Randolph/Shelburne School Cooperative desiring to use Town bus / buses on an on-going basis may do so with prior scheduling approval from the Director. The Director or Designee shall develop the schedule. Requests for bus usage are considered on a first-come, first-served basis, with an attempt to balance the needs of all groups. No fees shall be charged to these groups for the use of Town buses.

Individual Residents and Town Businesses desiring to use Town bus / buses may do so at their leisure, providing that another party has not previously scheduled the buses. Individuals are required to contact the Director for Town bus availability. The Director or Designee shall develop the schedule. A Bus Use Application is required, and applicable fees may apply. A Certificate of Insurance is required naming the Town of Gorham as additionally Insured. The policy must cover \$1,000,000 General Liability each occurrence and \$2,000,000 in aggregate for personal and bodily injury including death.

Non-Residents desiring to use Town bus / buses may do so, providing that another party has not previously scheduled the buses. Individuals are required to contact the Director for Town bus availability. The Director or Designee shall develop the schedule. Requests for bus usage

are considered on an individual basis and only after all Town groups have been scheduled. A Bus Use Application is required, and applicable fees may apply. A Certificate of Insurance is required naming the Town of Gorham as additionally insured. The policy must cover \$1,000,000 General Liability each occurrence and \$2,000,000 in aggregate for personal and bodily injury including death.

V. Bus / Buses Request & Assignment Process

Priority of Bus / Buses Assignments

The priority arrangement for the scheduling of Town bus / buses is as follows:

1. Parks & Recreation Department
2. Town Activities / Town Departments
3. Gorham/Randolph/Shelburne School Cooperative
4. Town Non-Profits
5. Individual Residents and / or Town Businesses
6. Non-Residents / Out-of-Town Businesses

Bus / Buses Use Request Application

To request bus / buses use, organizations, groups, and individuals shall complete and submit a Bus Use Request Application to the Department. To take advantage of Priority Assignments, please submit your requests as soon as possible. Requests will be handled on a first come first served basis. Upon receipt of the completed application and required documentation, the organizations, groups, or individuals shall be notified by the Director, in writing, to confirm the assigned bus / buses and scheduled dates and times for usage.

Cancellations

Please notify the Department as soon possible if cancelling bus usage. Reservations may be rescheduled without penalty. The Director or Designee shall develop the schedule.

Good Standing

Organizations, groups, and individuals requesting bus / buses shall not only complete a Bus Use Application but also be in "good standing" with the Town for consideration. Good standing includes, but is not limited to the following:

- All fees paid (no outstanding monies owed to the Town).
- Current list of driver / passengers (if requested).
- Current Certificate of Insurance naming the Town as an additional insured on file with the Department. *(The insurance policy shall provide for general liability coverage with limits no less than \$1,000,000 General Liability per occurrence and \$2,000,000 aggregate for personal injury and bodily injury, including death, and property damage.)*

VI. Application Denial / Revocation

A Bus / Buses Use Application may be denied or revoked for reasons such as (but not limited to):

- Non-compliance with application / submission requirements
- Unpaid fees
- Failure to comply with Bus Use Policy

- Bus / Buses unavailable or being repaired

VII. Bus Maintenance

The Department shall perform and / or approve all maintenance of bus / buses.

If an organization, group, or individuals damages a bus / buses beyond what is considered normal wear and tear, or damages a bus / buses due to misuse, the organization, group, and individuals shall be responsible to work with the Department to make and / or pay for the necessary repairs.

Department staff may prohibit scheduled use of bus / buses if, at the sole judgment of staff, the bus / buses are unsafe for use or that undue damage to the bus / buses shall occur as a result of the scheduled use.

Organizations, groups, and individuals shall leave bus / buses in Ready Condition after completion of their usage. Failure to leave the bus / buses in Ready Condition may result in loss of privileges to use the bus / buses in the future.

VIII. General Responsibilities

The Department shall be responsible for providing every organization or user of Town bus / bus a copy of this policy.

The Department shall be responsible for administering and enforcing this policy in a fair and equitable manner.

The Department shall be responsible for routinely assessing the condition of the bus / buses.

It is the responsibility of organizations and users to provide timely and accurate information to the Department.

It is the responsibility of the organizations and users to ensure that all persons associated with their use of Town bus / buses understand this policy.

IX. Driver Responsibilities (non-Parks & Recreation Department)

The following items must be completed prior to driving a Town bus:

- a) Fill out Section V. on the State of NH – Release of Motor Vehicle Records (Form DSMV 505)
- b) Have Notary Public or Justice of the Peace fill out Section VI. on the State of NH – Release of Motor Vehicle Records (Form DSMV 505)
- c) Return to the Parks & Recreation Department the State of NH – Release of Motor Vehicle Records (Form DSMV 505) with Sections V. and VI. filled out along with a photocopy of driver's license and a \$15.00 check made payable to "Gorham Parks & Recreation Department"

1. Shall adhere to all DOT rules, regulations, and traffic laws.
2. Shall always operate the bus safely and responsibly.
3. Shall enforce all rules and regulations pertaining to those aboard.
4. Shall determine if weather conditions or road conditions permit safe travel and decide proper course of action.
5. Shall maintain an inspection checklist of bus equipment and systems before, during, and after the trip. This checklist (along with keys) must be returned to the Dispatcher at the Police Department.
6. Shall abstain from the use of alcoholic beverages for eight (8) hours prior to scheduled departure time and shall abstain from all narcotic drugs
7. Shall abstain from the use of alcoholic beverages or narcotic drugs while driving and during duration of trip.
8. Shall obtained bus keys from the Dispatcher at the Police Department.

X. Driver Responsibilities (Parks & Recreation Department)

1. Shall adhere to all DOT rules, regulations, and traffic laws.
2. Shall always operate the bus safely and responsibly.
3. Shall enforce all rules and regulations pertaining to those aboard.
4. Shall determine if weather conditions or road conditions permit safe travel and decide proper course of action.
5. Shall maintain an inspection checklist of bus equipment and systems before, during, and after the trip. This checklist (along with keys) must be returned to the Dispatcher at the Police Department.
6. Shall abstain from the use of alcoholic beverages for eight (8) hours prior to scheduled departure time and shall abstain from all narcotic drugs.
7. Shall abstain from the use of alcoholic beverages or narcotic drugs while driving and during duration of trip.
8. Shall obtain bus keys from the Dispatcher at the Police Department.
9. Shall receive no compensation if the trip is cancelled and the driver has been notified before reporting for duty.
10. Shall be responsible for purchase of meals during on-duty hours.
11. Participation in the group's event or activity will be at the option of the group and / or driver.
12. Shall wear appropriate clothing and shall be neat and clean in appearance.

XI. Group Leader (non-driver) Responsibilities

1. Shall be responsible for all passengers and adhere to rules stated within this policy and items listed under Section XI. Passenger Responsibilities.
2. Shall be responsible for completing all required paperwork with all appropriate approval of signatures, if applicable.
3. Shall ensure the bus / buses are returned in Ready Condition.
4. Shall work with the Director if rescheduling of bus / buses usage is necessary.

XII. Passenger Responsibilities

1. Shall not board the bus under the influence of alcohol or narcotic drugs
2. Shall not smoke or use alcohol or narcotic drugs while on board.
3. Shall refrain from unruly behavior or using profane or abusive language.
4. Shall dispose of trash in containers supplied on the bus or in appropriate containers at destination(s).
5. Shall remain seated when the bus is in motion.
6. Shall wear seat belts, if applicable, in accordance with state law.
7. Shall use car restraints (car seat), in accordance with state law.
8. Shall not, in any way, purposely distract the driver or cause any condition that would impair the driver's ability to operate the bus.
9. Shall exit through the side windows or rear door only in the event of an emergency.

XIII. Violations

Any infraction or violation of this policy, or local, state or federal laws and / or regulations, by organizations or users utilizing Town bus / buses shall be considered infractions and may result in the violator being prohibited from future use, either temporarily or permanently.

XIV. Appeals

Any person aggrieved by any decision of the Director in the administration or enforcement of this policy may appeal to the Town Manager. Decisions of the Town Manager may be appealed to the Town Selectboard. Appeals shall be filed in writing within ten (10) days of the decision, shall state subject of the appeal, and set forth a detailed explanation of the alleged error.

Decisions of appeals shall be rendered in writing within fifteen (15) working days of hearing the appeal. The decision of the Town Selectboard is final.

XV. BUS USE POLICY AGREEMENT (see last page)

XVI. BUS USE COVID-19 AGREEMENT (see last page)

XVII. BUS ASSUMPTION OF RISK AND WAIVER OF LIABILITY POLICY (see last page)



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BUS USE COVID-19 POLICY

- Drivers, volunteers, and staff (including passengers, administrative, etc.) should read and be familiar with; New Hampshire School Transportation Association, COVID-19, Working to Ensure Children’s Safety. American School Bus Council and COVID-19. National Association for Pupil Transportation.
- Drivers, volunteers, staff, and passengers are asked to wear cloth face coverings while around others when social distance of at least six (6) feet is not possible.
- Alcohol-based hand sanitizer with at least 60% alcohol should be readily available to all drivers, volunteers, staff, and passengers and always kept with staff and equipment. Frequent hand hygiene should be required including but not limited to, hand hygiene upon arrival and departure of bus(es).
- Drivers, volunteers, staff, and passengers are required to report any symptoms of COVID-19 or close contact to a person known with COVID-19 to the Driver, staff, and Director as soon as possible. No one should attend events if feeling sick or any of the following apply:
 - a. Has any symptoms of COVID-19 (see Universal Guidelines for potential symptoms)
 - b. Has had any close contact with someone who is suspected or confirmed to have COVID-19 in the past fourteen (14) days.
 - c. Traveled in the past fourteen (14) days either:
 - i. Internationally (outside the U.S.),
 - ii. By cruise ship, or
 - iii. Domestically (within the U.S.) outside of NH, VT, or ME on public transportation (e.g., bus, train, plane, etc.).
- Person(s) with suspect or confirmed COVID-19 must stay home until symptom-based criteria are met for discontinuation of isolation:
 - a. At least ten (10) days have passed since symptoms first appeared AND
 - b. At least three (3) days (72 hours) have passed since recovery (recovery is defined as resolution of fever while not taking any fever-reducing medications plus improvement in other symptoms)
- If back-to-back bus usage is necessary, there should be enough time scheduled to allow adequate cleaning of bus between usage.
- No individuals or groups other than from New England are allowed on the bus(es).
- It is understood that this is a temporary permit which can be revoked, eliminated, or extended due to the fluidity of COVID-19 and / or non-compliance.



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BUS USE POLICY AGREEMENT

On behalf of the organization / group, I have read, understand, and will abide by the BUS USE POLICY associated within this request and accept the legal and financial responsibilities involved within this request and in the use of facilities owned by the Town of Gorham, NH.

Organization Name: _____

Printed Name: _____

Signature: _____ **Date:** _____

BUS USE COVID-19 POLICY AGREEMENT

On behalf of the organization / group, I have read, understand, and will abide by the BUS USE COVID-19 POLICY associated within this request and in the use of facilities owned by the Town of Gorham, NH.

Organization Name: _____

Printed Name: _____

Signature: _____ **Date:** _____

BUS ASSUMPTION OF RISK AND WAIVER OF LIABILITY POLICY

Intending to be legally bound hereby, the undersigned agrees and does hereby release from liability and to indemnify and hold harmless the Town of Gorham, and any of its employees or agents representing or related to the Town of Gorham as regards to Parks & Recreation Department Bus Usage. This release is for all liability for personal injuries (including death) and property losses or damage occasioned by, or in connection with any activity or accommodations for said usage. The undersigned further agrees to abide by all the rules and regulations promulgated by the Town of Gorham and / or its affiliate groups and vendors throughout the term of bus use.

Organization Name: _____


Printed Name: _____


Signature: _____ **Date:** _____

Revised on November 9, 2020

Revisions adopted by the Board of Selectmen on November 9, 2020


Michael L. Waddell, Chairman


Judith LeBlanc, Selectperson


Adam White, Selectman