

The Soul Winning
BUS MINISTRY

A Complete How-To-Do-It Manual



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"more than 25 years experience"

A NOTE OF EXPLANATION

The material contained in this manual was generated over a number of years as I taught a course on the bus ministry at Trinity Baptist College. Eventually I bound these lectures in manual form for the students. Almost every week of the year I have pastors, bus directors and bus workers call from all areas of the country wanting information on some area of the bus ministry. With the advent of e-mail, I also have questions come regularly that way too.

Starting in the bus ministry 27 years ago as a bus captain, I know from practical experience both how to build a successful route and, as a bus director for years, how to have a successful bus ministry. By success I mean one that has buses filled, souls regularly saved, converts baptized and converts disciplined resulting in productive Christians. Also, you will find out by reading this manual a great emphasis will be placed on reaching bus parents, which is the ultimate goal desired.

If you will examine the index of this manual, I think you will find answered in detail about any question concerning the bus ministry. For the bus captain and worker, every aspect of your job is covered. For the potential bus driver, complete information to assist you in obtaining a CDL license is included. And for the bus director, every aspect of leading a bus ministry is discussed for you. My prayer is that God might use this manual to help bus ministries grow and reach precious souls for our Lord.

There is some of this material that was obtained from other men through the years. In each case, their name is mentioned to give them proper recognition. There is no copyright on this manual, and I want any bus director to feel free to copy and use any of the material to help their workers.

The manual was written for use by any size bus ministry. I also want anyone to feel free to contact me if you need any help. Phone 904-596-2408 or e-mail me at dsmith@tbc.org.

May the Lord bless you and your ministry.

In His Bus-iness,

Dave Smith

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PHILOSOPHY OF THE BUS MINISTRY

Matthew 28:19-20; Acts 16:31

I. The Purpose Of The Bus Ministry

- A. To carry out the Great Commission
 - 1. Winning people to Jesus Christ
 - 2. Baptizing the converts
 - 3. Discipling the converts
- B. To have any other purpose will not have God's blessing
- C. Some wrong purposes
 - 1. To feel sorry for poor children
 - 2. To have a bus ministry because other churches' in your fellowship have one
 - 3. To please influential members that may feel strongly that the church should have one
 - 4. To have one because you have always had one

II. The Practice Of The Bus Ministry

- A. To attempt to get unchurched (non-gospel preaching churches) children to ride the bus
- B. To do this, obviously, you must secure parents' permission
- C. To attempt through the Sunday School to evangelize the children
- D. To do follow-up on the riders that make professions and to determine if they have understood the plan of salvation
- E. If they do understand, explain believer's baptism to the rider and attempt to get the parents' permission for baptism
- F. Using various programs, disciple the riders in the Lord
- G. In the process of bringing children and attempting to reach them, you are also inviting and giving the parents the gospel
- H. Your goal is to get the whole family saved, "driving-in" to church and serving the Lord

III. The Problems Of The Bus Ministry

- A. Resisting the devil's opposition
- B. Securing and maintaining a staff of workers
- C. Training and motivating the workers to be productive
- D. Problems with discipline
- E. Discouragement of workers
- F. Keeping workers steadfast

IV. The Price Of The Bus Ministry

- A. It costs money
- B. It costs leaders and workers time and effort
- C. It costs misunderstanding on occasion
- D. Its rewards far outweigh its overall costs

V. The Potential Of The Bus Ministry

- A. A bus ministry has as much potential as its leaders and workers have faith
- B. Riders lives are changed for time and eternity
- C. Parents are reached and the home is transformed
- D. Riders grow up and become workers and leaders in the church

SEVEN ESSENTIALS OF THE BUS MINISTRY

I. Prayer

There is a necessity for prayer on the bus route. Sometimes bus workers learn methodology but neglect the most important essential. Prayer gets God working in people's lives on the bus route.

II. Love

Does five things:

- Gets peoples' attention
- Brings about their approval
- Brings about their acceptance
- Brings about their affection for you
- Brings about attachment to you

Bus kids can sense if the bus worker loves them. People respond to love.

III. Visitation

- Should be planned
- Should be disciplined
- Should be long (you reap what you sow)
- Should go on despite the weather or your feelings

IV. Excitement

Kids are attracted to people that are exciting. Be as excited as your personality will allow you to be.

V. Service

Minister to the people. You are their servant for Jesus' sake.

VI. Promotion

Smallest percentage of seven essentials.

VII. Persistence

Be faithful, don't quit, commit yourself to that bus route.

Note: These *Seven Essentials* were presented years ago by Dr. Jim Vineyard. I have found them to be exactly on target.

THE MOTIVE OF THE BUS MINISTRY

I. The Wrong Motives

- A. Some churches are in the bus ministry just because someone donated a bus to them.
- B. Some churches are in the bus ministry because some influential member has demanded they be in it.
- C. Some pastors are in the bus ministry because their pastor friends would look down on them if they got out.
- D. Some churches got in the bus ministry because it was the popular thing to do. This certainly is not the case today, as the bus ministry is less popular today than ever before.
- E. Some churches are in the bus ministry because they feel their church should do something to help poor people (social gospel).
- F. Some churches are in the bus ministry as a way to increase their attendance figures. Attendance is the sole motivating factor.

II. The Right Motives

- A. The right motive for getting in the bus ministry is to reach souls with the gospel. The byproduct will be church growth.
- B. Consider the church at Jerusalem as they got burdened for souls
 - 1. Acts 1:15 – 120 in upper room
 - 2. Acts 2:41 – 3000 saved on day of Pentecost
 - 3. Acts 2:47 – Lord added daily such as should be saved
 - 4. Acts 4:1-4 – 5000 men saved
 - 5. Acts 4:32 – a multitude saved
 - 6. Acts 5:14 – multitudes saved
 - 7. Acts 6:1 – multiplied
 - 8. Acts 6:7 – multiplied greatly
- C. Make sure your motive is right so God can bless your ministry

PROBLEMS IN STARTING A BUS MINISTRY

I. The Pastor

The pastor must be for the bus ministry if it is to succeed

II. The People Of The Church

A. Must be supportive of the bus ministry

B. A lack of burden for souls is the reason they are not sold

C. Use of proper support by the pastor is the best way to sell the church

III. Securing Reliable And Reasonably Priced Buses

IV. Securing Workers

Biggest problem

V. Teachers And Space

The church must have adequate space and trained teachers to work with the bus kids

VI. Motivation Of Workers

Second biggest problem

VII. Finances

The church would need adequate finances to afford the bus ministry

VIII. Problems With Follow-up

Problems getting workers to follow-up on riders and their families

IX. Discipline

Problems with discipline of bus riders

X. Discouragement

Problems with discouragement of workers (third greatest problem)

WHAT CAUSES BUS WORKERS TO BE DISCOURAGED

I. Some Think About Their Problems Too Much

Think about your victories, not problems

II. Feeling Sorry For Yourself (Martyr Complex)

III. Taking Your Problems To Others Seeking Sympathy

Take problems only to people who can help you

IV. The Idea You've Visited Everybody On The Bus Route

This happens after you are on the same route for a period of time

V. You've Done Your Time In The Bus Ministry

The devil will tell you to change to a less demanding ministry

VI. You've Lost Your Favorite Bus Riders

Anybody that has been on a bus route has experienced this heartache

VII. The Devil Will Tell You That You Spend Too Much Time On Your Bus Route

VIII. The Kids Are Not Getting Anything Out Of It

IX. The Bus Is Worn Out

Buses should be well maintained so this will not be a discouraging factor

X. The Preacher Doesn't Appreciate What You Are Doing

The pastor needs to be sensitive to his workers and often praise them

XI. Trouble With The Sunday School Teachers

Mostly lack of communication

XII. Discouragement From Outsider's Comments

People that are critics

XIII. You Don't Have Enough Help On The Bus Route

Very common problem

HANDLING PROBLEMS

I. Expect Problems

Any time you work with people expect problems.

II. Identify The Real Problem

Sometimes the surface problem is not the real underlying problem.

III. Consider The Source

Always evaluate who it is that is bringing the problem to your attention.

IV. Don't Overreact

Be calm as you are listening to and solving problems.

V. Decide What Action Should Be Taken

A leader must make wise decisions to solve the problem.

VI. Be Careful When You Deal With People

Never overreact to people. You can correct people firmly but with kindness.

VII. Correct The Problem As Soon As Possible

Problems that are not corrected quickly build to be larger problems.

VIII. Avoid Bothering The Pastor With Small Problems

Only major problems should be brought to the pastor's attention.

IX. Pray About Problems

God through prayer will give you the wisdom you need for problem solutions.

X. Give God The Glory

Always reflect all glory to the Lord, not to yourself.

SIXTEEN THINGS THAT WILL KILL A BUS ROUTE

Gardner Gentry years ago taught there were sixteen things that would kill a bus route. See if you don't agree.

I. Laziness

Lazy bus workers will never put in the necessary effort needed to build a successful bus route

II. Lack Of Training

New folks getting involved in the bus ministry must be given some training to be successful on their bus route

III. Lack Of Concern

People that are not burdened for their route will be little used by the Lord

IV. Inconsistency

You must be instant in season and out of season

V. Grouchiness

Bus kids don't like grouches!

VI. Worldliness

A. "Love not the world." (1 John 2:15)

B. "Be not conformed to this world." (Romans 12:2)

VII. Fear

We are commanded to be strong and of a good courage (Joshua 1:6)

VIII. No Program On The Bus

Boring bus rides do not interest bus kids!

IX. No Love

Bus kids know if you love them

X. Quitting

"Be ye steadfast, immovable, always abounding in the work of the Lord." (1 Corinthians 15:58)

XI. No Prayer

No prayer, no power; little prayer, little power; much prayer, much power

XII. No Zeal

We are to be “zealous of good works” (Titus 2:14)

XIII. Wrong Approach

“Be ye wise as serpents” (Matthew 10:16)

XIV. Staying Too Long

Don't wear people out on visitation by camping at their door

XV. False Promises

Always keep any promises you make to your bus riders

XVI. Unprepared Teachers

Teachers must be made to understand the importance of their privilege to give out the Word of God

WHERE TO SELECT THE ROUTES FOR THE BUS MINISTRY

I. Always Pray For God's Leadership In This Matter

II. The Pastor Should Do The Selecting Of The Beginning Routes

He should have as much input as he wants when adding additional routes

III. Look Around Your Own Church Building First

You may or may not want to have a route by your own church

IV. Start Where There Are Many Children As They Will Make Up Most Of Your Bus Attendance

V. Consider The Many Areas Where There Are Large Numbers Of Unchurched People

A. Normal residential areas

B. Government housing projects

C. Apartment complexes

D. Mobile home parks (many have young couples with children)

E. Low income areas (you will always find it easier to get riders in the lower income areas)

F. Military installations (most married military have children)

VI. As Your Bus Ministry Grows, Consider Areas Where You Bus Captains May Have A Special Burden

VII. Don't Be Afraid To Consider The Area Where Other Churches Are Or Where Other Church Buses Are Going

Make sure your workers do not proselyte! Nobody can reach everybody.

VIII. It Is A Good Idea To Get A Good Map Of Your Area

Mark the boundaries on the map so each captain clearly understands the boundaries

PRAYER AND THE BUS MINISTRY

Introduction:

Any type of service for Christ in the local church must be rooted and grounded in prayer. The bus ministry, like other ministries in the local church, sometimes depends more on methods and techniques than God. Make note, any bus ministry that is burdened to reach the lost and baptize and disciple the converts will be a bus ministry that has workers that labor in prayer.

I. We Need To Pray For Our Needs

- A. We need to learn to ask God for the needs of our co-workers, riders, and parents on our bus routes (Philippians 4:19)
- B. Some needs we can supply for people such as food or clothing, but we need to let people know God is concerned about them and will supply their needs
- C. Make a prayer list after visitation each week and pray for the needs of families on your bus route
- D. Tell people you are specifically praying for them, then do not neglect to do it

II. We Need To Pray Without Ceasing

- A. Some needs are so pressing the Holy Spirit will lead us to pray without ceasing (1 Thes. 5:17)
- B. This means praying at all times for these needs
- C. We can pray as we are working, walking, driving in the car, eating, or any waking moment

III. We Need To Pray And Fast At Times

- A. When we want special things from God, prayer and fasting are the key (Mark 9:29)
- B. Fasting may be for a day or sometimes for a number of days
- C. Prayer and fasting generally come at desperate times when only “this kind” will work

IV. We Need On Occasion To Pray All Night

- A. All night praying is a form of fasting, for a person is going without sleep to pray (Luke 22:40,46)
- B. We are showing God our sincere desire for Him to answer our prayers
- C. Every bus worker will find there will be times when he must pray all night

THE BUS BOOK AND HOW TO USE IT

The bus book should contain information on each family that rides your bus. Many bus workers do not utilize their bus book to profit their route, as they should.

I. Information Contained In Your Bus Book

- A. The name, age, birth date, and school grade of each rider
- B. The parent's or parents' name(s)
- C. The spiritual condition of each person in that family (you should add this information as riders get saved and baptized)
- D. The address and phone number (if they have a phone) of each family

II. How To Use This Information In Relation To The Children

- A. You know what Sunday School class they need to attend

You may want to use a permanent marker to put the bus number and grade on each child's hand
- B. As you get decision reports of the ones saved, you can record their salvation date in the bus book
- C. As you follow up and get them baptized, you can record their baptism date
- D. Mark their attendance so you can track their faithfulness
- E. You can recognize them on their birthday
- F. It will allow you to get to know everybody by name

III. How To Use This Information In Relation To The Parents

- A. As you visit, you can address the parents by name
- B. You can inquire about the parents' spiritual condition and record it in the bus book
- C. Now you know how to pray and work on the parents

You need to give them the gospel or get them back in church if they are backslidden

IV. Further Uses Of The Bus Book

- A. Your bus book forms your prayer list
- B. If the family has a telephone, you can show concern and make an occasional phone call to the house
- C. If they have trouble getting up on Sunday mornings, you can ask permission to give them a wake-up call
- D. You have written records in case there is ever a legal charge
- E. You have information in case of any type of accident

BUS VISITATION THAT IS EFFICIENT

I. When To Visit

- A. Saturday after 9:00 a.m. Visit as early as possible, but it must be late enough that people are out of bed.
- B. Set a time to start and a time to quit.
- C. Be prepared spiritually before you go.

II. Who To Visit

- A. Every regular rider and occasional rider each week.
- B. Don't ever give up on old riders that you cannot get to come. Lay off for a while, but never fail to continue to pray for them and then occasionally call back on them.
- C. Knock on new doors each week and sign up new riders on a weekly basis. This is a must if your route is to maintain and grow in attendance.

III. How To Visit

- A. Regular riders
 - 1. Be brief when you visit. There are always exceptions to this statement. You will always want to spend more time with new riders and ones that are not faithful. Also, folks will have problems and you will need to spend time counseling with them.
 - 2. Be friendly to everyone you see.
 - 3. Walk rapidly as you visit. This makes the best use of time and gives people the impression that you must have something important to do!
 - 4. Knock loudly as you come to each door.
 - 5. Be loving while you visit. Tell folks you love them and demonstrate that you love them.
 - 6. Be excited while you visit. Do you realize yours is the most important business in the world?
 - 7. Be polite and tactful.
 - 8. Be patient with parents.
 - 9. Take a personal interest in people and their problems. That will win them to you so that you might win them to Jesus.

10. If you have time, make callbacks on families not home.
11. Leave a flyer in the door if folks are not home so they will know you have been faithful to come by to visit.
12. If you are not able to catch the bus family on visitation you must assume they are coming on Sunday and automatically stop for them.
13. If possible, place a phone call Saturday night to those you do not catch on visitation.
14. If you have people that indicate they want to come but have a continual problem with oversleeping, ask if you can give them a wake-up call.

B. New riders

1. Materials to use - Gospel tracts, brochures, permanent record cards.
2. At times, you should go door-to-door.
3. At times, you should spot canvas.
4. Ask kids that ride the bus to take you to their friends or point out new kids in the neighborhood.
5. Reward riders that bring visitors. Make sure you get names and addresses of all visitors that anyone brings on the bus. If they live on your route, visit them the next Saturday and see if they might become regular riders. If they live on another route, feed them to the proper route at the bus meeting the following Saturday.
6. Ask parents for prospects.
 - a. Work acquaintances
 - b. Relatives
 - c. Friends in the neighborhood
7. Keep an eye open for empty houses and spot people when they move into them.
8. Follow the school bus during their drop-offs after school. This will show you where kids live.
9. Use electrical cut-in lists you can secure from the local power company. All these lists tell you is that someone has had the power turned on the past month. This could be a family that had their electricity reconnected due to failure to pay a bill or it could be a new family that moved to that address. The new move-in may or may not have children interested in riding your bus.

10. Use clown teams in areas where there are large concentrations of potential riders such as apartments or trailer parks or residential areas with a lot of children. The whole concept of this is to draw the children out where you can talk to them and their parents about your bus route and try to enlist the unchurched folks. Be careful to make contacts with parents quickly.
11. Sell your door-to-door service.
12. As you enlist each new rider, pray and plan from that moment to win the parents.
13. Do not proselyte; do not proselyte!
14. Keep accurate bus records or hundreds of potential riders will be lost and potentially lost for eternity!!!!
15. Don't forget to pray for your regular riders and new sign-ups.

WORKING A PROSPECT LIST

A prospect list is a list of prospects you are trying to get into church.

I. Where To Get Prospects

- A. Door-to-door visitation
- B. Visitors from the services
- C. When out and about town
- D. People you meet doing business
- E. Friends of members
- F. Bus parents

II. What You Do With It

- A. Look at it every day
- B. Pray over it every day
- C. Contact them every week or so
 - 1. Phone calls
 - 2. Letters
 - 3. Personal visits

III. Who To Place On The List

- A. Unchurched but saved people
- B. Unsaved people
- C. Unbaptized people

IV. The Goal Of The Prospect List

- A. Salvation of many souls
- B. Baptism of converts
- C. Membership of saved but unchurched folks

V. What To Do After They Are Saved And Baptized

- A. Introduce to other members
- B. Follow-up visits
- C. Sunday School enrollment
- D. Have over to your house
- E. Enroll in discipleship program
- F. Give follow-up materials
- G. Pastor them

GETTING WATER ON THE BRAIN

I. Fear Is One Reason Many Do Not Follow-Up For Baptism On Their Riders That Make Professions

- A. Fear of making parents mad
- B. Fear of losing riders
- C. Fear of rejection
- D. Fear because of a lack of knowledge of “how to do it”

II. The Great Commission Has Three Parts: The Command Left To Us By The Lord

- A. Salvation
- B. Baptism
- C. Discipleship

III. Getting People Saved Is Only A Third Of The Commission

We need to get water on the brain

IV. When We Get As Involved Getting People Baptized As Getting Them Saved, Things Will Begin To Happen

We need to get water on the brain

V. We Need To Use Wisdom In Getting Children Baptized!

- A. A major reason parents won't allow kids to get baptized is they don't think they know what they are doing
- B. Another reason is religious backgrounds that they do not want to step over
- C. Another reason is false preconceived notions
 - 1. Have to be 12 years old
 - 2. Only adults can be truly saved
 - 3. You have to be good to get baptized – don't misbehave after you are saved or you didn't get saved – kids will be kids – adults will be adults
- D. Another reason is parents are too sorry to even let you explain to the child what it's all about

VI. We Must Use God's Wisdom And Be Conscious Of The Need Of God's Help To Overcome These Objections

VII. Using Wisdom

- A. When we approach the parents, we announce the children have been saved and we would like to make sure they understand what they did. “Could we review this with you and the child to see if they understood?”
- B. Don’t even mention baptism until you are sure the child understands salvation
- C. Review salvation step-by-step asking questions of the child so you know he properly understands
- D. Close by asking the child where he would go if he died now
- E. What are you trusting to take you to Heaven?
- F. Where would you go if you died next week, next year, etc.?

VIII. After This Review Only, When You Are Sure The Child Understands His Salvation, Do You Ask The Parent’s Permission To Explain Baptism To Him

- A. Explain to the parents that we do not discuss this in the classroom because baptism is only for saved kids and we want to explain this to the kids that know they are saved
- B. Use a baptism tract (or Acts 8) to explain baptism step-by-step
- C. Then review baptism using the review to make sure the kids understood what you have just explained

IX. Only Now Do You Ask The Parent’s Permission For The Children To Be Baptized

X. Fill Out The Parent Permission Card

It is best to get parent’s written permission

XI. Explain To Them What Will Take Place

- A. We will take you to get baptized
- B. The water is warm
- C. You are only under the water a second
- D. There are robes to wear; there is no need to bring special clothes
- E. There will be a clean towel to dry off
- F. There are dressing rooms for each person

- G. People will be there to help you
- H. After baptism, you will be taken back to your bus
- I. It is important the prospect knows what will take place to eliminate any fear in their mind

XII. Who Should Do Baptism Follow-Up On Bus Riders

- A. The Bus Director could do it
- B. The Bus Captain could do it
- C. The teacher could do it
- D. Any trained individual or group of individuals could do it
- E. Make sure someone is doing it. It is such a blessing to see children that have been soundly converted obey the Lord in blessed believer's baptism.

XIII. Some Final Comments

- A. To get folks baptized, you must first get them saved. To have bus riders saved, you must have your captains consistently signing up and bringing new riders. If you keep your status quo, old regular riders coming only, you won't have many candidates for baptism.
- B. Make sure your Sunday School and Junior Church is set up so the gospel is clearly presented each week. Have an invitation and trained personal workers that know how to lead children to Christ.
- C. If you get new riders coming and they don't make professions in the first few months, single them out one-on-one and attempt to lead them to the Lord on Saturday visitation or Sunday. Now you have a potential baptism candidate.
- D. You must have available a list of riders that made salvation decisions. The best time to follow-up is the week after the Sunday the rider made their decision. Get this information in the hands of the people doing the work.
- E. If he/she does not understand, answer questions and encourage them to keep coming and come forward again.
- F. Use this as an opportunity to invite the parents to come and view the baptism.
- G. Use this as an opportunity to lead into salvation with the parent.

DISCIPLING BUS KIDS

There are three parts to the Great Commission (Matthew 28:19-20)

- 1. Get people saved.**
- 2. Get converts baptized.**
- 3. Disciple baptized believers (Note “all things”)**

Let us discuss discipling bus kids. We will list a number of ways you can disciple your bus kids.

I. Lessons At Church Class

However your church situation is set up, the Bible should be taught and applied so as to disciple the young converts in addition to a clear presentation of the gospel each week

II. Use Both Songs And Choruses In Class And On The Bus That Teach The Kids To Live For God

III. When On The Bus And In Class, Teach And Explain Memory Verses And Apply Them To Help Disciple Riders

IV. Teach Lessons On The Bus As Part Of The Bus Program On Basic Topics

- A. Salvation
- B. Assurance of salvation
- C. Baptism
- D. Prayer
- E. Daily Bible reading
- F. Giving
- G. Obedience
- H. Missions
- I. Soulwinning
- J. The home

Note: Plenty of visual materials along these lines are available to aid you

V. Preach To Them On The Bus And Aim At Their Hearts To Produce Change And Set Convictions

VI. Give Them Bible Reading Assignments Each Week

Reward them after so much reading is completed

VII. There Are Bible Lessons For Children Such As The “Mail Box Club” That Can Be Used

You could design a series of lessons yourself

VIII. Pick Bus Kids Up In Your Car And Bring Them Back To Your Evening Services

IX. Bring Kids In For Your AWANA Program If You Have One

X. Work With Each Kid One-On-One Saturday Or Some Other Time

Work on problems in their life

XI. Take The Bus Kids Out For A Snack (With Parent’s Permission) And Talk To Them, Teach Them, And Love Them

Never do this alone

XII. Invite Them To Your Home For A Meal Or To Spend The Night

A. Use this time to help disciple them

B. Never do this alone

XIII. Groom Bus Kids To Assist You On The Bus

As they prove themselves faithful and useful, give them a greater position of service

XIV. Take Bus Kids Visiting With You On Saturday Visitation To Teach Them About Christian Service And Soulwinning

XV. Your Church Can Have A Special Discipleship Class For A Limited Times (4-5 Weeks)

A. After the kids are saved, they can be taken out of their regular class and attend this discipleship class

B. It doesn’t matter what week they are placed in the class since every 4-5 weeks the same sequence of lessons is repeated

C. After they complete the discipleship class, they are returned to their regular Sunday School class

D. A nice diploma could be awarded to the rider as an added incentive to be faithful in attendance

XVI. Have “Neighborhood Discipleship Clubs” Where You Would Get A Bus Parent To Volunteer A Garage, Front Porch Or Room In Their Home To Have The Club Meeting Each Saturday

- A. You could gear this to new converts or bus kids that exhibit positive spiritual growth
- B. A lesson would be taught and possibly refreshments served, then the kids would be taken surveying or soulwinning, which ever is preferred

DISCIPLINE ON THE BUS

I. Four Reasons Children Misbehave

- A. Boredom
- B. Tension
- C. Desire for attention
- D. Lost and need Jesus

II. You Must Control The Children Or They Will Control You

III. You Do This By:

- A. Having Bus Rules (You do what works for you)
 - 1. No heads and hands out the window
 - 2. Everybody must be seated
 - 3. No cursing
 - 4. No loud speech
 - 5. No hitting other riders
 - 6. Everybody participate
 - 7. Must go to class
- B. Infraction of these rules may result in suspension
 - 1. Suspensions may be for 1,2,3 or 4 weeks
 - 2. After repeated suspensions, you may have to make an elimination
 - 3. Always remember to tell the children, “When you do not obey, you are deciding not to attend”
- C. Rules must be enforced or you have no rules
- D. The program on the bus is the main thing that will prevent discipline problems
 - 1. Children must be kept busy or they will get busy on their own (i.e. discipline problems)
 - 2. Make the program lively and exciting

IV. Additional Helps To Aid In Discipline

A. Do not continue to bring disruptive riders

1. One rider is not worth 20 riders

2. You will lose your good kids

B. Change riders seating arrangements on the bus

C. Be prepared

Prepare yourself spiritually, mentally and physically

D. Be fair – be impartial

E. Be consistent

You must keep after it, not one Sunday and not the next, etc.

F. Use common sense

G. Don't threaten what you won't carry out

H. Use your voice to your advantage

Raise your voice, then lower it

I. Be flexible, what can happen, will happen

J. Reject bad behavior, not the child

K. Don't expect perfection

L. Be positive – you and the Lord can do it

M. Don't punish in the heat of anger

N. Don't punish the whole bus for the bad behavior of a few riders

O. Be a happy person with a sense of humor

P. Be firm – don't let them run over you

Q. Each rider is different

R. Don't try to be a kid; you will destroy your authority

S. Be poised; don't become easily out of control

V. Additional Tips

- A. Reprimand in private, if possible
- B. Focus on a child's strong points
- C. Learn to listen to verbal facial expressions
- D. Do not ridicule
- E. Don't put off needed discipline
- F. Don't argue with riders
- G. Know your parents
 - 1. You need to know which ones will support you
 - 2. You need to know which parents will pull them off the bus with the slightest discipline problem
- H. Allow children to save face (make things right)
- I. Set the climate by a warm, friendly, loving welcome from the door to the bus
- J. Don't do things on the bus that "could stir riders up" which would lead to problems
- K. Look at yourself – you are they key
- L. Let the children know you love them
- M. Pray for the children with whom you have discipline problems

REACHING BUS PARENTS

I. Intend To Win And Get Bus Parents In Church

II. You Must Believe You Can Win Them

III. Never Loose The Reality That Each Bus Kid And Bus Parent Will Spend Eternity In Either Heaven Or Hell

IV. Develop A Rapport With Each Bus Parent

V. Set A Goal For Bus Parents You Intend To Reach Each Year

A goal gives you something to work towards

VI. Pray For The Salvation Of Your Bus Riders And Their Families

VII. Form A “Sweetheart List” Of Bus Parents That Show The Slightest Interest

A. Look at the list each day so you will develop a greater burden

B. Pray over the list each day

C. Contact them consistently with:

1. Visits

2. Phone calls

3. Letters

D. Have the Bus Director call on them too

E. Keep it up until they get saved and into church

VIII. Use Attendance Campaigns As An Incentive To Invite Parents To The Church Service

IX. Use Any Family Sickness, Accidents, Death Or Problems As An Opportunity To Minister To Them

You may reach them at a time of great need in their lives

X. Use “Parent Sunday” As An Incentive To Invite Parents To The Services

Note: This will be explained in detail later

XI. Fear Not The Difficult Cases

XII. Keep On Praying And Working Until You Reach Them

PROGRAM ON THE BUS

The program on the bus should be:

1. Planned
2. Exciting
3. Enjoyable
4. Varied each week
5. Prayed over
6. Holy Spirit anointed

There are 168 hours in a week. We have kids in children's church approximately 1_ hours per week. You will control the children or the children will control you. The above reasons are the two leading factors that, in my opinion, mandate a program on the bus.

The program on the bus is divided in half by children's church (at the church).

I. On The Way To Church (Spiritual Time – prepare hearts and minds for children's church)

A. Songs and choruses

1. Can purchase visual songs
2. Can make visual songs
 - a. Copy machine – enlarge – can color and use clear contact paper to protect
 - b. Can be as simple as a marker and poster board
3. Can teach short choruses with no visuals

B. Teach a memory verse

1. Put on poster board
2. Repeat in short phrases a number of times with children
3. You can have a reward for those that learn it

C. Have a Bible lesson

1. Have a visual lesson, simple and short
2. Tell a Bible story
3. Preach (aiming at the riders' hearts)
4. Always make plain the plan of salvation
5. Have review questions on the way home

II. On The Way Home

- A. Review of the Bible lesson taught on the way to church
- B. Bible quizzes
 - 1. You make up questions
 - 2. Use Bible trivia, etc. that you can purchase at Christian bookstores
- C. Review Bible verse taught on the way to church
- D. Play games
 - 1. Ugly face contest (see who can make the ugliest face on the bus)
 - 2. Sleeping game (everybody fall asleep, best sleepers are rewarded. This is your driver's favorite.)
 - 3. Marshmallow stuffing (how many can you stuff in two selected riders' mouths)
 - 4. Balloon blowing (who can blow up and burst a balloon first; select two riders to participate)
 - 5. Balloon relay (relay a balloon from seat to seat on each side of the bus aisle; see which side can do it first)
 - 6. Balloon popping – prize inside
(Accumulate a supply of small prizes. Look at closeouts at discount stores in your town or order an assortment from Oriental Trading or Kipp Brothers. Put the names of about 6-8 prizes on a small slip of paper and put in a different balloon. Blow up the balloons before the return trip home and tape them to the plastic ceiling lights on the bus. Assign each rider a number. Have a bowl with the numbers enclosed. Draw numbers out of the bowl and if the rider whose number is drawn is seated, he/she can select which balloon they want. Pop the balloon and give them the prize you listed on the slip. Do the game slowly so as to take up time on the ride home.)
 - 7. Shaving cream on nose (put a dab of shaving cream on each rider's nose; see who is the last one to keep it there)
 - 8. 30 second game (quiet and in your seat for 30 seconds; at end of 30 seconds ask them to show you an item they would have on them – the first to show you wins)
 - 9. Life Saver on tongue (have each rider put a Life Saver on their tongue at the same time; last one to dissolve wins)
 - 10. Bubble blowing (first one on bus to blow bubble wins; all start by putting gum in their mouth at the same time)

11. Toilet paper unrolling (pick two riders, give each a roll of toilet paper, first one to unroll wins)
12. Quiet side contest (the quietest side of the bus for a time interval wins)
13. Mystery seat (mark a seat with masking tape under the seat before riders get back on bus after church; if that person stays in his seat and is quiet he/she wins the mystery prize seat)
14. Ping Pong match game
(Buy 10 inexpensive ping pong balls and number them 1 through 9 and put a “w” on the last ball (that is the winner ball). Put the balls in a plastic jug. Go from rider to rider asking each one to call out a number from 1 to 9. Then without looking draw a numbered ball from the jug. If they don’t get a match, they get one piece of candy for playing. If they get a match, they get 2 pieces of candy. If they draw the winner ball, they get 3 pieces of candy.)
15. Time out 3 minutes or 5 minutes on your watch; the quietest side of the bus wins a piece of bus candy
16. ABC game (Each side is a team; sides take turns naming Bible characters whose names begin with the corresponding letter. For example, the left side starts with letter A and has a chance to name a Bible character (Adam would be an example). Then switch sides and go to letter B and so on. The side with the most points at the end of the alphabet wins and can be given a small treat.)
17. Name that tune (Sing part of a well-known bus song. The rider must sing the rest of the phrase. For example, you could sing “Jesus Love me this I know...” The bus rider you pick would win a point by singing “for the Bible tells me so.” The child that has the most points when you finish wins a nice prize.)
18. Bible jeopardy (Purchase thick card stock of poster board size. Cut envelopes in half and stick to board to hold 3x5 question cards. Create your own categories and questions. You can have 100,200,300,400 and 500 point questions per category. Boys versus girls is good or sides. Play until all categories and questions are exhausted.)
19. Laughing contest (The 2 sides are teams. Pick a child to get up and try to make the other side laugh. Give him 30 seconds, then switch sides and pick another child, etc. If the rider can make the other side laugh, his team gets a point. Play to 5 or 10 points depending on the interest of the kids. You can make them be silent while attempting to make them laugh or they can also do it verbally. Warn them – no dirty jokes!)
20. Eat the licorice string contest (Buy a package of licorice strings – the thin licorice strings are 12-18 inches long. Select two bus riders about the same age and give each of them a licorice string. They are instructed to put the licorice strings in their teeth and then remove their hands. The one that can eat the string of licorice first, drawing it in their mouth with their teeth only, wins.)

III. Things That Will Kill Your Program

- A. No variation – same thing week after week
- B. No enthusiasm
- C. Lack of control
- D. Favoritism
- E. Laziness and lack of preparation
- F. Program on wrong maturity level
- G. Having no program one week

Keep in mind the most important time of the day is the ride home. If they have a fun time on the way home, they will be back next week. This last experience of the day is remembered most. Why can't we teach them of Jesus and the Bible and make it fun?

BUS MINISTRY PROCEDURES

(Listed in no specific order)

Every ministry should have some definite procedures to follow so “things are done decently and in order.” You may find our list of procedures helpful to better organize your bus ministry. Obviously, many of our procedures would have no application with your ministry.

1. The side door on your bus must be shut when the bus is in motion.
2. All drivers must wear their seat belts while going down the road.
3. Someone must be in the back of the bus (outside) when it backs on or off the church property.
4. There should never be a key left in the ignition of the bus. The driver must take the key with him. If there's a mechanical problem, the key must be given to the person in charge. Under no circumstance should keys be left in the ignition.
5. When a bus run is completed, all windows must be up, doors shut, the bus must be cleaned out immaculately. This is regardless of the condition you found the bus.
6. If there is ever any unsafe driving by any drivers, whether hired or church members, these incidents should be reported to the bus director. Our ultimate goal is absolute safety for the ministries of our church.
7. All teenagers must attend teen church. They should not be in the auditorium.
8. Division I represents routes 4 through 12, Division II represents routes 29A through 40B, Division III represents routes 77 through 87C, and routes 50 through 59 represents Division IV.
9. Every bus worker must be involved taking children to class.
10. Every bus worker must have assignments of picking up children after class.
11. All bus workers should scan through all the buildings helping to get stray riders in class. This is absolutely necessary.
12. If your route is running less than 50 in attendance, you should visit more than the 3-hour minimum. With the great cost to rent buses, we must make sure we are making every effort to fill them.
13. When you visit, you must not talk to groups of children on the street. You can say hello and quickly find out if they attend church but then quickly go to the door with them to talk to the parents. Talking to groups of children as an adult on the street creates the wrong impression.
14. All bus reports need to be ready to be turned in as the bus arrives. The bus captain should have most of the information already filled out on the report where he merely has to put the rider total and the last few figures on the bus after the pick-ups are made. All attendances and visiting hours on the back of the bus report and much of the information on the front of the report can be

filled out before the bus even leaves for the morning pick-up. Please make sure attendances are accurately marked since college Christian service records are taken from these.

15. There can be no eating or drinking on the bus by workers or riders. Since the buses are rented, we must obey the guidelines of the owners. Pass treats out as riders exit bus to go into their house.
16. If you ever discover a rider is missing on your bus, call the bus director immediately on the emergency number and be prepared to give him the name, address and phone number of the bus family.
17. If in dropping your riders back home after church you discover you have an extra rider, do not haul him around for the duration of the route, but immediately call the bus director and let him know who you have on the bus. He's probably got the information on the other missing part of the puzzle and can give you instructions on what to do to get the misplaced rider to his home.
18. Bus workers should never make it a policy of aggressively hugging children or touching children in any way. If children show a natural affection towards you by hugging you, quickly hug them around the shoulder or pat them on the head. Use as little physical contact as possible so it will not be misinterpreted by the perverse world.
19. Never rough a child up in any way. Do not jerk them around. If a child becomes uncontrollable, all you can do is put your arms around the child and try to hold them and restrain them. Never physically strike a child in any way. If you sense yourself becoming angry where you might lose your temper, call for somebody else to help you. Something of this nature could shut our church and its ministry down immediately.
20. If any riders must cross the street coming to the bus or going back to their house, you must make sure that you cross the street and walk them as the first person across the street. Particularly be careful of younger children who do not understand the importance of having an adult walk them across the street. You must always be the first one off the bus, making sure everything is safe as they cross the street.
21. You cannot pull the bus away from the home until you make sure that the rider is safely inside his house. Do not leave children standing on the street or in their yard. Make sure they get in their house before the bus pulls away.
22. Never baptize any children unless you've first reviewed the plan of salvation making sure that the child understands. Also make sure each child has been instructed on baptism and review this with them making sure they understand. And then, of course, each parent must give written permission. Never baptize any children without parents' written permission. Never baptize any children unless you're certain to the best of your ability that they understand the plan of salvation and understand what they are doing when they get baptized. This may cut down on our baptisms but we are not in a numbers game. We want to make sure to the best of our ability children are saved and understand baptism.
23. The yellow bus ministry brochure is to be used only to explain to parents the procedures if they show interest in their children riding the bus. Due to the cost of these brochures, they should not be stuck in doors randomly. Gospel tracts can be left at individual residences but if you're in

apartments or trailer parks, please do not leave gospel tracts or information at every door. Apartment managers and trailer park managers do not like this because as people see literature in the door of an unoccupied trailer they may break into that particular property. We want to cooperate with them in this area to have a good testimony.

24. If there are any problems on your bus of a major nature, you must always make sure you accompany that rider to the door explaining to the parents what took place. Make sure the parents get the “straight scoop” from you rather than a distorted view from the bus rider who is upset. Also, inform the bus director of what took place so if he is contacted by an upset parent he is knowledgeable of the situation (don’t forget to fill out the incident form).
25. Always let parents know why a child is being suspended and if you are suspending him for a number of weeks. Then work with the parents and emphasize that improved behavior must be observed as the rider starts coming back on the bus.
26. Never promise a rider awards, prizes, or treats that you do not give to them. We would do better not to promise anything than to promise it and not to come through. You have just made yourself and Trinity Baptist Church a liar when you don’t give the children what you promise.
27. There should be no socializing on the bus lot on Sunday. We are all involved ministering to people and we don’t need to be having girlfriend-boyfriend relations and buddy talks during this important time. This goes for bus riders (especially teens) that stand around on the bus lot. No one should stand around on the bus lot.
28. Make sure that one bus person, whether driver or worker, is on the bus before the children are released from Sunday School at 12:20 p.m. or 2:30 p.m. for afternoon Sunday School. Bus damage and injuries can result if a trained worker is not on the bus when the children arrive and begin to climb aboard.
29. If you do not catch the regular bus family home on Saturday, you must stop with the bus on Sunday morning. Just because they are not home on Saturday in no way implies they are not coming on Sunday. If not home, always leave a flyer so they know you have been there.
30. If you have time, make callbacks on regular riders that are not home when you visit them Saturday. In other words, try and go by later in the day and visit them. Getting a face to face commitment is always better than a bus flyer in the door.
31. Never haul riders in your car alone. Never allow yourself to be in a situation where you could be falsely accused of questionable behavior.
32. Never allow riders to sit close to you or on your lap where a false impression could be created.
33. The bus must be at church at 10:40 a.m. for “B” Sunday School (12:55 p.m. for “C” Sunday School). If you are later than that, unless providentially hindered (bus break down, late driver, etc.), you must change your start time, the way you run your route, or something that will allow you to get to church on time. Getting to church late robs your kids from time in church, interrupts every class you put kids in to, and causes you to be out of place.

34. Never unload your bus until 10:45 a.m. for “B” Sunday School (1:00 p.m. for “C” Sunday School).
35. Only adult bus workers should take children to class and pick them up. You should promise parents the children will be under adult supervision at all times and keep this promise.
36. Do not bring children under 3 years of age, unless their parents attend. They also must be potty trained for “B” Sunday School.
37. Do not sign up children for “C” Sunday School unless they are 6 years old. If older brothers and sisters come, you may bring kindergartners only. Never bring younger children unless a parent comes.
38. As bus captain, you are responsible for anyone you bring and their behavior.
39. All bus riders 2nd grade and under must have their hands marked with the bus number.
40. If you have children that are different ages that the parents insist on keeping together, you must always put the older child with the younger.
41. No bus riders should bring any electronic devices to Sunday School (headphones, radios, beepers, etc.). No gang garb should be allowed. Keep your eyes open for these signs.
42. All bus captains should have a bus book that is up-to-date including: parent’s names, address, phone #, birthdates, attendance record, salvation and baptism date, if applicable.
43. Bus children should never be allowed to stand while the bus is moving.
44. Teenagers should never be allowed to take children to class or pick them up, unless assisting an adult bus worker who is with them.
45. All “B” bus workers are encouraged to work in “B” Sunday School in some capacity. If you are not working in the Sunday School, you must sit in the south end of the balcony along with all other bus workers. This allows us to easily locate you in case of a problem with one of your riders. Under no circumstances should you be sitting in the office or wandering the property.
46. “B” Sunday School workers may take children that are going to be baptized into the main service to sit with them. Have the “yellow baptism permission card” filled out completely and take them forward at the start of the invitation.
47. Report any minor mechanical problems, scrapes, or accidents immediately to the bus director.
48. All buses should observe city speed limits. On interstates, no buses should run over 55 mph.
49. Any time a bus worker is going to be absent, notify your bus captain, division leader or bus director. Please do not just disappear.

ENLISTING WORKERS FOR THE BUS MINISTRY

I. You Should Instill Your People With The Conviction That If They Are Saved, They Should Serve God

II. You Must Have A Continual Enlistment Program

III. Effective Fervent Prayer For Laborers For The Harvest Field

This is the only scriptural method to obtain workers

IV. Challenge From The Pulpit To Get Involved In The Bus Ministry

V. Disciple New Christians For Workers

New Christians should have an eagerness to serve Jesus

VI. Extend The Invitation To Them Based On God's Work

VII. Have Faith That The Lord Will Supply Workers And You Will Get Them

VIII. Preach On The Need In Messages By The Pastor

IX. Give An Invitation For Workers

X. Have A New Members' Reception And Attempt To Enlist Workers There

XI. Pass Out A Worker's Survey Form At Church

List the areas where you need workers and challenge your people to volunteer

XII. Ask Every Likely Looking Member Of Your Church

XIII. Have A Tour Of Duty Enlistment Campaign

A. Ask people to serve in the bus ministry for a given length of time or "Tour of Duty." This time could be 3 months, 6 months or 1 year.

B. After they commit to serve, pray for them that God might call them to be a permanent bus captain, driver or worker.

C. Use your pulpit, church bulletin and commitment cards to promote this campaign.

XIV. The Pastor And Bus Director Are Responsible For Obtaining Bus Ministry Personnel

XV. Each Worker Recruits One

Encourage each of your present workers to seek out their friends and acquaintances to help them on their bus route

XVI. Have A “Get Acquainted Day”

- A. Invite people to come out on a Saturday morning and go visiting on a bus route with a bus captain
- B. Have a breakfast for them and have the Pastor challenge them from the Bible
- C. Let them visit for any amount of time they can
- D. Encourage them to come out and ride the bus Sunday – the eye effects the heart and hopefully God will tug at their hearts

XVII. Look For Members Who Bring Visitors And Are Soul Conscious

These are the ones that really appreciate the number of people they could reach if they took a bus route

XVIII. Have Bus Captains Share Their Testimony In A Service

XIX. Magnify The Successes Of The Bus Ministry

The pastor or bus director could share a conversion that just happened or a family that was just reached

XX. Use The Bulletin Or Prayer List To Explain The Need For Workers

XXI. Excuses People Will Give Why They Cannot Get Involved

- A. No time

Probably it is the wrong use of time; their priorities don't make time to serve Jesus

- B. No ability

Anybody can be trained

- C. Don't know what to say

Again, training can overcome this

- D. I am not cut out for the bus ministry

Who is cut out?

E. Saturday is my only day off

A perfect day to lay up some treasure in Heaven

F. I like to rest on Sunday

This is the flesh talking

G. I don't spend enough time with my family

1. Certainly if God expects us to serve Him, He will also provide time for our families
2. Most people waste their time on meaningless activities. A balance is needful in our lives.

XXII. After You Have Enlisted Bus Workers, Then You Need to Train Them, Then Learn How To Keep Them Excited

TRAINING WORKERS

After you enlist workers for the bus ministry, it is important that you train them so they will feel confident serving. This will also help them to be more productive on their route.

I. If You Want Your Bus Ministry To Operate Effectively And Be Productive You Must Be Committed To Train Each New Worker The Lord Gives You

II. Have A Training Class For Your Workers

- A. You can do this at your Saturday bus meeting
- B. You can do this before the Sunday evening service
- C. You could video tape the training sessions and have it for those next ones that need training during the year
- D. It does not hurt your old workers to go through these training sessions a couple of times; you never can absorb it all the first time

III. There Is Nothing Like On-The-Job Training

Make sure new workers are placed with your best people for on-the-job training before going on their own or working with an individual that is not very productive

IV. Let Your People Hear From People That Have Been In The Bus Ministry For Years

- A. Take them to a bus conference
- B. Have an experienced outside speaker come to your church and instruct and motivate your bus workers
- C. Provide them with books to read or tapes (audio and video) on the bus ministry

V. Don't Put Your People In A Place Of Responsibility Until They Have Been Trained

- A. This could discourage them and you may quickly lose them
- B. You must do everything in your power to conserve your workers

KEEPING BUS WORKERS EXCITED

I. Understand That The Holy Spirit Is The Main Source Of Strength And Motivation

Teach your people to rely upon Him

II. Realize That God Uses Focal Personalities

This should be the pastor, bus director and your highly motivated bus workers

III. Remind Your Workers Often That They Are Working For The Lord

It is not for the pastor, bus director or even the church

IV. Don't Overload Your Workers

A. If people are overloaded they will not be efficient at any work they are doing

B. The pressure could cause discouragement and spiritual harm

V. Do Not Appeal To Them On The Basis Of Pride

Do not overly boast on those that are having great success

VI. Set High Standards To Motivate Your People

We all do a little more or a little less than is required of us

VII. Use Your Bus Messages At The Saturday Bus Meeting To Motivate

VIII. Give The Workers Credit For The Victories

Let them know how the Lord is blessing and using them in a letter or by a personal word of appreciation

IX. Use Personal Calls From Time To Time

A small note of appreciation or phone call can be a great encouragement to a bus worker

WHY DO WE HAVE BUS MINISTRY SLUMPS

I. Workers Lose Their “First Love”

Most people get involved in the bus ministry because they love the Lord and are interested in bringing people to know Him. In the “busyness” of serving the Lord, some forget whom they are serving. This generally comes from getting away from the basics of personal Bible study, prayer and regular church attendance.

II. When Workers Quit Serving It Causes The Bus Ministry To Loose Momentum

When workers quit, they do not realize the harmful effect it causes not only on their own bus route, but also upon the ministry as a whole. Be ye faithful!

III. Some Negative Comments By Workers Can Spread Throughout The Bus Ministry Causing Discouragement

That is why criticism and negative comments need to be withheld. We are to build one another up (edify), not discourage one another.

IV. Some Workers After Serving For A Period Of Time Get A “Know It All” Attitude

When you become unteachable, you will tend not to go forward. Always be learning ‘till the day you go home to see Jesus!

V. Many Bus Workers Serve By Emotions And Not Faith

Stable bus workers walking by faith produce growing bus ministries.

VI. Bus Workers Many Times Lose Their Vision

If you loose your vision of what God wants to accomplish and can accomplish, your ministry will fall into a slump.

WAYS TO OVERCOME A BUS MINISTRY SLUMP

I. The Leader Is The Key

Dr. Lee Roberson often said “everything rises and falls on leadership.” The leader understanding what causes a slump is invaluable in preventing a slump.

II. The Leader Can Use His Preaching To Keep The Bus Ministry On Fire

The leader must be highly motivated himself to motivate others.

III. Set New Goals To Attain

Don't become content, but by use of goals do your best to motivate the workers to new heights. “They that shoot at nothing will surely hit nothing.”

IV. Keep Attempting To Add New Workers So You Can Add Routes

Nothing generates excitement like adding new workers and starting new routes (of course, this is not always achieved but should be every bus director's goal).

V. Keep The Worker's Passion For Souls

The pulpit should preach it and the one preaching should set the pace by bringing converts down the aisle. People generally will do a little less than their leader.

VI. Make The Bus Ministry The Most Exciting Ministry In The Church

The bus ministry is certainly not the easiest ministry in the church, but attempt to make it the most exciting. Do different things at the bus meeting, have campaigns, have banquets and fellowships, give workers motivational literature, have special speakers, etc.

VII. Try New Things That You Have Never Done Before Or Have Not Done In A Long Time

Variety always keeps people excited.

VIII. Do Not Neglect To Pray For Your Workers

The Lord can do more for your ministry than human iniquity.

PROMOTION AND THE BUS MINISTRY

I. What Is Promotion?

Promotion is the use of excitement to get people assembled for one reason, that we might give them the gospel.

II. What Promotion Is Not

Promotion is not a bribe. A bribe is something given to a person to get them to do something wrong. It is doing something right to get bus kids in Sunday School that we might present Christ to them.

III. Scriptures That Support Promotion

- A. Matthew 18:14 – God wants bus kids saved.
- B. Mark 9:41 – God promises a reward for giving “a cup of cold water in his name.” How much more reward should a bus captain receive for giving a snow cone or ice cream cone, for example?
- C. Mark 9:42 – I think we can offend children by not making Sunday School an exciting experience. How many times have we all invited an adult to our church where they have replied, “I found it boring when I was a child.”
- D. John 6:2 – Jesus used promotion to get a crowd assembled by giving out fish sandwiches. He used this opportunity to preach unto them the kingdom of God.
- E. Find me one scripture that states a lost person should desire to go to church (1 Cor. 2:14). You will not find one! But many admonish us to go after lost sinners and win them to Christ.

IV. Great Men Of The Past Used Promotion

- A. Whitfield and Wesley – used field preaching.
- B. Booth – used musicians and preached from a soapbox on the street corner.
- C. D.L. Moody – gave out pennies for attending Sunday School and gave out new suits to boys that were faithful for a year.
- D. Billy Sunday – broke chairs over the pulpit and slid across the platform in baseball fashion.

V. The Key To All Promotion

EXCITEMENT

VI. What Will Promotion Do?

- A. It will attract new bus riders.
- B. It will excite riders that have quit to come back.
- C. It should encourage your workers to visit more.
- D. It will get more people together to give them the gospel.
- E. It should result in more being saved.
- F. Some may come because of the promotion; but leave with Christ as their Savior.

VII. What Types Of Promotion Can You Have?

- A. Both primary and secondary promotion
- B. Primary promotion is aimed at getting your bus workers excited.
- C. Secondary promotion is aimed at getting your bus riders excited.

VIII. Examples Of Primary Promotion

- A. Plaques designed in different ways to go along with your campaign
- B. Bibles
- C. Tape sets
- D. Monogrammed coats and shirts, etc.
- E. Evening out to dinner with the leaders
- F. A nice preplanned trip with their spouse

IX. Examples Of Secondary Promotion

See following pages where they are listed

X. How To Have A Promotion

- A. Plan any details if it involves an activity such as a picnic, pizza party, etc.
- B. Make sure you have an adequate supply of the promotional item.
- C. Inform you workers of your plans.
- D. Make sure your workers understand work on their part is needed with the promotion.

- E. Tell your workers to get excited about it as they visit their riders.
- F. Have a bus flyer as a tool to help your workers.
- G. In your initial thinking, get counsel from children and see their reaction to your ideas. If they get excited, it is probably a good promotion.
- H. Don't be afraid to try new things.
- I. Any promotions that are questionable should probably not be used.
- J. Keep your promotions in line with the money in your budget.
- K. Your pastor may want to be made aware of what you are doing.
- L. Remind your workers that promotion does not take the place of prayer and hard work.
- M. Don't be afraid to use successful promotions again. Just do not over use them.

XI. How About My Bus Flyer

- A. It should be concise and to the point.
- B. It should use good graphics to make the promotion look attractive.
- C. It should include a _" border for copying purposes.
- D. It should include large enough quantities so no one will run out.
- E. It should include a good scripture verse you can use for memorization for the riders.
- F. It should include your church name, address and phone number.

XII. Questions To Ask Yourself

- A. Why am I having the promotion? God always blesses right motive!
- B. Have I run through my "check list" and is everything set?
- C. Have I forgotten to pray?

SUCCESSFUL INDIVIDUAL SUNDAY PROMOTIONS

I. Picnic

Hot dog, peanut butter sandwich, or lunchmeat sandwich with chips, cookies, and soda or punch

II. Pizza Served With Soda

III. Ice Cream

Dilly Bars, ice cream in a cup (you add any extras), or ice cream cones

IV. Squirt Guns Or Squirt Rings Or Water Balloon Throws

V. Valentine Party (Around That Special Day)

VI. Pumpkins (Right Before Halloween)

VII. Christmas In Another Month

By this I mean have a Christmas Sunday in March, July or October. Buy out Christmas candy after Christmas and store it for this special Sunday. Have small gifts for riders and definitely sing Christmas songs.

VIII. Watermelons In The Summer

IX. Goldfish

A goldfish for each rider

X. Everybody's Birthday

Cookies or cupcakes, treat bags, and always include a small gift. You can also have birthday hats. Do this annually where you celebrate every rider's birthday on a given Sunday.

XI. Treat Bags

Load a 2-lb. size bag with a number of nice candy treats. You can use left over treats from previous Sundays.

XII. Pirate Day

Eye patches, *Long John Silver's* pirate hats, and pirate food (gummy fish or fish crackers)

XIII. Double Bars

Two different well-liked candy bars

XIV. Christmas Socks

Make or buy

XV. Giant Coins

Order from promotional catalogs

XVI. McDonald's Hamburgers

XVII. Christmas Store

Kids can earn "bus bucks" and spend them buying toys and gifts for family members.

XVIII. Carnival

Always guaranteed to drastically increase your attendance. Have it as big or little as your budget dictates. Contact a company that rents carnival games to schools and organizations.

HOW TO HAVE A SUCCESSFUL “BIG DAY”

I. Let God Lead

Set realizable goals that can be met with God’s help and plenty of work

II. Pray Long And Hard Well In Advance About A BIG DAY

- A. Pray about every aspect – people’s hearts to work toward a BIG DAY, extra buses, finances, many extra workers, promotions to be used, etc.
- B. Lead your key people to pray individually
- C. Announce to the church and have them pray collectively
- D. Have bus workers gather for prayer meetings
- E. Set a goal and pray God will allow you to have victory

III. Line Up All Promotional Items Well In Advance In Adequate Quantities

You should not fail to give out what you promised

IV. Let Your People Know That A Lot Of Visitation Will Be Required

VISIT, VISIT, and VISIT!

V. Spend Time With “Clown Teams” On Each Route A Number Of Evenings In Advance Of A BIG DAY

- A. Have plenty of flyers to hand out
- B. Get all names and addresses of all prospective riders for your BIG DAY

Make sure you get parent’s permission at that time
- C. The “clown team” will pull the kids “out of the woodwork” so you can tell them what you’re doing

The clown could be in any kind of costume – dressed character that could be used to draw people out to meet you
- D. Go in a church van or bus that is lettered on the outside so people can tell where you are from

VI. Give Advance Tickets To Your Event Starting 4 To 5 Weeks Before The BIG DAY SUNDAY

- A. Give tickets based on faithfulness in attendance and bringing visitors
- B. Try to get the visitors to start coming and encourage them to bring visitors

VII. As You Come To Friday And Saturday Of The BIG DAY, Have Your Captains Visit All Regulars, Visitors And Prospects

- A. Have large quantities of flyers
- B. Talk to all parents since pickup and drop-off times will all be altered from the normal times
- C. Tell kids to bring cousins, friends, etc.
- D. Try and commit parents to come
- E. Answer all questions

VIII. Make Sure You Have Everything Lined Up And All Extra Workers Well Informed Of Their Role

- A. Always remember “anything that can go wrong, probably will go wrong.” The best way to overcome this is to contact and re-contact workers to “shore everything up.”
- B. Make sure everybody is clear on their role of service. If you fail here, you will generate a lot of confusion. The extra workers will “bad-mouth” your BIG DAY and when you schedule another BIG DAY, no one will volunteer to help. The opposite is also true. When everything is well organized, things go smoothly and great numbers of people are saved as a result of your BIG DAY, people will look forward to the next one.

IX. Make Sure The Results Are Presented To The Church And Outstanding Performances Are Recognized

- A. Use the pulpit
- B. Use the church bulletin
- C. Send a nice “thank you” letter to all regular and extra workers that helped on the BIG DAY

X. In All Your Public Recognition Of People, Make Sure God Receives The Greatest Glory

A lot of human effort was certainly put in, but don't forget, without God blessing it and speaking to hearts, none of it would be possible

XI. Have An Immediate Emphasis On Baptism To Try And Have Large Numbers Of Converts Baptized The Following Couple Of Weeks

- A. Make sure you have proper lists of converts for all bus captains
- B. Make sure you, as the bus director, are also helping in the effort
- C. Success in this area will add “icing to the cake.” This is very important.

HAVING A REACHING PARENTS MONTH AND PARENT SUNDAY

I. Every Church Should Have A Reaching Parents Month And Parents Sunday

II. This Gives Each Church An Excellent Opportunity To Reach Their Bus Parents

- A. Encourage bus workers to go all out to give the gospel to each unsaved parent in the home
- B. Many parents can be saved due to the witness in the home
- C. Use an invitation card, as shown on a following page, to get your parents committed to attend Parent Sunday

Work on this for a whole month

- D. Turn these cards into the Bus Director so estimates can be made on the number of parents committed to attend
- E. Have bus captains make a final check on commitments the Saturday before (day before) the Parent Sunday

III. Bus Parent Sunday

- A. Have people lined up to greet your many bus parents
- B. Pass out visitor cards in your service to register them
- C. Recognize bus parents publicly; welcome them warmly
- D. Have a special video of your bus ministry to show them, if possible
- E. Special music by bus kids
- F. Make sure the gospel is clearly given and the net drawn
- G. You might want to have a special speaker that would also be an encouragement for them to attend
- H. Have a luncheon for them immediately after the service

IV. The Parent Luncheon

- A. You may want to prepare it yourself if you have a church kitchen
- B. You possibly can get members to bring part of the luncheon (dessert), prepare part of it at the church, or secure some items at a local eatery

- C. Some have had a roast beef dinner, mashed potatoes, corn, with a dessert; some have had fried chicken, mashed potatoes, slaw or beans, with a dessert
- D. Have it ready on time
- E. Have adequate servers
- F. Have some to circulate, greet and host them
- G. No grumps allowed; everyone must show themselves friendly

V. What To Do With The Bus Riders During The Parents' Luncheon

- A. Have a separate activity for the riders that will coordinate with the ending time of the parents' luncheon
- B. Good suggestions include an outside picnic for the riders, ice cream cones, cookies and a drink, and possible games for each bus route
- C. This will allow the parents to enjoy their dinner without having to be concerned about their kids
- D. This will also keep your cost much lower since the cost of the children's activity/food will be much less than feeding them the same meal as the parents

VI. Additional Things To Consider

- A. Some kids may want to accompany their parents home in the car (assuming parents drove in). Make sure each captain knows this information.
- B. Some parents may not have their own transportation and come on the bus that day. Make sure they are given instructions.
- C. The bus director needs to think out all possible situations so parents and kids get back home in a timely fashion. Discuss this with all of your workers.

VII. If You Do It Once; You Will Do It Annually

RECORDS

- I. List Figures You Feel Are Vital
- II. Make Comparisons Of Figures To:
 - A. Last week
 - B. Last year
 - C. Best year ever
 - D. Worst year ever
- III. If The Figures Are Compiled To Present Or Hand Out, Have Them Accurately Typed In Logical Fashion
- IV. Make Sure Reports Are Easy For People To Quickly Evaluate Results
- V. You May Want To Graph Comparing The Year's Statistics
- VI. Reports May Be Compiled:
 - A. Weekly
 - B. Monthly
 - C. Yearly
- VII. Use Records To Encourage Workers
- VIII. Emphasize Victories – De-emphasize Down Days
- IX. Computers Can Easily Be Programmed To Store And Generate Reports
- X. Make Sure Master Records Are Kept In A Secure Place

Note: The next two pages show computer-generated reports that we use in the bus ministry at Trinity Baptist Church. These may give you ideas for your ministry.

PROTECTION FOR YOUR CHURCH AGAINST CHILD ABUSE CHARGES

Introduction:

With more and more cases of child abuse charges being levied against churches, let us give a few basic guidelines to keep your church and ministry safe in these last days.

When churches are taken to court over accusations, the following three things help to legally define the church's actions:

Written Records

Written Rules For Workers

Screening Of All Workers

In 1980, this new development did not exist. By 1994, it had become the rule. When an accusation is brought against you by a child, the courts seemingly no longer believe you. They believe the child. In court, they will call expert witnesses to prove that "children don't lie."

Your Word vs. Child's Word = Child Wins

Your Defense = Written Records!!!

Your Word + Written Records vs. Child's Word = You Win!

I. What Kind Of Written Records Do You Need?

- A. Attendance records both on the bus and in the classroom
- B. Written records from each classroom and bus every week of any incidents involving discipline problems, threats by children, suspicious behavior. This would include detailed description of what took place, worker witnesses, and riders that saw the incident.
- C. These should be kept on file indefinitely

II. Written Rules For Workers

- A. These should be gone over with each worker and prospective worker
- B. Any questions should be clarified
- C. A form should be signed by each worker stating they agree to abide by the guidelines

III. Screening Of All Workers

Each worker should fill out a screening form listing former places of service, any criminal charges and their result and a list of references

***For a good reference of this subject get a copy of "Protecting Your Church From Allegations Of Child Abuse" by CLA.**

PURCHASING BUSES

I. Do Not Be In A Big Hurry; Do Not Buy Impulsively

II. Shop Around Before You Make The Purchase

III. Have The Owner Or Dealer Give You The List Price Before Looking

- A. You can purchase buses from dealers, other churches, or from local school boards (probably the best price)
- B. Some owners will donate a bus to your church to obtain a tax deduction

IV. Make A List Of Deficiencies As You Look Over The Bus

A. Body problems

- 1. Rust generally comes around the front fenders and rear wheel wells
- 2. Look for dents and bangs
- 3. Check floor condition (particularly the front step and around rear wheel wells)

B. Look over all the window glass

Front windshields are particularly expensive

C. Look at the condition of seats

Replacement foam and covers can be ordered from manufacturer

D. Check tread depth of tires and their condition

- 1. Tires are a great expense
- 2. New tires are required on the front
- 3. Retreads can be used on the rear

E. Check all gauges

F. Check if the heaters are connected and working

G. Check the oil on dip stick to see how well oil changes have been made

Dark gritty oil is a signal the owner has not made regular oil changes

H. Ask to see maintenance records

Lack of them may or may not be a good indication of the mechanical condition

I. As you start the engine, listen for any initial noises

See how quick oil pressure comes up and what it is

J. As you drive the bus, listen for engine, transmission or rear end noises

K. Make sure the clutch and transmission work properly as you go through the gears

Most buses today have automatic transmissions

L. Check the operation of the brakes and also listen for noise

M. Check the operation of the emergency brakes

N. Check the exhaust system for leaks from the manifold all the way to the tail pipe

O. Check the steering for any unnecessary motion, etc.

P. Turn the bus off, smell and look for oil, and/or water and transmission fluid leaks.

This could be an indicator of minor or major problems

V. Review The Decencies And Cost Of Repair With The Seller If You Are Interested In Making A Purchase

VI. The Asking Price And Cost Of Repair Estimates

A. Make the seller an offer if the problems are not serious

B. Make sure the offer is not too high on your part

C. He may make a counter offer

VII. You May Have To Bargain With The Seller Over The Price

VIII. Stay Away From Pushers, Pullers, City Buses, And Greyhounds

IX. Have A Pocket Full Of \$100 Bills To Roll Out At The Appropriate Time

Many times this can help you to get a better price

X. Additional Thoughts On Purchasing Buses

A. Think about staying with one bus manufacturer if possible

They can interchange parts

B. Try and make the bus as attractive as you can

1. Hopefully it had a good paint job, so letter it attractively

2. You may decide to repaint it also

3. If so, make sure you do a good job prepping the surface

4. Some states require church buses be painted some other color than school bus yellow

C. Get sources of good used parts

1. This can save a lot of money

2. Lots of times buying good junkyard parts is a good way to go

D. Diesel engines get much better mileage than gasoline engines and run longer

1. Their cost is higher

2. You can also run them for about 3 times the miles before an overhaul

3. The cost of the overhaul is much more expensive

4. Get the facts and make your decision

E. After you secure your bus, make sure you have a regular preventive maintenance program

1. This will save you money in the long run

2. It will prevent discouraging breakdowns while you are on your Sunday routes

3. Make sure you are particularly safety conscious on regular brake checks and adjustments

4. Have good tires on your bus

5. Make sure you keep written maintenance records for your own information and also as a proof of a regular maintenance program in case of an accident and potential law suit

THE BUS MEETING

The Bus Meeting Usually Includes:

A. Songs

1. Led by one of the bus captains
2. Use bus songs to help your people learn them
3. Visual songs are excellent for the bus*

B. Prayer

Requests can be made

C. Blessings

Victories and praises from the bus workers

D. Announcements

Promotions, upcoming events, correction of problems, etc.

E. Motivation

10-15 minute message from the bus director or designated person

F. Goals

Review your goals once a month to see if routes are progressing

G. Time of the bus meeting

1. If your ministry is fairly large, a Saturday morning meeting would be best on a weekly basis

A breakfast could be served every week or as a special treat for the workers once a month

2. An alternate time might be a brief meeting immediately before or after church on a Sunday evening

This would have to be shorter than a Saturday meeting

3. A smaller ministry could very well do with a once a month meeting

You could always have special meetings more often, for example during campaigns

H. Don'ts about the bus meeting

1. Don't have a bus meeting just for the sake of having one
2. Think out your meeting and make it exciting
3. Don't drag the meeting out; keep it to the point

Your workers' time is limited

I. Have all materials for workers to take on visitation

1. Salvation tracts, brochures, record cards, baptism tracts, baptism permission cards, lists of salvation decisions for follow-up, and other forms you use
2. Have bus flyers already counted out in stacks (rubber banded), ready for your workers to take
 - a. You may wish to have a flyer 52 weeks each year
 - b. You may choose to have flyers just for special promotion days
 - c. If you choose option B instruct workers to leave a note on a tract or a door hanger so folks know they have been by if they do not catch them on visitation**

*Visual songs can be ordered from:

CEF Press	1-800-748-7710
Bible Visuals	1-717-859-1131
BCM Bible Teaching Materials	1-610-352-7177, ext. 335

Call and request a free catalog.

**Dr. Beebe carries bus ministry door hangers.

Special Note:

Trinity Baptist Church uses only KJV. Some of the above companies use other versions. Look over each selection before purchasing!

FINANCING THE BUS MINISTRY

I. Always Pray Much About Your Finances

II. Budget Item In The Church Budget

III. Offering Taken At The Bus Meeting To Supplement Cost

IV. A Planned Program Of Finance To Supplement Budget Item (Some Suggestions)

A. Envelopes in the pews where people can give designated money to the bus ministry

B. Wednesday offering goes to the bus ministry

C. “Buy a bus” offering (when you are ready to purchase a bus)

Where members give in a service until you raise enough money to buy the bus

D. “Buy a seat” offering (when you are ready to purchase a bus)

1. Divide the cost of buying the bus by the number of seats

2. Get 66 people in your church to buy a seat

E. Piggy banks

1. Give out cardboard bus piggy banks and ask the people to return them (available from Dr. Beebe)

2. You could also give these to your bus riders

F. Bus Club

1. Get people to give a designated amount each month that will help finance some aspect of the bus ministry.

2. Ask them to pray for the bus ministry.

3. Give them a frameable certificate indicating they are a member of your Bus Club

4. Invite these folks to your yearly Bus Banquet if you have one

G. Missionary program

Some churches may want to pay for a portion of the operation costs of the bus ministry out of the mission program of their church (possibly the insurance costs)

V. Pursue Souls And God Will Supply The Needs

HOW TO HANDLE BENEVOLENCE REQUESTS

A bus ministry will greatly increase benevolence requests. Wisdom must be used in today's society or the church will be taken advantage of and unnecessary money spent.

These guidelines will be found helpful to head-off the "professional beggars."

I. Only Members Of The Church Or Families Of Regular Bus Riders Are Candidates For Food

II. Explain To People Calling In That Due To The Many Requests, You Can Only Help The Before Mentioned Groups Of People (See #1)

III. With Bus Families, Our Procedure Is To Provide Food Assistance Twice A Year

A. If you don't have some policy like this, many will expect a food delivery every month when their food stamp money runs out due to mismanagement in most cases

B. Keep in mind that there are always exceptions to a policy like this

IV. If You Are Contacted About The Need For Food While Visiting On The Bus Route, Always Say, "Our Pastor Wants Us To Look In The Refrigerator And Cabinets To Verify Your Real Need"

Explain to them that we want to help those that have a real need but must guard against those who take advantage of a church

V. If The People Call The Church Requesting Food, The Bus Director Should Always Call The Bus Captain To (1) See If The Kids Do Attend, (2) See If, In His Opinion, There Is A Real Need

VI. If Possible, The Bus Captain Should Buy And Deliver The Food; If Not Possible, The Bus Director Should Take Care Of It

VII. There Are A Number Of Ways You Can Come Up With The Food

A. Purchase the food at the grocery store

B. Have a food pantry at the church that members periodically stock with canned and dry goods; then you would only have to purchase bread, milk, meat, etc.

C. Refer the people to a food bank or community agency that will actually help them

D. Keep in mind that a lot of requests can sure "eat" into a benevolence budget quickly

VIII. When Purchasing The Groceries At The Market, We Only Purchase About \$25.00 Worth Of Food

Explain to the people that we have a limit to our purchases for each family due to the many requests

IX. Purchase Only Necessary Items

A. Don't provide items such as cookies, ice cream, chips, T-bone steaks, soft drinks, etc.

B. Limit it to items that are the least expensive but would stretch to filling meals (Examples)

1. Potatoes
2. Bread
3. Milk
4. Eggs
5. Rice
6. Soup
7. Beans
8. Crackers
9. Hot dogs
10. Ground beef
11. Canned fruit
12. Canned vegetables
13. Macaroni and cheese (boxed)

X. The Above Procedures Will Help You Head Off The Professional Church Beggars And Conserve Your Church Finances So You Can Continue To Help Those With A Real Need

XI. Every Time A Benevolence Request Is Made It Goes Without Saying That The Families Spiritual Condition Should Be Investigated

Many times due to a real need in their lives, it is a good time to win the family to Christ

XII. You Would Want To Be Very Cautious About Paying Rent And Utility Bills

A. Keep in mind this will really get expensive in the case of bus families

B. You must have a consistent policy

C. Active families attending your church would be treated differently in most cases

D. Your pastor, deacons and bus director should have a workable policy for your ministry

THE DRIVER FILE

There should be a file kept on each driver. It should include the following:

I. A Copy Of The License

- A. Make sure it is a Class B CDL (or higher) with air brake and passenger endorsement
- B. Make sure the license has not expired
- C. Make sure the driver meets the age guidelines of your insurance carrier (if they have one)

II. Run An MVR (Motor Vehicle Report) On The Driver

- A. Your insurance carrier will do this for you
- B. This allows you and your insurance carrier to see if the driver has any points off of his license
- C. Our carrier will only allow 3 points off with non-serious offenses
- D. Your carrier will tell you if you can use this driver

III. The Driver Needs To Read Your Ministry Driver Handbook

- A. This handbook tells your drivers what special safety procedures you expect them to follow
- B. The last page of the manual should be signed by the driver and placed in his file indicating he has read and will abide by your guidelines

IV. The Manual Describing Drug Testing Needs To Be Read

- A. This is required by Federal Law
- B. The last page of this manual needs to be signed by the driver and included in the driver's file
- C. These are available or you can get the information and produce your own

V. The Driver Test Check List

- A. Every driver should be road tested behind the wheel of the bus
- B. A check list showing the driver's ability to perform needed skills should be checked and signed and placed in the driver's file

VI. The Driving With A Loaded Bus Verification

- A. If the new driver has had no previous experience driving a bus, have him drive a minimum of three Sundays with the driving instructor observing his driving with a loaded bus on an actual bus route
- B. A signed form showing this has been completed is placed in the driver's file

VII. Paperwork Showing Reports Of Any Accidents

- A. The Accident Review Committee will meet to discuss the case if negligence is present
- B. More than one report of an accident a year should put up a flag

VIII. A Copy Of The Driver's Pre-employment NIDA Drug Test

- A. Every new driver must take a pre-employment drug test
- B. Put this in the driver's file

COMMERCIAL DRIVERS LICENSE (CDL) REQUIREMENT

I. Since April 1, 1992 A CDL License Has Been Required To Drive A Church Bus

II. This Involves Passing A Written Test To Obtain The License

- A. General knowledge
- B. Air brake endorsement
- C. Passenger endorsement

III. This Also Involves Passing A Skills Test Driving The Bus

- A. A pre-trip inspection is required
- B. A skills test behind the wheel on a state approved course with a state certified instructor is required

IV. After The Written And Skills Parts Are Completed, The Class “B” License Is Issued

- A. The cost varies from state to state
- B. The length before renewal varies from state to state
- C. Some states require a physical; some do not
- D. No re-testing is required as you move to another state since this is a Federal license and should be uniform state to state

V. Sample Written Tests And Information On The Skills Test Follows

GENERAL KNOWLEDGE

Sample Test

1. When the roads are slippery
 - A. Drive alongside other vehicles
 - B. Make turns as gentle as possible
 - C. Test the traction while going uphill
 - D. Decrease the distance you look ahead

2. Which of these statements about brakes is true?
 - A. The heavier a vehicle or the faster it is moving the more heat the brakes have to absorb to stop
 - B. Brakes have more stopping power when they get very hot
 - C. Brake drums cool very quickly when the vehicle is moving very fast
 - D. All of the above are true

3. Truck escape ramps
 - A. Help avoid damage to vehicles
 - B. Should not be used if brakes fail on a downgrade
 - C. Cannot be used by certain types of heavy vehicles
 - D. All of the above

4. You are starting your vehicle in motion from a stop: as you apply power to the drive wheels they start to spin: what should you do?
 - A. Take your foot off the accelerator
 - B. Take your foot off the accelerator and apply the brakes
 - C. Press harder on the accelerator
 - D. Try a lower gear

5. The distance you should look ahead of your vehicle while driving amounts to about what fraction of a mile at high speeds?
 - A. A tenth (1/10) of a mile
 - B. An eighth (1/8) of a mile
 - C. A quarter (1/4) of a mile
 - D. Half (1/2) of a mile

6. The Commercial Drivers Manual suggests several things to do when you pass a vehicle, which of these is not one of the suggested things to do?
 - A. Lightly tap on your horn
 - B. When passing at night, turn on your high beams before you start to pass and leave them on until you have completely passed the vehicle
 - C. Drive carefully to avoid a crash
 - D. Assume the other driver does not see you

7. Which of these statements about downshifting is true:
- A. When you downshift from a curve, you should do so before you enter the curve
 - B. When you downshift from a hill, you should do so after you start down the hill
 - C. When double clutching, you should let the Rpm's decrease while the clutch is released and the shift lever is in neutral
 - D. All of the above
8. Which of these can cause a vehicle to skid?
- A. Turning too sharply
 - B. Not enough weight on the front axle
 - C. Over-acceleration
 - D. All of the above
9. Which of these pieces of emergency equipment should always be carried in your vehicle?
- A. Fire extinguishers
 - B. Spare electrical fuses
 - C. Warning devices for parked vehicles
 - D. All of the above
10. Which of these statements about drugs is true?
- A. A driver can use any prescription drug while driving
 - B. Amphetamines such as pep pills or bennies can be used to help the driver stay alert
 - C. The use of drugs can lead to accidents or arrests
 - D. All of the above
11. Which of these can tell you that a shipment contains hazardous material?
- A. The name of a hazard class on a shipping paper
 - B. A 4 inch diamond shape hazardous material label on the container
 - C. A hazardous materials placard on the vehicle
 - D. All of the above
12. To avoid a crash you had to drive onto the right shoulder. You are now driving at 40 MPH on the shoulder. How should you move back onto the pavement?
- A. If the shoulder is clear, stay on it until your vehicle has come to a stop, then move back on the pavement when it is safe
 - B. Brake hard to slow the vehicle then steer sharply onto the pavement
 - C. Steer sharply onto the pavement, then brake hard as you countersteer
 - D. Keep moving at the present speed and steer very gently back onto the pavement

13. Which fires can you use water to put out?
- A. Tire fires
 - B. Gasoline fires
 - C. Electrical fires
 - D. All of the above
14. You should use your mirrors to check
- A. The condition of your tires
 - B. Where the rear of your vehicle is when you make turns
 - C. Traffic gaps when merging
 - D. All of the above
15. Which of these statements about speed management is true?
- A. On a wet road, you should reduce your speed by about one-third (1/3)
 - B. On packed snow, you should reduce your speed by about one-half (1/2)
 - C. When the road is slippery, it will take longer to stop and it will be harder to turn without skidding
 - D. All of the above
16. Your vehicle is in a traffic emergency and may collide with another vehicle if you don't take action. Which of these is a good rule to remember at such a time?
- A. You can almost always turn to miss an obstacle more quickly than you can stop
 - B. Stopping is always the safest action in a traffic emergency
 - C. Leaving the road is always more risky than hitting another vehicle
 - D. Unbuckle your safety belt before impact so you will not be trapped inside your vehicle
17. Which of these statements about tires and hot weather driving is true?
- A. If a tire is too hot to touch, you should drive on to cool it off
 - B. You should inspect your tires every two hours or every 100 miles when driving in very hot weather
 - C. The air pressure of the tire decreases as the temperature of the tire increases
 - D. All of the above
18. Which of these is the most important thing to remember about emergency braking?
- A. Emergency braking helps keep the brake linings clean
 - B. Disconnecting the steering axle brakes will help keep your vehicle in a straight line with emergency braking
 - C. If the wheels are skidding, you cannot control the vehicle
 - D. Never emergency brake without downshifting first

19. To correct a drive wheel-braking skid you should?
- A. Stop braking
 - B. Stop braking, turn quickly and countersteer
 - C. Increase braking
 - D. Increase braking, turn quickly and countersteer
20. Which of these is a sign of tire failure?
- A. Steering that feels heavy
 - B. A loud “bang”
 - C. Vibration
 - D. All of the above.
21. What is the proper way to hold a steering wheel?
- A. With one hand
 - B. With both hands close together near the top of the wheel
 - C. With both hands close together on the bottom of the wheel
 - D. With both hands on opposite sides of the wheel
22. You are driving a 40-foot vehicle at 35 MPH, the road is dry and visibility is good. What is the least amount of space you should keep in front of your vehicle to be safe?
- A. Two (2) seconds
 - B. Three (3) seconds
 - C. Four (4) seconds
 - D. Five (5) seconds
23. Which of these is a good thing to do when driving at night?
- A. Keep your speed slow enough so that you can stop within the range of your headlights
 - B. Look at oncoming headlights only briefly
 - C. Wear sunglasses
 - D. Keep your instrument lights bright
24. Which of these statements about driving in areas of strong winds is true?
- A. You should drive alongside other vehicles to help break up the wind
 - B. The lighter your vehicle the less trouble you will have with the wind
 - C. Winds are especially a problem when coming out of tunnels
 - D. You can lessen the affect of the winds by letting some air out of tires
25. To help you stay alert while driving you should
- A. Schedule trips for hours that you are normally asleep
 - B. Take cold medicine if you have a cold
 - C. Take short breaks before you get drowsy
 - D. Do all of the above

26. You do not have a Hazardous Materials endorsement on your commercial driver's license; you can drive a vehicle hauling hazardous materials when:
- A. The shipment will not cross state lines
 - B. The GVWR is 26,000 pounds or less
 - C. The vehicle does not require placards
 - D. A person who has the Hazardous Materials endorsement rides with you
27. You wish to turn right from one 2 lane, 2 way street to another; the vehicle is so long you must swing wide to make the turn; how should the turn be made?
- A. You should swing wide before making the turn
 - B. You should swing wide after making the turn
 - C. You should start turning from the left lane and swing wide after you turn
 - D. You should start turning from the left lane and turn into the left lane of the new street
28. The road on which you are driving becomes very slippery due to glare of ice. Which of these is a good thing to do in such a situation?
- A. Stop driving as soon as you can safely do so
 - B. Downshift to stop
 - C. Apply the brakes often to keep the linings dry
 - D. Keep varying your speed by accelerating and braking
29. Which of these statements is true about retarders?
- A. They cause extra brake wear
 - B. They allow you to disconnect the steering axle brakes
 - C. They can cause the drive wheels to skid when they have poor traction
 - D. They cannot be used on interstate highways
30. You are driving a new truck with a manual transmission. What gear will you probably have to use to make a long steep down hill grade?
- A. The same gear that you would use to climb the hill
 - B. A lower gear than you would use to climb the hill
 - C. A higher gear than you would use to climb the hill
 - D. None – newer trucks can coast down a hill
31. Which of these is not part of the pre-trip inspection of the engine compartment?
- A. Engine oil level
 - B. Valve clearance
 - C. Condition of hoses
 - D. Worn electrical wiring insulation

32. You can see a marking on the vehicle ahead of you. The marking is a red triangle with an orange center. What does the marking mean?
- A. It may be a slow moving vehicle
 - B. The vehicle is hauling hazardous materials
 - C. It is a law enforcement vehicle
 - D. It is being driven by a student driver
33. Which is true concerning high beam headlights?
- A. High beams should be used when it is safe and legal to do so
 - B. High beams should be turned on when an oncoming driver does not dim his lights
 - C. High beams should be dimmed when you get within 100 feet of another vehicle
 - D. All of the above
34. When you are on the road on a trip, you should:
- A. Watch gauges for signs of trouble
 - B. Check critical items such as tires, brakes, and lights when you stop
 - C. Use your senses to check for problems
 - D. All of the above
35. An enroute inspection should include checking for:
- A. Tire overheating
 - B. Brake overheating
 - C. Cargo securement
 - D. All of the above
36. Which of these statements about backing a heavy vehicle is true?
- A. You should avoid backing a heavy vehicle whenever you can
 - B. Helpers should be out of the driver's sight and use only spoken signals to communicate with the driver
 - C. It is safer to back towards the right side of the vehicle than toward the driver's side
 - D. All of the above
37. Which of these is a good thing to remember about drinking alcohol?
- A. Alcohol first affects judgment and self-control which are necessary for safe driving
 - B. The chance of a crash is much greater for drivers who have been drinking than for drivers who have not
 - C. A driver can lose his license driving while drunk
 - D. All of the above

38. You are checking your tires for a pre-trip inspection. Which of these statements is true?
- A. Dual tires should be touching each other
 - B. Tires of mismatched sizes should not be used in the same vehicle
 - C. Radial and bias-ply tires can be used together on the same vehicle
 - D. 2/32 of an inch tread depth is safe for the front tires
39. Which of these can cause a fire:
- A. Underinflated tires
 - B. Loose fuel connections
 - C. Electrical short circuits
 - D. All of the above
40. What is counter steering?
- A. Turning the steering wheel counter-clockwise
 - B. Steering in the opposite direction from what other drivers expect you to do
 - C. Using the steering axle brakes to prevent oversteering
 - D. Turning the wheel back in the other direction after steering to avoid a traffic emergency
41. You are driving a vehicle that can be safely driven at 55 MPH on an open road. Traffic is heavy now; traffic is moving at 35 MPH though the speed limit is 55 MPH. The safest speed for your vehicle is most likely:
- A. 25 MPH
 - B. 35 MPH
 - C. 45 MPH
 - D. 55 MPH
42. On which fires can you use the A-B-C type fire extinguishers?
- A. Electrical fires
 - B. Burning liquids
 - C. Burning cloth
 - D. All of the above
43. Which of these statements about cargo loading is true?
- A. The legal maximum weight allowed by a state can be considered safe for all driving conditions
 - B. Slight overloading of a vehicle can make its brakes work better
 - C. State laws dictate legal weight limits
 - D. If cargo is loaded by a shipper, the driver is not responsible for overloading

44. Which of these statements about using turn signals is true?
- A. When turning you should cancel the signal just before you make the turn
 - B. You do not need to use your turn signal while changing lanes on a 4-lane highway
 - C. When turning you should signal early
 - D. You should use your turn signal to mark your vehicle when it is pulled off on the side of the road
45. Which of these statements about shifting and double clutching is true?
- A. Double-clutching should not be used when the road is slippery
 - B. Double-clutching should only be used with a heavy load
 - C. You can use the tachometer to tell you when to shift
 - D. If you miss a gear while upshifting, you must bring the vehicle to a stop
46. Which of these best describes how you should use the brake pedal on a steep downhill grade?
- A. A light pumping action
 - B. A light steady pressure
 - C. Repeated strong pressure, then release
 - D. With stronger pressure as the vehicle goes down hill
47. Which of these statements about speed management is true?
- A. Empty trucks always stop in a shorter distance than fully loaded ones
 - B. When you go twice as fast, it will take twice the distance to stop
 - C. You should choose a speed that lets you stop within the distance that you can see ahead
 - D. You should always brake during curves
48. Which of these statements is true about the center-of-gravity of a load?
- A. The center-of-gravity should be kept as high as possible
 - B. The center-of-gravity can make a vehicle tip over on curves if it is high
 - C. Center-of-gravity is only a problem if the vehicle is overloaded
 - D. All of the above
49. Which of these statements about marking a stopped vehicle is true?
- A. If a hill or curve keep drivers behind you from seeing the vehicle within 500 feet, rear reflective triangles should be moved back down the road to give adequate warning
 - B. You do not need to put out reflective triangles unless the vehicle is going to be stopped 30 minutes or more
 - C. The vehicles taillights should be kept on to warn other drivers
 - D. All of the above

50. You are checking your brakes and suspension system for a pre-trip inspection; which of these statements is true?
- A. Brake shoes should not have oil or grease or brake fluid on them
 - B. Brake pads should not have brake fluid on them
 - C. One missing leaf in a leaf spring can be dangerous
 - D. All of the above

AIR BRAKES

Sample Test

1. The parking or emergency brake on a heavy vehicle can only be held in position by something that cannot leak away. An example would be:
 - A. Fluid pressure
 - B. Spring pressure
 - C. Air pressure
 - D. Any of the above

2. A straight truck or bus air brake system should not leak at a rate of more than how many p.s.i. per minute with the engine off and the brakes released?
 - A. One (1) p.s.i. per minute
 - B. Two (2) p.s.i. per minute
 - C. Three (3) p.s.i. per minute
 - D. Four (4) p.s.i. per minute

3. Your vehicle has a dual air brake system. If a low air pressure warning comes on for the secondary system, what should you do?
 - A. Bring the vehicle to a safe stop and continue only when the system is fixed
 - B. Reduce your speed and test the remaining system while under way
 - C. Reduce your speed and drive to the nearest garage for repairs
 - D. Continue at normal speed if only the secondary system fails

4. If your vehicle has an alcohol evaporator, why is it there?
 - A. To rid the wet tank of alcohol that condenses and sits at the bottom
 - B. To eliminate the need for daily tank drainage
 - C. To boost the tank pressure the same way supercharges boost engines
 - D. To reduce the risk of ice in air brake valves in cold weather

5. Air braking takes more time than hydraulic braking because:
 - A. Air brakes use different brake drums
 - B. Air takes more time to flow through the lines than hydraulic fluid
 - C. Brakes require heavier return springs
 - D. Air is always leaking through air line fittings

6. The brake pedal in an air brake system:
 - A. Controls the speed of the air compressor
 - B. Always needs to be held down half way
 - C. Controls the air pressure applied to put on brakes
 - D. Is connected to slack adjustors by a series of rods and linkages

7. If your truck or bus has dual parking control valves, you can use pressure from a separate tank for what purpose?
 - A. To release the spring emergency parking brakes to move a short distance
 - B. To apply more brake pressure if the main tank is getting low
 - C. To stay parked twice as long with your service air pressure
 - D. To balance the service brake system whenever you are parked

8. Modern air brake systems combine three different systems. They are the service brake system, the parking brake system and what other?
 - A. The emergency brake system
 - B. The foot brake system
 - C. The “S” cam brake system
 - D. The drum brake system

9. To check the free play of manual slack adjusters on “S” can brakes, you should park?
 - A. On level ground with the parking brake, then apply the service brake
 - B. Park on level ground, check the wheels and turn off the parking brakes
 - C. Park on level ground and drain off air pressure before adjusting
 - D. Park on a slight grade, release the parking brake, apply the service brake and check for vehicle movement

10. Which of these is the first thing to do when a low air pressure warning comes on?
 - A. Stop and safely park as soon as possible
 - B. Shift to the next higher gear
 - C. Adjust the brake pedal for more travel
 - D. Open the air supply control valve

11. What does the air compressor governor do?
 - A. It controls the speed of the air compressor
 - B. It controls when the brake chambers release pressure
 - C. It controls the air pressure applied to the brakes
 - D. It controls when air is pumped into the air tanks

12. The braking power of the spring brakes:
 - A. Is not affected by the condition of the surface brakes
 - B. Can only be tested by highly trained brake service people
 - C. Depends on the service brake being in adjustment
 - D. Increases when the service brakes are hot

13. All air brake equipped vehicles have:
 - A. At least one brake heater
 - B. A hydraulic system in case the air system fails
 - C. A supply pressure gauge
 - D. An air use gauge

14. If you must make an emergency stop, how should you brake?
 - A. You brake so you can steer hard while braking hard
 - B. You brake using the full power of the brakes and lock them
 - C. You brake so you steer and your vehicle stays in a straight line
 - D. You brake so that you use the hand brake first

15. What does the application pressure gauge show you?
 - A. It shows how much air you've used this trip
 - B. It shows how much pressure you have in the air tanks
 - C. It shows how much pressure you are applying to the brakes
 - D. None of the above

16. If you do not have automatic tank drains, how often should you drain the oil and water from the bottom of compressed air storage air tanks?
 - A. After every 4 hours of service
 - B. At the end of each day of driving
 - C. Once a week
 - D. Every other week

17. You should know that your brakes are fading when you feel the following:
 - A. You have to push harder on the brake pedal to control your speed on a downgrade
 - B. The brake pedal feels spongy when the brake pedal is applied
 - C. Pressure on the brake pedal is released and speed increases
 - D. Less pressure is needed on the brake pedal for each stop

18. If your vehicle has an alcohol evaporator every day during cold weather, what should you do?
 - A. Change the alcohol from a new bottle
 - B. Clean the air filter with alcohol
 - C. Check the oil for alcohol content
 - D. Check and fill the alcohol level

19. Why drain water from compressed air tanks?
 - A. The low boiling point of water reduces braking power
 - B. Water can freeze in cold water and cause brake failure
 - C. Water cools the compressor too much
 - D. To keep from fouling the air compressor oil

20. To test air service brakes, you should brake firmly when moving slowly forward. The brakes are okay if you notice what?
- A. The vehicle pulls to one side
 - B. An unusual feel
 - C. A delayed stopping action
 - D. None of the above
21. On long downhill grades, experts recommend light steady pedal pressure instead of on-again off-again braking. Why?
- A. Air usage is less with light steady pressure
 - B. Brake linings do not heat up as much with light pressure
 - C. It works better with a low gear in controlling speed
 - D. All of the above
22. The driver must be able to see a warning before air pressure in the service air tanks falls below what pressure?
- A. 40 p.s.i.
 - B. 50 p.s.i.
 - C. 60 p.s.i.
 - D. 80 p.s.i.
23. During normal driving, spring brakes are usually held back by:
- A. As little as possible
 - B. Air pressure
 - C. Spring pressure
 - D. Centrifugal force
24. In air brake vehicles, the parking brakes should be used how?
- A. As little as possible
 - B. Air pressure
 - C. To hold your speed when going downhill
 - D. Only during pre and post-trip inspections
25. Emergency stab braking is when you?
- A. Press hard on the brake pedal and apply full hand valve until you stop
 - B. Apply the hand valve for one second, then push hard on the pedal
 - C. Use light steady pressure on the brake pedal
 - D. Brake as hard as you can, release the brakes when the wheels lock, put on the brakes again when the wheels start rolling

PASSENGER
Sample Test

1. Name some things to check in the interior of a bus during the pre-trip inspection.
 - A. Floor covering (loose or frayed)
 - B. Signaling devices (such as emergency restroom buzzer, if bus has a restroom)
 - C. Emergency exit handles
 - D. All of the above

2. What are some hazardous materials you can transport by bus?
 - A. Small arms ammunition labeled (ORM-D)
 - B. Emergency hospital supplies and drugs
 - C. You can carry small amounts of other hazardous materials if the shipper cannot send them any other way
 - D. All of the above

3. What are the hazardous materials you can't transport on a bus?
 - A. Class A poison, liquid Class B poison, tear gas, irritating material
 - B. More than 100 pounds of solid Class B poisons
 - C. Explosives in space occupied by people, except small arms ammunition
 - D. All or the above

4. Which of these items cannot be transported by bus:
 - A. Small arms ammunition
 - B. Emergency hospital supplies and drugs
 - C. Tear gas
 - D. All of the above

5. What is a standee line?
 - A. A 2-inch line painted on the bus step
 - B. A line people are allowed to stand on if the bus seats are filled
 - C. Any person standing on the bus must stand behind this 2-inch white line
 - D. There is no such thing as a standee line

6. Does it matter where you make a disruptive passenger get off the bus?
 - A. Near a police station
 - B. At a crowded bus station
 - C. Where it is safe for the rider
 - D. In any out of the way place where there are no people

7. How far from the railroad crossing should you stop?
 - A. Between 10-20 feet
 - B. Between 15-50 feet
 - C. Between 20-60 feet
 - D. Between 50-100 feet

8. When must you stop before crossing a drawbridge?
 - A. When it is early morning and foggy
 - B. If it does not have a signal light or traffic control attendant
 - C. When it is late in the evening and the traffic is slow
 - D. All of the above

9. Which of the following should you do while taking a curve?
 - A. Slow down and idle around the curve
 - B. Speed up and maneuver carefully
 - C. Reduce speed for curves
 - D. None of the above

10. Which practice should not be followed?
 - A. Talk with riders when driving and always show yourself friendly
 - B. Avoid fueling the bus with riders on board unless absolutely necessary
 - C. Never refuel in a building with riders on board
 - D. None of the above

11. Where is the most common place for wrecks to occur?
 - A. On a busy street
 - B. Crossing railroad tracks
 - C. Busy intersections
 - D. All of the above

12. If you bus becomes disabled while loaded with riders you should:
 - A. Get a wrecker and tow the bus and passengers to a safe location
 - B. Get your passengers to help you push the bus to a repair center
 - C. Do not tow or push a disabled bus with riders aboard
 - D. None of the above

13. If a rider got on your bus with an automobile battery, what should you do?
 - A. Have him take it to the back of the bus
 - B. Wrap it in a box for extra protection
 - C. Put it in the baggage compartment
 - D. Instruct him on that the safety rules prohibit carrying a battery or such hazardous materials. He would have to remove it from the bus.

14. When should people wear a seatbelt on the bus?
 - A. All seatbelts should be fastened when instructed by the driver
 - B. There are no seatbelts on a bus
 - C. The driver should wear his belt at all times
 - D. None of the above

15. Make sure your bus has:
 - A. A fire extinguisher
 - B. Emergency reflectors
 - C. Spare electrical fuses unless the bus has circuit breakers
 - D. All of the above

16. How many seats should be safely secured in a passenger bus when in use:
 - A. Half
 - B. Three-quarters
 - C. One-third
 - D. All seats must be securely fastened

17. An emergency door on the bus:
 - A. Can be opened to let in fresh air in a hot climate
 - B. Must be clearly marked "Emergency Exit"
 - C. Should be checked to make sure it is closed before each trip
 - D. B and C are both correct

18. While driving the bus the driver:
 - A. May have to remind the riders about rules to keep, i.e. arms and heads inside the bus
 - B. Once the bus is in motion, never concern yourself with what riders are doing. Just keep your eyes on the road.
 - C. Should fill out driving logs
 - D. None of the above

19. When stopping at railroad tracks:
 - A. Listen and look in both directions for trains
 - B. You should open you front door
 - C. If your bus has a manual transmission, don't change gears while crossing the track
 - D. All of the above

20. When stopping your bus to let riders on or off of the bus:
 - A. Ask them to hurry so as not to detain other riders
 - B. Wait for them to sit down or brace themselves before stopping
 - C. Start and stop as smooth as you can
 - D. (A) is an incorrect answer

ANSWER KEY

Test #1-
General Knowledge

1. B
2. A
3. A
4. A
5. C
6. B
7. A
8. D
9. D
10. C
11. D
12. A
13. A
14. D
15. D
16. A
17. B
18. C
19. B
20. D
21. D
22. C
23. A
24. C
25. C
26. C
27. B
28. A
29. C
30. B
31. B
32. A
33. A

34. D
35. D
36. A
37. D
38. B
39. D
40. D
41. B
42. D
43. C
44. C
45. C
46. B
47. C
48. B
49. A
50. D

Sample Test #2 -
Air Brakes

1. B
2. B
3. A
4. D
5. B
6. C
7. A
8. A
9. B
10. A
11. D
12. C
13. C
14. C
15. C

16. B
17. A
18. D
19. B
20. D
21. D
22. C
23. B
24. B
25. D

Sample Test #3
- Passengers

1. D
2. D
3. D
4. C
5. C
6. C
7. B
8. B
9. C
10. A
11. C
12. C
13. D
14. C
15. D
16. D
17. D
18. A
19. D
20. D

PRE-TRIP INSPECTION

Engine Compartment

Oil level
Coolant level
Power steering fluid
Water pump belt
Alternator belt
Air compressor belt
Any leaks

Engine Start

Clutch/gearshift
Air gauges
Oil pressure builds
Ammeter/voltmeter
Air brake check
Steering play
Parking brake
Mirrors, windshield
Wipers
Lighting indicators
Horn
Heater/defroster
Safety/emergency equipment

Front Suspension

Spring
Spring mount
Shock absorber

Front Wheel

Rims
Hub oil seal
Tires
Lug nuts

Front Brake

Slack adjuster
Chamber
Hoses
Drum

Driver/Fuel Area

Door, mirror
Fuel tank
Leaks

Rear Wheels

Rims
Tires
Axle seals
Lug nuts
Spacers

Rear Suspension

Springs
Spring mounts
Torsion, shocks

Rear Brakes

Slack adjuster
Chamber
Hoses
Drum

Front of Vehicle

Lights
Steering box
Steering linkage

Under Vehicle

Drive shaft
Exhaust system
Frame

School Bus

Passenger Entry
Emergency exits
Seating

Rear of Vehicle

Lights, reflectors
Signal/brake lights

Possible 57 points

Must score 46 points

CDL PRE-TRIP INSPECTION

I. Engine Compartment (Hood Open)

- A. Oil level – On dipstick between add and full
- B. Coolant level – Proper level – reservoir, radiator, sight glass
- C. Power steering fluid – On dipstick between add and full
- D. Water pump – belt – No cracks, frayed, proper tension _ - _”
- E. Alternator – belt – No cracks, frayed, proper tension _ - _”
- F. Air compressor – belt – No cracks, frayed, proper tension _ - _”
- G. Any leaks – No sign of leaks on hoses, engines, ground

II. Front Suspension (Hood Open)

- A. Spring – None broken or missing
- B. Spring mount – Secure – No missing or broken bolts
- C. Shock absorber – Secure, not leaking

III. Front Wheel (Hood Open)

- A. Rims – Not cracked, bent
- B. Hub oil seal – Not leaking
- C. Tires
 - 1. 4/32” tread
 - 2. No cuts, bulges
 - 3. Proper pressure – beat tire with crowbar
- D. Lug nuts – Tight, no rust

IV. Front Brake (Hood Open)

- A. Slack adjustor

Normally I would release park brake and pull on slack adjustor to see if it moves more than one inch

- B. Chamber – Secure, not cracked or dented
- C. Hoses – Not cracked, worn or leaking
- D. Drum – Not cracked or broken

- D. Lug nuts – None loose, no rust
- E. Spacers – Dual wheels are evenly spaced apart

IX. Rear Suspension

- A. Springs – None broken, cracked, or missing
- B. Spring mount – Secure – No missing or broken bolts
- C. Shock absorber – Secure – Not leaking

X. Rear Brakes

- A. Slack adjustor – Hanging 90°
- B. Chamber – Not bent, cracked, leaking
- C. Hoses – Not cracked, worn, leaking
- D. Drum – Not cracked, broken

XI. Rear of Vehicle

- A. Lights – Lens covers not cracked or broken, proper color
- B. Reflectors – Not cracked or broken, proper color

XII. Engine Start

- A. Clutch/gearshift – Neutral, park brake on
- B. Air pressure gauge – Is building
- C. Oil pressure gauge – Is building
- D. Ammeter/voltmeter – Are charging
- E. Air brake check (after have 120 lbs. Pressure)
 - 1. Engine off, park brake off, hold foot brake down. No more than 3 lbs. pressure loss per minute.
 - 2. Turn key to on, pump foot brake until gauges fall to 60 lbs., buzzer and light comes on
 - 3. Continue to pump foot brake until gauges fall between 30-40 lbs. and parking brake pops out

- F. Steering play – Move steering wheel no more than 2-inch movement
- G. Parking brake – With parking brake on, put bus in drive
- H. Mirrors, windshield – Mirrors properly adjusted, windshield clean, not cracked
- I. Wipers – Turn on, work, blades not cracked
- J. Lighting indicators – Turn on lights and point out corresponding indicator light
- K. Horn – Push horn
- L. Heater/defroster – Turn on one at a time and listen for fan
- M. Safety/emergency equipment
 - 1. Fire extinguisher – Charged pin, pin fastened
 - 2. 3 triangle reflectors; 6 flares
 - 3. First aid kit – full
 - 4. Crowbar
- N. Lights – Turn on all lights, examiner checks to see if they work

XIII. School Bus Only

- A. Passenger entry
 - 1. Open and close door to check operation
 - 2. Tread on steps is secure
 - 3. Handrails are secure
- B. Emergency exits (key on) – Open to check if buzzer works
- C. Seating – Check backs and bottoms to see if secure

FEDERAL REQUIREMENTS ON DRUG AND ALCOHOL TESTING OF CDL DRIVERS

I. Effective January 1, 1995, Private Motor Carriers Of Passengers (Church Bus Drivers) Became Subject To Federal Laws Which Meant It Was Subject To Drug And Alcohol Testing

II. Beginning January 1, 1995, Every Church That Operated Buses (A Vehicle Carrying 15 Or More Passengers Including The Driver Or Over 10,000 Lbs. Weight) Was Required To File A Motor Carrier Identification Report Form MCS 150

- A. This registered their church with the USDOT (Department of Transportation)
- B. Many churches have still not complied with this law. CLA states that this officially means they are operating illegally.

III. What Types Of Drug And Alcohol Testing Are Required

- A. A NIDA drug screen is required that tests for five (5) substances
- B. A breath alcohol test is required
- C. These need to be done to meet federal guidelines and should be done by a professional laboratory
- D. These tests are reviewed by a MRO (Medical Review Officer) who keeps official records and sends official records to be maintained by your church (in secured area)
 - 1. Monthly and yearly summaries are also sent to your church
 - 2. These must be kept on file in case the DOT should come in to check your records

IV. What Specific Tests Are Required

- A. Pre-employment Drug Screen
 - 1. Must be taken by all new drivers at your church
 - 2. No breath alcohol tests are required here
- B. Random Drug Screens
 - 1. Must be done randomly throughout the year
 - 2. Fifty percent (50%) of your drivers must be randomly tested per year
 - 3. We have these random checks three times a year (as an example)
 - 4. The law states they must be “reasonably spread throughout the year”

5. All names must be “in the hat” for each random drawing, therefore an individual may be drawn more than once a year
6. Presently ten percent (10%) of your total driver base must also be randomly alcohol tested (you do the breath alcohol tests at the same time)
7. Each church needs to find a MRO whose office will work with your church

C. Reasonable Suspicion

1. If you spot any drivers that are suspicious in “appearance, behavior, speech or body odors”
2. If you spot such a driver, he must report within 24 hours after his observed behavior

D. Post Accident Testing

1. Required if your driver is at fault after a reportable accident (police called)
2. The drug and alcohol test is supposed to be performed 2 hours after the accident (very costly on a Sunday)

IV. The Above Is Only An Abbreviated Report On These Required Tests

Secure a copy of Bus Safety Regulations by CLA (Christian Law Association), PO Box 4010, Seminole, FL 34645 and Federal Motor Carrier Safety Regulations by J.J. Keller and Associates (available through Beebe Publications), also Controlled Substances and Alcohol Use and Testing by J.J. Keller (Phone No. (414) 722-2848).

TRAITS OF SUCCESSFUL LEADERS

I. Sincerity

II. Capacity For Work

Edison stated, “Success is 98% perspiration and 2% inspiration”

III. Ability To Press On In Adversity

A leader will have much discouragement and opposition

IV. Must Exhibit A Love For His Co-laborers

V. Ability To Organize

VI. Must Develop A Vision For His Ministry

VII. Must Communicate To His Followers

His followers must catch the vision God has given him

VIII. Be A Self-starter

Procrastination has no place in a leader’s life

IX. Must Possess An Ability To Make Decisions

Many decisions will have to be made

X. A Leader That Follows The Lord Will Have A Special Reward At The Judgment Seat Of Christ

HOW TO BE A VISIONARY LEADER

I. Dare To Dream

- A. Have a desire to do something in your bus ministry bigger than yourself
- B. As God shows you what He wants you to accomplish for His glory, put your faith in the Lord and to do it for you

II. Prepare To Dream

- A. Do your homework
- B. Ask yourself, as the leader, how can you with the Lord's help, accomplish seeing your vision come to pass
- C. Example (to get your bus ministry to grow)
 - 1. Regular prayer meetings
 - 2. Challenge your workers to knock on new doors for some period of time each week in addition to visiting their regulars
 - 3. Instruct them to work through their regular riders and their parents to exhaust every possible prospect
 - 4. Encourage them to improve their bus programs to make the bus route more enjoyable to have higher retention
 - 5. Follow-up and re-follow-up on every possible prospect
 - 6. Every worker should be encouraged to have regular prayer for their routes each day

III. Wear The Dream

Put into action what you decided upon in Step II

IV. Share The Dream

- A. Make all workers a part of the dream
- B. God can do exceedingly abundantly above all you ask or think

LEADERSHIP PRINCIPLES FOR BUS WORKERS

I. Depend On God For Leadership Ability

II. Set The Example

People cannot follow what they have not seen

III. Realize Your Workers Will Become Like You

IV. Be Excited About Your Work

V. Use Your Talents Or Lose Them

VI. Work Toward Perfection

Try to have the best bus route in America

VII. Realize You Are Not A Failure Until You Blame Someone Else

VIII. Check Your Total Commitment From Time To Time

IX. Check Your Sincerity

Just why are you working as a bus worker?

X. Understand That Leadership Is Learning To Give Whether You Get Anything Or Not

XI. Learn From Your Mistakes

XII. Have The Attitude That You Owe A Lot And Deserve Little

XIII. Have A Flexible Plan

Whatever can go wrong...will go wrong!

XIV. When You Get Discouraged, Take It To The Lord

XV. Remember, Leaders Are Readers

XVI. Pray Often With Your Workers

XVII. Never Correct A Fellow Worker In Front Of The Children Or Other Workers

XVIII. Never Ask Anyone To Do Something You Would Not Do

XIX. Keep The Bus Ministry Standards High And Expect Your Workers To Follow Them

XX. Let Your Fellow Workers Know You Love Them

XXI. Focus On Objectives Not Obstacles

XXII. Remember, Decisions Aren't To Make Men; Men Are To Make Decisions

XXIII. Try To See Something Positive In Everything That Happens

XXIV. Remember, Everything On Your Bus Route Rises And Falls On You!

XXV. Give God The Credit And Glory For Everything

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DELEGATION, BIBLICALLY ILLUSTRATED

- I. As A Leader You Should Be Leading Your People, Not Doing Their Jobs**
- II. People Can Be Great Servants, But Poor Leaders**
- III. Getting Other People Involved Doing A Portion Of Your Job Is Called Delegation**
- IV. The Best Illustration Of This In The Bible Is The Jethro-Moses Model Of Delegation**
(Examine Exodus 18:13-27)
 - A. Moses was a great servant, but a poor delegator at this stage in his life (v. 13)
 - B. Jethro, his father-in-law, saw how this was not good for Moses (v. 14, 17)
 - C. Moses explained he worked night and day because he had to help the people when they come to him (v. 16)
 - D. Jethro told him this was too great a burden to bear alone (v. 18)
 - E. Jethro told Moses as the leader he needed to pray for the people (v. 19)
 - F. Moses was also told he needed to teach the people (v. 20)
 - G. Moses should show the people the way (v. 20)
 - H. Moses should show them the work (v. 20)
 - I. Jethro explained to Moses he should organize them into manageable groups according to their degree of ability (v. 21)
 - J. Moses choose qualified men (v. 21)
 - K. Moses gave them authority to lead those under him (v. 21-22)
 - L. These delegated leaders were to handle the small matters (routine) (v. 22,26)
 - M. They were to bring the great matters and hard causes to Moses (v. 22,26)
 - N. This took much of the pressure of leadership off Moses so he could operate more efficiently (v. 22)
 - O. Moses saw the wisdom of delegation as taught to him by his father-in-law (v. 24)
 - P. Moses put delegation into place (v. 25)

V. **We As Leaders In The Ministry Must Be Convinced This Delegation Is A Part Of Being A Successful Leader**

Note: Please study the next lecture on delegation presented to me as a staff member by Dr. Ron Schaffer. This lecture convinced me I needed to develop others under me in order to expand my ministry. The truth Dr. Schaffer taught me changed my ministry then and now.

DELEGATION

Introduction:

Christian organizations differ from secular ones, not only in their goals and purpose, but by their very nature and often in size and resources. In general, leaders of Christian organizations believe that they must work with people of lower skills and experience. All this far too often makes the Christian leader a poor delegator.

I. What Is Delegation?

- A. It is not assigning a task to someone for which he is already responsible
- B. Delegation is assigning to someone else part of your job
- C. Part of your task must be delegated
- D. You cannot delegate the responsibility for the successful completion of your ministry, but you can delegate some tasks that you would normally do

II. Why People Are Confused About Delegation

- A. No clear lines of authority
- B. No organizational chart or well-stated goals
- C. Leaders may not know how to delegate

III. Steps To Successful Delegation

- A. Decide what needs to be done
Clearly define all tasks and write them out
- B. Select the best person for the job
 - 1. Give the high-risk jobs to your most capable people
 - 2. Low risk jobs can be given to less skilled people
- C. Make the assignment clear
Go over the job description together and agree on the content
- D. Establish level of authority
Use the freedom scale here, giving those with more abilities greater freedom

E. Anticipate problems

Make sure he knows how to get to you if he needs additional help

F. Build in check points

Set a schedule with the person for times when you will get together to check progress

G. Evaluate and build on results

See what went right and what went wrong and praise or correct

IV. When Should You Delegate?

A. Delegate as many routine tasks as possible

B. Delegate things you do not have time for

These may be things you like to do and do well

C. Delegate to others who have special skills

V. When Not To Delegate

A. You can't delegate responsibility for your job

B. Don't delegate policy items, decisions that affect the total operation or the organization

C. Don't delegate to pass the buck

VI. The Benefits Of Delegation

A. It frees you for higher priority items

B. It gives other people experience and helps you assess their capability

VII. Pitfalls of Delegation

A. People assume they have more authority than you have given them; they fail to report back, and you lose control

B. What we delegate may get in the way of the thing the delegate is already working on

VIII. Why Don't We Delegate More?

- A. Fear that someone will do it better than us
- B. We may like to do it ourselves
- C. We don't know how to delegate

IX. There Are Two Special Problems For The Christian Organization

- A. The first is the use of volunteer workers
 - 1. When you delegate part of your work to a volunteer, it is especially important that you make sure that:
 - a. You believe that he can do the job
 - b. You have a clear understanding about when he is going to report back to you
 - c. You have all the backup assistance that you or he may need
 - 2. By carefully spelling out what is to be delegated, and checking with the delegate to be sure that he has both the time and the know-how to do the job, much of this problem can be overcome
- B. A second problem is that your subordinates believe that they know what's best for the organization and instead of seeing the task that you have delegated to them as coming from you, they will see it as part of the organization's task
 - 1. With such a perception, their feedback to you and communication to you about what they are doing can easily break down
 - 2. This kind of problem can best be handled by clearly spelling out ahead of time what is to be done and what are the checking points along the way

X. HOW TO BEGIN

Start by making a list of all the jobs that you believe you could delegate

- 1. Analyze the kinds of people to whom you could delegate them
- 2. Write a clear statement of what it is you want to have done
- 3. Contact your potential people and see if they are willing and able
- 4. List the things you are going to delegate and set dates for follow-up

GOAL CHARACTERISTICS

I. Goals Should Be Related In Some Way To The Organizational Purposes

The purpose of a bus ministry is to carry out the Great Commission (Matthew 28:19-20)

II. We Must Believe We Can Do It

Unrealistic goals will not challenge people

III. A Goal Should Have A Date When It Will Be Accomplished

Yearly goals, goals for a bus campaign, or a “big day” goal as examples

IV. A Goal Must Be Measurable

Attendance, salvation decisions, converts baptized, adults reached

V. A Goal Must Be Supported By A Plan

How are you going to accomplish your goals?

1. Weekly visitation, so many new doors knocked on each week
2. 100% follow-up on all salvation decisions
3. Going back during the week to visit prospective parents

VI. A Goal Needs To Be Claimed By Someone

You must see it as something the Lord would have you to accomplish

VII. A Goal Should Promote Enthusiasm

VIII. A Goal Defines What Is Expected Of Us

IX. A Person Must Take His Goals Seriously, Otherwise They Are Useless

X. A Person Must Daily Beg God To Help Him Reach His Goal

HOW TO GET A GREAT IDEA

I. Capture The Fleeting

- A. As an idea comes in your mind, you must be ready to capture it
- B. Whatever you are doing, lay it aside and give your attention to the idea that comes in your mind
- C. You should have a note card or pad of paper near you at all times so you can jot down some notes on the thoughts that come to your mind
- D. When a good idea comes, jot it down
- E. Not every idea will have value, of course
- F. The point is to capture first and evaluate later

II. Daydream

- A. Get away from the distractions of life and allow your mind to drift uncluttered
- B. Anywhere you can be with your thoughts undisturbed, you'll find that ideas bubble to the surface almost unbidden

III. Seek Challenges

- A. Get around a new diverse set of people and listen to them
- B. Something said may get you thinking in new ways
- C. These do not have to be people knowledgeable in your area
- D. Read publications and books and these may deposit ideas in your mind
- E. Go to conferences and read any literature that may trigger thoughts to set you in motion

IV. Expand Your World

- A. Read, study and observe different fields of study
- B. To enhance your creativity, learn something new
- C. Read a book on something you know little about

- D. Change your daily newspaper
- E. The new will interconnect with the old in novel and potentially fascinating ways
- F. Being creative is really just a matter of paying attention to that endless flow of ideas you generate, and learning to capture and act upon the new that's within you

PRACTICAL THOUGHTS IN EFFECTIVE TIME MANAGEMENT

I. To Everything There Is A Season, And A Time To Every Purpose Under Heaven (Eccl. 3:1)

- A. There are 168 hours in every week
- B. That's all the time the Lord gives us each week to serve Him
- C. If we want our lives to count the maximum for the Lord, then we must consider how to most efficiently manage those precious moments God gives to each one of us

II. Four Key Thoughts In Time Management

- A. Time management starts with setting goals based upon the most important values in your life
- B. A daily planning time is essential
- C. Creating a prioritized daily action list each day aids in goal accomplishment
- D. A concentration of information gives you a concentration of power

HOW TO GET AN EXTRA HOUR OUT OF EVERY DAY

- I. **Make Up And Follow A Detailed Daily Schedule**
- II. **Get Up Earlier (Psalm 57:8, Proverbs 8:17)**
- III. **Begin The Day With Bible Reading And Prayer**
- IV. **Avoid Wasting Time By “Jawing” With Other People At Church**
- V. **Avoid Allowing Others To Waste Your Time When There Is No Real Need**

Gracefully slip away
- VI. **Organize Your Work; Do It Systematically**
- VII. **Make Wise, Creative Use Of Your Lunch Time**
 - A. Take something to read
 - B. Take a note card and jot down ideas and pressing things you have to accomplish
- VIII. **Delegate Authority And Responsibilities Whenever Possible**
- IX. **Don’t Spend Time On Unimportant Phone Calls**
- X. **Spend Less Time “Talking Ministry” With Others**
- XI. **Think First; Then Do The Job**

This will allow you to be efficient
- XII. **Do Instead Of Dream**
- XIII. **Find The Time Of Day When You Are Most Alert Mentally And Do Your Hardest Work Then**
- XIV. **Eliminate Activities Which Make Little Contribution To The Best Results For Your Life**
- XV. **Try To Remember The Importance Of Others In Your Daily Activities**
- XVI. **Always Do The Toughest Job First**
- XVII. **Before Each Major Act, Ask Yourself, “Is This Really Necessary?”**
- XVIII. **Use Spare Moments To Read Constructive Literature**
- XIX. **Sleep Soundly And Then Work Refreshed (Psalm 127:2)**

- XX. **Skip Desserts; The Sugar Will Dull Your Thinking**
- XXI. **Write Notes And Letters While Waiting On Others**
- XXII. **Combine Tasks When Possible**
- XXIII. **Be Prompt For All Appointments And Meetings**
- XXIV. **Lay Out Your Clothes The Night Before**
- XXV. **Learn To Relax And Avoid Worry (Philippians 4:6)**
- XXVI. **Concentrate On What You Are Doing**
- XXVII. **Learn To Do Things While Watching Television**
- XXVIII. **Call On Specialists When You Have A Special Problem Or Need**
- XXIX. **Learn To Read More Rapidly And Read Often**
- XXX. **Do Not Make A “Production” Out Of Every Task**
- XXXI. **Have Times In Which You Work Uninterrupted**
- XXXII. **Take On One Job At A Time**
- XXXIII. **Search Out Short Cuts In Every Task**
- XXXIV. **Know Your Limitations**
- XXXV. **Work At Your Top Capacity**
- XXXVI. **Do Everything For Jesus!**

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MAKING A MOVE

This lecture on “Making A Move” was taught to me at the feet of Dr. Ron Schaffer. I know this will be a blessing to you.

Introduction:

The things which I should consider in making a move in my life as a Christian.

I. Why Am I Considering A Move?

A. Personal gain?

Love not the world, neither the things *that are* in the world. If any man love the world, the love of the Father is not in him. For all that *is* in the world, the lust of the flesh, and the lust of the eyes, and the pride of life, is not of the Father, but is of the world. And the world passeth away, and the lust thereof: but he that doeth the will of God abideth for ever. (1 John 2:15-17)

B. Family?

He that loveth father or mother more than me is not worthy of me: and he that loveth son or daughter more than me is not worthy of me. (Matthew 10:37)

C. Finances?

1. But seek ye first the kingdom of God, and his righteousness; and all these things shall be added unto you. (Matthew 6:33)

2. But they that will be rich fall into temptation and a snare, and *into* many foolish and hurtful lusts, which drown men in destruction and perdition. For the love of money is the root of all evil: which while some coveted after, they have erred from the faith, and pierced themselves through with many sorrows. (1 Timothy 6:9-10)

II. Do I Have A Choice In The Move?

A. Is it personal discontentment?

1. And having food and raiment let us be therewith content. (1 Timothy 6:8)

2. Better *is* little with the fear of the LORD than great treasure and trouble therewith. (Proverbs 15:16)

3. But godliness with contentment is great gain. (1 Timothy 6:6)

B. Is it mistreatment on the job?

1. I know both how to be abased, and I know how to abound: every where and in all things I am instructed both to be full and to be hungry, both to abound and to suffer need. (Philippians 4:12)
2. For what glory *is it*, if, when ye be buffeted for your faults, ye shall take it patiently? but if, when ye do well, and suffer *for it*, ye take it patiently, this *is* acceptable with God. (1 Peter 2:20)
3. But and if ye suffer for righteousness' sake, happy *are ye*: and be not afraid of their terror, neither be troubled; (1 Peter 3:14)
4. But let none of you suffer as a murderer, or *as* a thief, or *as* an evildoer, or as a busybody in other men's matters. Yet if *any man suffer* as a Christian, let him not be ashamed; but let him glorify God on this behalf. (1 Peter 4:15,16)

III. Have I Sought Proper And Spiritual Counsel?

- A. The way of a fool *is* right in his own eyes: but he that hearkeneth unto counsel *is* wise. (Proverbs 12:15)
- B. Without counsel purposes are disappointed: but in the multitude of counsellors they are established. (Proverbs 15:22)
- C. Counsel in the heart of man *is like* deep water; but a man of understanding will draw it out. (Proverbs 20:5)
- D. *Every* purpose is established by counsel: and with good advice make war. (Proverbs 20:18)

IV. Have I Evaluated What Spiritual Effects The Move Will Have On My Family And Myself?

- A. Will I have more or less opportunity to serve the Lord?
- B. Will my wife serve the Lord more or less if I make the move?
- C. What will be my opportunities to grow spiritually compared to my opportunities now?
- D. How effective will my life be for God compared to now?
- E. How effective will my wife's life be for God compared to now?
- F. What spiritual good or what spiritual dangers do I see for my children if I make the move? Now and future?

V. Do Both My Wife And I Have Peace About The Move?

VI. Have I Asked The Lord To Reveal His Will To Me By Opening And Closing Doors Of Opportunity And Doors Of Service, As Well As What Material Benefits It Might Be For Me And My Family?

THE BUS WORKER AND HIS FAMILY

I. Love Your Wife Unconditionally

Show her and tell her often

II. Lead In The Family Devotions

This is a must if you have smaller children in your home

III. Lead In The Family Prayer Life – Every Day

IV. Lead In God’s Work

Don’t wait on your wife to lead

V. Take Your Family With You As You Visit If Possible

A. This is quality family time

B. It lets your children see that all kids don’t have it as good as they do

VI. Spend Time Every Day With Your Wife

Just a little means a lot

VII. Have A “Date” With Your Wife At Least Once Every Week

A. Do something special with her

B. That doesn’t mean you have to go wild on your budget

VIII. Keep All Your Promises To Your Wife And Children No Matter What

Don’t let them ever blame the ministry for your lack of attention to them

IX. Ask Your Wife For Help And Ideas In Your Ministry

Keep in mind, though, your wife is not your assistant pastor

X. Have Your Family Ride On The Bus Each Sunday

It will give them a heart for your ministry (again, if this is possible)

XI. Use Experiences In The Bus Ministry To Build Your Children’s Character

Point out how people’s lives could be different if Jesus was at the center

XII. Be Sure Your Family Is In Church On Sunday And Wednesday Night

This helps them to grow in the Lord

XIII. Don't Be Critical Of Your Pastor And Other Staff

XIV. Set The Example

Show them what a Christian should do and be like

XV. Take Being A Husband And Father Seriously

It's the most important responsibility in your life!

XVI. Don't Unload Bus Ministry Problems, Burdens And Criticisms On Your Wife Which May Discourage Her

Take them to the Lord

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