COMMISSIONED YOU

Bus Ministry & Outreach

VOLUNTEER MANUAL

Thank you for serving! This guide outlines basic steps to help keep our outreach and route collections safe, timely, and organized.

1 Finding outreach areas

Before launching outreach, begin with prayer to seek direction for the communities we visit.

When mapping locations, use Google Maps to save time in the field:

- Switch your view to **Satellite** mode.
- Review properties from above to instantly spot stores, houses, or large apartment complexes.
- **Focus on apartments:** These areas allow us to visit and connect with many families within a single, central location.

> **Capacity rule:** The number of neighborhoods we can reach is directly based on our available vehicles and volunteers.

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2 Planning and driving the route

Practice runs ensure our pickup routes stay on schedule at service time:

1. **Run a test drive:** Drive your assigned route mid-week to measure travel times. Always include a **5-minute buffer per stop** so passengers have time to board safely.

   Example: Stop A @ 8:30 AM → Stop B @ 8:45 AM → Stop C @ 8:50 AM.
2. **Flyer distribution:** Distribute outreach flyers within the neighborhoods immediately surrounding the scheduled pickup locations.
3. **Centralized pickups:** Pick up passengers at the front entrance of apartment complexes.
4. **Main road safety:** On busy roads, design the route so pickups occur strictly on the **right side of the street**.
5. **Organizing stops:** If a single road has multiple stops, split them clearly by time or vehicle. For example, assign northern stops for an 8:50 AM arrival and southern stops for 8:45 AM.

3 Outreach flyer guidelines

Flyers are an excellent, low-cost tool to connect with residents. Simple black-and-white printouts are highly effective as long as they are clear and easy to read.

> **Grocery distributions:** If our church provides food assistance, mention this on your flyers. Take an accurate headcount during the service, load the required boxes onto the vehicle, and hand them to families right at their drop-off locations when returning home.

Flyer requirements

- **Leave open blanks:** Keep spaces on your master copy for the pickup location and time so you can write in custom details for different areas without remaking the flyer.
- **Add contact info:** Always include a working phone number and church website for questions.
- **Save paper:** Design flyers using a two-column, horizontal layout. Cutting the printed sheet down the center yields two half-page flyers, reducing print costs.
- **Seasonal adjustments:** Update flyer text for special programs like Christmas toy drives, Easter egg hunts, or holiday prize drawings (gift cards, turkeys, etc.).

Sample template layout

FLYER CHECKLIST

- Use clean, cost-effective black-and-white prints.
- Leave space for localized times and stop locations.
- Ensure contact numbers and websites stand out.
- Clearly list grocery distribution options.
- Use a two-column, half-page design to save paper.
- Adapt templates easily for special holiday events.



SHOPPING SPREE GIVEAWAY!!!

Register _____ & _____
Drawing is on _____

PICK UPS:

Pickup location _____ @ _____
Pickup location _____ @ _____
Pickup location _____ @ _____
Pickup location _____ @ _____
Pickup location _____ @ _____

Call _____ or visit _____
for more information!

SERVICE TIMES _____
_____ bus pickup provided.

FREE BOX OF GROCERIES FOR EACH FAMILY!

Adult must accompany children under 18.
1st time giveaway! A $_____ pack!
Bus stop location: _____

COMMISSIONED YOU

Service attendance record

BUS MINISTRY

Accurate records ensure safety, track route growth, and confirm no riders are left behind. Bus captains should complete this log during or immediately following transit.

Route: _____ **Adults:** _____ **Food:** _____

Bus captain: _____ **Kids:** _____ **Visitor:** _____

Service date: _____ **Workers:** _____ **Total:** _____

Last name	First name	Pickup location	Phone #	0-12	13-17	Food	Total