

# Troop Driver Information

**Troop Leader should retain this form. Do not return to council**

NOTE: Please provide a copy of the  
*Guidelines for Drivers* below to all drivers.

## Driver Information:

### FOR TROOP LEADER USE

Current Date Initials

Full Name Telephone

Driver's License Number Expiration Date

Year & Make of Car License Plate # No. of passenger  
Seatbelts

Name of Insurance Co. Policy # Expiration Date

I understand that my own automobile insurance is primary and the Girl Scouts of Northern California do not provide any additional coverage for my automobile. The council's *Business Auto Policy* does provide liability protection for me as a Girl Scout volunteer driver on Girl Scout activities. Furthermore, *Activity Accident Insurance* coverage (Plan 1) provides coverage through GSUSA's group policy with Mutual of Omaha for the registered Girl Scout members.

Signature Date

**Please Note: Everyone who drives with girls must be a registered Girl Scout and have completed the volunteer screening process as established by the council.**

Drivers must be insured at a level that meets the California Responsibility Law. As of June 2009 the min levels/accident are: \$5K for property damage; \$15K for single death or injury; \$30K for death or injury to more than one person.

## Guidelines for Drivers

Drivers for Girl Scout activities must be at least 21 years of age, have a valid driver's license, carry the minimum insurance required by law and have completed screening procedures for drivers established by the council. Under limited circumstances, drivers between the ages of 18 and 21 may receive a written exception to this requirement from the council and must comply with all conditions specified for such exception.

Girl Scouts like to take trips, and adults who drive them should have a good time too! You'll enjoy your turn at driving, and the parents of the girls will be comfortable about having their girls ride with you, knowing you will follow these guidelines carefully:

1. Be sure your car is in safe condition; with good brakes and tires (including the spare); and that you have enough gasoline. Vehicles should also carry a first aid kit.
2. The leader is ultimately responsible for the safety of the girls. A driver needs to be prepared to show proof of insurance, car registration and driver's license.
3. Everyone (girls and adults) will be transported in vehicles designed by the manufacturer for carrying passengers. Persons will not be transported in campers except in those parts of the vehicle specifically designed to carry passengers. All passengers must wear seat belts at all times. Seat belts should be used as designed, one person per belt.
4. Vans used to carry Girl Scouts should be designed to carry 10 passengers or less. The council does not carry the special permits required for larger vehicles.
5. Arrive at the departure point early enough to allow plenty of time for loading girls and baggage.
6. Observe speed and other traffic laws, not only for safety, but as an example to girls riding with you.
7. The leader will provide drivers with:
  - Appropriate permission/medical release forms for all passengers (girls and adults). In case of an accident, these are necessary to insure prompt treatment.
8. Before leaving, review or explain safety rules:
  - The phone number of the troop's emergency contact person. If you are delayed, call that person, who will notify parents.
  - Directions and map to destination. Be sure you know exactly where you are going. For long trips there should be pre-arranged meeting places along the route. Caravanning (convoy-type travel) is to be avoided.
  - Council emergency card and emergency procedures.
  - Seat belts on at all times
  - Hands and arms inside
  - Noise must be kept at a level acceptable to driver
  - Special rules for your car
9. No volunteer may undertake a role as a Girl Scout member while under the influence of or impaired by any illegal drug or alcohol, nor use or possess it while on council business. A volunteer, using a legally prescribed or over-the-counter drug, must not accept volunteer responsibilities if her/his abilities to perform safely are compromised by the use of the prescribed or over-the-counter drug.
10. The use of tobacco products will not be permitted at any Girl Scout function, except by adults in areas away from children.
11. If an injury requiring treatment occurs, health history record and trip permission slips should accompany a child or an adult to the doctor or hospital.
12. When the trip is over, return permission/medical release forms to the leader.