

# Troop Driver Information

Note: Leader should provide a copy of the *Guidelines for Drivers* below to all drivers

## Driver Information:

Full Name \_\_\_\_\_ Telephone \_\_\_\_\_

Drivers License Number \_\_\_\_\_ Expiration Date \_\_\_\_\_

Year and 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 Greater Los Angeles does not provide any additional coverage for my automobile. I understand *Activity Accident Insurance* coverage (Plan 1) provides coverage through GSUSA's group policy with Mutual of Omaha for the registered Girl Scout Members. Additionally, I have read the guidelines below and agree to adhere to them during all Girl Scout Events and Trips.

Signature: \_\_\_\_\_ Date \_\_\_\_\_

## For Troop Leader Use

Current	Date	Initials
<input type="checkbox"/>	_____	_____
<input type="checkbox"/>	_____	_____
<input type="checkbox"/>	_____	_____
<input type="checkbox"/>	_____	_____
<input type="checkbox"/>	_____	_____
<input type="checkbox"/>	_____	_____
<input type="checkbox"/>	_____	_____

All vehicles shall be covered by no less than the minimum amount of vehicle liability insurance as required by the State of California. The driver must be an adult (21 years of age) with a driver's license valid for the type of vehicle being driven.

**Note: All Drivers of planned Girl Scout field trips and other activities- outside the normal time and place- in which a group will be transported in private vehicles must be a registered Girl Scout and have completed the volunteer screening process.**

## Guidelines for Drivers:

Every driver for Girl Scout activities must be a cleared adult volunteer with a good driving record, a valid driver's license, and a registered/insured vehicle.

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), lights, signals, windshield wipers, horn, and fluid levels; and that you have enough gasoline. Vehicles should also carry a first aid kit, directions, a road map, and a flashlight.
2. The Troop Leader is ultimately responsible for the safety of girls. A driver needs to be prepared to show proof of insurance, car registration, and driver's license.
3. Never transport girls in a flatbed or panel truck, in the bed of a pickup, or in a camper-trailer.
4. All drivers must comply with California requirements for age and weight, as well as the use of infant/child safety seats. All vehicles must have one seat belt for each passenger, and the seat belts must be used. Drivers should always set the example by wearing their seat belt and insisting that their passengers do the same. Keep girls under 12 in the back seats.
5. Passenger vans used to carry Girl Scouts should be designed to carry 12 passengers or less. If a volunteer plans to use a 12 passenger van for Council business, each driver is required to view a safety video produced by Travelers. A link and/or CD-Rom can be provided by program staff prior to each trip.
6. Follow the established rules of the road in your state (following the speed limit, keeping a two-car length between you and the car ahead of you, not talking or texting on a cell phone or other electronic device, etc.)

7. Avoid driving for extended periods at night, when tired, or when taking medications that make you drowsy. Additionally, plan rest stops every few hours. If driving with others, prearrange stopping places along the way. When planning longer trips, arrange for relief drivers.
8. The use, distribution, or possession of illegal drugs or alcoholic beverages is not permitted at Girl Scout events or activities where minor girls are the focus of the event, i.e. troop meetings, outings, or activities, camps, council programs, etc.
9. As role models to Girl Scouts, leaders and volunteers are prohibited from smoking at Girl Scout events or activities where minor girls are the focus of the event, i.e. troop meetings, outings, or activities, camps, council programs, etc.
10. Leaders will provide drivers with:
  - A complete and current troop roster
  - A copy of the Girl Health History form for ALL girls in attendance
  - Adults attending/staying at the activity should carry the green Adult Emergency & Authorization for Treatment card.
  - A copy of the GSGLA emergency procedures including phone numbers (pink card)
  - A copy of an Accident/Incident report
  - Change for parking meters and pay phone (in case of no cell service)
  - Parent permission forms signed by parents for each girl in attendance
  - Itinerary for the current trip
  - Driving directions for the current trip