



P.O. Box 507  
 Charleston, WV 25322  
 304-345-7722  
 www.bdgsc.org

# Troop Driver Information

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

## Driver Information

Full Name		Telephone
Driver's License Number		Expiration Date
Year & Make of Car	Car License Plate	No. of Passenger Seatbelts
Name of Insurance Co.	Policy Number	Expiration Date

Application Date: \_\_\_\_\_

**Drivers must be insured at a level that meets the Ohio insurance minimums. Currently, the minimum levels/accident are: \$7.5K for property damage; \$12.5K for a single death or injury; \$25K 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 for a minimum of two years, carry the minimum insurance required by law and complete a volunteer application. GSBDC wishes for all drivers to also receive a background check. Under limited circumstances, drivers between the ages of 18 to 21 may receive a written exception to this requirement from the council and must comply with all condition 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 tire; 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 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 vehicles 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.
  - 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 is to be avoided.
  - Council emergency card and emergency procedures.
8. Before leaving, review or explain safety rules:
  - 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 and other non-smoking adults.
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.

