



girl scouts  
of northern california  
With offices in: Alameda, Chico, Eureka, Red Bluff,  
Redding, San Jose & Santa Rosa  
(800) 447-4475 | Fax:(510) 633-7925

info@GirlScoutsNorCal.org  
www.GirlScoutsNorCal.org

# Troop Driver Information Form

**Do not return this form to council.**

**Troop driver:** Complete upper portion, retain the lower portion of the form, sign and agree to follow the guidelines. Update this form if insurance, registration or vehicles change.

**Troop leader:** Retain the upper portion of this form.

In signing this form, I acknowledge that I am a registered volunteer and have a completed and cleared electronic background check on file with GSNorCal. I also acknowledge the information is current and agree to the guidelines for drivers below.

## Driver Information:

Full Name		Mobile Phone Number
Driver's License Number		Expiration Date
Primary Vehicle Year & Make of Car	License Plate #	No. of Passenger Seatbelts
Secondary Vehicle Year & Make of Car	License Plate #	No. of Passenger Seatbelts
Name of Insurance Co.	Policy #	Expiration Date

I understand that my own automobile insurance policy is primary and the Girl Scouts of Northern California does not provide any additional coverage for my automobile.

**Signature**

**Date**

✂Cut along dotted line

Reference additional guidelines for drivers in Volunteer Essentials: Safety Chapter <http://ve.girlscoutsnorcal.org/ve/>

## 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, be a registered Girl Scout and have a completed electronic background check on file with GSNorCal.

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. Drivers must be insured at a level that meets the CA Responsibility Law. 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.
2. Be sure your car is in safe condition; with good brakes and tires (including the spare); and that you have enough gasoline. All vehicles should carry a first aid kit and flashlight.
3. The leader is ultimately responsible for the safety of the girls. Drivers should ensure the troop leader has up-to-date proof of insurance, car registration and driver's license.
4. 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.
5. Vans used to carry Girl Scouts should be designed to carry 10 passengers or less. Anyone who is driving a vehicle with 12 passengers must also possess a Class B driver's license. 15 passenger vans or larger are not allowed.
6. Arrive at the departure point early enough to allow plenty of time for loading girls and baggage.
7. Observe speed and other traffic laws, not only for safety, but as an example to girls riding with you.

8. The leader will provide drivers with:

- Appropriate permission/health history 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. The troop leader should activate the phone tree if you are delayed or have an accident/emergency.
- 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.

9. Before leaving, review or explain safety rules with passengers:

- 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

10. No volunteer may drive or supervise girls while under the influence of or impaired by any illegal or over-the-counter drug, alcohol, or controlled substance, nor possess it while participating in any Girl Scout activity.

11. The use of tobacco products will not be permitted while driving girls or at any Girl Scout function, except by adults in areas away from children.

12. If an injury requiring treatment occurs, health history form should accompany a child or an adult to the doctor or hospital.

13. When the trip is over, return the trip folder containing the permission form/health history forms to the leader.