



Troop Driver Information Form

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

I have completed the online Troop Driver course and its prerequisites found in the *Volunteer Learning Portal* (<https://training.gsnorcal.org>)

_____		_____
Full Name		Cell Phone Number
_____		_____
Driver's License Number		Expiration Date
_____		_____
Primary Vehicle Year & Make of Car	_____	_____
	License Plate #	# of Passenger Seatbelts
_____		_____
Secondary Vehicle Year & Make of Car	_____	_____
	License Plate #	# of Passenger Seatbelts
_____		_____
Name of Insurance Company	_____	_____
	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 vehicle.

Signature: _____ **Date:** _____

----- ✂ Cut along this dotted line -----

Reference additional guidelines for drivers in Volunteer Essentials: *Safety-Wise*
(<https://www.gsnorcal.org/en/for-volunteers/VolunteerEssentials/safety.html>)

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 and cleared 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/guardians of the girls will be comfortable about having their girls ride with you, knowing you will follow these guidelines carefully:

- Per California Insurance Code §11580.1b, drivers must be insured at a level that meets the CA Responsibility Law. The minimum levels/accident insurance are: \$5K for property damage; \$15K for single death or injury; \$30K for death or injury to more than one person.
- Be sure your car is in safe condition; with good brakes and tires; and that you have enough gasoline and/or fully charged (in the case of hybrid or electric vehicles). All vehicles should carry a first aid kit and flashlights.
- 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.
- 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 at a time. Children under 8 years old and under 4'9" in height must be secured in a car seat or booster seat in the back seat of the vehicle. (California Vehicle Code Section 27363.) In addition, children under 12 must be in a rear seat (may not ride in a front seat because of air bags).
- 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 (California Vehicle Code Section 233)
- Arrive at the departure point early enough to allow plenty of time for loading girls and baggage.
- Observe speed and other traffic laws, not only for safety, but as an example to girls riding with you.
- 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 ensure 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, GPS, or map to the 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 the GSNorCal Emergency Management Plan, provided with approval letter sent for your troop's trip or high-adventure.
- Before leaving, review or explain safety rules with passengers:
 - Seat belts on at all times.
 - Noise must be kept at a level acceptable to driver.
 - Special rules for your car.
- 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, including medical marijuana, nor possess it while participating in any Girl Scout activity.
- The use of tobacco products, including vaping, will not be permitted while driving girls or at any Girl Scout function except by adults away from children.
- If an injury requiring treatment occurs, the health history form should accompany a child or an adult to the doctor or hospital.
- When the trip or high-adventure is over, return the trip folder containing the permission forms/health history forms to the troop leader.