



## Troop Driver Information

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

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

**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: \_\_\_\_\_

\*Drivers must be insured at a level that meets the West Virginia insurance minimums. Currently, the minimum levels/accident are: \$10K for property damage; \$20K for a single death or injury; \$40K 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:
  - a. Appropriate permission/medical release forms for all passengers (girls and adults). In case of an accident, these are necessary to insure prompt treatment.
  - b. The phone number of the troop's emergency contact person. If you are delayed, call that person, who will notify parents.
  - c. 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.
  - d. Council emergency card and emergency procedures.
8. Before leaving, review or explain safety rules:
  - a. Seat belts on at all times
  - b. Hands and arms inside
  - c. Noise must be kept at a level acceptable to driver
  - d. 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.

### **Criminal Offenses** (*From Volunteer Policies Section 2:03*):

If Girls Scouts of Black Diamond learns that an applicant or volunteer has been convicted of, has pleaded guilty to, or has pleaded no contest to a misdemeanor or felony under a court of law, the following shall apply:

- For crimes against children, offenses against persons, offenses against the family, crimes involving weapons, arsons, any violent crime or drug-related

offense, the person will not be allowed to volunteer or serve in any official volunteer capacity. Girl Scouts of Black Diamond reserves the right to consider applicants on a case-by-case basis.

- Registered Sex Offender Policy – Registered sex offenders are expressly prohibited from serving for any volunteer position at Girl Scouts of Black Diamond. A registered sex offender in the household is not cause for automatic disqualification of the applicant. Girl Scout troop meetings may not be held in, nor troop records or personal information on Girl Scouts be stored in, a residence where a known sex offender lives.
- For one DWI, DUI or possession of marijuana under two ounces, in the past five years, then the decision whether to allow service shall be within the absolute and exclusive discretion of the Chief Executive Officer. Other than a first offense the disposition of which occurred five or more years earlier, that person shall not be allowed to volunteer or serve in any official volunteer capacity.
- Any person convicted in the past five years of shoplifting, fraud, false pretense, embezzlement, worthless checks or related offenses will be restricted from the management of Girl Scout money. At the discretion of the Chief Executive Officer, persons convicted of such offenses shall not be allowed to volunteer or serve in any capacity.
- For any other criminal offenses, regardless of whether it is classified as a felony or as a misdemeanor, including driving violations, that person shall have his or her case reviewed on a case-by-case basis. The decision whether to allow a person to volunteer or give service or have restricted service shall be within the absolute discretion of the Chief Executive Officer. The addition of references may be necessary in some cases.

**Traffic Violations** (*From Volunteer Policies Section 2:04*):

Any volunteer driving Girl Scout passengers and/or driving vehicles owned/rented by Girl Scouts must have had a valid driver's license for a minimum of two years. If the volunteer driver has had any traffic violations, the following applies.

- With 2-4 years total driving experience: no more than one ticket or at-fault accident during that period.
- With 5-9 years driving experience: no more than two tickets or two at-fault accidents during that period.
- With 10 or more years' experience: no more than two tickets and one at-fault accident or two at-fault accidents and one ticket during that time period.
- No convictions of reckless driving in the past 10 years.
- No suspension of driving privileges in the past 10 years due to a moving violation (a suspension for failure to appear does not count).

I have read the Volunteer Position Outline and agree to carry out my responsibilities as described. If for any reason I am unable to perform any of my responsibilities, the Council has the right to change my volunteer status. I will

