



Request for Authorization to Rent or Charter a Vehicle(s)

6601 Elvas Avenue Sacramento, CA 95819 • t 916.452.9181 • f 916.452.9182

girlscoutshcc.org

Individuals may rent or charter a vehicle in the name of the council with prior written approval. To obtain such approval, submit this form to the council office (6) weeks in advance of the scheduled trip.

A Certificate of Insurance (proof of insurance) from the owner or lessor must be on file with the Program Center for all rented or chartered vehicles. It is the renter's responsibility to provide or obtain proof of the company's liability insurance (Certificate of Insurance) and amount (\$1 million). Authorization will not be given by the council until a certificate is received.

Trips lasting more than 2 nights or including non-registered participants will not be approved unless additional Girl Scout activity insurance is obtained. Additional insurance is purchased through the council registrar. Read *Volunteer Essentials* "Transporting Girls" section for restrictions on vehicle size.

**MAIL COMPLETED REQUEST TO: Trip Specialist - Girl Scouts HCC
6601 Elvas Ave.
Sacramento, CA 95819**

Part A: To be completed by all applicants

Destination: From _____ To _____
Dates of Trip: From _____ To _____
of Participants: Registered Girls _____ Registered Adults _____ Non Girl Scouts _____ Program Level _____
Additional Girl Scout activity insurance obtained Yes / No _____ When? _____
Person renting/chartering vehicle _____ Troop # _____
Address _____ City _____ Zip _____
Day phone (_____) _____ Evening phone (_____) _____

Part B: Complete for the rental of vehicles without drivers (cars, vans)

Type of vehicle to be rented _____ # of vehicles _____
of seat belts in each vehicle: Vehicle 1 _____ Vehicle 2 _____ Vehicle 3 _____
Name of Rental Company _____ Phone number (_____) _____
Address _____ City _____ State _____ Zip _____
Yes / No Renters/Driver's personal collision insurance covers rental (see above)
Yes / No Collision insurance purchased from rental agency (see above)
_____ Minimum age of drivers required by rental agency

For all potential drivers, a copy of the following must be attached:

- A copy of each drivers' current California driver's license (council office will do a DMV check)
- Proof of personal automobile insurance coverage

Part C: Complete if chartering a vehicle with driver (bus, limo)

Type of vehicle being chartered _____ # of seats available _____
Name of agency _____ Phone number (_____) _____
Address _____ City _____ State _____ Zip _____

Terminal rating of vehicle(s) given by Highway Patrol: (within the past 9 mos.)
Satisfactory _____ Unsatisfactory _____ Date of rating _____

Yes / No Is bus SPAB (School Pupil Activity Bus) approved?
Yes / No Will drivers be School Bus Certified?
Yes / No Certificate of insurance attached (request from company - see above)

FOR OFFICE USE ONLY:

Certificate of Insurance	Yes / No	Date received _____	
Copy of drivers licenses	Yes / No	Proof of personal insurance: Yes / No	
		DMV clearance obtained: Yes / No	Date _____
Council action:	Approved _____	By _____	Date _____
	Denied _____	Reason _____	
		By _____	