

Troop #: \_\_\_\_\_

## One Driver Authorization Form per Driver

I, (complete name) \_\_\_\_\_, will be using my car to transport Girl Scouts.

The following must be factual and completed in order to transport girls other than your own child(ren):

- |  |                          |
|--|--------------------------|
|  | <b>YES</b>               |
| 1. I am at least 21 years of age.  | <input type="checkbox"/> |
| 2. I am a current member of Girl Scouts of the USA.  | <input type="checkbox"/> |
| 3. I have a current eligible criminal background check (CBC). Leader must verify on Troops tab of MyGS   | <input type="checkbox"/> |
| 4. I have a valid driver's license. Lic. # _____ Exp. date _____   | <input type="checkbox"/> |
| 5. My vehicle is currently registered.   | <input type="checkbox"/> |
| Vehicle license plate: _____ Vehicle make: _____ model: _____ year: _____  |                          |
| If you have a second vehicle you would like to drive, complete this:   |                          |
| Vehicle license plate: _____ Vehicle make: _____ model: _____ year: _____  |                          |
| 6. Vehicle(s) above is (are) currently insured.  | <input type="checkbox"/> |
| Insurance carrier: _____ Policy #: _____   |                          |
| 7. I have no more than one point logged against my driving record by the DMV.  | <input type="checkbox"/> |
| 8. I will abide by the Checklist for Drivers, on page 2 of this form, which includes, but is not limited to, use of seat belts, my car being in safe condition, etc. | <input type="checkbox"/> |

**I certify that all information above is true and complete. I will fill out a new authorization if information changes.**

Signature of driver: \_\_\_\_\_ This form is valid *after* the troop leader has signed it.

### To be completed by troop leader:

I will take this form on troop trips/travel. At-home emergency contact will have a copy/snapshot of this form.  
I will update each year by reviewing this form with each driver and adding initials and date below.  
I viewed proof of insurance, current driver's license and registration, also CBC expiration date on Troops tab of MyGS.  
These forms are for troop use only.

Troop leader's complete name: \_\_\_\_\_ Service unit # \_\_\_\_\_

Leader's signature: \_\_\_\_\_ (Troop leader signature) \_\_\_\_\_ (Date) \_\_\_\_\_ 2<sup>nd</sup> year-initials & date \_\_\_\_\_ 3<sup>rd</sup> year-initials & date

Troop #: \_\_\_\_\_

Driver: Keep this page for your records

## Checklist for Drivers

- Drivers must be at least 21 years of age, have a current eligible criminal background check on file with Girl Scouts Heart of Central California, a valid driver's license, carry the minimum insurance required by law and be a registered Girl Scout.
- 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 occupants in a private passenger motor vehicle must wear seat belts at all times, one person per belt AND drivers ensure girls sit in a child safety seat as mandated by state law.
- Drivers must follow the specific vehicle manufacturer guidelines for the safe use of airbags.
- Be sure your car is in safe condition with good brakes and tires (including the spare) and you have enough gasoline. Check the lights, signals, tires, windshield wipers, horn and fluid levels before each trip.
- Plan rest stops every few hours and avoid driving for extended periods at night. When planning longer trips, arrange for relief drivers.
- 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.
- Girl Scout policies: Smoking in a vehicle is prohibited while transporting girls; this includes e-cigarettes and vaping devices. Alcoholic beverages are prohibited at any Girl Scout function where the main objective is girl program. Firearms and explosive devices are not permitted at any Girl Scout function.
- Keep all necessary papers up to date and on hand, including, but not limited to: your driver's license, vehicle registration and insurance coverage.
- Drivers must have at-home emergency contact and council emergency phone numbers, health forms for all girls and adults riding in the vehicle and emergency procedures.
- Be sure you know exactly where you are going. Keep directions and a road map in the car, along with a first-aid kit and a flashlight. If there is no cell signal you can't rely on your GPS.
- Before leaving, explain safety rules:
  - seat belts on at all times (check to see that they fit properly)
  - hands and arms inside
  - noise must be kept at a level acceptable to you
  - special rules for your car
- Observe speed and other traffic laws, including the use of cell phones and earbuds. Some additional guidelines include: keeping a two-car-length distance between you and the car ahead of you and turning your lights on when your windshield wipers are on.
- Vehicles should be kept a safe distance apart if traveling together. It is not recommended that vehicles travel by convoy.
- If an injury requiring treatment occurs, health form should accompany a child/adult to the doctor or hospital.
- When the trip is over, return permission/health forms to the leader.