



Driver Information Guidelines

Driver: Review guidelines on pages 1 and 2. Sign to agree and return page 3 to the volunteer in charge of the activity or outing such as Troop Leader, Service Unit Manager, etc... Retain pages 1 and 2 for your records. Update page 3, as necessary, if insurance, registration or vehicles change.

Activity/Event Leader: Retain page 3 for all Drivers for activities or outings. The Council office does not need copies.

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 background check on file with GSofSI.

Girl Scouts like to take trips, and adults who drive them should have a good time too but have a responsibility to do so in a safe and reliable manner. Parents/guardians of the girls will be comfortable knowing that their girls are riding with you when you have agreed to follow these guidelines carefully:

1. Always carry the state of Illinois minimum amount of automobile insurance required by law.
2. 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.
3. The leader is ultimately responsible for the safety of the girls. Drivers should ensure the activity/outing 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 always wear seat belts. Seat belts should be used as designed, one person at a time. Children must be restrained according to IL state car seat laws.
5. Arrive at the departure point early enough to allow plenty of time for loading girls and baggage.

6. Observe and other traffic laws, not only for safety, but as an example to girls riding with you.

7. 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 phone tree. If you are delayed or have an accident/emergency, this will need to be activated
- 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 contact information

8. 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.

9. 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.

10. 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.

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

12. When the trip or high-adventure is over, return the trip folder containing the permission forms/health history forms to the troop leader.



Driver Information Form

(Form should ultimately be retained by Troop Leader or Service Unit Manager in cases of a Service Unit event. Council does not need copies of this form.)

Driver Information

Full Name

Cell Phone Number

Driver's License #

Expiration Date (MM/DD/YYYY)

Vehicle Year and Make of Car License

Plate #

Of Seatbelts

2nd Vehicle Year and Make of Car License

Plate #

Of Seatbelts

Name of Insurance Co.

Policy #

Expiration Date

Insurance Co. Phone #

I have read and meet the Driver Information Guidelines. I also understand that my own vehicle insurance policy is primary, and the Girl Scouts of Southern Illinois does not provide any additional coverage for my vehicle.

Signature

Date