girl scouts of eastern pennsylvania

GIRL SCOUTS OF EASTERN PENNSYLVANIA
VOLUNTEER DRIVER FORM

Guidelines for Volunteer Drivers

All adults assuming responsibility for driving during Girl Scout activities must be at least 21 years of age, be registered adult Girl Scout member, have a valid driver's license, carry the minimum insurance required by law and have successfully completed the volunteer application process and background screening within the past three years without any restrictions.

When driving girls, please follow the below guidelines carefully:

1. The car is in safe condition; with good brakes and tires (including the spare); and that you have enough gasoline. Vehicles should also carry a first aid kit, and emergency procedures card.
2. A driver needs to be prepared to show current proof of vehicle insurance, vehicle 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 vehicle 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. Adhere to Pennsylvania State laws regarding booster seats and requirements for children in rear seat (http://www.dmv. state.pa.us/ pdotforms/pa_driversmanual / chapter_5.pdf)
4. Vans used to carry Girl Scouts should be designed to carry 10 passengers or less. The use of a 15 passenger van to transport Girl Scouts is prohibited. While the lease of a 12 passenger van is NOT RECOMMENDED, if a 12 passenger van is the only option available, the driver should have driver training/experience related to 12 passenger vans.
5. Observe speed and other traffic laws in your state and in any other state in which you are driving, for safety and as an example to girls riding with you.
6. Avoid caravanning, or traveling as a group of vehicles in single file. Travel at a safe distance within visibility of the group's other vehicles but not in single file.
7. Adult to girl ratio for travel and trips must be followed:
   - The entire group must consist of at least two unrelated, approved adult volunteers. At least one volunteer must be female.
8. Arrive at the departure point early enough to allow plenty of time for loading girls, adults, and baggage.
9. Before leaving, review or explain safety rules to passengers:
   - Seat belts on at all times
   - Hands and arms inside
   - Noise must be kept at a level acceptable to driver
   - Special rules for your car
10. Each vehicle shall carry passenger Health Histories and Permission Slips.
11. Volunteers are prohibited from smoking in the presence of girls and/or during any Girl Scout activity.
12. 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.

The Troop/Group Leader will provide drivers with:

- Appropriate permission/medical release forms for all passengers (girls and adults).
- The phone number of the troop/group's emergency contact person.
- Directions and map to destination.

The Troop/Group Leader:

- Is responsible for the overall safety of the girls.
- Will follow council emergency procedures.
- Leader retains Volunteer Driver Form.

DRIVER INFORMATION:

Full Name and address as it appears on Drivers License:

Cell Phone:

Number of passenger seat belts:

DRIVER QUALIFICATIONS:

❒ Driver has a current valid Drivers' License and auto insurance required by the state of Pennsylvania.

❒ Driver's own automobile insurance is primary. Girl Scouts of Eastern Pennsylvania does not provide additional coverage for automobiles.

❒ Driver is a registered adult Girl Scout member and successfully completed the Volunteer Application Process and Background Screening within the past three years without any restrictions and has read and agrees to follow the Guidelines for Volunteer Drivers.

Driver Signature Date