

# TROOP DRIVER INFORMATION

**Troop Driver:** Complete upper portion, retain the lower portion of the form, sign and agree to follow the guidelines. Update this form if insurance, registration or vehicles change

**Troop Leader:** Retain the upper portion of this form.

In signing this form, I acknowledge that I am a registered volunteer and have a completed and cleared electronic background check on file with Girl Scouts of Hawai'i. I also acknowledge the information is current and agree to the guidelines for drivers below.

☐ I have completed the online Troop Driver course and its prerequisites found through myGS in the gsLearn module.

DRIVER INFORMATION			
Full Name		Main Phone	
Drivers License State and #		Expiration Date	
Primary Vehicle Year/Make/Model			
Number of Seat belts		License Plate #	
Secondary Vehicle Year/Make/Model			
Number of Seat belts		License Plate #	
Insurance Company		Policy #	
Expiration Date		Insurance Contact Phone	

☐ I understand that my own automobile insurance policy is the primary coverage. Girl Scouts of Hawai'i does not provide any coverage for my vehicle

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

✂ Cut along this dotted line

## Guidelines for Drivers

Reference additional guidelines for drivers in [Volunteer Essentials](#). Links for all forms are under Safety on our [Volunteer Resources/Forms](#) page. 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 electronic background check on file with GSH. Girl Scouts like to take trips, and adults who drive them should have a good time too! You'll enjoy your turn and the parents/guardians of the girls will be comfortable about having their girls ride with you, knowing you will follow these guidelines carefully:

- Per Hawai'i Insurance Code, drivers must be insured at a level that meets HI responsibility requirements. Please refer to the [Department of Commerce and Consumer Affairs](#) for guidance. Do not include limits as those are subject to change and we do not want to have to make sure the form is accurate at all times.
- All motor vehicles must be licensed with a valid safety inspection in the state of Hawai'i.
- The leader is ultimately responsible for the safety of the girls. Drivers should ensure the troop leader has up-to-date proof of insurance, car registration, and driver's license.
- Groups traveling in one vehicle, must have at least two unrelated, approved adult volunteers, one of whom is female. If there is more than one vehicle, the entire group must consist of at least two unrelated, approved adult volunteers, one of whom is female. Care should be taken so that a single car is not separated from the group for an extended length of time. In addition, the girl-volunteer ratios noted in [Volunteer Essentials](#) must be followed.
- 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 wear seat belts at all times. Seat belts should be used as designed, one person at a time. Children under 8 years old and under 4'9" in height must be secured in a car seat or booster seat in the back seat of the vehicle.
- Vans used to carry Girl Scouts should be designed to carry 10 passengers or less. Anyone who is driving a vehicle with 12 or more passengers must refer to the [Hawaii Department of Transportation License](#) requirements for additional restrictions based on the size and type of vehicle.
- Arrive at the departure point early enough to allow plenty of time for loading girls and baggage.
- Observe speed and other traffic laws, not only for safety, but as an example to girls riding with you.
- The leader will provide drivers with:
  - Appropriate **permission/health history forms** available on our [forms page](#) 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 troop leader should activate the phone tree if you are delayed or have an accident/emergency.
  - 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 card](#) and the GSH Emergency Procedures available on our website in [Safety Activity Checkpoints](#).
- 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.
- 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.
- 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.
- If an injury requiring treatment occurs, the [girl](#) or [adult health history form](#) should accompany any one going to the doctor or hospital.
- When the trip or high-adventure is over, return the trip folder containing the permission forms/health history forms to the troop leader.