

To ensure the safety of all Girl Scout members, this form must be completed annually by each approved volunteer that will transport girls or other volunteers. Approved volunteers must also be registered Girl Scout members and have a background check on file prior to transporting members.

The Troop Leader should retain this form for one year. In the event of an accident (minor or major), this form and the accident/incident report form must be submitted to Girl Scouts Western Oklahoma Council within 24 hours of the incident.

- All vehicles, including rentals, used to transport Girl Scouts must meet the requirements of Oklahoma statutes as to condition and insurance coverage (\$25,000 bodily injury per person, \$50,000 bodily injury per accident as of April 1, 2005). Drivers must be 21 years of age or older with a valid driver's license and a good driving record.
- For trips or camping of three nights or longer, or a round trip distance of 350 miles or more, a minimum coverage of \$50,000 per person and \$100,000 per accident is required. (A higher level of \$100,000/\$300,000 is recommended). In case of accident, the owner's vehicle insurance is primary.
- Driving records that indicate the following conditions would classify an operator as unacceptable to operate a vehicle:
 - conviction of driving while under the influence of alcohol or drugs within a five-year period from current date;
 - suspended or invalid driver's license.

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| Troop/Group # _____ Service Unit # _____ Leader _____ | | |
| Name of Driver _____ Driver's License # _____ | | |
| Address _____ | | Phone _____ |
| Vehicle Year, Make, Model, Color _____ Tag # _____ # Seatbelts _____ | | |
| I affirm that my vehicle meets Oklahoma and Girl Scouts Western Oklahoma, Inc. insurance requirements and certify that I have a driving record acceptable for transporting Girl Scouts. | | |
| Driver's Signature _____ | | Date _____ |