



# Driver Information Record

Troop/Group Leaders and Trip Advisors: Use of this form is optional. It is a resource to help you coordinate drivers for trips and ensure they are fully aware of their responsibilities as a driver. Keep a copy of this form with you on the trip.

\_\_\_\_\_  
Full Name of Driver

\_\_\_\_\_  
Cell Phone #

\_\_\_\_\_  
# of Seatbelts

\_\_\_\_\_  
Make & Model of Vehicle

\_\_\_\_\_  
Year of Vehicle

\_\_\_\_\_  
License Plate #

### Troop/Group Leader or Trip Advisor Use Only

*\*Before each trip, check that the driver has a valid license, registration, and insurance.*

Date      Lic.    Reg.    Ins.    Initial  
\_\_\_\_\_  
         \_\_\_\_\_

I understand the Guidelines for Drivers below, and that my own automobile insurance is primary and that Girl Scouts of Colorado does not provide any additional coverage for my automobile.

\_\_\_\_\_  
Signature of Driver

\_\_\_\_\_  
Date

### 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, and be prepared to show proof of insurance, car registration and driver's license.
- Your car must be in safe condition; with good brakes and tires (including the spare); and have a first aid kit.
- Everyone must be transported in vehicles designed by the manufacturer for carrying passengers. Persons may not be transported in campers except in those parts of the vehicle specifically designed to carry passengers.
- Vans used to carry Girl Scouts should be designed to carry 10 passengers or less.
- All passengers must wear seat belts at all times. Seat belts should be used as designed, one person per belt.
- 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.
- Before leaving, review safety rules: seat belts on at all times; keep hands and arms inside; noise must be kept at a level acceptable to driver; special rules for your car.
- Talking or texting on a cell phone is not allowed when transporting girls to Girl Scout field trips and other activities.

### Make sure the Troop/Group Leader or Trip Advisor provides you with:

- Directions and map to destination. Be sure you know exactly where you are going. For long trips there should be pre-arranged meeting places along the route. Caravanning is to be avoided.
- Permission/medical release forms for all passengers (girls and adults). In case of an accident, these are necessary to insure prompt treatment. If an injury requiring treatment occurs, these forms should accompany a child or an adult to the doctor/hospital. Return these forms to the leader after the trip.
- The phone number of the troop/group's emergency contact person to call if you are delayed.
- Council emergency card and emergency procedures.