

## PROCEDURES FOR VOLUNTEERS USING VEHICLES IN GIRL SCOUTING

### Use of Personal Vehicles for Transporting Girls for Girl Scout Activities and Trips and for Girl Scout Council Business

When a volunteer uses his or her own personal vehicle to transport girls for group activities and trips, for transporting Girl Scouts at camp, etc. these guidelines apply:

1. It is the responsibility of the individual to maintain appropriate insurance coverage for his or her vehicle. It is also the responsibility of the individual to maintain the appropriate driver's license in accordance with state requirements and to keep his or her vehicle in proper working order, including annual state inspections. See *Safety-Wise*, Chapter 5, "Private Passenger Vehicles," page 58.
2. In the event of an accident, the individual must notify the staff advisor/supervisor as soon as possible and a written report (Form 1089, "Accident, Incident, and Crisis Report") must be submitted. Failure to report an accident may jeopardize coverage through the council policy. If there are injuries as a result of the accident, other insurance filings may be necessary (i.e., United of Omaha activity coverage, etc.).
3. If the automobile accident results in a lawsuit, and liability claims are in excess of the individual's insurance, the council's liability coverage may be accessed. The council's auto insurance does not include physical damage for vehicles it does not own or has not rented/hired/borrowed.

### Rented/Borrowed Vehicles

Volunteers may need to rent or borrow vehicles for various purposes. Three situations are described below, each with slightly different requirements:

#### 1. Charter Vehicles

Definition of a Charter Vehicle: A group hires a vehicle with a commercial driver provided by the charter company, and the vehicle is used only by the group, i.e., is not open to the public. For example, charter bus requirements apply when a Junior troop and their parents hire a Juliette Bus to take them to Disney World and back. Juliette Bus Co. supplies the vehicle and the bus driver and reserves the entire bus for the group. The group specifies the schedule, and a standard fee is charged for the entire trip.

Conversely, charter bus requirements do not apply when a troop and its leaders purchase individual tickets for seats on a Greyhound bus to go to Savannah. While Greyhound does supply the vehicle and bus driver, the group has not reserved the entire bus, and Greyhound may sell the other seats to members of the public. The group does not set the schedule and pays only for the seats used. Greyhound is an example of a commercial carrier/public conveyance, as is an airline or a train. Since the group does not reserve the entire vehicle, there is no contract. Since public conveyances are regulated by the federal and state governments, there is no requirement for the council to request proof of insurance. See *Safety-Wise*, Chapter 5, "Choosing Transportation," page 57.

#### Requirements for Chartering a Vehicle:

- A. Choose a charter company from GSVSC's list of approved providers. A listing is available from service unit managers, membership services managers, or on the council website at [www.gsvsc.org](http://www.gsvsc.org) under forms.
- B. The group leader negotiates the fee and sets the schedule but must submit the charter agreement/contract to the director of outdoor program for approval and signature. The contract must be in the name of "Girl Scouts of Virginia Skyline Council, Inc." rather than in the individual's name. The contract should be submitted at least two weeks prior to the departure date. It is helpful for the leader to call the director of outdoor program prior to mailing or faxing the contract so that she may be expecting it. The phone number is 540-777-5121 or 800-542-5905, ext. 121; the fax number is 540-777-1151.

## 2. Vehicles Rented from a Rental Agency

Definition of Rental Agency Vehicles: A troop or group rents a car or van from a commercial rental agency without a driver, and a member of the group drives the vehicle.

Requirements for Renting a Vehicle:

- A. The troop or group leader negotiates the fee with the rental agency and is authorized to sign the rental agreement/contract. A copy of the contract must be sent to the council headquarters to the attention of the finance specialist as soon as possible following receipt of the contract. (Some rental agencies will provide the contract in advance, and some will not have it available until the vehicle is picked up.) The contract must be in the name of "Girl Scouts of Virginia Skyline Council, Inc." rather than in the individual's name. If the rental agency requires the individual's name, provide it with the stipulation "on behalf of Girl Scouts of Virginia Skyline Council, Inc." The contract should also contain the vehicle identification number. Notify the finance specialist prior to mailing or faxing a copy of the contract so that she may be expecting it. The phone number is 540-777-5127 or 800-542-5905, ext. 127; the fax number is 540-777-5157.
- B. The rental agency will offer physical damage insurance coverage for the rental vehicle for an additional fee. Select this coverage so that in the event of an accident or if damage to the vehicle occurs, there is no additional cost to the vehicle renter (i.e., troop or group).
- C. The rental company may require proof of the council's insurance. If so, two weeks prior to the date of the use of the vehicle, submit the GSVSC Request for Insurance (#1040) to the headquarters operations assistant. The phone number is 540-777-5100 or 800-542-5905, ext. 100; the fax number is 540-777-1151.

## 3. Vehicles Borrowed with No Formal Contract

Definition of Borrowed Vehicles: When a group borrows a car or van without cost or a written contract from a private individual or organization (such as a church or school), with or without a driver.

Requirements for Borrowing a Vehicle:

- A. Notify the finance specialist at least two weeks prior to the use of the vehicle by completing form #2265, which provides the owner's name and address, name of the contact person (if the owner is an organization), dates the vehicle is to be borrowed, serial number and description of the vehicle, seating capacity, and destination/purpose of the trip. The phone number is 540-777-5127 or 800-542-5905, ext. 127; the fax number is 540-777-5157.
- B. The group leader must request that the person or organization provide a certificate of insurance, which must include their insurance carrier's name and the limits of liability. (The person/organization can obtain it from their insurance agent.) The certificate should be mailed or faxed to the attention of the finance specialist and must be received before the vehicle can be borrowed. The mailing address is: Girl Scouts, 3663 Peters Creek Road, NW, Roanoke, VA 24019. The fax number is 540-777-5157 .

**If an accident occurs involving a chartered, rented, or borrowed vehicle, the leader must notify the staff advisor/supervisor as soon as possible and a written report (Form 1089, "Accident, Incident and Crisis Report") must be submitted. Failure to report an accident may jeopardize coverage through the council policy. If there are injuries as a result of the accident, other insurance filings may be necessary (i.e., United of Omaha activity coverage, etc.).**