

GIRL SCOUTS OF VIRGINIA SKYLINE COUNCIL

**INFORMATION NEEDED ON VEHICLES AND DRIVERS**

When personal vehicles are used to transport girls or adults to and from program activities or for emergencies during the camp/event the "Information Needed ...#2265 form" must be completed and turned into the director in advance. The director must review the form before the vehicle is used for the camp/event.

The forms must be turned into the staff advisor at the conclusion of the camp/event with the final report. In the event the driver or vehicle is involved in an accident or incident, the form must be attached to the Accident, Incident & Crisis Report Form.

1. **VEHICLE INFORMATION:** Complete for any leased vehicle use where there is no formal (written) lease agreement OR when using vehicles of volunteers to transport girls/adults during a council event or camp. Vehicles used to transport girls/adults must have at least the minimum insurance coverage required by the state of Virginia.

Name of Owner:		
Address:		
City:	State:	Zip:
Description of Vehicle:		
Serial Number:		
Seating Capacity(# of seat belts; buses excluded):	Date of Last Inspection:	
Date vehicle will be used:	For Event/Camp:	
Insurance Company:	Policy No.	
Local Agent:	Phone #: ( ) -	
Does your insurance coverage meet Virginia state minimums? <input type="checkbox"/> Yes <input type="checkbox"/> No		
Signature of Vehicle Owner:		Date:

- II. **DRIVER INFORMATION:** Complete for all drivers of leased vehicles where no driver is provided or drivers of volunteer's vehicles used to transport girls/adults during a council event/camp.

Name:		
Address:		
City:	State:	Zip:
Drivers License Issued by State of:	License #:	Expiration Date:
Date of Birth:	Are you a registered Girl Scout? <input type="checkbox"/> Yes <input type="checkbox"/> No	
Do you have a good driving record? <input type="checkbox"/> Yes; <input type="checkbox"/> No; If no, explain:		