

TRANSPORTATION SAFETY CHECKLIST

Date	Initials	
		Procedures for Volunteers Using Vehicles in Girl Scouting (<i>Volunteer Essentials</i> , Chapter 4) are reviewed and followed.
		Collect information on Vehicles and Drivers with form #2265 for Volunteers driving for program.
		Passengers in cars/vans have a seat with a seatbelt.
		Vehicles are operated by adults with a valid license for the type and size of vehicle used.
		The number of passengers does not exceed the intended passenger limits of the vehicle.
		There is adequate space for luggage and equipment to be stowed securely.
		Vehicles are used for their intended purpose.
		Trucks and similar vehicles used to transport equipment and supplies are not used to transport anyone in the area designated for cargo.
		Trailers or other towed vehicles are not used to transport passengers. Exception: Vehicles that are designed for hauling and are in good condition may be used for hayrides on private property or for floats in parades. (See also: Safety Activity Checkpoints)
		Vehicles designed primarily to serve as recreational homes are used to transport only the number of persons for which there are specially designed passenger seats.
		Applicable Safety Activity Checkpoints have been reviewed
		A procedure is in place for a documented check of the following before the vehicle is used to transport girls:
		<input type="checkbox"/> current state inspection
		<input type="checkbox"/> first aid kit
		<input type="checkbox"/> lights
		<input type="checkbox"/> tires
		<input type="checkbox"/> windshield wipers
		<input type="checkbox"/> emergency warning systems
		<input type="checkbox"/> horn
		<input type="checkbox"/> oil level
		<input type="checkbox"/> coolant level
		<input type="checkbox"/> spare tire, jack, tire-changing tools, and instructions on how to change a tire
		<input type="checkbox"/> reflective device
		<input type="checkbox"/> fire extinguisher
		<input type="checkbox"/> flashlight with operable batteries

BUSES

Date	Initials	
		Contracts for charter vehicles are signed by the GSVSC CEO or designee.
		A current certificate of insurance was requested and is on file at the council office.
		A chaperone accompanies participants on the bus.
		A list of campers is both on the bus and at camp.
		A first aid kit is carried on the bus.
		Camper and adult health histories are on the bus.
		There is an emergency/crisis plan in case of an accident.
		Procedures are in place for notification of buses not running on time
		Riders are instructed on how to exit the bus in an emergency, acceptable behavior while riding, procedures to follow after exiting the bus in an emergency, proper loading and unloading procedures, and use of seatbelts if applicable.