



# Camp Staff Driver Information Form

**Camp Staff:** Complete upper portion, retain lower portion of this form, sign and agree to follow the guidelines. Update this form if insurance, registration, or vehicles change. Also, *submit with this form, a copy of your driver's license and vehicle proof of insurance.*  
**Camp Director:** Retain the upper portion of this form.

In signing this form, I acknowledge that I am a registered volunteer and have completed and have a cleared electronic background check on file with GSNorCal. I also acknowledge the information is current and agree to the guidelines for the drivers below.

### Driver Information

I have completed the online Troop Driver course and its prerequisites found in the *Volunteer Learning Portal* (<https://training.gsnorcal.org>)

Camp Name \_\_\_\_\_

Full Name \_\_\_\_\_ Cell Phone:(\_\_\_\_)\_\_\_\_\_

Driver's License # \_\_\_\_\_ State \_\_\_\_\_ Exp. Date \_\_\_\_\_

Primary Vehicle Year & Make of Car \_\_\_\_\_ License Plate # \_\_\_\_\_ Total # of Seatbelts \_\_\_\_\_

Secondary Vehicle Year & Make of Car \_\_\_\_\_ License Plate # \_\_\_\_\_ Total # of Seatbelts \_\_\_\_\_

Name of Insurance Company \_\_\_\_\_ Policy # \_\_\_\_\_ Exp. Date \_\_\_\_\_

I understand that my own vehicle insurance policy is primary and that the Girl Scouts of Northern California does not provide any additional coverage for my vehicle.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

\*\*\*\*\* Cut along this line \*\*\*\*\*

## Camp Staff Driver Information (please keep the below information for your reference)

Reference additional guidelines for drivers in **Volunteer Essentials: Safety-Wise**  
(<https://www.gsnorcal.org/en/for-volunteers/VolunteersEssentials/safety.html>)

### 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, be a registered Girl Scout and have a completed and cleared electronic background check on file with GSNorCal.

Campers like to take trips, and adult staff who drive them should have a good time too! You'll enjoy your turn at driving, and parents/guardians of the campers will be comfortable about having their campers ride with you, knowing you will follow these guidelines carefully:

1. Per California Insurance Code 11580.1b, drivers must be insured at a level that meets the CA Responsibility Law. The minimum levels/accident insurance are: \$5K for property damage; \$15K for single death or injury; \$30K for death or injury to more than one person.
2. Be sure your car is in safe condition; with good brakes and tires; and that you have enough gasoline and/or fully charged (in case of hybrid or electric vehicles). All vehicles should carry a first aid kit and flashlights.
3. The unit leader/staff are ultimately responsible for the safety of the girls. Drivers should ensure the camp director has up-to-date proof of insurance, car registration and driver's license information.
4. Everyone (campers and staff) will be transported in vehicles designed by the manufacturer for carry passengers. Persons will not be transported in campers except in those parts of the vehicle specifically designed to carry passengers. All passengers must wear seat belts at all times. Seat belts should be used as designed, one person at a time. Children under 8 years old and under 4'9" in height must be secured in a car seat or booster seat in the back seat of the vehicle. (California Vehicle Code Section 27363.) In addition, children under 12 must be in a rear seat (may not ride in a front seat because of air bags).
5. Vans used to carry passengers (campers & staff) should be designed to carry 10 passengers or less. Anyone who is driving a vehicle with 12 passengers must also possess a **Class B** driver's license (California Vehicle Code Section 233).
6. Arrive at the departure point early enough to allow plenty of time for loading of campers, staff, and gear.
7. Observe speed and other traffic laws, not only for safety, but as an example to campers riding with you.
8. The unit leader/staff will provide drivers with trip folder / transportation bag, these will include:
  - a. Appropriate permission/health history forms for all passengers (campers and staff, in your vehicle). In case of an accident, these are necessary to ensure prompt treatment.
  - b. Phone numbers (camp, and camp emergency contact).
  - c. Directions, maps to/from destination. Be sure you know exactly where you are going. For long trips, there should be pre-arranged meeting places along the route. Caravanning (convoy-type travel) is to be avoided.
  - d. Council emergency card and the GSNorCal Emergency Management Plan.
9. Before leaving, review or explain safety rules with passengers:
  - a. Seat belts on at all times
  - b. Noise must be kept at a level acceptable to driver
  - c. Special rules for your car
10. No volunteer may drive or supervise girls while under the influence of or impaired by any illegal or over-the-counter drug, alcohol, or controlled substance, including medical marijuana, nor possess it while participating in any Girl Scout or Camp Butano Creek activity.
11. The use of tobacco products, including vaping, will not be permitted while driving campers or Under-18 staff or at any Girl Scout or Camp Butano Creek function except by adults away from anyone under-18 (campers and staff).
12. If an injury requiring treatment occurs, the health history form should accompany this person (camper and/or staff) to the doctor or hospital.
13. When the trip is over, return the trip folder and transportation bag (containing all forms) back to the unit leader/staff.