

# Trip Transportation Information For Vehicles



Girl Scouts of NE Kansas & NW Missouri  
8383 Blue Parkway, KC, MO 64133  
(816) 358-8750 Fax (816) 358-5714  
[www.girlscoutsksmo.org](http://www.girlscoutsksmo.org)

Submit 4-6 weeks before trips involving vehicle borrowing, renting or chartering. Trips and activities must be approved; complete the Trip Application or Activity Approval Request before finalizing transportation.

Service Unit \_\_\_\_\_ Troop \_\_\_\_\_ Dates of Trip \_\_\_\_\_

Leader's Name _____			
Address _____			
Street	City	State	Zip
E-Mail _____			
Telephone ( ) _____	( ) _____	( ) _____	
Day	Evening	Cell	

Adult in charge \_\_\_\_\_ Phone \_\_\_\_\_  
Day Evening Cell

Address \_\_\_\_\_  
Street City State Zip

## GUIDELINES

Volunteers should make the initial arrangements. Attach copies of contracts or hold harmless agreements for the council staff to sign. Only vans up to 12 passengers are used to transport Girl Scout groups.

### BORROWED

Number of vehicles borrowed \_\_\_\_\_  
Type of vehicle(s) – minivan, automobile, truck, etc. \_\_\_\_\_

Borrowed vehicles must be insured with minimum coverage of the value of the vehicle (collision/comprehensive policies) and \$1 million liability. Ask the owner to provide a certificate of insurance.

### RENTED VEHICLES

Number of vehicles rented \_\_\_\_\_  
Type of vehicle(s) – minivan, automobile, truck, etc. \_\_\_\_\_

A blank contract may be submitted because the actual vehicle identification number(s), description(s), etc. hasn't been assigned. Borrowed and rented vehicles must be insured to cover the value of the vehicle (collision/comprehensive policies) and have a one million dollar (minimum) liability.

### CHARTERED VEHICLES

Number of vehicles being chartered \_\_\_\_\_  
Type of vehicle(s) – minivan, automobile, truck, etc. \_\_\_\_\_

A blank contract may be submitted because the actual vehicle identification number(s), description(s), etc. hasn't been assigned. Chartered vehicles must be insured to cover the value of the vehicle (collision/comprehensive policies) and have a one million dollar (minimum) liability. Ask the owner to provide a certificate of insurance.

# Trip Transportation Information For Vehicles, continued

## Complete Section A or B

### A. COMPLETE FOR CHARTERED VEHICLE(S)

Name \_\_\_\_\_ Phone \_\_\_\_\_  
Day Evening  
Address \_\_\_\_\_  
Street City State Zip  
Contact Person: \_\_\_\_\_ Type of vehicle  Van  Bus  Car  
TOTAL VEHICLES \_\_\_\_\_ X COST PER VEHICLE \$ \_\_\_\_\_ = \$ \_\_\_\_\_ TOTAL COST

### B. COMPLETE FOR BORROWED OR RENTED VEHICLE(S)

Name of Rental Company \_\_\_\_\_ Phone \_\_\_\_\_  
Day Evening  
Address \_\_\_\_\_  
Street City State Zip  
Contact Person: \_\_\_\_\_ Type of vehicle  Van  Car  
TOTAL VEHICLES \_\_\_\_\_ X COST PER VEHICLE \$ \_\_\_\_\_ = \$ \_\_\_\_\_ TOTAL COST

### Driver information

<u>NAME</u>	<u>Driver's License Number</u>	<u>Expiration Date</u>
_____	_____	_____
_____	_____	_____
_____	_____	_____

I certify that the volunteer driver(s) listed is (are): age 21 or above, personally insured, licensed and familiar with the type of vehicle to be driven.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

Borrowed and rented vehicles must be insured to cover the value of the vehicle (collision/comprehensive policies) and have a one million dollar (minimum) liability. The Girl Scout council will purchase a policy for you to meet the requirements at a lower rate than most car rental companies.

Current rates for insurance are \$14 per day for van(s) and \$11 per day for car(s)

Complete the following to arrange insurance

Total vehicles \_\_\_\_\_ x \_\_\_\_\_ days x \$ \_\_\_\_\_ = \$ \_\_\_\_\_ Total Amount due

Please make check payable to Girl Scouts of NE Kansas & NW Missouri and return this form to the council office. Attn: Secretarial Support Supervisor. Insurance information will be sent to the adult in charge along with instructions about completing vehicle information for the insurance carrier.