

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

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.

_____ Date _____
Signature

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: Jan JW, Business Support Supervisor. Insurance information will be sent to the adult in charge along with instructions about completing vehicle information for the insurance carrier.