



# Troop Travel Guidelines

*Safety-Wise* must be followed in all cases. Please review appropriate sections before making plans and again before your trip. A certified First Aider and a first aid kit must be present at all times.

## Permissions

For any trip away from the troop meeting place, signed parent permission forms must be obtained for each participant. Medical information must be current. An itinerary must be provided to the girls, parents, and the back home emergency contact. A certified First Aider and a first aid kit must be present at all times.

Trips that are overnight up to 2 nights and/or are more than 75 miles from the troop meeting place will submit a Troop Trip Notification form at least 30 days prior to the proposed trip. A certified First Aider and a first aid kit must be present at all times.

For trips that are longer than 2 nights and/or more than 250 miles from the troop meeting place, an Extended Troop Trip Notification form must be filed in the Council office at least 2 months in advance of the proposed trip. A certified First Aider and a first aid kit must be present at all times.

Simple overnights (such as a spend the night party) will submit a Troop Trip Notification form at least 10 days prior to the proposed event. A certified First Aider and a first aid kit must be present at all times.

For trips longer than 2 nights in length, additional insurance is required, and an Additional Insurance Request Form must be submitted. A third consecutive night is covered when one of the nights is a federal holiday, such as Memorial or Labor Day. Otherwise, additional insurance will need to be purchased and the Extended Troop Trip Notification Form must be used.

If the Girl Scout Troop/Group is properly registered for a Council sponsored event, the Troop Trip Notification form is not required.

## Drivers and Vehicles

All drivers must be at least 21 years of age and have appropriate license and insurance. A copy of the drivers license and proof of insurance must be submitted with the appropriate Trip Notification Form.

Vehicles must be insured, have a current safety inspection sticker and license. There must be a seatbelt for each passenger. Travel within the state of Tennessee must follow the Tennessee Child Restraint Law. A first aid kit must be in each vehicle and a certified First Aider must accompany the group.

## Leased, Rented or Borrowed Vehicles

All leased, rented or borrowed vehicles must have a current certification of insurance on file at the Council office or be provided at least 1 month prior to the trip. This should include liability, collision and comprehensive insurance. The vehicle must have a current registration, license and safety inspection sticker.

A vehicle rented by a Girl Scout volunteer to provide transportation for a Girl Scout Troop/Group should be rented in the volunteer's name.

All contracts must be signed by the Girl Scout Council CEO or a member of the Girl Scout Council's Senior Management Team. Please allow a minimum of 2 weeks.

Any driver that is provided with a vehicle, such as a bus, should be qualified and licensed for that vehicle. He/she should be covered by workman's compensation insurance through the leasing agency.

Forms with the appropriate information must be submitted to the Council office at least 2 weeks prior to the rental/lease period. This will also include information about the type of vehicle, start and end of the rental period as well as the approximate rental cost.

## Regional Service Centers

Columbus, MS – 662-328-1930 ♦ FAX: 662-328-1220 ♦ 321 7<sup>th</sup> Street North, Columbus, MS 39701 ♦ Mailing: P. O. Box 2492, Columbus, MS 39704

Corinth, MS – 662-287-8321 ♦ FAX: 662-286-8142 ♦ 718 Taylor Street, Corinth, MS 38834 ♦ Mailing: P. O. Box 1145, Corinth, MS 38835

Grenada, MS – 662-226-0255 or 888-453-2034 ♦ FAX: 662-226-0258 ♦ 2430 Sunset Drive Ste D, Grenada, MS 38901

Jackson, TN – 731-668-1122 ♦ FAX: 731-661-0011 ♦ 1007 Old Humboldt Road, Jackson, TN 38305

Memphis, TN – 901-767-1440 or 800-727-8104 ♦ FAX: 901-797-2183 ♦ 2715 Kirby Pkwy, Ste 1, Mphs, TN 38119 ♦ Mailing: PO Box 240246, Memphis, TN 38124

Tupelo, MS – 662-844-7577 or 800-624-4185 ♦ FAX: 662-680-3164 ♦ 1800 W. Main St., Tupelo, MS 38801 ♦ Mailing: P.O. Box 1087, Tupelo, MS 38802

Website: [www.girlscoutshs.org](http://www.girlscoutshs.org)