



Position Description Troop Chaperone/Driver

Name: _____ **Troop #:** _____ **SU #:** _____

Purpose: A chaperone is 18 years old or older and accompanies the troop on events and/or travel. A chaperone may also serve as a driver (if they are 21 year of age, have a good driving record with proof of insurance and a valid driver’s license) for planned Girl Scout field trips and other activities (outside of regularly scheduled meeting times and places) in which a group will be transported in private vehicles. If a chaperone spends more than six hours with direct supervision of children, they must have a cleared background check.

Appointed By and Accountable To: Troop leader

Chaperone Principal Duties and Responsibilities:

- Follows directions and works with the troop, group or event leader to ensure that the meeting, event or trip operates as planned.
- Is a positive role model and uses positive reinforcement and redirection behavior management techniques.
- Respects all girls and adults equally with no preferential treatment.
- Creates a safe space for girls.
- Prioritizes the safety of all girls.
- Supports and reinforces the group agreement.
- Handles pressure and stress by modeling flexibility and a sense of humor.
- Creates a positive experience for and with girls.
- Reviews and follows the 12 Girl Scout Safety Guidelines (available in the Quick-Start Guide in the “Safety-Wise” chapter of Volunteer Essentials).

Driver Principal Duties and Responsibilities:

- Have a good driving record, a valid license and registration and proof of insurance for vehicle.
- Must be at least 21 years old and hold a valid operator’s license appropriate to the vehicle.
- If driving a vehicle with more than twelve passengers, a commercial driver’s license (CDL) is required.
- Check your lights, signals, tires, windshield wipers, horns and fluid levels before each trip and check them periodically on long trips.
- Keep all necessary papers up-to-date such as your driver’s license, vehicle registration, any state or local inspections, insurance coverage and any other necessary documents.
- Wear your seat belt at all times and insist that all passengers do the same. Keep girls under twelve in the back seats.

Additional information for the approved driver should be completed below.

ONE YEAR APPOINTMENT FOR TROOP Chaperone

I have read and understand the volunteer policies and practices and I accept the Girl Scout troop Chaperone position as defined.

Signed: Volunteer

Date

I appoint the volunteer named to be a chaperone for troop program events and trips.

Signed: Service Unit Manager

Date



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GUIDELINES AND AGREEMENT FOR VOLUNTEER DRIVERS

When traveling outside of the regular troop meeting location, transportation becomes a major component of troop planning. The primary concern when transporting Girl Scouts is the safety of the girls. Personal vehicles may be used any time without Girl Scout approval however; approval is required when commercial transportation is used. For more information, see the “Safety-Wise” chapter of *Volunteer Essentials* in the Quick-Start Guide.

When transporting girls in privately-owned vehicles, Girl Scout safety standards require that the following conditions be met:

- Each driver of a motorized, private transportation vehicle must be at least 21 years old and hold a valid operator’s license appropriate to the vehicle. State laws must be followed even if those laws are more stringent than the Girl Scouts of Middle Tennessee guidelines.
- Anyone who is driving a vehicle with more than twelve passengers must also be a professional driver who possesses a commercial driver’s license (CDL).
- Never transport girls in flatbed or panel trucks, in the bed of a pickup truck, or in a camper trailer.
- Keep directions and a road map in the car along with a first-aid kit, a flashlight and safety equipment such as a spare tire, reflectors, etc.
- Check your lights, signals, tires, windshield wipers, horns and fluid levels before each trip and check them periodically on long trips.
- Keep all necessary papers up-to-date such as your driver’s license, vehicle registration, any state or local inspections, insurance coverage and any other necessary paperwork.
- Wear your seat belt at all times and insist that all passengers do the same. Keep girls under twelve in the back seats.
- Follow all the established rules of the road in your state (following the speed limit; keeping a two-car length in between your car and the car ahead of you; not talking or texting on a cell phone or other personal electronic device; not using earbuds or headphones; driving with your headlights on, etc.).
- Avoid driving for extended periods at night, when tired or taking medication that makes you drowsy.
- Plan rest stops every few hours. If driving with others, prearrange stopping places along the way. When planning longer trips, arrange for relief drivers. There must be a relief driver for trips longer than four hours.
- There should be adequate space for luggage and equipment to be stowed securely in the vehicle.

DRIVER INFORMATION AND SIGNATURE AUTHORIZATION

To assure compliance with safety standards, all drivers must complete this form.

Driver’s name: _____

Phone #'s: (_____) _____ (_____) _____ (_____) _____
Day Evening Cell

Driver’s License #: _____ State: _____ Type of License: _____

Vehicle: Model: _____ Make: _____ Year: _____

Tag #: _____ Insurance Company: _____

Policy #: _____ Exp. date: _____

I am willing to provide transportation for Girl Scouts. I attest that the safety standards listed above are met. I understand that I must report any changes in the information given above before agreeing to drive.

Signed: Volunteer Date

I appoint the volunteer named above to be a member of the leadership team.

Signed: Service Unit Manager Date



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