

**Transportation Form for Borrowed Buses or Vans**

*Girl Scouting builds girls of courage, confidence, and character, who make the world a better place.*

Troops borrowing vehicles from sponsoring organizations or churches should submit the following information to their Regional Services Director for approval at least **FOUR WEEKS** before usage. Approved forms may be kept on file for one year. One form for each sponsoring organization will be acceptable.

**PLEASE NOTE: USE OF 15 PASSENGER VANS IS NOT PERMITTED**

Date of Application \_\_\_\_\_

Name of Organization / Church \_\_\_\_\_

Full Address \_\_\_\_\_

Contact Person at Organization / Church \_\_\_\_\_ Phone \_\_\_\_\_

The following troop(s) \_\_\_\_\_ have permission to use the organization's van / bus.

Is the vehicle insured for outside group travel?    Yes    No

Vehicle Information: Year \_\_\_\_\_ Make \_\_\_\_\_ Model \_\_\_\_\_

Passenger Capacity \_\_\_\_\_ Engine Serial Number \_\_\_\_\_  
(last 5 digits of the vehicle ID number)

Name of Insurance Carrier \_\_\_\_\_

Limits of liability carried \_\_\_\_\_

Policy Number \_\_\_\_\_

Signature of Contact Person \_\_\_\_\_ Date \_\_\_\_\_

*To be completed by the troop leader. If multiple troops will be using the vehicle, provide the following information for each troop.*

Troop Number \_\_\_\_\_ Service Unit Number \_\_\_\_\_ Program Level    DA    BR    JR    CA    SR    AM

Troop Leader's Name \_\_\_\_\_ Phone: Day \_\_\_\_\_ Evening \_\_\_\_\_

Full Address \_\_\_\_\_

Email \_\_\_\_\_

Briefly describe how the borrowed vehicle will be used \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**A Certificate of Insurance must accompany this form.**

*For Girl Scout Council Use only.*

Approved by \_\_\_\_\_ Date \_\_\_\_\_

Comments \_\_\_\_\_

8/2011; N:\EVERYONE\FORMS - membership services\New Forms 2011-2012\Finance and Management Forms

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Greenville Service Center	Five Independence Pointe, Suite 120	Greenville, SC 29615	T 864.770.1400	F 864.272.3394
Spartanburg Service Center	349-A East Blackstock Road	Spartanburg, SC 29301	T 864.576.2514	F 864.587.7367
Corporate Headquarters	Five Independence Point, Suite 120	Greenville, SC 29615	T 864.770.1400	F 864.272.3394