

Driver's Packet and Emergency Procedures

It is the responsibility of the person in charge of the activity to ensure procedures, proper forms, and that Safety Activity Checkpoints (girlscoutsaz.org/sac) are followed.

Each driver should have a packet that contains the following:

1. MS-27 Driver's Packet and Emergency Procedures (*this form*)
2. A list of the girls riding in the vehicle
3. General Permission and Health History Form for each girl riding in the vehicle – contained in a sealed envelope
4. Map and directions of where you are going (*including telephone numbers of site in case drivers are separated*)
5. Cell phone for emergency phone calls (*be aware of cell phone coverage areas*)

NOTE: Please keep Driver Packet in an easy to reach place. All contents should be carried at all times in the event of an emergency.

Reminders

- Each passenger must have a proper seat and seatbelt; the vehicle must not be over-crowded.
- Arizona state law mandates that under 8-year-olds who are 4'9" tall or less, are obliged to use a child restraint system. Children ages 8-17 must use a shoulder and lap belt in motor vehicle transportation. Make sure to follow local state seatbelt laws when traveling outside of Arizona.
- Vehicles without seats, such as flatbed trucks, must never be used to carry passengers. Only vehicles designed to carry passengers can be used to transport Girl Scouts.
- 15 passenger vehicles are not permitted.
- All drivers must carry with them a valid driver's license and current vehicle insurance coverage.
- In the event of an accident, the insurance carried by the vehicle owner is the primary applicable insurance.
- In the event of a serious injury or fatality, contact the Council immediately.
- An Incident Report must be filed within 24 hours for ALL accidents – bit.ly/gsacpc-incident-report

Council Emergency Phone - 602.531.5935

Troop at Home Contact	Phone
Staff MSE Contact	Phone
Designated Adult in Charge	Phone
Group / Troop #	

Emergency Procedures

In the event of a serious accident or emergency:

1. **Call 911** and secure site for arrival of emergency vehicles.
2. Assess and care for immediate needs of the victim
3. Always have a responsible adult at the scene.
4. Call the Council Emergency phone at **602.531.5935**.
5. In the event of a fatality, always notify the police. Until the police arrive, make sure that no one disturbs

the scene. The Council spokesperson will inform parents and the in-town contact.

6. Do not issue any statements to the media. Indicate that you are not authorized to speak for the Council and that a spokes person will be available soon to provide accurate information.

Girl Scouts-Arizona Cactus-Pine Council, Inc.

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Para Espanol - ext 7011