Girl Scouts Louisiana East

Corporate Headquarters
841 S. Clearview Parkway, New Orleans, LA 70121-3119
(504) 733-8220 (800) 644-7571 F (504) 733-8219

www.gsle.org

Regional Service Center
545 Colonial Drive, Baton Rouge, LA 70806
(225) 927-8946 (800) 852-8421 F (225) 927-8402

Transportation Agreement Form

A Transportation Agreement is required for all hired, chartered, borrowed buses to assure that a vehicle has appropriate levels of insurance. **Submit 6 weeks in advance.** If information is not received on time the event will have to be rescheduled or cancelled. A bus must carry $1 million in liability coverage (combined single limit) with certificate of insurance showing limits of liability, naming Girl Scouts Louisiana East as an additional insured, and on file in the Council Office. **If the bus you wish to use does not carry $1 million in liability coverage then you must contract with one that does. NO EXCEPTIONS.**

Vehicle Information
Vehicle Year _____ Make _____ Model _____ VIN # _____

Insurance Company _____

Policy # _____ Phone (_____)_____

❒ Certificate of Insurance naming the Girl Scouts Louisiana East as an additional insured attached. ❒

Driver Information

_____ _____ _____
Driver's Name DOB Driver's License #

Agreement
I agree to provide the above for a Girl Scout trip on _____ (date) for the sum of $ _____.

The pick-up location is _____. The destination is _____

_____. Return trip to _____ Return date _____

_____ _____ _____
Vehicle Owner's Name (print) Vehicle Owner's Authorized Signature Date

Vehicle Owner's Phone # _____ Address_____

Girl Scout Information:

_____ _____
Group Name or Troop Number Service Unit

_____ _____
Troop/Group Leader's Name Phone

Transportation will be used for _____

Approved _____ _____
Chief Executive Officer Date

For office use only:
❒ Original to Chief Financial Officer ❒ Processed by Membership Executive initials _____