



Girl Scouts of Eastern Oklahoma

Request for Authorization to Rent, Borrow or Lease Vehicles

Return Completed Form To:
Director of Programs
Girl Scouts of Eastern Oklahoma
4810 S. 129th E. Ave.
Tulsa OK 74134

Activity Level:

☐ Troop* # _____ Program Level _____ Service Unit _____

☐ Service Unit* _____ ☐ Council Event** _____

*Troop/Group Leader _____ Day Phone _____ Evening Phone _____

*Address _____ City _____ Zip _____

****PERSON RENTING, LEASING OR BORROWING VEHICLE(S)** _____

Destination _____ Date(s) of Travel _____

of Passengers _____ # of Vehicles to be rented, leased or borrowed _____

Drivers of 12-15 passenger vans must be approved volunteers, at least 21 years old with valid driver's license and a good driving record. If a 15 passenger van is used, it must be a newer model van with improved wheel base length and height that makes it safe for transporting our girls. Drivers should have experience driving large capacity vans.

COMPLETE THIS SECTION FOR RENTED VEHICLES

Name of Rental Agency _____ Phone _____

Address of Rental Agency _____ City _____ State _____ Zip _____

Estimated cost of Rental _____

Each driver of a rental vehicle must provide proof of personal liability (written statement from insurance company or copy of insurance policy that states driver is covered by personal insurance while driving a rented vehicle). Attach a copy of proof of personal liability for each driver.

Name(s) of Drivers:

NOTE: The council office MUST receive a copy of the rental agreement within three (3) days of returning rented vehicle(s). Send copies to the address as shown above.

COMPLETE THIS SECTION FOR LEASED/CHARTERED VEHICLES WITH DRIVERS PROVIDED BY COMPANY

Name of Lease/Charter Agency _____ Phone _____

Address _____ City _____ State _____ Zip _____

Estimated cost of Lease/Charter _____

Lease/Charter agreement and a copy of the Lease/Charter Agency's certificate of insurance MUST be attached to this application.

Prior to departure, the person in charge of the activity is responsible for checking current registration(s) and emergency equipment of leased/chartered vehicles.

COMPLETE THIS SECTION FOR BORROWED VEHICLES

Name of Lender _____ Phone _____

Address of Lender _____ City _____ State _____ Zip _____

Type of Vehicle(s): Bus Auto Van Trailer Make of Vehicle(s) _____

Model of Vehicle(s) _____ Year _____ Serial Number(s) _____

The following **MUST** be attached to this application:

- ☐ Copy of insurance policy or written statement from lender's insurance company that borrowing driver(s) is/are covered by lender's personal liability insurance **OR** proof of each driver's personal liability (written statement from insurance company or copy of insurance policy that states driver is covered by personal insurance while driving a borrowed vehicle).
- ☐ Copy of written agreement/conditions for loan of vehicle(s). **All agreements must be reviewed by council's chief executive officer.**
- ☐ **All drivers of vehicles of more than 15 passengers must have Commercial Driver's License and be familiar with the type of vehicle to be driven.**

Prior to departure, the person in charge of the activity is responsible for checking current registration(s) and emergency equipment of leased/chartered vehicles. (See below)

ADDITIONAL INFORMATION FOR LEASE/CHARTER AGENCIES

Volunteers and Staff of the council are not expected to be able to determine if a lease/charter vehicle is in safe operating order. They are responsible for checking that such vehicles have current registration and that there are no obvious defects (bald tires, missing or broken lights, cracked or broken glass).

It is the responsibility of the lease/charter owner to provide a vehicle in safe operating condition and to replace the vehicle or driver if problems develop.

All lease/charter vehicles traveling on public roads should be equipped with first aid kits, emergency lights/warning reflectors, and fire extinguishers. Lease/charter vehicles transporting girls should be equipped with communication devices such as radios or cellular phones whenever possible.

Proof of the following must be provided by the lease/charter company before approval of the lease:

- ☐ A current certificate of insurance showing liability and collision/comprehensive coverage must be filed with the council.
- ☐ Workers' compensation insurance for drivers.
- ☐ Qualification, training and licensing of drivers.
- ☐ Relief driver availability.

Proof of the following must be provided by the lease/charter company before departure:

- ☐ Sufficient seating and adequate storage for luggage.
- ☐ Appropriate emergency equipment.
- ☐ Current vehicle registration.

ALL AGREEMENTS/CONTRACTS MUST BE SIGNED BY THE CHIEF EXECUTIVE OFFICER OF THE COUNCIL

FOR COUNCIL USE ONLY

- ☐ Copy of agreement attached
- ☐ Driver(s) proof of personal liability attached
- ☐ Lender's proof of liability attached
- ☐ Lease agreement attached for signature by CEO
- ☐ Copy of written agreement/conditions attached
- ☐ Form #585F submitted and approved

Date Received _____ Date Approved _____

Approved By _____

Date and reason for Denial _____
