



Transportation Checklist

The safety of our Scouts, volunteers, employees, and communities is our top priority. This two part SAFE Transportation Checklist and Pre-Trip Transporting Inspection is designed to help you manage the risks associated with transporting Scouts.

Date: _____ Destination: _____

Supervision—Youth are supervised by qualified and trustworthy adults who set the example for safety.

- ☐ Two-deep leadership for duration of trip

Assessment—Activities are assessed for risk during planning.

- ☐ Route is planned.
- ☐ Passenger list is planned for trip, both to and from destination.
- ☐ Breaks are planned.
- ☐ Drive time is no more than 10 hours within a 24-hour period.
- ☐ Meets or exceeds vehicle liability insurance minimums.
- ☐ Passengers have seats with factory-installed seat belts.
- ☐ Weather/environment contingencies and communications are planned.
- ☐ If operating a 15-passenger van, manufacture date is after 2005.

Fitness and Skills—Leaders have prerequisite fitness and skill to operate vehicle.

- ☐ Driver Annual Health and Medical Records are reviewed.
- ☐ Driver is an adult, age 18 or over.
- ☐ Driver has a valid driver's license, a commercial license if applicable.
- ☐ Driver understands expectation to follow all applicable traffic laws.
- ☐ Driver is rested and not fatigued.
- ☐ Driver meets training requirements to operating vehicle.

Equipment and Environment—Safe and appropriate vehicle for Scouting trip. Leaders inspect vehicles and monitor the environment for changing conditions.

- ☐ Vehicle inspection completed.
- ☐ Tires on each vehicle are no more than 6 years old.
- ☐ Weather forecast and conditions.
- ☐ Communication plan.

If there are any incidents:

1. Take care of the injured/find a safe place.
 2. Preserve and document the evidence. Take photos if appropriate.
 3. Immediately complete an incident report and notify your local council.
- For more information, go to www.scouting.org/health-and-safety/incident-report/.

Resources

Guide to Safe Scouting: <https://www.scouting.org/health-and-safety/gss/>
SAFE: <https://www.scouting.org/health-and-safety/safe/>