



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/>



Pre-Trip Transportation Inspection

Motor vehicles used to transport Scouts must complete Pre-Trip Transportation Inspection before travel for each driver and vehicle. This includes correcting all deficiencies. Make copies for additional drivers and vehicles.

Driver's Information

Driver's License Number: _____ Driver's Phone Number: _____

Vehicle Information

Make and Model: _____ Year: _____

Inspection Current Registration Current Insurance Current Vehicle Inspection

Vehicle Inspection

Visual Inspection

Cleanliness

Fluid Leaks

Loose Parts

Light Inspection

Headlights

Brake Lights

Turn Signals

Emergency Flasher

Driver Adjustments

Pedals

Steering Wheel

Mirrors

Engine Inspection

Oil

Radiator

Battery

Exhaust

Operational Test

Defrost

Horn

Brakes

Tire Inspection

Tire Pressure

Uneven Wear

Tread Depth

Spare Tire

Trailer Inspection

Trailer Gross Vehicle Weight: _____ Trailer Tongue Weight: _____

Vehicle Towing Capacity: _____ Vehicle Max Tongue Weight: _____

- Vehicle has capacity to pull trailer?
- Trailer overall visual inspection?
- Towing ball correct size?
- Safety chains connected?
- Trailer breakaway connected?
- Lights properly working, including taillights, clearance lights, brake lights, directional signals, hazard lights, reflectors?
- Tire inspection, including spare?
- Trailer's load is properly secured?

Commercial Driver's License (CDL)

- Driver meets CDL requirements, including valid CDL, medical card, and drug testing program?
- Vehicle meets all federal and state CDL requirements, including IFTA and electronic trip logs?
- Pro-Trip vehicle walk-around complete by CDL standards?

Emergency

- Passengers have seats with factory installed seat belts?
- Triangle reflectors and flares?
- First-aid kit and fire extinguisher?
- Emergency water, food, blankets?
- Incident reporting forms?
- Form of communication?