



# 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/](http://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?