



Girl Scouts of the Calumet Council

USE OF HIRED AND LEASED/BORROWED VEHICLES Procedure for Leaders

TROOP LEADERS must complete a *Hired and Leased/Borrowed Vehicle Information Sheet* (see back page) and submit to the council **immediately upon return** of any vehicle that is: (1) leased, (2) rented, or (3) borrowed for a Girl Scout activity. Troop leaders need NOT fill out this form when they use their own vehicles.

Leaders must make sure that they **obtain the following documents at the time the vehicle is picked up:**

- COPY OF RENTAL OR LEASE AGREEMENT
- CERTIFICATE OF INSURANCE - Must be obtained from the vehicle lessor/owner and show a liability limit of at least \$1,000,000 combined single limit (CSL)*
- PROOF OF ADDITIONAL PHYSICAL DAMAGE COMPREHENSIVE & COLLISION COVERAGE THROUGH THE COLLISION DAMAGE/LOSS DAMAGE WAIVER.*

Copies of these documents must be submitted with the Hired and Leased/Borrowed Vehicle Information Sheet.

***The leader must purchase this insurance in addition to paying the vehicle lease fee.** Some rental/lease companies do not offer this additional insurance and **may not** be used.

Please note when filling out the form:

- Inclusive dates of hire means from the date the vehicle is accepted to the date it is returned.

The form and required documents are necessary for insurance purposes and should be submitted to:

Girl Scouts of the Calumet Council
2906 Highway Ave.
Highland, IN 46322
Attn: Accounting Department



