

LOCAL TOUR PERMITS

A Tour Permit is a checklist of those items a "prudent and conscientious" leader would do and uses to assure a safe trip. They'll know if your driver(s) have insurance and at what levels, the unit committee approves it, there is a pledge of performance, and transportation considerations. The tour permit reminds leaders that they need special certifications for certain program activities. The multiple signatures serve as a safeguard so nobody can just take Scouts out for an event without proper permission from the unit committee. It is then approved by the council, which documents that you have done everything a "prudent and conscientious" leader would do. This is important, especially in a worst-case situation where an accident results in legal action and a lawsuit.

Should a "tragedy" occur and the incident results in litigation, a tour permit does two VERY important things: First, it clarifies that the outing is **in fact** a Scout approved outing. Very often, the boys in a Scout troop are also boys in a church group. If the leader takes these boys out and there's an incident that results in litigation, the tour permit is a legal document that shows that this is an approved Scout event and not a church event, thereby triggering the Boy Scout liability and accident insurance.

Second, it is a legal document to show to the court that the leader of the event took the basic, reasonable, and required steps to provide for a safe outing. Imagine being on trial and the opposing attorney asks you if you did everything that was reasonable and prudent as a leader. His next question is "And, did you file a tour permit?"

As a reminder, it is Council policy that one person on your trip must be youth protection trained and the top leader of your unit has completed basic training.

A tour permit **does not** validate or invalidate the BSA liability or medical accident insurance. However, all insurance coverage provided through the Occoneechee Council is limited to official Scouting activities. If a Tour Permit is required, but not filed, the activity is not an official Scouting activity and insurance coverage, accident/medical injury insurance as well as liability insurance could be jeopardized.

Tour permits require that the drivers' names and limits of automobile liability insurance carried are listed. Many units collect this information for all drivers annually. When chartering a bus or van, make sure to get a certificate of insurance from the owner. Be sure the minimum limits listed are provided. Youth, leaders, and parents must ride in the cab of trucks and not in the back. Every person must be provided with a seat belt.

WHEN IS A TOUR PERMIT REQUIRED?

A TOUR PERMIT is required when units (packs, troops, crews, patrols, dens) leave their normal meeting place, typically as a group. This policy has been established by the council's risk management committee and is **stricter than the national guidelines**.

Travel to and from a Scouting activity is not considered part of the activity itself unless the transportation is planned as a part of the activity and a tour permit is filed as required. Transportation to and from a unit meeting, for example, is not part of the Scouting activity/meeting, so a tour permit is not required for every pack/troop meeting. Typically, a tour permit is not required for service projects, like an Eagle Scout service project. In this case, the Scouts are being driven typically by parents and the travel is not part of the activity. Driving to a campout, however, would clearly require a tour permit.

For trips and outings less than 500 miles, use the Local Tour Permit form. The council is authorized to approve local tour permits.

APPLYING FOR A LOCAL TOUR PERMIT

Local Tour Permit: <http://www.ocscouts.org/council/files/LocalTourPermit.pdf>

Form Revised: December 2007 Form #34426 2008 Printing

The form maybe be filled in on the screen and printed OR you may print the form and handwrite the information.

Please read the tour permit thoroughly and fill out completely. If you have questions, please contact the pack Tour Permit Coordinator.

When turning in tour permit applications please be aware of the following guidelines:

A Local Tour Permit is required for all events/trips of less than 500 miles.

Allow 1 week for processing Local Tour Permits. Local Tour permits may be mailed, faxed, e-mailed or brought into the council. Please plan ahead, failure to turn in tour permit early could result in not getting approval in time. There are several people at the council that issue tour permit numbers.

Information to be filled in:

Unit Title: Pack Unit #: 352 **Chartered Organization:** Knights of Columbus
Council Name: Occoneechee **Council #:** 421 **District:** Falls

Fill in: purpose, from, to, mileage, dates, total, etc. listed in top section of form.

Accident Insurance is YES. Name and policy: leave blank; council maintains this insurance for all registered scouts and leaders.

Fill in Itinerary and type of trip

Fill in Leadership and YPT training information for two people leading trip.

Remember there must be two deep leadership.

For the tour permit section 3 fill in:

of cub scouts – a count of the cub scouts from Pack 352 in the den for a den event, in the rank for a rank event or the pack for a pack event who will be attending the event

of adults – male – a count of all the adult male parents attending the trip

of adults – female – a count of all the adult female parents attending the trip

We have to have an accurate number of youth and adults who will be attending.

Attach an attendance sheet that list everyone attending the event – specify parent, scout, sibling, or other (specify) and male/female with participant's full name. See sample attendance sheet, page 4.

For the tour permit section 4: Mark all that apply.

Tour involves: mark any that apply

Some activities require special training, such as Safety Afloat, Safe Swim Defense and CPR. Make sure you provide this training information when required.

If you are going on an activity that requires certain training, i.e. Safe Swim, Safety Afloat or CPR, make sure to provide the names and expiration dates in the proper boxes.

Activity Standards: Fill this section out completely.

At a minimum, two leaders listed on page 1, should be listed with their youth protection information.

Insurance: Write 'See Pack Transportation List'. The pack maintains a binder that contains the transportation forms for all dens, as well as consent forms and medical forms.

If you are using public transportation, list the name of the company and any information applicable.

Please make sure you have the proper signatures. Tour leaders must be registered members and should sign in all applicable places. The member of committee signature on the Local Tour permit must be someone registered as a member of the committee or Committee Chair and cannot be the tour leader.

You need to have read Guide To Safe Scouting. There is a place to sign attesting that you have done so. This publication gives you BSA policy on all types of outings and activities.

Important Information:

Cub Scout Packs camping overnight must stay at a Council approved site. All state parks are approved.

For any Pack overnight activity: at least one adult attending must be Basic Adult Leader Outdoor Orientation trained and there should be a parent or guardian attending with each scout.

It is up to the tour leader to make sure that any scout who attends the tour permit function has a medical form, consent form and pack transportation information on file with the pack prior to the event.

Once a tour permit number is issued, the number should be written on the tour permit. A copy of the tour permit should be kept by the tour leader for the event AND one copy should be filed with the Cubmaster.

Den # **EVENT
NAME**

DATE

* Check pack Binder

adults

Den #	First	Last	Rank	scout	M	F	siblings	Total	Parent's name	Cell Phone	Consent	Medical	Trans	Attended
				0	0	0	0	0						

Notes: