

**The Tall Pine Council  
Boy Scouts of America  
Policy Statement**

**Section:** Council Operations  
Policy 4

**Subject:** Local/National Tour Permit Policy

**Date Adopted:** December 17, 2008

**Issued By:** Council Executive Board

**Responsibility:** Risk Management Committee Chair  
Vice President of Administration  
Scout Executive

**Review:** Annually

**References:**

**Tour Permit Policy  
Local Tour Permits:**

A LOCAL TOUR PERMIT is required whenever a unit (den, patrol, pack, troop, team, post, ship) will leave its normal meeting place and travel to a different location, of less than 500 miles, for their meeting.

→ Example: A den is going to visit the Fire Station, and they meet first at their normal meeting place, and one or two parents will drive the Scouts to the fire station in their personal cars. A tour permit is required, with the Insurance information filled in on the back of the permit.

→ If that same den is meeting at the Fire Station and each Scouts parents are individually transporting them to the station, a tour permit is still required, but the insurance information on the back does not need to be completed.

For overnight activities, a tour permit is required regardless of the method of transportation.

A Local Tour Permit should be filed two weeks in advance. Do not use copies of Tour Permits. Many state and national parks ask for the Local Tour Permit and will not accept a facsimile copy. Plan ahead for such contingencies.

### **National Tour Permits:**

A NATIONAL TOUR PERMIT is required when a unit's destination is more than 500 miles one way from their home. Their home is defined as their normal meeting place. The regional office, upon endorsement by the local council office, issues the tour permit. National tour permits must be filed a minimum of four weeks in advance of the departure date. Facsimile copies may not be used for National Tour Permits.

### **DRIVERS AGE:**

Consult the back of the Local or National TOUR Permit application for the minimum age requirements for drivers.

### **INSURANCE REQUIREMENTS:**

We recommend that the following levels of insurance be carried for public liability, property damage, and medical payments: \$50,000/\$100,000/\$50,000. Any vehicle carrying 10 or more passengers have limits of \$100,000/\$500,000/\$100,000 or \$500,000 combined single limit.

→ Any van that holds 16 or more occupants, including the driver, must be driven by a person with a Commercial Drivers License (CDL). Failure to comply with this law carries a substantial fine, possible license suspension, and invalidate your Boy Scout Liability coverage.

Vehicles used for transportation on BSA activities must have a seat belt for every passenger

## **GUIDELINES FOR PLANNING YOUR NEXT TRIP**

1. File a Local Tour Permit Application with the local council service center two weeks in advance of the scheduled trip,

If your destination is 500 miles or more one way or outside of the U.S.A. you must file a National Tour Permit Application at least 30 days in advance of the scheduled trip. Submitting Tour Permit Applications by Fax has proven to be unsatisfactory due to poor print quality and last minute submissions that have missing data and signatures needed for a permit to be issued. **PLAN AHEAD AVOID THE FAX!**

2. Be sure that the trip and activity you are planning is in compliance with the Guide to Safe Scouting. (Available in print or on the internet at [www.bsascouting.org](http://www.bsascouting.org) - select Adult Volunteers then Resources) If a backcountry trip, be sure to know BSA Wilderness Use Policy. Also, backcountry trips require a Minimum of two adults and two youth.

3. If a long trip, a map indicating route and overnight stops must be attached to the Tour Permit Application. Driving is limited to ten hours and must be interrupted by frequent rest, food and recreation stops.

4. If swimming or boating is included in the activities, the adult leader or an assistant adult leader must be certified in Safe Swim Defense (for swimming and boating) and Safety Afloat (for boating). Also, at least one adult must be certified in CPR for Safety Afloat (for boating). Compliance with Safety Afloat is required. Safety Afloat requires a ratio of one certified adult per 10 participants. (For Cub Scouts the ratio is one certified adult per five participants.)

(See Aquatics Safety, in Guide to Safe Scouting for full requirements for Safe Swim Defense and Safety Afloat.)

5. Two registered adult leaders, or one adult and a parent of a participating Scout, one of whom must be at least 21 years of age or older, are required for all trips or outings. There are a few instances, such as patrol activities, when no adult leadership is required. Coed overnight activities require male and female adult leaders, both of whom must be 21 years of age or older.

6. Passengers are not allowed to ride in the bed of a truck or in a camper.
7. Parental approvals should be obtained for each youth participating in the trip.
8. All drivers must have a valid drivers' license and be at least 18 years of age. (See youth member exception, ages 16 & 17, on reverse side of Tour Permit Application.)
9. All Vehicles MUST be covered by a public liability and property damage liability insurance policy. The amount of this coverage must meet or exceed the insurance requirement of the state in which the vehicle is licensed. (It is recommended that coverage limits are at least \$50,000/\$100,000/\$50,000 or \$100,000 single limit.) Any vehicle carrying 10 or more passengers is required to have limits of \$100,000/\$500,000/\$100,000 or \$500,000 combined single limit. See reverse side of Tour Permit Application for more details.
10. Seat belts must be provided and worn by all passengers and driver, except in a school bus or commercial bus.
11. Vehicles designed to carry more than 15 passengers (including driver) require that the driver have a commercial driving license (CDL).
12. Tour Permits once issued by the local council should be in the possession of the group leader at all times and displayed when requested by Scouting officials or other duly authorized persons.