

Tour Permit Policy and Procedures:

If a unit plans a trip within 500 miles of the home base, it is important that the unit obtain a Local Tour Permit. A National Tour Permit is required for trips in excess of 500 miles from home or outside the continental United States.

Day trips within the council territory of the five communities do not usually require a tour permit but it is recommended that Unit Leaders obtain permission slips from parents. However, if a unit is going on a day trip within the five communities which involves an activity where someone can easily be injured, please use good judgment.

ALL trips outside of the council territory of the five communities require a Local Tour Permit.

The reason for filling out a tour permit is so Council and the Unit have proof that a unit activity has been well planned and organized and is under capable and qualified leadership. It also gives Council the information necessary in the event of an accident or incident.

Just remember - "When in doubt, fill it out."

- [Local Tour Permit](#)
- [National Tour Permit](#)

All tour permits must be submitted to Council two weeks in advance of the scheduled activity in order for it to be approved.

Leadership and Youth Protection Training:

Boy Scouts of America policy requires at least two adult leaders on all camping trips and tours. Coed Venturing Crews must have both male and female leadership. The adult leader in charge of this group must be at least 21 years old. All registered adults participating in any nationally conducted event or activity must have completed BSA Youth Protection Training.

The Housatonic Council requires that the two tour leaders listed on the tour permit be registered adults and have current BSA Youth Protection Training Certification. Youth Protection Training will be valid for two years from the date completed.

Insurance:

Tour permits require the names of all drivers for the activity and their insurance coverage information, unless parents are driving their own child. Please make note of this on the tour permit. A unit may also attach a separate list with all their drivers and information, then simply check off those that are driving for the activity listed on the tour permit.

All vehicles MUST be covered by a liability and property damage insurance policy. The amount of this coverage must meet or exceed the insurance requirement of the state in which the vehicle is licensed and comply with or exceed the requirements of the country of destination for travel outside the United States. (It is recommended, however, that coverage limits are at least \$50,000/\$100,000/\$50,000 or \$100,000 combined single limit.) Any vehicle designed to carry 10 or more passengers is required to have limits of \$100,000/\$500,000/\$100,000 or \$500,000 combined single limit. In the case of rented vehicles the requirement of coverage limits can be met by combining the limits of personal coverage carried by the driver with coverage carried by the owner of the rented vehicle.

Activity Standards:

Where swimming or boating is included in the program, Safe Swim Defense and/or Safety Afloat standards are to be followed. If climbing/rappelling is included, then Climb On Safely must be followed. At least one person must be trained in CPR from any recognized agency for Safety

Afloat and Climb On Safely. At least one adult on a pack overnigher must have completed Basic Adult Leader Outdoor Orientation (BALOO).

Effective for tours on January 1, 2009, at least one adult must have completed Planning and Preparing for Hazardous Weather Training according to National Standards.

Transportation Guidelines:

1. You will enforce reasonable travel speed in accordance with state and local laws in all motor vehicles.
2. If by motor vehicle:
 - a. *Driver Qualifications:* All drivers must have a valid driver's license and be at least 18 years of age. **Youth Member Exception:** When traveling to an area, regional, or national Boy Scout activity or any Venturing event under the leadership of an adult (21+) tour leader, a youth member at least 16 years of age may be a driver, subject to the following conditions: (1) Six months' driving experience as a licensed driver (time on a learner's permit or equivalent is not to be counted); (2) no record of accidents or moving violations; (3) parental permission has been granted to leader, driver, and riders.
 - b. If the vehicle to be used is designed to carry more than 15 people (including driver) the driver must have a commercial driver's license (CDL).
 - c. Driving time is limited to a maximum of 10 hours and must be interrupted by frequent rest, food, and recreation stops.
 - d. Seat belts are provided, and must be used, by all passengers and driver. Exception: A school or commercial bus, when not required by law.
 - e. Passengers will ride only in the cab if trucks are used.

Our Pledge of Performance:

1. We will use the Safe Swim Defense in any swimming activity, Safety Afloat in all craft activity on the water and Climb On Safely for climbing activity.
2. We will use trucks only for transporting equipment—no passengers except in the cab. All passenger cars, station wagons, recreational vehicles, and cabs of trucks will have a seat belt for each passenger.
3. We agree to enforce reasonable travel speed (in accordance with national, state, and local laws) and use only vehicles that are in safe mechanical condition.
4. We will be certain that fires are attended at all times.
5. We will apply for a fire permit from local authorities in all areas where it is required.
6. We will at all times be a credit to the Boy Scouts of America and will not tolerate rowdiness or un-Scoutlike conduct, keeping a constant check on all members of our group.
7. We will maintain high standards of personal cleanliness and orderliness and will operate a clean and sanitary camp, leaving it in a better condition than we found it.
8. We will not litter or bury any trash, garbage, or tin cans. All rubbish that cannot be burned will be placed in a tote-litter bag and taken to the nearest recognized trash disposal or all the way home, if necessary.
9. We will not deface trees, restrooms, or other objects with initials or writing.
10. We will respect the property of others and will not trespass.
11. We will not cut standing trees or shrubs without specific permission from the landowner or manager.
12. We will collect only souvenirs that are gifts to us or that we purchase.
13. We will pay our own way and not expect concessions or entertainment from any individual or group.
14. We will provide every member of our party an opportunity to attend religious services on the Sabbath.
15. We will observe the courtesy to write thank-you notes to persons who assisted us on our trip.
16. We will, in case of backcountry expedition, read and abide by the Wilderness Use Policy of the BSA.
17. We will notify, in case of serious trouble, our local council service center, our parents, or other local contact.
18. If more than one vehicle is used to transport our group, we will establish rendezvous points at the start of each day and not attempt to have drivers closely follow the group vehicle in front of them.

Reminder:

All persons responsible for youth safety must understand and appreciate the Scouting position of Zero Tolerance for child abuse and victimization in any form. Unit Leaders should report any suspected abuse to the Scout Executive. If you have any questions, please feel free to call the Council Office and speak with the District Executive.