



Grand Canyon Council, BSA

2969 North Greenfield Road
Phoenix, AZ 85016
602-955-7747



Tour Permits

<i>Policy At-A-Glance</i>	
Purpose	To help protect you, the volunteer leader, the youth in your care, and make it easy for you to file.
A Tour Permit must be filed for any of these scouting activities	<ul style="list-style-type: none"> Activities involving <u>any</u> overnight activity Activities involving <u>any</u> aquatics or climbing activity Activities <u>not held</u> at your normal (home base) meeting location(s).
When to file	<ul style="list-style-type: none"> Local Permits – two weeks prior to planned activity. National Permits – 30 days prior to planned activity.
Insurance Requirements	All vehicles used in a Scouting activity must be covered by an appropriate liability insurance policy. (See Vehicle Liability Insurance)
Tour Permit Resources (click on hyperlinks)	<ul style="list-style-type: none"> Online: My Scouting Website Online PDF Forms: Local Tour Permit National Tour Permit Online Guide: Guide to Safe Scouting
How to file local and national tour permits	<ul style="list-style-type: none"> e-mail Filing: TourPermits@grandcanyonbsa.org Fax: (602) 955-0570 Online Filing: www.MyScouting.org (coming soon) USPS Grand Canyon Council, BSA 2969 North Greenfield Rd Phoenix, AZ 85016
FAQs	<ul style="list-style-type: none"> Frequently Asked Questions

The Council is committed to a safe and fun environment for our youth to enjoy.

The Council is also concerned about protecting our volunteers from undue risk of litigation.

Proper compliance with the Tour Permit policy helps meet both of these goals!

Remember, Homeland Security has new requirements for [passports](#) and ID's for travel to / from Canada and Mexico.

Tour Permit Policy

National BSA Rules and Policies identify the need for a Tour Permit. The National Policy establishes the requirement of completing a Local Tour Permit related to activities within 500 miles of your home base. A National Tour Permit is required for scouting activities at distances greater than 500 miles.

The Tour Permit has three primary functions:

- 1) The Tour Permit is a planning tool to help volunteer leaders minimize the risks that may come from weak or inadequate activity planning.



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- 2) The Tour Permit provides a record of the activity as clearly relating to Scouting. This is important for you, the volunteer leader, as it affects your personal insurance and liability exposure.
- 3) The Tour Permit provides the Council information to locate a unit in the event of an emergency. **(In addition, each unit should make known to parents a designated contact who will have detailed information on the location of the unit).**

Tour Permits are also recognized as proof that a unit activity has been well planned and organized and under capable and qualified adult leadership. Furthermore, Tour Permits are accepted by national parks, military installations, and other organizations (Note: These organizations may require the approved tour permit for entry).

Before any Tour Permit will be approved, the tour leader must verify that he/she has access (paper or electronic) to the [Guide to Safe Scouting](#) and has read it and at least one leader must be current in [Youth Protection Training](#).

Local Tour Permits

The Grand Canyon Council has determined that a [Local Tour Permit](#) is required for the following scouting activities carried out within 500 miles of your home base.

- Activities involving any overnight activity.
- Activities involving aquatics or climbing activity (including any pool parties)
- Activities not held at your normal (home base) meeting location(s)

[Local Tour Permits](#) are either filed on-line at [My Scouting Website](#), by e-mail to TourPermits@grandcanyonbsa.org, or via fax ((602) 955-0570) to the Staff at the Grand Canyon Council offices. Please file your Tour Permit two weeks prior to your planned activity for the Council Offices to fulfill their review function.

National Tour Permits

A [National Tour Permit](#) is required for trips in excess of 500 miles from home (one way) or outside the continental United States. Permits are approved at the National level and require a minimum of 30 days to process.

Permission Slips

For all activities, trips, and outings, it is highly recommended that each youth provide a signed permission slip from parent/guardian authorizing them to participate, and for the leader to seek medical attention if required. (This is included as part of the [Class I Medical Form](#)). Even when Tour Permits are not necessary, it is strongly recommended to have permission slips and medical forms on hand. Sample permission slips and forms are available at the [Council Service Center](#).

Helpful Hint

Experience has shown that delays in submitting Tour Permits occur because volunteer leaders are having a difficult time compiling the driver information.

To help, each unit should create and update an electronic Drivers List on the [My Scouting Website](#). Include every eligible driver on the electronic form. Remember, the list should be reviewed and updated at least once a year (coinciding with annual charter renewal / adult roster).

If your unit uses the paper procedure method, please keep an up to date list and mark on each tour permit "Drivers on File at Council Office".

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Insurance

The insurance provided to Scouting volunteers through the BSA General Liability Insurance Program is excess over any other insurance the volunteer might have.

General Liability Insurance

Comprehensive General Liability Insurance coverage provides primary general liability coverage for registered Council, volunteer Scouters, Scouting units, chartered organizations, and Scouting professionals and employees, with respect to claims arising in the performance of their duties in Scouting for non-vehicular related claims.

The national policy provides secondary coverage (excess coverage over any insurance which may be available to the volunteer for loss arising from the ownership, maintenance, or use of a motor vehicle or watercraft. This secondary insurance coverage is only available while the vehicle or watercraft is in actual use of a Scouting unit and being used for a Scouting purpose.

Excess coverage is for more than \$15,000,000 for bodily injury and property damages.

There is no coverage for those who commit intentional or criminal acts.

Vehicle Liability Insurance

All vehicles used in a Scouting activity must be covered by a liability insurance policy. That policy must meet the minimum Arizona financial responsibility requirement of \$15,000 or the coverage must meet or exceed the insurance requirement of the State in which the vehicle is licensed.

The Council strongly recommends that minimum coverage limits be \$50,000/\$100,000/\$50,000 or \$100,000 combined single limit. In addition, the following requirements must be met.

- 10 or more passengers – 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.
- Rented vehicles – For rented vehicles the requirement of coverage limits can be met by applying the driver's personal coverage limits in addition to coverage provided by the owner of the rented vehicle.
- Outside the United States – All vehicles used in travel outside the United States must carry a liability insurance policy that complies with or exceeds the requirements of that country.

The council's automobile liability insurance is excess of the insurance the owner of the auto carries, providing insurance protection above the limits carried on the auto up to the upper limit of coverage.

For information, claim forms, or if legal papers are served in a Scouting-related incident, please contact the [Council Service Center](#).

Drivers Pledge

- I will not drive when I feel fatigued. I realize that when I am fatigued, I process information more slowly and less accurately and this impairs my ability to react in time to avoid accidents.
- I will arrange my schedule so that several days before a Boy Scout "driving trip," I will get a good night's sleep every night to avoid the cumulative effect of not getting enough sleep.
- I will make trip preparations far enough in advance so that last-minute preparations don't interfere with my rest.
- I will make travel plans that take into account my personal biological clock and only drive during the part of the day when I know I will be alert.
- I will be smart about engaging in physical activities during Scouting outings and will make sure that I will be ready to drive alertly.



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Frequently Asked Questions

Q: When should I file a tour permit?

A: While not all inclusive, tour permits should be filed for:

- A Scout activity at a Council Camp or property
- Overnight camping trips
- Summer Camp
- Order of the Arrow Lodge or Sectional events
- Aquatics Camp at Desert Outdoor Center
- A pool party at your house
- A trip to see a baseball game located only 5 miles away from your normal meeting location (school or church)

Q: Do I need a tour permit to take a child home from our regularly scheduled meeting?

A: No. You only need a tour permit if you are transporting children (other than your own) to locations other than your normal meeting location(s).

Q: What if I am transporting my son and his best friend to a Camporee, Cub Day Camp or a Cub Scout "Go See it"?

A: Yes. You need a tour permit since you are transporting children (other than your own) to locations other than your normal meeting location(s).

Q: Where can I find tour permit forms?

A: Tour permit forms are available at:

- [Council Service Center](#) (paper form)
- [Local Tour Permits](#) (pdf form)
- [National Tour Permits](#) (pdf form)

Q: Where do I send completed Tour Permit Forms?

A: Tour permit forms are available at:

- Local Tour Permits (two weeks prior to event):
Email: TourPermits@grandcanyonbsa.org
Fax: (602) 955-0570
USPS: Grand Canyon Council, BSA / 2969 North Greenfield Rd /Phoenix, AZ 85016
- National Tour Permits (30 days prior to event):
Send to: Grand Canyon Council, BSA / 2969 North Greenfield Rd /Phoenix, AZ 85016

Q: When should I be filing a National Tour Permit?

A: Complete filing at least 30 days before the date of departure. The review and approval process may require Western Region and National Council involvement.

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Q: When National Council puts tour permits "on-line", how will I access them?

A: Go to the [My Scouting Website](#) for instructions.

Q: When should I be filing a Local Tour permit with the council office?

A: Complete filing at least two weeks prior to the event as approved on the unit calendar. Tour permits turned in too close to a scheduled event leave little time for the Council to review.

Q: I am taking my Crew to Rocky Point, Mexico, for a Scuba Weekend. What kind of Tour Permit do I need?

A: You will need to file a National Tour Permit at least 30 days prior to the trip (and don't forget [passports](#) for everyone).

Q: If I am a driver am I required to hold a Commercial Drivers License (CDL)?

A: No, unless you are driving a vehicle of 15 passengers or more and be compensated. If you are driving a truck you need a CDL to drive a truck over a gross weight of 10,000 pounds. (See AZ MVD for [CDL FAQs](#)).

Q: Do we need a tour permit if we are hosting a contingent of visiting foreign scouts and plan to take them on two excursions?

A: Yes. If separate excursions, you will need to file two separate permits (thank you BSA for electronic filing!)

Q: Do unit sponsored excursions involving aquatics activities require tour permits?

A: Yes, regardless of location.

Q: When I fax in my tour permit, is there anything else I should do?

A: Yes. Call the council office to verify it was received and is legible.

Unit Events

If there is a single kernel of wisdom for Scout leaders conducting Unit events, what would it be?

When in doubt, submit a Tour Permit!

Reference	URL
CDL FAQs	http://www.dmv.org/az-arizona/cdl-faqs.php
Guide to Safe Scouting	http://www.scouting.org/HealthandSafety/Resources/Guidetosafescouting.aspx
Local Tour Permit	http://www.scouting.org/filestore/pdf/34426.pdf
My Scouting Website	http://www.myscouting.org/
National Tour Permit	http://www.scouting.org/filestore/pdf/4419.pdf
Passports	http://travel.state.gov/passport/passport_1738.html
Youth Protection Training	http://www.scouting.org/YouthProtection.aspx

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