



# Transportation Coordinator

**Position Title: Transportation Coordinator**

**Reports To: Outing Coordinator**

**Key Linkages: Scoutmaster, Committee Chair,  
Webmaster**

**Direct Reports: none**

**Job Responsibilities:**

1. Coordinate transportation for Troop outings in compliance with BSA guidelines
2. Develop a confidential list of available drivers, their vehicles, driver's licenses and insurance coverages to enable completing tour permits
3. Provide a completed tour permit for each outing
4. Ensure sufficient seats exist for both legs of the journey
5. Provide travel maps to and from the outing site for all drivers
6. Minimize the number of vehicles required for transportation
7. Work with the Quartermaster, Outing Coordinator and Scoutmaster to understand and provide sufficient equipment transportation for the outing
8. Verify a fuel surcharge will/won't be included in the outing fees