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## ADDITIONAL RECOMMENDATIONS FOR PCA DRIVING TOURS & OFF-ROAD DRIVING TOURS

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These recommendations are provided in addition to the Minimum Driving Tour Standards and are recommendations, based on past experience, to enhance the success of regional tours. Region members charged with planning and executing such tours should read these additional recommendations and consider whether they would improve their tours.

### ▪ **Driving Tour Management**

- Every region conducting PCA driving tours should appoint a Driving Tour Chair, who should be identified on the Region's committee list submitted to PCA National.
- Regions that conduct driving tours should establish a tour leader training/mentoring program including, at a minimum, a training outline or webinar to brief new driving tour leaders. **Off-road driving tour leaders should also be trained by someone familiar with leading off-road driving tours.**
- **PCA's webinar "How to Conduct a Successful Driving Tour" provides useful information for new and returning tour leaders that would be a good starting point for regional tour leader training.**
- Driving tour leaders should read and follow the "PCA Insurance and Risk Management" guidance on PCA.org.

### ▪ **Tour Planning**

- Start planning early, especially if hotel and meal reservations are required.
- When planning the route, select a starting point and rest stop(s) that will facilitate the safe parking and controlled departure of all cars on the tour. Plan for a rest stop every 60-90 minutes. Make sure facilities can support the group(s).
- Driving tour directions should include each turn direction, leg distances and cumulative mileages after each leg, planned rest stops and notes/caution information along the route.
- Establish regroup points and identify them in the driving directions (e.g., soon after leaving the starting location and thereafter at 4-way intersections/stoplights, etc.).
- In addition to driving tour directions, provide a route map (from Google, MapQuest, etc.).
- In order to avoid impeding other traffic and avoid annoying members of the public, safely control the group(s), reduce the risk of becoming separated and enable radio communications, group sizes should be managed based on the area to be travelled, visibility of cars on the tour and the driving tour experience of the group. Group sizes of up to 15 cars work best for country/rural routes; **group sizes of up to 10 cars are better for urban routes. Larger groups are not recommended. If larger groups are used, additional safety measures should be implemented, such as mid-group sweeps.**
- For groups that are able to maintain visual contact throughout the route, communications could be accomplished by hand signals that are described in the safety briefing.
- In the week(s) prior to the event, pre-run as much of the route as possible in order to confirm the suitability of the route, and the accuracy and completeness of the route directions. In addition, search for online road closure information prior to the tour date to minimize surprises such as construction, road closures, poor road conditions, etc.

- For off-road driving tours, pre-run the route in conditions that are similar to the conditions expected for the day, if possible.
  - Consider contacting one of your sponsors, advertisers or local dealers to ask if they would like to provide a support vehicle, personnel or other support for the event.
- **Registration & Pre-Event Communications to Participants**
    - Use a formal registration process to collect key information from each participant prior to the event, including: driver and passenger names; minor names (if any); cell phone number to be used on event day; email address; emergency contact information of someone not at the event. Established registration sites are useful for this purpose (e.g., MotorsportReg, Club Express, ClubRegistration, Eventbrite) and some online registration sites can be used to generate pre-printed waiver forms.
    - Ask everyone to arrive at the starting point with sufficient fuel to complete the route.
    - Notify all participants in advance that they must check in, sign the waivers, obtain the route instructions and attend a safety briefing at the staging area.
    - Provide all participants the opportunity to read the waiver forms (adult and minor) in advance via a link on pca.org, or by including it as a link on the registration site.
    - Driving tours with more than one group get started more smoothly if attendees know in advance how the run groups will be organized at the staging area.
    - The tour leader should assign the run group leader(s) and sweeper(s) prior to the date of the event and advise them regarding what is expected of their role prior to the tour date.
    - The tour leader should inform the person(s) responsible to complete the Observer's Report regarding the Observer's role prior to the participant/safety briefing, where the form can be accessed online, and should provide a blank copy of the Observer's Report to the Observer on event day.
  - **Additional Points for the Safety Briefing**
    - When driving as a group, it is not acceptable to take added risks, such as illegal passing, running yellow or red lights or cutting off another driver in order to stay with the group. Be especially careful at intersections and after rest stops when merging back into traffic. Safety is more important than the need to stay together.
    - In order to maintain the integrity of the group and enhance safety:
      - Don't lose the car(s) in front of you and behind you.
      - Regularly check rear-view mirrors to confirm that the car behind is still following. If not, slow down until the car(s) behind you have caught up and it is safe to continue.
      - Do not allow excessive spacing to develop within the group. If you're lagging behind, try to keep pace with the car in front of you.
      - Beware of the accordion effect. Control your acceleration and deceleration in order to safely keep the group together.
      - There are several possible regroup points that are identified in the driving directions.
      - Two-way radios or other communication devices are in the lead and sweep cars and will be used to communicate about tour group issues.
    - Be prepared to lead the group behind you if you become separated from the rest of the group in front of you.
    - Do not change groups at rest stops without notifying the affected group leaders.
    - Stay on the route unless you've informed the group leader and/or sweeper that you expect to depart from the rest of the group.