ADDITIONAL RECOMMENDED GUIDELINES FOR PCA DRIVING TOURS

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

- **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 (how to) training program or, at a minimum, a training outline to brief new driving tour leaders.
  - Driving tour leaders should read and follow the "PCA Insurance and Risk Management" guidance on PCA.org.

- **Event Planning**
  - Start planning early, especially if hotel and meal reservations are required.
  - If the tour start or end point changes prior to the beginning of the tour, use best efforts to notify the PCA National insurance coordinator prior to tour commencement.
  - 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, details on planned rest stops and parking 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/stop-lights, etc.).
  - In addition to driving tour directions, a route map (from Google, MapQuest, Bing, etc.) is helpful for some participants.
  - In order to safely control the driving tour group(s), reduce the risk of becoming separated, and avoid impeding other traffic, 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 tour groups that are able to maintain visual contact throughout the route, communications within the group could be accomplished by hand signals that the tour leader must describe in the safety briefing.
  - It is highly advisable to dry run the route and search online for road closure information prior to the tour date to minimize surprises such as construction, road closures, poor road conditions, etc.
  - Consider contacting one of your sponsors, advertisers or local dealers to ask if they'd 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. Information to collect: 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., ClubRegistration, MotorsportReg, Eventbrite)..

- o Ask everyone to arrive at the starting point with sufficient fuel to complete the route.
- o Notify all participants in advance they must check in, sign the waivers, obtain the route instructions and attend a safety briefing at the staging area.
    - Consider using pre-printed waiver forms if they are a feature of the online registration process
- o 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.
- o Driving tours with more than one run-group get started more smoothly if attendees know in advance how the run groups will be established and organized at the staging area.
- o The tour leader should advise run group leader(s) and sweeper(s) regarding what is expected of their role in advance of the tour date.
- o 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 this Report to the Observer to review on event day.

- **Additional Points for the Safety Briefing (written as they would be briefed)**
    - o Cars on driving tours are expected to stay together as a group; however safety is more important than the need to stay together. 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.
    - o 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 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 along the route 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.
    - o Be prepared to lead the group behind you if you become separated from the group in front of you.
    - o Do not change groups at rest stops without notifying the affected group leaders.
    - o Stay on the route unless you've informed the group leader and/or sweeper that you expect to depart from the group.
    - o PCA tour participants are subject to the same local laws as the general public regarding the consumption of drugs and alcohol.