

Tour Leader's Guide

-Acquire proper PCA insurance forms from the HDR safety chairperson. A lead time is required to obtain these forms from PCA national. Please submit the end-point of your tour to the safety chairman at least 2 weeks before the tour.

- you will be required to submit a short article with photos after the event to the hdr webmaster for inclusion in the next "downshift". You may assign this task to another member that attends the tour if you wish.

-----day of the tour-----

-Conduct a driver's meeting (required) before tour starts

- Emphasize the driving protocols and introduce any additional group leaders

- Use the "tour participant's guide" and the "driving etiquette" pages to help outline your driving instructions

- Give a brief overview of the tour including time and distance

-Insurance waiver signed by each participant

-Ensure communication between lead and sweep cars (cell phone #)

-Headlights on for all cars while in motion

-Split into groups of 10-15 cars, ensure group leaders know the route. (Assign group leaders prior to the drive and orient them to the route)

-always observe traffic signs and speed limits

Thanks for contributing to the fun of being in the HDR PCA!!!