



TRIP LEADERS GUIDE

CONVOY PROCEDURE

Background

To maintain an orderly procedure of a group of vehicles on a run or trip, the Club follows a convoy procedure found by experience to be the most practical.

Before starting the trip

1. Fuel and provisions should be sought prior to the start of the trip by all drivers.
2. Eligibility of vehicles to participate in Club events shall be determined by the Trip Leaders.
3. Trip leader should verbally brief all drivers about convoy procedure.
4. Trip leader should provide non-club members a handout of convoy procedure at the start of a run (latest version readily obtained from the Club website).
5. Trip leader should consider a verbal reported for the meeting and scribe to write the trip report.

Convoy Procedure

1. Unless directed otherwise by the Trip Leader, all vehicles shall remain in **starting order** during the trip.
2. A Trip Leader may organise the order of vehicles in a convoy. He/she will also nominate a “**Tail End Charlie**” to take position at the rear of the convoy and this will be the last vehicle in the convoy. Trip leader to ensure all drivers are clear about convoy order, thus ensuring that each driver knows which the car is traveling behind and in front.
3. Trip leader to clearly define **departure times** and drivers must ensure they are ready to depart in order from the start and each stop, including lunch.
4. Unless the Trip Leader has specified otherwise at the beginning of the trip, each driver will stop at any **turn-off or intersection** and will wait for the following vehicle to acknowledge the turn before moving in the correct direction. Each vehicle in turn will wait at the intersection for the following vehicle before moving off. An indication may be given to the vehicle in front when the driver of the next vehicle is aware of the intersection by operating the turning indicator lights, thus enabling him/her to move off and help reduce delay. At all times each driver in convoy is responsible for the vehicle behind. If arriving at an intersection where there is no vehicle waiting and the driver is in doubt as to the correct direction, then that driver should not move off, but instead wait for the vehicles behind to catch up. The driver will then receive correct instructions as to which route to take.
5. When travelling in convoy the **distance between each vehicle** should be maintained not be less than six vehicle lengths or the minimum legal requirement, making sure to leave sufficient space for other vehicles to overtake on highways and country roads.
6. If **leaving a trip** or convoy at any stage, that driver must notify the Trip Leader of his/her intentions. This departure needs to be clearly communicated by the trip leader to other convoy members.
7. Every driver shall take steps to **drive carefully at stops** watching for pedestrians.

At conclusion of the trip

1. Trip leader should thank all participants for attending.
2. Trip leader should confirm verbal and written trip reporters.

Update and reprint the convoy procedure in the magazine.

Place a copy of the convoy procedure on the Club's website so there is an easy refresher available at anytime for all members and non-members with an access link.