

---

## PCA MINIMUM DRIVING TOUR STANDARDS

---

Approved May 2020

The purpose of the PCA Minimum Driving Tour Standards is to provide each Region with the foundation on which to build their own Driving Tour program. These Standards were designed to be minimal in nature so any Region can have more stringent rules, but no Region shall have any that are more lenient. Any Region conducting a driving tour must meet all the Minimum Driving Tour Standards. Additional Standards for Off-Road Driving Tours and Additional Recommendations for Driving Tours are available on PCA.org. Definitions are included below and are part of these Standards.

### DEFINITIONS

- **Driving Tour:** A driving tour is an organized event in which participants gather at a start point defined on the PCA event insurance certificate, then drive in a follow-the-leader format, in a group or groups which include both a lead and a sweeper car(s), along the tour route to the end point identified on the insurance certificate.
- **PCA Liability Insurance Coverage for Driving Tours:** All participants, including passengers sign liability waivers. PCA coverage is only in effect for the route defined by the start point and end point on the insurance certificate and driven by the participants who have signed waivers for that driving tour. Participants who intentionally separate themselves from the group are considered to have left the driving tour and may no longer be covered under PCA insurance.

*Note 1:* If your Region conducts driving tour events that meet the above definition and does not obtain a Certificate of Insurance and collect signed waivers, then your event, Region, Region's officers, you and PCA may not be covered by PCA insurance and all may be exposed to potential liability in the event of an incident.

*Note 2:* If your Region conducts driving tour events that do not meet the above definition, even if you obtain a Certificate of Insurance and collect signed waivers, then your event may not be covered by PCA's insurance.

- **Tour Route:** Each driving tour follows a specified route as planned by the tour leader and documented in written (or electronic) driving directions.
- **Tour Leader:** This person is responsible for the overall planning and execution of the driving tour. This includes planning the tour route and coordinating the tour start point, end point, rest stops and regroup points. Additionally, the tour leader is responsible for ensuring an adequate participant safety briefing is conducted in accordance with these Minimum Driving Tour Standards.
- **Group Leader:** For driving tours with multiple groups, the group leader(s) are responsible for leading their respective groups in compliance with all instructions outlined by the tour leader and all Minimum Driving Tour Standards.

- **Sweeper:** Also called the trailing or following car, the sweeper is the car at the tail end of the tour or group. The sweeper's duties include assisting any participants who may encounter car or health difficulties, advising the tour/group leader if vehicles became separated from the group and advising the tour/group leader about any unsafe driving practices by a tour participant so the tour/group leader(s) can take appropriate action to curtail such unsafe driving practices.
- **Insurance Certificate:** The official liability insurance certificate issued by PCA showing the insurance coverage, date of the event, and the start and end points for the event.
- **Waiver Forms:** In the event of an incident, the PCA waiver provides an initial level of protection for PCA and all PCA persons from liability in connection with the incident. "Release and Waiver of Liability" forms for both adults and minors are published on the PCA.org website and in the Region Procedures Manual (RPM).

## PCA MINIMUM DRIVING TOUR STANDARDS

- **Waivers and Insurance**
  - A PCA liability insurance certificate shall be requested from PCA National on the insurance request form published on PCA.org and in the RPM. A hard copy shall be available when participants check in and carried by the tour leader on the tour.
  - PCA National shall be notified within 24 hours if a tour is cancelled.
  - PCA National shall be notified prior to the tour date if the start or end location is changed.
  - There shall be an established method to ensure ALL participants, including passengers sign the waiver(s) and receive the safety briefing prior to tour start. If other participants join at an intermediate point or start from an alternate location, they shall also sign the waiver form(s) and receive a safety briefing prior to tour participation.
  - At least one parent/guardian shall be present to sign the "Minors as Observers Only Form" for each participant under the age of 18, if applicable. Alternatively, a notarized waiver may be presented at the event.
  - Driving tours shall use the waiver forms printed in color (with red type).
  - All drivers shall be at least 18 years old.
- **Tour Planning**
  - In order to avoid impeding other traffic, safely control the group(s) and reduce the risk of becoming separated, group sizes shall be dependent upon the area to be travelled, visibility of cars on the tour and the driving tour experience of the group.
  - Group sizes shall be established with the objective of maintaining visual contact with the vehicle ahead and behind for most of the driving tour.
- **Tour Conduct**
  - Each driving tour shall have an assigned leader per group and a minimum of one sweeper car.

- The cell phone numbers of all tour/group leaders and sweepers shall be provided to all participants.
  - Route directions shall be provided to all group leaders and sweepers and to those tour participants whose primary duty is to safely navigate the route.
  - Each tour/group leader and sweeper vehicle shall have a safe method of communicating within the group in compliance with local laws.
  - In order to reduce the risks associated with distracted driving, each tour/group leader and sweeper car shall have a minimum of 2 occupants primarily for the purpose of safely navigating the route and conducting safe/legal communications.
  - The tour shall be conducted in compliance with speed limits and all other traffic laws.
  - The tour/group leader shall conduct a formal participant/safety briefing for all tour participants prior to driving tour departure, including all items specified in the safety briefing section below.
- **Post-Event Reporting**
    - All post event reporting shall be completed using the online forms on PCA.org.
    - The tour leader shall complete and submit the Post Event Report to PCA within 5 days of the event.
    - The tour leader shall assign someone who is not involved in planning or organizing the event to complete and submit the Observers Report to PCA within 10 days of the event.
    - The tour leader shall complete and submit an Incident Report to PCA, if needed, within 5 business days of the event (the next business day if bodily injury is involved).

A Region's repeated failure to comply with these Minimum Standards after warnings of non-compliance or refusal to adhere to these Standards could prevent the Region from obtaining PCA insurance for future driving tour events.

## **MINIMUM SAFETY BRIEFING FOR TOURS**

The following points shall be communicated during the safety briefing for all participants, including passengers prior to tour departure. Most points can be read as a script. Additional points to consider are included in “PCA’s Additional Recommendations for Driving Tours and Off-Road Driving Tours” (on PCA.org).

- *Introductions:* [Introduce all tour/group leader(s) and sweeper(s) and identify their cars.]
- *Waivers:* Have all tour participants signed the relevant waiver form(s)?
- *Emphasis on Safety:* Safety is paramount. Driving tours are NOT competitive or high-speed driving events. Each driver is responsible for operating their own vehicle safely, in all road conditions.
- *Insurance:* It is assumed that each participating driver has a current driver’s license and automobile liability insurance. PCA also provides liability insurance that covers PCA, the Region, the event organizers and each participant while on the tour. If you intentionally separate yourself from the group, you may not be covered by PCA’s insurance.

- *Laws:* Obey speed limits and all other traffic laws, plus all local laws regarding the consumption of drugs and alcohol.
- *Route Directions:* The driving directions contain details about the route, regroup points, rest stops and any safety concerns or areas where the tour may have to slow to maintain safety. *[Review any specific areas of concern in the driving directions.]*
- *Safety as a Group:* 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 in order to stay with the group.
- *Following Distance:* Leave a safe distance between cars, generally at least 2-3 seconds behind the car in front, or one car length for every 10MPH/16KPH.
- *Passing:* No passing is allowed of the tour/group leader(s). They set the pace. Pass cyclists, pedestrians and other non-motorized traffic SLOWLY, giving a wide berth.
- *Separation from the Group:* If you become separated from the group, inform the driving tour/group leader or sweeper and obey all posted speed limits and other traffic laws until you rejoin the group.
- *Headlights:* Drive with headlights on to increase visibility to other vehicles.
- *Emergencies:* In an emergency, pull over, stop in a safe location, turn on emergency flashers and advise the tour/group sweeper.
- *Sweeper Role:* The sweeper plays an important support role and shall advise the tour/group leader of any issues within the group.
- *Communications:* [Provide cell phone numbers of all tour/group leaders and sweepers to all participants or refer to them in the driving directions.]
- *Drones:* The use of drones is prohibited at all PCA events.
- *Safety & Fun:* Responsibility for maintaining PCA's excellent history of safe and enjoyable events rests with each participant. Have fun and be safe!

# PCA Tours Guidelines

Version 2014

## Introduction

Many PCA regions conduct tours. They are effective in bringing out members who do not participate in track or competitive events such as autocross and rallies. What follows is a review of some of the basics to consider when putting on a tour. (Other valuable sources can be found in the *Region Procedures Manual* and in *Region Focus* volumes 12 # 4; 15 # 1; and 17 # 3 on [www.pca.org](http://www.pca.org)).

In organizing and conducting a tour, the primary consideration is always safety. The principal requirements are that the event:

1. Be planned and conducted with safety as a primary concern
2. Be covered by PCA insurance
3. Demonstrate a concern for the safety of entrants and observers in its procedures and instructions.

**Notice:** Motorsports, including tours, are potentially hazardous activities. Accidents at tours have occurred in the past. The intent of these guidelines is to assist regions in the organization of tours that will be safe and enjoyable experiences; however, they are in no way a guarantee against injury to participants or others. The ultimate responsibility for the safe conduct of a motorsports event lies with the region organizing the event and with the participants.

## Insurance

All PCA driving events require liability insurance. To obtain this coverage for a moving car event, a region must complete an **Event Insurance Enrollment Form** (to be found in the *Region Procedures Manual* or on [www.pca.org](http://www.pca.org)). It should be completed according to the instructions on the form and sent to the PCA National Office at least three (3) weeks in advance of the event. If you do not have a **Certificate of Insurance** in hand before the commencement of your moving car event, you DO NOT have insurance coverage. Verify that the certificate is available to entrants at the start of the event.

## Event Waivers

Make sure that you have a supply of current PCA insurance waivers and release forms printed in color. There are three types:

1. **Release and Waiver of Liability, Assumption of Risk and Indemnity Agreement** for adults over 18 years of age
2. **Waiver and Release of Liability and Indemnity Agreement for Minors in Restricted Areas, Driving or Riding** for participating minors that will be in a touring vehicle or otherwise involved with the event (including working as a volunteer)
3. **Waiver and Release of Liability and Indemnity Agreement for Minors as Observers Only** for minors that will not be a passenger in a touring vehicle and are totally uninvolved with the event (not working it either!)

All persons in attendance, including officials, must sign a waiver. If waivers are not provided, the event is not covered by PCA insurance and must not proceed. Original signed waivers from the event should be retained and stored for 4 1/2 years after the event. For more information on waivers and PCA Insurance procedures see the *Region Procedures Manual* or [www.pca.org](http://www.pca.org).

## **Licensing**

All drivers must have a valid state or provincial driver's license. It is recommended that drivers show their licenses when they sign in on the day of the event.

**Publicity** is usually by means of newsletters, flyers, emails or the region's website. The information should include a time schedule (stress the mandatory drivers' meeting), the pre-registration requirement and the fee. If advertising in the newsletters of other regions, the event chairperson should be aware of their submission deadlines.

**Pre-registration** is strongly recommended as it allows the tour leader to prepare enough copies of the route instructions, obtain sufficient numbers of radios, as well as make an advance group lunch reservation.

## **Route Planning**

From a safety standpoint, the following guidelines are recommended:

1. Avoid roads that are in poor condition or potentially hazardous such as those under repair or construction.
2. The duration of the tour should not exceed a level at which the driver will become fatigued. Two to three hours of driving time, not including stops, is recommended..
3. Plan for rest stops every hour. They should be located in areas with adequate parking and services.
4. Posted speed limits and prevailing conditions must be observed when establishing speed instructions.
5. Pre-run the tour on the same day of the week and at the same time of day as the event is to take place.
6. Prepare clear, easy-to-follow instructions.

## **Route Instructions**

1. Provide one set of instructions per car and include the rest stop locations.
2. Give the mileage between turns so that entrants know when to look for the next sign or landmark.
3. Provide the address and telephone number where tour will end (if there is a destination).
4. Provide the cell phone number of the tour leader.

## **Car Separation**

Other than the lead and last car, drivers should always be able to see the car in front and the car behind in their rear-view mirrors.

## **Communication**

The lead and last car should be able to communicate by CB radio, walkie-talkie or cell phone. Radios are fun and useful because multiple cars can participate in the conversations. For large groups they are recommended in every eighth or ninth car.

## **Event Operation**

1. Have food and coffee, tea or water on hand at the drivers' meeting.
2. Drivers' meeting topics:
  - a. Greet everyone and be sure to introduce new and out-of- region participants

- b. Safety in general
  - c. Obeying traffic laws, especially speed limits
  - d. Need to control speed or you will lose insurance coverage
  - e. The lead car must stay below the speed limit: explain accordion, whip effect
  - f. Check that each car has a set of instructions
  - g. Drivers should check of gas gauges and tire pressures
  - h. Headlights must be kept on
  - i. Radio channel to be used
  - j. "Driver attitude": unsafe driving, speeding, passing and use of alcohol or drugs are reasons to be excluded from the tour.
  - k. Emergency or problem procedure: flash car in front, watch mirrors and do not lose the car behind
  - l. Wish everybody a fun and safe tour.
3. Stop at the first gas station for the inevitable low-on-gas participant and a first pit stop for the coffee drinkers.

### **Post Event Reports**

The **Post Event Report** must be filled-out by the event chair. It is available in the *Region Procedures Manual* and online at [www.pca.org](http://www.pca.org).

### **Observer's Report**

Observer's reports must be filled out according to the **PCA Guidelines For Observer And Incident Reports**, which is available in the *Region Procedures Manual* or on [www.pca.org](http://www.pca.org). You will find the **PCA Observer's Report For Tours** available there as well. This is the form to use for tours.

These reports are used to track safety consciousness at PCA events and to record conditions that existed at a given event. Should marginal event conditions occur, the PCA National Safety Chairman might contact the region and offer suggestions for improvement.

### **Incident Reporting**

In the event of damage or injury, a report of the incident must be filed according to the **PCA Guidelines For Observer And Incident Reports**, which is available in the *Region Procedures Manual* or on [www.pca.org](http://www.pca.org).

The **PCA Incident Form** is also in the *Region Procedures Manual* and online at [www.pca.org](http://www.pca.org).

If there is an incident, do not make any comments to anyone regarding the incident, including the media, except that *"there will be a full investigation and any further comment would be inappropriate at this time."* Do not admit to or imply any fault by anyone.

Additionally, if there is an incident, host Region officers should locate and take custody of all signed waiver and other forms for that event. Do not release these documents or copies of them to anyone without specific advice and clearance from the PCA Insurance and Risk Management Chairman.

### **Cancellation of Event**

If an event is cancelled, notification should be made to the PCA National Office by email no later than 24 hours after the scheduled date of the cancelled event. Doing this on time will save PCA money.