

Yosemite Region (One Day) Tour Procedures

(Adapted from PCA Tour Standards, 2017)



One of the more enjoyable events that Yosemite Region conducts are “one day” driving tours. They help our members enjoy “driving” their cars, though not to the point of participating in track or competitive events such as DE’s, autocrosses or rallies and enhance camaraderie with other region members.

A Driving Tour is defined as an organized event in which participants gather at a start point defined on the PCA event insurance certificate. All participants sign liability waivers and depart in a group or groups consisting of both a lead and a sweeper car(s) driving the specified route, ending in a group or groups at the location identified on the insurance certificate.

This document is our “standard procedure” for designing, organizing, conducting and post-event reporting a “one-day” driving tour. The Yosemite Region’s Procedures are designed to meet the PCA “Minimum Driving Tour Standards”. PCA emphasizes three things in organizing and conducting a tour, that a tour:

1. Be covered by PCA insurance
2. Be planned and conducted with safety as a primary concern, both for drivers and observers.
3. Have formalized post-event reporting.

For Yosemite Region, we add:

4. The event should be interesting and FUN.
5. The event may include a “destination”, be it another event, e.g. tour to an IMSA race venue or a restaurant or attraction, e.g. a museum.

Disclaimer:

Motorsports, including tours, are potentially hazardous activities. Accidents at PCA tours have occurred in the past. While the intent of this procedure is to organize and conduct tours that will be safe and enjoyable experiences; there is no way to guarantee an injury-free event to participants or others. Participants also bear considerable responsibility to follow the safety instructions of the tour leader and all appropriate traffic laws and to drive in a safe and responsible manner.

Tour (theme) Design

The first part in designing a tour is for a person to “become” the event “chair” – either by volunteering or being assigned or being the Drive Chair. The Event Chair will be responsible for development and design of the tour, getting the necessary insurance from PCA, developing the route details, organizing any destination details, e.g. setting up a lunch if reservations are necessary, conducting the tour and then verifying that the required post-event reports have been submitted. The event chair may solicit one or more other members to assist in any of the particular tasks.

And the first job is to design the overall theme of the Drive; whether it is a Drive for simple out and back motoring or a Drive to a particular destination or a combination of these two. This theme will inform details of where the drive will go and complexity of additional organization.

Publicity is usually by means of email “blasts” (enews@enews.pca.org) or the region’s website and may be also highlighted in the Yosemite newsletter, El Portal . The information should include a time schedule (stress the mandatory drivers’ meeting), the pre-registration requirement and any fees. If advertising in the newsletters of other regions, the event chairperson should be aware of their submission deadlines.

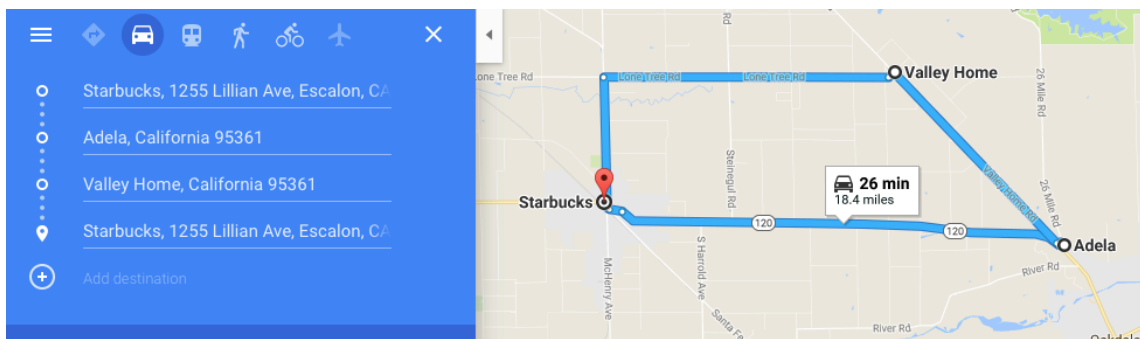
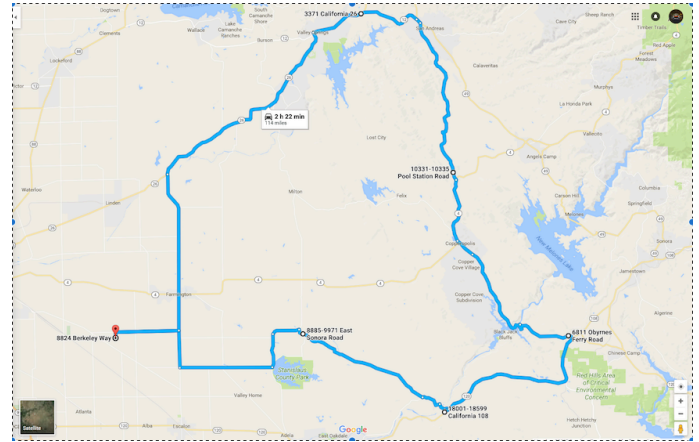
Route Planning

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 for typical tours. “Epic” tours may involve more driving!
3. Plan for rest stops every hour (or two). They should be located in areas with adequate parking and services. Gas stops may also be required.
4. Posted speed limits and prevailing conditions must be observed when establishing speed instructions. (PCA rule, not “ours”)
5. If at all possible, 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.

Google maps is a valuable tool in devising a route as it gives both distance and times from point A to point B (and even intermediate points). These Google distance and time information will help define rest stops, critical directions, e.g. turns and even help anticipate traffic congestion. To make such a Google map, use the option of “add destination” to show particulars of the route.



Continue to “add destination” segments to build the route you design. It is convenient to make these “mid-destinations” at each significant “turn instruction”. Other “mid-destinations” maybe necessary to keep “The Google” from suggesting a different route.

The particulars of the route should make the Drive interesting at a minimum or “epic” in the extreme. It should involve both scenic and technical challenges (**meaning – should be fun to drive!**).

Route Instructions

- Provide one set of instructions per car and include the rest stop locations. Instructions may be a “map” for simple routes, but for more complicated (and epic drives) a list of “legs” with turns/descriptions (*rally style!*) should also be included. Mileage between turns so that entrants know when to look for the next sign or landmark is very helpful.
- Provide the address and telephone number where tour will end (if there is a destination).
- Provide the cell phone number of the tour leader (very important the longer the tour!)

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. Preregistration is via Eventbrite. For details on how to do this and coordinate with our Eventbrite reservation practice, see the Eventbrite Attachment 1 (following).

Destinations

Destinations could be “drop-in” destinations, e.g. a museum or a restaurant (with no reservation). In such cases, the Drive Chair still should confirm that the destination could accommodate the number of participants at the anticipated time of arrival.

For restaurant destinations, the Drive chair needs to confirm whether reservations are needed or not. If not, just confirm that they are willing (and able) to accommodate the tour.

If reservations are needed, the Drive chair should confirm the number of participants that will dine and communicate this to the restaurant. The restaurant “may” require a contract and even a credit card to reserve the event. They “may” require participants to choose from a limited menu and to make these selections in advance.

Insurance and Waivers

- All PCA driving events require liability insurance. To obtain this coverage for a driving event, the Drive Chair or Drive leader (or delegate) must complete an **Event Insurance Enrollment Form**. This form is completed and submitted “on-line”. For convenience the link to the submission form may be accessed via our YOS website, under [About US/Club Documents](#). Please note that you must be logged onto your PCA account on PCA.org to access this form. If not logged on, the link will ask you to log onto your account, and when logged on, the form will appear. YOS President or webmaster can assist submitting these insurance forms if necessary. The form 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 (although we’ve gotten insurance in shorter time frames). **Remember, 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. An example is shown on Attachment 2.
- Make sure that you have a supply of current PCA insurance waivers (release forms) printed in color. Copies of the forms are available from YOS website, under [About US/Club Documents](#). There are three types:
 - **Release and Waiver of Liability, Assumption of Risk and Indemnity Agreement** for adults over 18 years of age. Note, all drivers MUST be at least 18 years old. The YOS website under [About US/Club Documents](#) has a link for this PDF form. Print copies of this form **in color!**
 - **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). The YOS website under [About US/Club Documents](#) has a link for this PDF form. Print our copies of this form – **in color!**
 - **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 at the event!)
- All persons in attendance (including region board officials!) must sign a waiver. If waivers are not provided, the event is not covered by PCA insurance and must not proceed.

- The tour leader will use the event roster (from Eventbrite) to check off that every participant (driver, observer, and any minor) has signed the appropriate waiver form.
- 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.

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 two-way radios or cell phone. Radios are fun and useful because multiple cars can participate in the conversations. Yosemite region has three radios, assigned to the lead car, the sweep (last) car and a car in the middle of the convoy.

Tour Conduct

- Either start at a “coffee shop”, e.g. Starbucks, Peet’s, etc, or have food and coffee, tea or water on hand at the drivers’ meeting.
- Drivers' Safety Briefing bullet points: (Also shown as Attachment 3)
 - Greet everyone and be sure to introduce new and out-of- region participants. Introduce the tour/group leader(s) and sweeper(s) and identify their cars. Provide their cell phone numbers. (also include on route instructions).
 - Review the roster and confirm that everyone on the roster has signed the appropriate Waiver form.
 - Safety is paramount! *No one ever “won” a tour!* Tours are not competitive or high speed events.
 - State that it is assumed that all drivers have a current driver’s license and automobile liability insurance.
 - Obeying traffic laws, especially speed limits. We need to control speed or we risk losing insurance coverage. The lead car will “comply” with the speed limits; but explain the accordion, whip effect.
 - No passing the tour/group leaders. Pass non-motorized traffic (especially bicycles) and pedestrians SLOWLY, giving a wide berth.
 - Leave a safe distance between cars, generally 2-3 seconds for every 10 mph.

- If you become separated from the group, inform the tour/group leader or sweeper. Obey posted speed limits and traffic laws until you rejoin the tour.
- Check that each car has a set of instructions. The directions contain details about the route, rest stops and any safety concerns of road conditions.
- Drivers should check their gas gauges and tire pressures
- Headlights must be kept on
- Announce the Radio channel to be used for lead and sweeper cars.
- "Driver attitude": unsafe driving, speeding, passing and use of alcohol or drugs are reasons to be excluded from the tour.
- Emergency or problem procedure: flash car in front, watch mirrors and do not lose the car behind. If the emergency is mechanical or requires you to stop, pull over to a safe location, turn on emergency flasher lights and inform the tour/group sweeper.
- Wish everybody a fun and safe tour.
- Stop at the first gas station for the inevitable low-on-gas participant and a first pit stop for the coffee drinkers.
- Each tour shall have an assigned leader per group and a minimum of one sweeper car.
 - Lead Car Duties:
 - It is the responsibility for the “lead car” to set the speed, follow the route and to “control” the caravan.
 - The lead car must be in communication with the “sweep” car via two way radio.
 - Together with the “sweep” car, the lead car must be aware of any cars that get lost (make a wrong turn) or have problems. They must, on the fly, react and re-organize the caravan and may have to safely pull off to the side of the road to re-organize the caravan.
 - The lead car should have a driver and “co-pilot”. The “co-pilot” will help driver follow the route and facilitate safe/legal communications (while the driver focuses on the road and driving.)

- Sweep Car Duties:
 - Provide real time reports to the “lead” car via two way radio on how well the caravan is keeping up and “connected”.
 - Alert the “lead” if someone has a problem or if a car makes a wrong turn.
- Participant Duties:
 - Follow all the safety requirements of the tour.
 - Make sure each participant keeps visual contact with the car in front and behind.
 - One of the mid-pack participants will also have a two way radio. This participant will assist the sweep in keeping the lead car aware of how well the caravan is keeping up and “connected”. This mid-pack participant maybe the first to observe another participant problem or wrong turn.
 - Participants who intentionally separate themselves from the group before the tour destination are no longer considered part of the tour and may no longer be covered under PCA insurance.

Post-Event Reports

The **Post Event Report** must be filled-out by the Tour Leader. It is available in online at www.pca.org and on the YOS website under [About US/Club Documents](#). This form is completed and submitted on-line. You must be logged onto your PCA account to access this form.

Observer's Report

Observer's reports are to be completed *by someone other than the tour leader*. They must be filled out according to the **PCA Guidelines For Observer And Incident Reports**, which is available online on www.pca.org. You will find the **PCA Observer's Report For Tours** available there as well.

The **Observer Form for Driving Tours** is available on YOS website under [About US/Club Documents](#). Note: This report should be completed no later than ten days after the event, best by the event “chairperson”. This form is completed and submitted on-line. You must be logged onto your PCA account to access this form.

Event Report

The **Event Report**, completed by the Tour Leader, is a simple report to PCA Safety Chair indicating whether there was any safety related “incidents” during

an event. The report should be submitted within 5 days of the event (*the next business day if bodily injury is involved*). This form is completed and submitted on-line. You must be logged onto your PCA account to access this form. It is available as a link at YOS website under [About US/Club Documents](#).

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 on www.pca.org.

The **PCA Incident Form** is available online at www.pca.org and on the YOS website under [About US/Club Documents](#). This form is completed and submitted on-line. You must be logged onto your PCA account to access this form. 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.

Attachement 1: Information needed for Eventbrite Event/Registration.

Yosemite Region Drive or Member Events use the Eventbrite application to “register” members for the particular event. Eventbrite allows us to keep track of “who” is coming, how many “cars” are coming and control registration “windows”, e.g.; when registration will be opened and when it will be “closed”. It allows the event chair/eventbrite or webmaster to message all registered members with updates and additional information.

If we choose to collect a fee for the event in advance, Eventbrite accomplishes the financial transactions. Eventbrite will charge a transaction fee proportional to the amount of the fee.

The information needed to “create” the Eventbrite event includes:

- The event DATE(S) and TIME (start and end) and WHEN to go “live”.
 - Note: all Eventbrite events for the region will be “private”, meaning that only people that get emails or see the event on the YOS website will be allowed to “register”. The event will not be generally available on the internet.
- A brief description of the Event. A simple photo to give context to the event is very helpful. The Webmaster may be able to provide such a photo and build it into the Eventbrite event since he will be assembling photos for the website posting.
- Define what is being “registered” for: e.g.
 - A “ticket” for each member to participate – especially needed for “destination” events such as museums, restaurants, etc.
 - A “ticket” for each car – needed to better plan for caravan size.
- The system will provide controls for:
 - The number of cars to be allowed in the event
 - The number of participants to be allowed in the event.

All this information is provided to the Eventbrite/ Yosemite webmaster. They may ask for additional information as the Eventbrite event is created.

Attachment 2: Example Insurance Submission.

Region: Enter "Yosemite:"

Zone: Select "Zone 7"

Region Address 1: > I put the Tour leader's home address

Name of person completing this order: Enter "YOUR" name

Daytime Phone: Enter "YOUR" phone number – usually your cell phone #

Fax: not required.

Your email: Enter YOUR email address that you want the insurance certificate sent to.

Start Date: This is the date of the tour.

End Date: Since this is for a "one day" tour, the end date is the same as the start.

Length of Event: check the bullet for "1 day"

Type of Event: check the bullet for "Tour"

Number of Participants: Provide an estimate of the number of participants. If there is a maximum number for the event, show the max. For example:

Currently, 14. Event limited to 15 cars

Event Start Location: Provide the location with street address: For example:

Starbucks, 1255 Lillian Ave, Escalon, CA 95320

Event End Location: Provide the location with street address: For example

Chevron Gas Station, 18151 CA-108, Jamestown, CA 95327

Event Location: If there is a "Destination" provide the destination name and address:

Whoa Nellie Deli, Lee Vining, then return to Jamestown.

Event Address: Provide the address for the destination: For example:

Whoa Nellie Deli: 22 Vista Point Rd, Lee Vining, CA 93541

Total Event Premium (check enclosed): Enter "NA" since there is no fee for a Tour.

Certificate of Insurance (required for all events) - Date Needed By: Enter the month, day and year of when you need the certificate – generally a week before the event.

Additional Insured Name: Additional insured would be if the destination wanted PCA insurance. Generally, this is not the case, so generally, leave these entries BLANK

Additional Insured Email:

Additional Insured Info:

Additional Insured Fax:

Relationship of Additional Insured :

Special Instructions: This can be left BLANK, or it can be a place to add comments about the event. For example:

This tour will be limited to 15 "cars". It will travel from Escalon, through Yosemite National Park, to Lee Vining via CA120, then back to the California foothills at Jamestown, CA .

Attachment 3: Safety Briefing (bullet points/script).

1. Greet everyone and be sure to introduce new and out-of- region participants. Introduce the tour/group leader(s) and sweeper(s) and identify their cars. Provide their cell phone numbers. (also include on route instructions).
2. Review the roster and confirm that everyone on the roster has signed the appropriate Waiver form.
3. Announce: "Safety is paramount! *No one ever "won" a tour!* Tours are not competitive or high speed events."
4. State that it is assumed that all drivers have a current driver's license and automobile liability insurance.
5. Announce that the tour will: "Obeying traffic laws, especially speed limits. We need to control speed or we risk losing insurance coverage. The lead car will "comply" with the speed limit"; but explain the accordion, whip effect. "Driver attitude": unsafe driving, speeding, passing and use of alcohol or drugs are reasons to be excluded from the tour.
6. Announce: "No passing the tour/group leaders. Pass non-motorized traffic (especially bicycles) and pedestrians SLOWLY, and give them a wide berth".
7. Instruct "Leave a safe distance between cars, generally 2-3 seconds for every 10 mph. "
8. Announce: "If you become separated from the group, inform the tour/group leader or sweeper. Obey posted speed limits and traffic laws until you rejoin the tour."
9. Check that each car has a set of instructions. The directions contain details about the route, rest stops and any safety concerns of road conditions.
10. Ask drivers to check gas gauges and tire pressures
11. Announce "Headlights must be kept on during the tour"
12. Announce the Radio channel to be used for lead and sweeper cars.
13. Go over "Emergency or problem procedure": flash car in front, watch mirrors and do not lose the car behind. If the emergency is mechanical or requires you to stop, pull over to a safe location, turn on emergency flasher lights and inform the tour/group sweeper.
14. Wish everybody a fun and safe tour.