



*EYRE PENINSULA FOUR WHEEL DRIVE  
CLUB Inc.*

*P.O. Box 1903*

*Port Lincoln SA 5606*

**Trip Leader's Guidelines**

Approved at Committee Meeting 4<sup>th</sup> March 2009

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### TRIP PARTICIPATION FORM

### 1. Trip Leader

- a. The trip leader must be a member of the club who is competent in aspects of off road travel.

### 2. Destination

- a. The destination is selected by a majority vote at a meeting and is formally voted upon by members and recorded in club records.

### 3. Objects

- a. Objects of the trip must be in keeping with the objects of the club, these being;
  - i. To provide a common meeting place for people with similar interests in four wheel driving.
  - ii. To encourage and promote family orientated recreational activities, in particular into areas inaccessible to other forms of transportation and organize Club tours, including such activities as camping, bushwalking, photography, bird watching, rock hunting, fishing and allied activities.
  - iii. To actively support the conservation of the natural environment and liaise with controlling authorities.
  - iv. To conduct meetings and educational classes whereby members may gain knowledge in vehicle handling, equipment, navigation, travel, safety, survival techniques and general care and maintenance of their vehicle and equipment.
  - v. To facilitate the location and purchase of replacement vehicles and parts at the best possible prices.
  - vi. To defend the right to access to public roads and reserves and to undertake campaigns to maintain this right.

### 4. Participants

- a. Participants of the trip should be members of the club or invited persons who are willing to abide by the guidelines set by the club and are respectable people.
- b. Participants must fill out an application to partake in trip. (see attached)
- c. No application is necessarily accepted, this may be due to limitation on participant numbers or other sanctions the club may impose.

### 5. Trip Plan

- a. Trip Plan is to be compiled in consultation with members.
- b. Trip Plan to include the following;
  - i. **Destination:-** Destination and route to be selected. Maps and relevant details to be available for all participants.
  - ii. **Duration:-** To be a time frame suitable to achieve destination and activities programmed but still allow a lay day if required.
  - iii. **Activities:-** Depending on the destination, route and available sightseeing activities will be arranged in consultation with participant during the planning stage.

- iv. **Limitations:-** Depending on the route and ground to be covered limitations may be invoked e.g. caravans, trailers etc.
- v. **Vehicle inspections/reports:-** Vehicle owners are reminded of their responsibility to ensure their vehicle is roadworthy and appropriately setup for the trip (special attention to be given to overloading, GVM). Date of last vehicle service may be requested.
- vi. **Fuel requirements:-** To be estimated before trip and availability of supplies to be determined.
- vii. **Permission/authority from Land owners:-** Activities which necessitates travel on private property requires permission from the property owner or his/her delegate or occupier.
- viii. **Permits from Parks:-** Trips into National Parks and Conservation areas require permits, these must be obtained or exemption must be obtained.
- ix. **Camp areas and camp layouts:-** Depending on route camp areas to be selected before commencing trip (camp to be set at approx. 1600 hrs), if not, a suitable area to be selected on route, by trip leader.
- x. **Available amenities, (Showers/toilets):-** If no available amenities, bush camping rules apply.
- xi. **Medical conditions of participants** (any known problems e.g. asthma, Heart, etc):- It is vital that all known medicals conditions be recorded and accessible if required. Suggested each participant fill out an "Emergency Medical Information Book" and attach to passenger side sun shade or in vehicle glove box.
- xii. **Communications** (Satellite phone requirements):- Availability of mobile phone coverage to be assessed and if need be arrangements to hire a mobile satellite phone to be made (cost of this if required to be that of participants).
- xiii. **First Aid** (who has knowledge or is certificated and who has equipment):- A suitable fully fitted out First Aid Kit must be available and the location of kit in convoy must be easily recognisable. If possible a qualified or previously qualified first aid personal must be available on the trip.
- xiv. **Rubbish:-** All rubbish to be disposed of appropriately, if no receptacles available rubbish is to be taken with you.

## 6. Leaving Trip Early

- a. If you need to leave the trip early YOU MUST INFORM THE TRIP LEADER, this may be arranged before commencement of trip or by;
  - i. At Stops
  - ii. By Radio
  - iii. By dropping back to the rear of convoy and informing "tail end Charlie" of your intention
  - iv. The departing driver should confirm a safe exit route with the trip leader

## 7. Debrief

- a. The participants are required to attend a debrief of the trip within one month of completion as arranged by the trip leader.

## **8. Disclaimer**

- a. Whilst the Club organizes trips and outings under the leadership of a trip co-ordinator, the Club or the co-ordinator will not be held responsible for any mishaps, damage, breakdowns or accidents which may occur. It is the responsibility of each individual for the safety of their own vehicle and personnel travelling with them.

# Convoy Procedures

**Start** - At the commencement of the trip, the Trip Leader shall arrange the convoy order and nominate a vehicle to be last in the convoy (Tail End Charlie).

All vehicles shall stay in the convoy order unless directed otherwise by the Trip Leader.

**Communications** - Convoy communication shall be by the designated CB Radio or UHF Radio channel selected. The nationally recognised 4WD convoy channel is Channel 10 on both AM and UHF frequencies.

If you are unable to make radio contact, flash your headlights onto the vehicle ahead. This is a signal for the rest of the convoy to stop.

Keep unnecessary chatter on the radio to a minimum when navigating difficult areas.

If in any doubt of the best / safest way to proceed through hazards / obstacles, ask the Trip Leader or more experienced driver for advice. Remember you probably won't be the only one experiencing difficulty.

Acknowledge all radio calls from the Trip Leader.

**Travelling**- Keep the vehicle behind you in view at all times and at any decision point (corner, deviation, obstacle):

- ☐ *Wait for the following vehicle*
- ☐ *Indicate where to go (use indicators if appropriate)*
- ☐ *When acknowledgment is received, then proceed*

Drive at your COMFORTABLE and SAFE speed. Generally keep 4-6 vehicle lengths distance between vehicles and keep the convoy moving.

On steep inclines / obstacles:

- ☐ *Proceed one vehicle at a time*

On very steep or difficult terrain:

- ☐ *Call the next vehicle through when you are clear*

All gates are to be left as they were found. The Trip Leader is responsible to ensure that the last vehicle knows to leave the gate open or closed.

Vehicles should not leave the convoy other than in exceptional circumstances and before doing so must obtain approval from the Trip Leader.

Remember you are responsible for the vehicle behind you!

**Code of Ethics** - At all times abide by road rules and regulations and drive in a manner consistent with the Four Wheel Driver's Code of Ethics.

# Four Wheel Drivers' Code of Ethics

Four Wheel Drive Australia (ANFWDC) has produced this document in the interest of promoting responsible recreational vehicle use.

All members of Eyre Peninsula Four Wheel Drive Club Inc. should abide by this Four Wheel Driver's Code of Ethics:

- 1) Obey the laws and regulations for Recreational Vehicles that apply to public lands.
- 2) Respect the cultural, heritage and environmental values of public / private land by obeying restrictions that may apply.
- 3) Respect our flora and fauna. Stop and look but never disturb.
- 4) Keep to formed vehicle tracks.
- 5) Keep the environment clean. Carry your own and any other rubbish out.
- 6) Keep your vehicle mechanically sound and clean to reduce the environmental impact.
- 7) Adopt minimal impact camping and driving practices.
- 8) Seek permission before driving on private land. Do not disturb livestock or watering points, leave gates as found.
- 9) Take adequate water, food, fuel, basic spares and a first aid kit on trips. In remote areas travel with another vehicle and have appropriate communications.
- 10) Enjoy your recreation and respect the rights of others.
- 11) Plan ahead and lodge trip details with a responsible person.
- 12) Support four-wheel drive touring as a responsible and legitimate family recreational activity. Consider joining an affiliated four-wheel drive club.
- 13) Report inappropriate behaviour (Bush Telegraph) on: 13 28 74

THIS CODE SUPPORTS THE NATIONAL RECREATIONAL VEHICLE POLICY AND IS VALUABLE,  
ONLY IF YOU OBSERVE IT

## TEMPORARY MEMBER / VISITOR - TRIP PARTICIPANT FORM

This form should be completed for all club trips when a temporary member or visitor driving his / her own vehicle attends a Club trip. Submit the completed and signed form to the Trip Leader.

TRIP: ..... DESTINATION:.....

DATE/S: ..... TRIP LEADER: .....

TEMPORARY MEMBERSHIP / VISITOR FEE \$ ( Insert Amount ) for one trip.

### TEMPORARY MEMBER / VISITOR INFORMATION

NAME: .....

ADDRESS:..... POSTCODE:.....

PHONE NUMBERS:.....

PASSENGERS:.....

.....

.....

VEHICLE MAKE: ..... MODEL:.....

REGISTRATION:.....

### PERSONAL

#### DETAILS:

Complete and sign separate Personal Details Form – hand over to Trip Leader

- 1) As a temporary member/visitor you are representing the Eyre Peninsula Four Wheel Drive Club Inc. of South Australia and are expected to abide by our Rules and By-laws. If you are not familiar with our Rules or By-laws please ask the Trip Leader to explain them or give you a copy to read.
- 2) If you are not confident or do not wish to attempt any part of an event, it is your responsibility to inform the Trip Leader.
- 3) In the event of vehicle recovery, it is the vehicle owner's responsibility to approve recovery attachment points, and where safe, to perform the attachment.
- 4) Safe driving practices must be adhered to at all times.
- 5) Please check your vehicle insurance to ensure it has the appropriate level of cover.
- 6) Whilst on a Club trip you are covered by the club's public liability insurance.
- 7) Visitors may attend no more than 2 trips / events as a Temporary Member / Visitor prior to joining the Club.

### *Acknowledgement*

I agree to abide by the Eyre Peninsula Four Wheel Drive Club Inc. of South Australia Rules & Bylaws and the directions of the Trip Leader.

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_



## TRIP PARTICIPATION – FORM

TRIP:..... DESTINATION: .....

DATES:..... TRIP LEADER:.....

NAME: .....

MEMBERSHIP NUMBER: .....

PHONE NUMBERS: .....

PASSENGERS: .....

.....

.....

**EMERGENCY MEDICAL INFORMATION BOOK - COMPLETED AND PLACED  
IN POSITION:        Y / N**

Being a member of the Eyre Peninsula Four Wheel Drive Club Inc. I agree to abide by the rules and bylaws of the Club also the directions of the trip leader.

Signature: ..... Date:.....