

MUSIK STADT REGION PCA DRIVING TOUR STANDARDS

The purpose of the Musik Stadt Region PCA Driving Tour Standards is to provide each participant with the foundation on which to contribute to a safe yet enjoyable Driving Tour experience. These Standards are designed to form a basis of understanding and identify requirements for participation. All participants in a Musik Stadt Region PCA sanctioned driving tour must agree to and meet all the following Driving Tour Standards. Any deviation from these Driving Tour Standards may cause a participant to be barred from future participation for a period of up to one year at the discretion of Musik Stadt Board of Directors. When organizing and conducting a tour, the primary consideration is always safety.

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. 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. 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 Musik Stadt Region PCA conducts a driving tour event as described above and does not obtain a Certificate of Insurance and collect signed waivers, then the event, Region, Region's officers, participants 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 Musik Stadt Region PCA conducts a driving tour event that does not meet this definition, even if you obtain a Certificate of Insurance and collect signed waivers, then the event may not be covered by PCA's insurance.

- **Tour Leader:** This person is responsible for the overall planning and execution of the driving tour. This includes coordinating the tour start point, end point, rest stops, etc. Additionally, the tour leader is responsible for ensuring an adequate participant safety briefing is conducted in accordance with these 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 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 tour vehicle that pulled over, advising the tour/group leader if vehicles become 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.
- **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).

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- **Tour Route:** Each driving tour follows a specified route as planned by the tour leader and documented in the written (or electronic) driving directions.

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- **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.
 - Notify PCA National within 24 hours if a tour is cancelled.
 - Notify PCA National prior to the tour date if the start or end location is changed.
 - There shall be an established method to ensure ALL participants sign the waiver(s) and receive the safety briefing prior to tour start. If other participants join the route 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 sign the "Minors as Observers Only Form" for each participant under the age of 18, if applicable.
 - Driving tours shall use the colored version of the waiver forms (with the red type).
 - All drivers shall be at least 18 years old.
- Before the Driving Event the Tour Leader Shall:
 - Determine date/start time and route of tour, drive the route at least once to verify best route, insure no construction/bad pavement on route, appropriate place (s) to stop for restrooms and drinks, and verify driving times to insure an enjoyable tour. A good average speed is 40 mph including stops.
 - Apply for PCA insurance 3 weeks before event & print sufficient copies of event waivers for adults and minors. Also print Incident report and Observers forms.
 - Select a starting point – Cars & Coffee is a good location, or any place that has food and a restroom. Also ask attendees to show up with a full fuel tank.
 - Plan for a restroom break after first 1 to 1-1/2 hours of driving - gas station/convenient market with suitable parking for all cars is recommended.
 - Make reservations for restaurant and verify best parking area - plan on 1 – 2 hours for lunch, and 2 hours for dinner for a large group)
 - Submit date and tour information to newsletter editor for publication in prior month's newsletter – a short article with a picture may be appropriate also.
 - Print tour route using Google Maps/MapQuest to include starting location, any stops along the route, stopping location for lunch/dinner, any other stops, and route back to starting location. Top of front page must include tour leader cell and phone number and name, address and phone number of the restaurant.
 - Tour leader's essentials for driver's meeting and tour must include:
 - ✓ PCA adult waivers (30)
 - ✓ PCA child waivers (5)
 - ✓ Incident Report & Observers forms
 - ✓ Musik Stadt Region PCA Driving Tour Standards (15)
 - ✓ Route instructions with tour leader's cell # and restaurant details (30)
 - ✓ Cell phone, radios, camera
 - All drivers shall RSVP their intent to participate in the upcoming Driving Tour to the Tour Leader to provide a head count. The head count will help determine the number of Group Leaders or Sweepers needed to safely conduct the Driving Tour Event and to notify the restaurant for reservations.

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- **Tour Conduct**

- It is assumed each participating driver possesses a current driver's license and automobile liability insurance.
- 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.
- The cell phone numbers of all tour/group leaders and sweepers shall be provided to all participants.
- As a minimum, route directions shall be provided to those tour participants whose primary duty is to safely navigate the tour route.
- Each tour shall have an assigned leader per group and a minimum of one sweeper car.
- Each tour/group leader and sweeper vehicle shall have a safe method of communicating within the group in compliance with local laws.
- For tour groups that cannot maintain visual contact within the group, each tour/group leader and sweeper car shall have a minimum of two occupants for the purpose of conducting safe/legal communications.
- The tour shall be conducted in compliance with speed limits and all other traffic laws.
- 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.
- Drive slowly when starting the tour, and after pulling away from any stop so all cars can stay together. Drive the speed limit once all cars are together.
- If cars get separated, find an appropriate place to pull off and wait for the rest to catch up.

- **Post-Event Reporting**

- All post event reporting shall be completed using the online form on PCA.org.
- Submit article and selected pictures to newsletter editor, and all pictures to webmaster for website photo gallery.
- The tour leader shall complete and submit the Post Event Report to PCA within five (5) days.
- 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 ten (10) days.
- The tour leader shall complete and submit an Incident Report to PCA, if needed, within five (5) business days (the next business day if bodily injury is involved).

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

MINIMUM SAFETY BRIEFING FOR TOURS

Tour/group leaders are in charge of conducting a safe driving tour. As a minimum, the following points shall be communicated during the safety briefing for all participants prior to tour departure:

- Introduce all tour/group leader(s) and sweeper(s) and identify their cars.
- Have all tour participants signed the relevant waiver form(s)?

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- Ensure that all participants have read and understand the Musik Stadt Region PCA Driving Tour Standards. If they have not read them the Tour/Group Leader shall provide them with a written copy. The Driver will then read and acknowledge that they understand the standards.
- Safety is paramount. Driving tours are NOT competitive or high-speed driving events. Each driver is responsible for operating, his/her own vehicle safely, in all road conditions.
- 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 this insurance.
- Advise everyone of the importance of safety, drive with their headlights on, and keep an eye on the cars ahead of and behind you (Leave a safe distance between cars, generally at least 2-3 seconds behind the car in front, or one car length for every 10MPH). Drive the speed limit! Obey speed limits and all other traffic laws.
- The driving directions contain details about the route, 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.)
- No passing the tour/group leader(s). They set the pace.
- Pass non-motorized traffic and pedestrians SLOWLY, giving a wide berth.
- Advise everyone of the route and the importance of staying together. Radio or call tour leader if any cars get caught by red lights or traffic. 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.
- In an emergency, pull over, stop in a safe location, turn on emergency flashers and advise the tour/group sweeper.
- The sweeper plays an important support role and shall advise the tour/group leader of any issues within the group.
- Ask if anyone else has a radio; all radios should be tuned to channel 5. Lead car and the tail car should have radios and cell phones, so they can communicate with each other. Provide cell phone numbers of all tour/group leaders and sweepers to all participants.
- By participating in the Driving Tour, all participants agree to abide by all of the standards in this document.
- Responsibility for maintaining PCA's excellent history of safe and enjoyable events rests with each participant. Have fun and be safe!