



Smoky Mountain Region – PCA Driving Tour Planning

Activity	Description	
Select Date	Provide enough time for members to plan, suggest the date is established a minimum of one month in advance.	
Determine Route/ Destination	Will this be only a drive or will it end at a specific destination e.g. restaurant?	
	Determine the start and end location	
	Determine start time and departure time	
	Establish break locations	
	Create route for distribution: paper, inroute, GPX file.	
End Location	If its a restaurant, ensure capacity for both parking and the number of people	
Promote Drive	SMT Website, email blast, word of mouth	
Request Insurance	Rich McGowan - insurance point person: rich@musfiber.com	
Collect participants	Names (driver/passenger), car, phone numbers	
	Large groups (10+ cars), seek additional leads and sweeps	
Prepare materials	Liability forms, minor liability form, wrist bands, radios directions, pens	
Verify route	Has anything changed with the planned route?	
Week of drive	Distribute roster and route information	
Day of drive	Register participants- sign liability forms (bound to be a few who haven't registered)	
	Designate someone to collect optional charity donation	
	Distribute driving directions and radios	
	<u>Drivers' meeting - approximately 15 minutes before departure</u>	
	Conduct Drivers' meeting: see attachment for topics to cover	
Begin Drive	Enjoy the drive, sharing information and maybe some anecdotal information along the way.	

Activity	Description	
Break	Touch base with participants on how the drive is going	
Complete the drive	Now relax and enjoy the social atmosphere	
Post Drive	Complete the Tour Leader's post event form, located on the PCA website	
	Request someone complete the PCA Observers report, located on the PCA site	

Smoky Mountain Region – PCA Driving Tour Planning

Your Smoky Mountain Region Leadership and the Driving Events Committee members are resources to assist you in planning a successful PCA-approved tour. The following information presents some guidelines to consider when planning an event and a handy checklist to assist you.

A driving tour, whether it is a single day or multiday event is a club sanctioned social event with safety in mind. It includes a predetermined departure and destination with a driver's packet, tour leaders and sweep cars. Note that a driving tour is not a high-speed event.

For single day tours, we have found that tours with distances in the 120 to 140-mile range are the most successful. When encountering rural state and county roads, this distance requires about 3 hours of actual drive time. Rest stops to stretch one's legs, visit the facilities and to socialize will typically consume an additional hour.

Select a date

The calendar on the SMT website will include dates for driving tours. Tours in planning will usually have specific dates (eg March 6 – Vonore-Ducktown Loop). Tours yet to be planned will be listed more open ended (eg TBD or “??”). This indicates that we'd like to have a day tour and that an event leader is needed. The specific date is up to you as the event leader. We only ask that you try to avoid scheduling a drive on a weekend before or after another SMT event.

Select a Route or Destination

Start with an idea or check with a Driving Events Committee member for ideas of drives. The Driving Events Committee maintains a list of drives that have been done in the past and also a list of potential drives that could be developed. This will also be the time to consider whether the tour will be a single day (full or half) or overnigher. Generally, destinations go over well. For example, a day tour to a winery, brewery or restaurant are popular. State Parks with pavilions serve as a great place to end a tour with a cookout and covered dish. If a destination is to be used, be sure to coordinate the event with the location.

Establish route to be driven

- Decide on a starting and ending point for the tour (physical address necessary). This location needs to have sufficient room for cars to gather without hindering access to non-participants. While not a necessity, it's also nice for the starting point to have a restroom for a last minute pit stop.
- Survey a route on a map or planning app (eg inRoute, Google Maps, Roadtrippers) using the previously selected starting and ending points.
- Consider general locations for rest stops. We recommend rest stops every 60 to 90 minutes. Sometimes a stop will be evident (eg Federal or State park). Other times, make a note to select a rest stop during the pre-event drive. Generally, 20-minutes is sufficient for a rest stop. However, if the rest stop includes lunch, additional time will be required.
- Using a route planning app, make note of the driving time and mileage. In addition, estimate the total trip time including rest stops. You will need this information in the tour announcement. Generally, a 120-mile route will take a little more than three hours of actual drive time. This would mean that 2 rest stops should be considered, so the total trip time will likely be approaching four hours.
- Freeway-only drives generally do not go over well as they can be mundane, but they are sometimes a necessary part of route planning. Try to minimize their use by exiting to the backroads as soon as possible.
- Draft turn by turn directions and incorporate cumulative mileage into the directions. Leave mileages blank as that will be completed during pre-event drive. See example.

Promote Tour

- Prepare a flyer for the tour. Include graphics if possible (curvy roads, P-cars, destination, etc). Provide Tour Name, Date, Mileage, Duration, Meeting Time, Description, Destination if applicable. **Promotion is important.** Make people want to attend. Include in the flyer a request for RSVP. If planning to attend, ask folks to provide driver and passenger names, cell number and car information (year, model & color). This information will be used when drafting driver's roster.
- Notify person responsible for maintaining SMT Region calendar and request that placeholder for drive be replaced with actual date and title of driving event. Request that event be placed on SMT Region Facebook page as well.
- Send pertinent tour information to SMT Region President and request that it be emailed to membership. Request RSVP via email or text to event leader. Currently, PCA emailer does not allow attachments so the flyer cannot be distributed electronically but it can be placed on the SMT Region Facebook page.

Request PCA Event Insurance

- Notify SMT Region Insurance liaison and request necessary PCA insurance coverage. Include date of event as well as starting and ending locations (physical address). This should be done at least 2 weeks in advance of trip. No coverage translates into no tour.
- Prior to the event, our liaison and/or PCA National will email a copy of the insurance coverage to the SMT liaison and also to the event leader. Print this and bring it to the event. This must be on hand during the event.
- Note that all participants at a driving event must sign the PCA liability waiver. SMT employees the use of wristbands. Upon signing the liability waiver, both driver and passenger are given a wristband to wear. This provides an easy way for the event leader to ensure that everyone has signed the waiver. Note that if one person does not sign the waiver, the PCA liability insurance for the event is not valid.

Register/Log Participants

- As members respond to the email announcement, record their RSVP onto a blank driver's roster. See example. Build a simple table in Excel with driver & passenger names, cell number and car information. Including car information helps new members associate people with their cars.
- Respond back to members acknowledging receipt of their information and asking for any information that was not provided.
- Using the participant's email used in their RSVP, begin building a distribution list for communication. While the email announcement went to the membership at large, future communication regarding logistics will be limited to tour participants only. This helps minimize email traffic to general membership.
- As registration progresses, give consideration to the number of driving or run groups that you will need to prepare for. There is no firm number for group size, but generally around 10 cars per group (including lead and sweep cars) is ideal. If a tour only has 12 cars registered, then keep it as a single group. If a tour has 15 cars, one should probably start thinking about breaking the tour into two driving groups. Just remember that each driving group will need lead and sweep cars. Look at the driver's roster and start asking participants to serve in one of those capacities.

Route Confirmation

- A week or two before the event, drive the route and using the turn-by-turn directions previously drafted, (1) confirm the directions and (2) record the cumulative time and mileage at each turn. Note to zero your odometer at the starting point.
- Following the pre-event drive, if necessary, revise the directions.
- Typically, the event leader serves as the lead car. If breaking the tour into multiple driving groups, give the additional lead cars the opportunity to conduct a pre-event drive as well so that they will become comfortable with the route.

The Week of the Tour

- Prepare materials for the driver's meeting and safety briefing. See example.
- Make copies of the driver's roster for each car. Make a few extra copies as well.
- Make copies of the driving route for each car. Make a few extra copies as well.
- Make several copies of PCA Release and Waiver of Liability for use during tour check in.
- Make several copies of PCA Waiver for Minors. Even if not advised in the RSVP, members may sometimes elect to bring a minor along without advanced notice.
- Round up the SMT Region two-way radios. Likely whoever lead the last event will have them. Contact President for assistance. Use of
- Round up registration wrist bands. Likely whoever lead the last event will have them. Contact President for assistance.
- Coordinate with SMT Region Safety Committee to ensure that someone will be present for COVID safety check.
- Check weather forecast for day of event.
- A few days before the event, send a message to the participants with final logistics. Remind participants of the following:
 - Meeting location
 - Arrival time
 - Scheduled departure time
 - Arrive with a full tank of gas
 - Include as attachment copies of the driver's roster and driving route and request them to print a copy and bring it along.
- Coordinate a pre-tour arrival time with participants that will be assisting with registration.

The Day of the Tour

- Arrive early as SMT members tend to arrive early for an event.
- Don't forget to bring along:
 - Radios
 - Safety briefing
 - PCA Liability Waivers
 - PCA Waivers for Minors
 - PCA Communicable Disease Waiver
 - Wristbands
 - Pens
 - PCA Nametag
- Be prepared for a few parties to arrive that have not pre-registered. Hence the need for additional copies of the driver's roster and driving route.
- Ensure that SMT Region Safety Committee is set up and ready to check participants in.
- Set up tour registration station. This is usually separate from the COVID check in station. At tour registration, each participant (driver and passenger) is expected to sign the PCA liability waiver. Upon signing, they will be given a wristband to wear. Ask if they brought along copies of the driver's roster and driving route. If not, give them a copy of each. If minors are present, have parent or guardian complete the waiver for minors.
- As event leader, you will be busy greeting people and answering questions. As such, it is a good idea to have someone other than yourself to staff the tour registration station.
- About 20 minutes before the scheduled departure time, announce that there will be a driver's meeting in 5 minutes.
- About 15 minutes before the departure time, round participants up and conduct a driver's meeting. At this meeting, be sure to welcome everyone and ask if there are any new members or first timers attending. Recognize them and make them feel welcome.
- During the driver's meeting,
 - Give a general overview of the drive.

- Announce the details about the rest stops (including how long till the first stop, time and distance between stops if more than one)
- Provide a safety briefing
- Introduce group leader(s) and sweep(s).
- Give instruction on how to assemble into groups. If multiple groups are being used, you can divide them into run groups by calling their name and what group they are assigned to. Alternatively, you can instruct them to stage first-come first-served when a lead car assembles.
- Have the sweeper (last sweeper if in multiple driving groups) to stage at the departure point to check for wristbands and to ensure that their headlights are on.

Post Tour Actions

- Take a breath and relax. The hard part is over.
- 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).

Drivers' Briefing – minor customization may be needed for specific drive

Participant Briefing

- Welcome
- Show of hands if this is your first drive with us (extend a welcome)
- We've got 30 cars & about 52 people attending today!
- To keep things manageable, we are dividing into 2 groups
- Tour Leader Group 1 –
- Sweeper –
- Tour Leader Group 2 –
- Sweeper –
- Liability waivers – everyone must sign
- Everyone must have a wrist band
- Each car should have a driver's packet (if not see me before we leave)
- Your driving package has listing of the drivers with cell phone & car info.
- When pulling out onto Kingston Pike be sure to zero your odometer.
- The tour is about XXX miles each way and with 1 rest stop in "X miles, time", it will take about 2-1/2 hours each way.
- Our rest stop will at "location", so there should be plenty of parking and restroom facilities available.
- So, a little about safety
 - o Safety is always our top priority, this is a tour not a race. This is not the place to be testing the limits of your car. We have autocross events, HPDE

within PCA to test both you and your car's ability. Everyone needs to recognize that day tours are more about enjoying the sites & scenery while at the same time enjoying the curves in the road at a more leisurely pace.

- o We will be following the posted speed limits or the flow of traffic. A suggestion to offer everyone is those that are feeling a bit frisky with their car to get near the front of the group and those that aren't feeling it that day to get towards the rear of the group. Invariably that's how group drives normally morph into. Also, there's no passing while the group is in motion. However, at a rest stop simply slide in closer to the front if you're not happy with your spot.
- o Everyone has the responsibility to stay together. Each driver should try and maintain a safe distance from the car in front AND strive to keep the car in front in sight. Gaps in the procession allows non-participants to enter the procession which then causes issues in keeping the group together.
- o Along the same lines as the previous comment, each driver should strive to keep the car behind them in sight. This is especially important when making turns.
- o Each driver bears the responsibility for keeping their vehicles under control and drive in a safe & compliant manner.
- o All drivers should possess a valid driver's license and at least liability insurance on your car. PCA

provides liability insurance, however if you intentionally separate yourself from the group, you will not be covered.

- o Note that PCA insurance does not cover incidents between PCA members on a tour. Rather it is liability coverage for PCA vs non-PCA accidents.
- o I have a copy of the insurance certificate with me and you are welcome to review it if you like.
- o No passing the Group Leader.
- o Please pass bicycles and/or pedestrians slowly giving a wide berth.
- o If you happen to become separated from the group, please call the leader or the sweeper.
- o In the event of an emergency, pull over and stop someplace safe, turn on hazard flashers and the sweeper will assist.
- o Group Leader and Sweeper have radios and will be communicating with one another about any issues.
- o Those with radios, we will be on the 462.612 frequency or Channel 3.
- o If you don't have a radio, I encourage you to get one. Cheap and it's a great way to pass info down the chain of cars.
- o Also, lest we forget, please drive with headlights on.
- o Let's have fun, be safe and hit the road.