

# TRIP LEADERS CHECKLIST

## PRE-PLANNING

- Choose a location for the club trip
- Choose a date – start & finish
- Choose a route – there & back
- Accommodation - caravan, camper trailer or tents only
- Cost of camping, track access, or other costs
- Determine difficulty of the trip
- Determine vehicle suitability & requirements plus convoy limit
- Work out an estimate of the trip distance
- Plan a rough itinerary of trip activities & driving km per day



## AT A CLUB MEETING

- With all your pre-planning information at hand approach the trips coordinator
- Discuss & seek feedback on your trip, details & amend if necessary
- Ask if anyone else within the club has done the same trip for any advice or suggestions
- Fill out a trip sheet & post on the trips board
- Within the club meeting stand up & introduce yourself
- Explain all the details of your proposed trip as outlined in the pre-planning stage
- Answer any questions if needed.
- During the next subsequent meetings keep up to date with the progress of names listed on your trip

## IN THE MEANWHILE FINALISE DETAILS FOR YOUR TRIP

- A start meeting point & time for your trip, there can be multiple places to meet when on route
- Finalise any personal, camping, safety & recovery equipment required for the trip as a minimum
- Determine if there is any first aiders, club trainers or assessors on your trip
- Amount of fuel stops & fill up locations
- Morning tea, lunch & afternoon breaks times & locations whilst driving
- Notify & book in your trip with any relevant landowners, caravan parks, national parks etc
- Assess & check any possible weather conditions you may encounter whilst on your trip
- Leave details of your trip with trips coordinator of itinerary, route & planned return time
- Determine all the water & food requirements of the trip, are there any group-cooked meals

## THE LAST CLUB MEETING BEFORE YOUR TRIP

- Gather together the members of your trip into a small group & finalise any details of the trip
- Confirm all names & numbers of persons attending
- Gather all participants trip application forms
- Determine if there are any special needs or medical requirements of the participants
- Collect any money or fees if it is required

## THE FIRST DAY OF YOUR TRIP

- Arrive first at the chosen meeting place & time
- Once all intended persons have arrived introduce yourself & anyone traveling with you & call sign
- Get everyone else to introduce themselves, people traveling with them, call sign & type of vehicle
- Make sure everyone is aware of your mobile phone number in case of an emergency
- Make everyone aware of the nominated first aider of the trip
- Discuss convoy procedures, marking of corners & making sure they can see the vehicle behind
- Remind everyone of UHF radio use, etiquette & rules. No swearing / bad language etc

## THINGS TO DO THROUGHOUT EACH DAY OF YOUR TRIP

- At the start of each day or each individual section of the drive appoint a Tail End Charlie
- Nominate a person to write the trip report for that day
- Perform regular radio checks of all vehicles in your convoy
- Make yourself available to everyone if there are any grievances or conflicts on the trip