

ACT4WD Club - Convoy Procedure



(Updated 30.4.25)

A convoy comprises of a group of vehicles including a trip leader, a 'Tail End Charlie' at the end of the group, and any number of vehicles between the two. The club utilises the following convoy procedure on all club trips to help ensure safety and group cohesion:

- Remember you are responsible for the vehicle behind you!
- At the commencement of the trip, the Trip Leader shall arrange the convoy order to spread vehicles out with winches and recovery equipment and nominate a vehicle to be last in the convoy ('Tail End Charlie') each day. All vehicles shall stay in the convoy order unless directed otherwise by the Trip Leader
- All vehicles are to have their headlights on while in the convoy
- At the start of the trip, the Trip Leader shall check that radio communication is working effectively for all in the convoy. This will generally be a simple on-air radio check by all cars calling out their position number in the convoy. If at any time on the trip 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
- The trip leader will keep a record of all vehicle's registrations and attendees for safety and insurance purposes and email it to the Trip Coordinator after the trip
- Fuel tanks must be filled prior to the start of a trip, and participants need to be made aware that 4wding uses more fuel than normal driving so allowances need to be made for fuel stops on the trip if necessary. Vehicles can carry extra fuel but it must be on the roof as it is illegal and unsafe to carry fuel inside the vehicle. Only diesel can be mounted on the rear of the vehicle
- Seat belts must be worn at all times
- All vehicles must be road registered and well maintained
- The convoy will utilise the normal club radio channel (channel 20), unless decided otherwise
- Please keep radio conversations short and relevant
- The trip leader will call directions at each intersection. These are to be acknowledged and repeated by the vehicle at the end of the tail of the convoy ('Tail End Charlie'). Vehicles in mid convoy need not acknowledge
- Where the intended route may not be obvious, each driver is to wait at the intersection until satisfied that the following driver had identified the proper route. The trip leader will determine at which intersections to wait
- 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 and allow more space between vehicles
- On very steep or difficult terrain, call the next vehicle through when you are clear
- 'Tail End Charlie' is to radio the trip leader once he/she has cleared each intersection or hazard. The trip leader will acknowledge and repeat 'Tail End Charlie' messages to confirm for all cars to hear for clarification
- When negotiating hazards such as steep grades or rivers, maintain sufficient convoy spacing so as not to endanger yourself or the vehicle in front. In particularly hazardous terrain, wait until the vehicle in front has negotiated the hazard before proceeding. At times it may be necessary to radio and check if it is ok to proceed, or the vehicle in front may need to advise it is clear of the hazard
- 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
- The trip leader will generally reply on the regular radio acknowledgements from 'Tail End Charlie' to ensure that the convoy retains radio contact. In larger convoys and particularly in dusty or hilly conditions, when vehicle separation distances are likely to increase, radio relay through the convoy may be necessary to maintain contact - a 'Relay Vehicle', may be organised by the trip leader
- After negotiating a hazard, wait at a safe distance to ensure that the following vehicle has also negotiated the hazard, and if necessary, provide assistance
- At the start of the journey, or at any time after stopping, tail-end-Charlie is to identify themselves to the trip leader and advise the leader once underway
- The trip leader will advise by radio of any hazards
- The trip leader will advise by radio of any oncoming vehicles when traveling on single-lane roads and tracks confirming number of vehicles and basic vehicle description and colour to help convoy vehicles identify when they are clear. Tail-end-Charlie will acknowledge when they are clear of all vehicles
- The lead driver (generally the trip leader) is to report gates as either open or closed as they are encountered. Gates should be left as they are found. If gates were identified as being closed, a member of the convoy should remain at the gate to prevent the movement of stock through the open gate. Unless directed otherwise, 'Tail End Charlie' has the responsibility for any gate closures
- In the event of a breakdown, the vehicles behind will wait and organise assistance. The trip leader is to be informed of any breakdowns or hold-ups
- Any driver leaving the convoy must notify the trip leader.

(End of ACT4WD Club Convoy Procedure - Updated 30.4.25)