

ACT4WD Club – Trip Leader's Cheat Sheet



The following activities and tasks should be carried out:

- **Start meeting point:** At the start meeting point carry out all the introductions and tell everybody that we usually stop at the start of the dirt to air down to 25 psi or lower
- **Confirm Air Down:** Communicate that we will stop together at the end of the trip to do a debrief and to air up before heading home, also to help anyone who is unable to air up
- **Briefing(s):** Provide trip briefing(s) and state the planned daily activities
- **Head count:** Confirm head count before, during and immediately following the trip
- **Attendee record:** Record a list of all attendees and email to the Trip Coordinator at the end of the trip so records can be kept of who was on the trip for insurance purposes. This includes visitors and children who are not club members. This is necessary for Public Liability insurance coverage
- **ICE Card:** All participants should have one for each person in the glove box, Trip Leader has spares
- Who has a **First Aid Kit, Snake Bite Kit and or/a Fire Extinguisher?**
- **Trip report:** Nominate person(s) to complete trip report(s). Usually, the last person to arrive but can be shared for longer trips. They are then responsible to send the trip report to the Trip Coordinator and Newsletter Editor within a week of the trip finishing
- **Photos:** Ask participants to take photos on the trip and send them to the newsletter editor and/or trip coordinator
- **Weather:** Check weather reports prior to trip and if possible, every day on a multi-day trip
- **Night Travel:** It is more difficult to 4WD at night as the lights cause blind spots and depth perception is difficult so judging how deep ruts and gullies is harder. Some participants may have difficulty seeing as well in the dark. Allow adequate time on trips for incidents and try not to get caught out 4WDing at night unless night driving is in the trip plan
- **Tail End Charlie:** The TEC has the responsibility for keeping the Trip Leader informed of the progress or delays of the group, confirming they have passed vehicles and turns and for ensuring that gates are left open or closed as found by the Trip Leader. With larger groups or mountainous areas, you may have to have a Repeater Charlie to pass on communications
- **Inexperienced drivers:** If necessary, designate positions within the convoy to accommodate special requirements, such as inexperienced drivers
- **Spotter for hard sections:** It is a good idea that the trip leader or a passenger gets out with a handheld uhf and directs following cars through a difficult section
- **Communicating 4wd settings:** It is important that the trip leader communicates when they are approaching rough, steep sections to tell the convoy to switch into low range and when to go back to high range. Also check that everyone is in 4wd once they are on the dirt as it will improve cornering and help in difficult areas
- **Convoy procedures:** Explain convoy procedures as per Club Rules/By-laws (refer ACT 4WD Club Convoy Procedure)
- **Recovery gear/winches:** Find out who has recovery gear and a winch and try to spread them out in the convoy. Confirm if any vehicles do not have rated recovery points talk and about only using a dedicated towbar towing hitch receiver, not a hitch pin or tow ball for recovery

if a vehicle does not have a dedicated rear recovery point

- **Greater distance between vehicles on ascent & descent:** Depending on steepness/weather and surface grip
- **Communication:** The ACT4WD Club generally uses Channel 20 on trips but if this channel has interference/other vehicles the group will move up 2 channels at a time (at the direction of the Trip Leader). Decide on radio channel and do a radio check before departing by having each vehicle call their position number in order. Channel 10 should be used as the Club Channel to contact other groups in the vicinity and to avoid head-on collisions. Be aware that some vehicles may have an older UHF with only 40 channels
- **Breaks:** Make sure you provide adequate toilet breaks, coffee & food breaks etc
- **Setting camp:** Make sure you stop and set up camp well before sun set. Happy hour is a good idea and gets the group to mix and socialise and also helps with discussing how the day went and planning the next day
- **Vehicle Checks:** It is important to check the vehicles mechanical state at the end of each day before socialising so repairs can be made then. It is poor etiquette to do vehicle repairs at the start of a day and hold the rest of the convoy up
- **End Point:** It is important to have a definite end point, ensure that a location is selected during the planning stages and also confirm the participant(s) that will provide/write the trip report(s)
- **Questions?**