

Armadale 4WD Club - Trip Leader Checklist

Before the trip

- ☐ Decide on type of trip and area and level of difficulty (rating 1-5)
- ☐ Design flyer for website and magazine and send to trip coordinator
- ☐ Recce of trip if route/location unknown
- ☐ Share trip outline at club meeting
- ☐ Collect any equipment/first aid kit from property office (first aid kit is mandatory on all trips)
- ☐ If trip location is remote or difficulty rating is high prepare a list of possible recovery services in case of emergency/vehicle failure/accident

Day/s of Trip - commencement

- ☐ Arrive at arranged meeting point 15 mins before scheduled time
- ☐ Meet and greet attendees, especially visitors – make them feel welcome
- ☐ Check all vehicles for adequate tow points and radio
- ☐ Call trip meeting prior to start of trip and cover:
 - ☐ Introductions
 - ☐ Sign in sheet
 - ☐ Plan for the day/trip (tyre pressures, route, planned stops if any) and finishing point
 - ☐ Safety brief (any risks/hazards, check people have equipment, water, recovery gear)
 - ☐ Note who has first aid kits so everyone is aware
 - ☐ Convoy rules (see separate sheet)
 - ☐ Assign roles - i.e. tail end Charlie (Sweep)
 - ☐ Radio Communication rules and channel (especially for anyone new to convoy formation) i.e. notify group of oncoming vehicles, turns, hazards)
 - ☐ Emergency procedures in case of accident/need to evacuate area
 - ☐ Headlights on
- ☐ Stagger members according to vehicle recovery equipment and level of experience (i.e. cars with winches spread out in convoy)
- ☐ Check that everyone's radio is working before moving off

During the trip

- ☐ Radio check - after each stop (ensure everyone's radios are still operational)
- ☐ Check in with members during the trip
- ☐ Fill in sign in sheet with roles members undertook to enable clubman point allocation (sweep, assist Trip leader etc)
- ☐ Ensure everyone is accounted for

End of Trip (before everyone departs)

- ☐ Thank attendees
- ☐ Seek feedback
- ☐ Check that vehicles are safe to drive on roads (licence plates, lights, tyre pressure)
- ☐ Encourage visitors to attend a club meeting and join the club

Post trip

- ☐ Send trip sign in sheet to trip coordinator
- ☐ Prepare trip report for magazine
- ☐ Present trip report at club meeting
- ☐ Return first aid kit and any other equipment borrowed to equipment officer