

Hill Country Region Porsche Club of America Minimum Safety Standards for Driving Tours

Hill Country Region (HCR) will follow all current PCA Minimum Driving Tour Standards for all tours. These 2023 standards include the major points summarized below:

1. We will obtain PCA Liability Insurance Coverage for all Driving Tours.
2. The hard copy insurance certificate will be present, and remain in the custody of the Tour Leader, during the tour.
3. Tour starting and end points will be defined on the PCA event insurance certificate.
4. All participants shall sign liability waivers. HCR uses ClubRegistration.org for all tour registrations and electronic signing of tour waivers. Paper forms will be used, if necessary, at the event, including for all minor waivers.
5. Waivers are required for all participating minors, signed by at least one parent or legal guardian in color hard copy, at the tour event.
6. Each tour follows a specified route as planned by the tour leader and documented in written or electronic driving directions.
7. Tour routes will include starting point, end point, rest stops and, if needed, additional rally/regroup points.
8. Drive group sizes will be dictated by number of registered vehicles, type of area to be traveled (urban vs rural), etc., with an objective of drivers maintaining visual contact with the vehicle ahead and behind during the driving tour (to keep vehicles together during the drive). Maximum is 20 (HCR prefers about 15).
9. Each drive group will consist of a Lead and at least one Sweep.
10. The cell phone numbers of all tour/group Leads and Sweeps shall be provided to all participants (within the published Tour directions).

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11. Tours will be in a follow-the-leader format.
12. Route directions shall be provided to all tour group Leads, Sweeps, and participants.
13. Each Tour Lead and Sweep vehicle shall have a minimum of two occupants, primarily for the purpose of safely navigating the route and conducting safe/legal communications. A solo driver in the Sweep car is allowed ONLY if they have pre- driven the entire route or have voice turn-by-turn electronic directions.
14. All tours shall be conducted in accordance with speed limits and traffic laws.
15. Each tour will include a mandatory driver safety briefing at the starting point, conducted by the Tour/Group Leader. All participants must attend, and all drivers must be at least 18 years old.
16. Post-event reporting will be performed electronically using the forms on PCA.org:
 - A. The tour leader shall complete and submit the Post Event Report to PCA within 5 days of the event.
 - B. The tour leader shall assign someone (in advance of the tour) 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.
 - C. If required, the Tour Leader shall complete and submit to PCA an Incident Report within 5 business days of the event, including notifying the Region Safety Chair if an incident occurs.
17. All planned tours must receive prior approval from the Driving Chair and VP, per HCR event approval requirement.

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Addendum:

The following additional elements are intended as preferred enhancements to the PCA Minimum Safety Standards for Driving Tours. While not absolute requirements, many of these elements have proven valuable in practice for both PCA and HCR. As such, HCR will endeavor to incorporate as many of these elements as is practical, to help ensure HCR consistently delivers an outstanding tour experience for our members.

1. The Tour Director position exists for the purpose of working with the Tour Event Coordinators to schedule, communicate, and deliver outstanding tours within HCR. The position reports to the Driving Standing Committee Chair and is responsible for the activities of the Tour Coordinators.
2. Tour Coordinators should attend all PCA related webinars related to Driving Tours and read and follow the “PCA Insurance and Risk Management” guidance on PCA.org.
3. When planning a tour, we will endeavor to select starting points and rest stops that will facilitate the safe parking and controlled departure of all cars on the tour, including facilities that can support the group.
4. Tour directions should include turn-by-turn directions, leg distances, cumulative mileages, planned rest stops and any notes of caution.
5. Tour directions will be sent electronically to participants (using [ClubRegistration.net](#)) at least 48 hours in advance of the Tour date, and will include physical addresses for starting, ending, rest stops and rally points.
6. The standard tool for tour mapping and directions is Plot-A-Route, or similar.
7. In addition to the tour directions, we will include a route map.

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8. Routes will be pre-driven as much as possible. All Tour Leads and Sweeps are encouraged to participate in pre-drives, as available.
9. We will utilize a safety vehicle, typically from our local dealership and as available, to follow the tour and provide aid to any vehicles that become disabled.
10. We will notify all participants in advance (using clubregistration.net) that they must check in, sign the waivers, obtain route instructions, and attend the safety briefing at the staging area.
11. During the safety briefing, we will encourage:
 - A. checking rear-view mirrors to confirm that the car behind is still following, and if not, slow down until it is caught up.
 - B. maintain pace and leave a safe following distance between cars, generally 3 seconds without leaving excessive gaps between cars within the group.
 - C. the use of rally points to allow cars within a group to re-group, as needed.
 - D. the use of two-way radios by participants to facilitate communications.
12. Tour Leads and Sweeps will be assigned to drive groups in advance of the tour, and their duties will be advised to them prior to the tour.