

## TRAIL LEADER PROCEDURES CHECKLIST

### Staging:

- Pick up list of participants from registration desk by 8:00 am.
- Check each vehicle in line;
  - Confirm they are on the list/have window sticker,
  - Ensure vehicles meet requirements for the trail.
- For the safety of participants and to avoid delaying groups due to breakage of unprepared vehicles, trail Leaders are authorized to refuse to take a vehicle on a trail if it is apparent the vehicle is not adequately equipped for the level of trail difficulty. Registration will make every effort to reassign any vehicle to a more appropriate trail.
- Hold brief drivers' meeting;
  - Introduce yourself,
  - Briefly describe the nature of the trail and the route to get to it,
  - Announce CB channel for the run,
  - Discuss emergency precautions and procedures (snakes, 911, SAR, emergency contacts and evacuation routes.
  - Remind participants Zero Tolerance for Alcohol or Illegal Drugs on the Trail. Leave them in Camp. Violators are to be told to leave and receive no refund. No exceptions.
- Designate tail gunner.
- Leave on time.

### En route to Trailhead

- Suggest, on the radio, participants introduce themselves and tell where they are from
- Announce upcoming turns, traffic situations, etc.
- Have tail gunner advise when entire line is moving, when cleared a point or traffic obstacle, etc.
- When you pass through a gate, inform the tail gunner by radio when gates need to be closed (or left open, as appropriate). Do it even if you think he/she knows. It makes a good impression on the participants.
- If you can, provide some commentary on history and points of interest about the trail, the route to it, or the surrounding area.

### At Trailhead

- Air down and lockup if necessary.
- Hold brief drivers' meeting to describe trail, plans for pit stops, lunch, any other necessary advisories, etc.
- Move out promptly – don't stand around talking.

### On the Trail

- Keep track of progress of the line.
- Offer to spot/guide one or two vehicles behind you, if appropriate - don't let yourself get bogged down with this; after a couple of vehicles let someone else take over the spotting and move on.
- Don't allow too large a gap in the line. If there is a problem, give some attention to it and keep everybody informed of what is going on.

- On the Trail (cont'd)
- If someone breaks and it will take more than a few minutes to fix, keep the rest of the line moving. It may be necessary to move the disabled vehicle a little so others can get by. Keep track of any and all vehicles you leave behind (See note on breakdowns). Advise the tail gunner that a vehicle is making repairs and have the tail gunner inform you when he/she reaches the disabled vehicle.
- Make rest (toilet) stops as appropriate. If you do so, announce the stop on the radio and specify a time (usually 5 -10 min).
- Make a stop for lunch unless things are moving very slowly due to breakdowns or trouble getting past obstacles. Use your own judgment about whether to have a specific lunch stop or tell participants to eat during frequent halts.
- Keep spectators well clear of winch lines and tow straps when vehicles are being pulled.
- Keep the group moving.
- Coordinate, as necessary, with other trail leaders in the area and may be using parts of the same trail as you.

#### End of the Trail

- Advise participants that the end of the trail has been reached and you are now on the way back
- Stop at a reasonable place to unlock and air up.
- Ensure all vehicles on the run are accounted for.
- Return the group to the main access point.

#### After Return

- Deal with or report any unresolved situations, such as broken vehicles left on trails,
- Submit trip report to CC coordinator/official in person or by text.

#### Policy on Breakdowns

Each driver who participates in a trail ride is responsible for his/her vehicle and passengers. Each driver is expected to be self-reliant and prepared to deal with breakdowns. LCFWDC nor designated trail leaders are responsible for participating vehicles. The trail leader is there to guide participants and advise if he/she observes an unsafe practice. Trail leaders should not leave a vehicle and/or occupants behind in a remote area, nor hold up the entire group if a breakdown cannot be repaired in a reasonable time. In case of a breakdown which cannot be repaired without outside assistance (including obtaining parts), the trail leader will, if possible, recommend sources of help or parts, but it is the vehicle owner's responsibility to deal with his/her problem.