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(Four Wheel Drive Victoria is the trading name of the Victoria Association of Four Wheel Drive Clubs Incorporated.)

## **1. INTRODUCTION**

At the August 2003 General Annual Meeting, FWDV agreed to form a sub-committee with the objective to provide all affiliated FWDV clubs with a simple set of guidelines for Trip Leaders. The sub-committee members are all current members of various 4WD clubs who have a keen interest in ensuring a consistent and simple set of guidelines are developed for club use.

These guidelines have been prepared in response to the Adventure Activity Standards (AAS) produced by the Outdoor Recreation Centre Inc. It is important to note that the AAS are not binding on any person or organisation and have no legal force.

These guidelines have been prepared as a generic document with reference to club specific by-laws and club specific guidelines. There may be special circumstances during a trip where additional actions may be required to ensure safe travelling. At all times, Trip Leaders need to be aware of potential risks and will need to mitigate these risks with common sense logic and appropriate actions.

Each affiliated FWDV club should review its own by-laws and guidelines and ensure that no conflict exists between these guidelines and the club by-laws.

The following clubs were represented in the sub-committee:

Pajero 4WD Club of Victoria Inc.

Nissan 4WD Club of Victoria Inc.

Jackaroo 4WD Club of Australia – Victoria Branch Inc.

Land Rover Owner's Club of Victoria Inc.

Overlanders 4WD Club of Victoria Inc.

CityWest 4X4 Club Inc.

Toyota Landcruiser Club of Victoria Inc.

CFA 4WD Club of Victoria Inc.

Range Rover Club of Victoria Inc.

## **1.1 Skills & Attributes of a Trip Leader**

Each 4WD club should determine the minimum skills and attributes required of a club member to be considered as a suitable and responsible trip leader. A competent 4WD driver does not necessarily make a good Trip Leader. Trip Leaders should always review their own club rules / regulations / by-laws.

As a suggestion, each club should run training sessions, where experienced Trip Leaders can advise new potential Trip Leaders how to run trips. It would also be advisable that a potential Trip Leader has attended a minimum number of club trips. If Trip Leader training assistance is required, contact Four Wheel Drive Victoria.

The suggested Trip Leader pre-requisites include:

- Ability to organise and a sense of responsibility
- Effective communication skills and ability to demonstrate authority
- Knowledge of radio communications as per club policy
- Map reading skills - refer Map Reading Guide (Auslig)
- GPS skills to be used in conjunction with the relevant maps
- Minimum 4WD experience as per club policy requirements
- Knowledge of convoy procedures and ability to organise the placement of vehicles in convoy
- Responsibility for recovery situations or delegation to a suitable person(s)
- Trip preparation skills. As per Planning The Trip (Section 2.1)
- Knowledge of, or research done on the area(s) proposed for the trip
- Appropriate driving experience for the selected tracks
- An understanding of the track classification system
- The ability to assign an appropriate Trip Rating
- Ability to select and nominate an appropriate Tail End Charlie (TEC) and Ground Charlie

The Trip Leader has responsibility for the safe running of the trip. It is the Trip Leader's responsibility to counsel prospective participants regarding their competency and the trip standard, both before and during the trip.

The Trip Leader has at all times, the absolute discretion to make the final judgement to determine the suitability of vehicles or equipment proposed to be used. Furthermore, the Trip Leader has the discretion to accept or reject any person's participation. This specifically includes drivers and passengers, whether before or after the commencement of the trip. This should be done in accordance with the relevant club by-laws / regulations / policy.

## **1.2 Trip Participants**

All participants on a trip are responsible for their own vehicles and the actions that they take. Adequate pre-trip preparation should be undertaken and as a minimum, participants should:

- Register for the trip with the Club Trip Coordinator or Trip Leader. Some trips may have strict limits on convoy numbers. Temporary members and visitors need to complete and sign the Temporary Member / Visitor – Trip Participant Form and hand over to the Trip Leader
- Submit the completed and signed Personal Details Form(s) to the Trip Leader
- Maintain their vehicle in a roadworthy condition and tyres must have suitable tread for the conditions anticipated. For longer range trips it is advisable to have a pre-trip vehicle inspection carried out by a reputable 4WD specialist
- Ensure that their vehicle has front and rear recovery points fitted. If not fitted as standard, they need to be installed by a competent fitter, and must be safe for use in a recovery situation
- Provide adequate personal supplies of fuel, food, water and clothing for the trip, relevant vehicle and equipment spares or as otherwise advised by the Trip Leader
- Obey the instructions of the Trip Leader at all times
- Not leave the trip without the Trip Leader's knowledge and agreement

Trip participants should have the following training / skills:

- Essential
  - Minimum 4WD experience, in accordance with the advertised trip requirements and club policy requirements
- Preferred
  - Current Level 2 First Aid Certificate or as appropriate for the trip
  - Bush mechanic skills

## 2. TRIP LEADERS GUIDELINES

### 2.1 Planning the Trip

Before setting out on a trip, it is important that some basic planning is completed to ensure that the event is conducted in such a way to ensure that it is both enjoyable and safe for everyone. Selection of the route is the most important consideration. The Trip Leader should endeavour to be conversant with factors such as hazards, points of interest, campsites and expected weather conditions etc.

Consideration should be given to the following:

- **Type** - determine the trip type eg, day trip, week-end, outback trip etc
- **Destination** - determine the destination and / or areas to be travelled
- **Duration** - determine the trip duration and likely stop-overs
- **Route** - plan route (tracks) to include alternate routes in case of adverse conditions
- **Trip Rating** – rate the trip to the highest expected standard and be prepared enroute to make changes to suit weather or track conditions. It should be noted that four wheel driving is unpredictable by its very nature and variation from the expected degree of difficulty is very possible. The following ratings should be used as a guide:

**Scenic/Social** – Sealed roads and some good unsealed roads or tracks. No four wheel driving experience required. Road tyres are acceptable.

**Easy** – little or no Four Wheel Driving experience required. Road tyres are acceptable. Front and rear recovery points at Trip Leader's discretion. Expected track classification to be encountered – Green.

**Medium** – low range may be needed with a snatch strap recovery possible. All terrain tyres preferred. Front and rear recovery points (rated), basic recovery gear (snatch strap, 2 rated shackles and gloves), and appropriate driver training. Expected track classification to be encountered – Green and Blue.


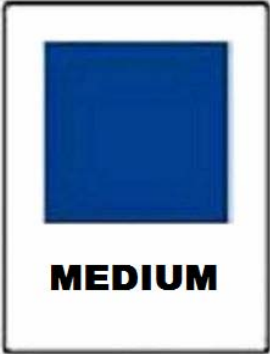


**Hard** – steep terrain or rutted tracks. Snatch strap and / or winching recovery may be required. All terrain tyres acceptable, mud terrain tyres preferred, road tyres are not acceptable. Front and rear recovery points (rated), basic recovery gear (snatch strap, 2 rated shackles and gloves), and appropriate driver training. Winch and full recovery gear is preferred. Expected track classification to be encountered – mostly Blue & Black

**Extreme** – very steep, deeply rutted tracks or rock hopping will be encountered. Front and rear recovery points (rated), full recovery gear (snatch strap, rated shackles, tree trunk protector, winch extension, drag chain and gloves), and appropriate driver training. Winching will be expected and an electric or motorised winch is compulsory on all vehicles. Mud terrain or swamper style tyres essential. Warning: Vehicle damage may occur. Expected track classification to be encountered – Black & Double Black.

- **Track Classification** – a track grading classification scale has been developed to assist in advising Trip Leaders and participants on 4WD trips of the type of tracks that they can expect to encounter. It is intended, over time, for all 4WD tracks to be rated according to this scale and sign-posted accordingly.

On most 4WD trips participants can expect that a variety of tracks will be traversed each with an appropriate rating. Trip Leaders should advise participants of the range of track ratings expected to be encountered on the planned route.

The following classifications will assist in determining an overall Trip Rating:

	Easy	Medium	Difficult	Very Difficult
<b>Overview Description</b>	All Wheel Drive and High Range 4WD. Novice Drivers	Mainly High range 4WD but Low range required. Some 4WD experience recommended.	Significant Low range 4WD with standard 4WD ground clearance. Should have 4WD driver training.	Low range 4WD with High ground clearance. Experienced Drivers
<b>Advisory Sign</b>				
<b>Expected terrain and track conditions</b>	Mostly unsealed roads with no obstacles and minor gradients.	Tracks with some steep and/or rocky/slippery/sandy sections. May have shallow water crossings.	Tracks with frequent steep and/or rocky/slippery/sandy sections. Possible water crossings.	Tracks with frequent very steep and/or rocky/slippery/sandy sections. May have difficult river crossings.
<b>Vehicle suitability</b>	All wheel Drive and High Range 4WD. Can be low clearance with single range and road tyres.	Suitable for medium clearance vehicles with dual range and all terrain or road tyres.	Suitable for medium to high clearance vehicles with dual range and all terrain tyres.	Suitable for high clearance vehicles with dual range and tyres suitable for the terrain. (Mud Terrain tyres).
<b>Recovery Equipment</b>			Recovery equipment required.	Winch/Recovery equipment required.

<b>Driver Training / Experience</b>	Suitable for novice drivers.	Recommended that drivers have experience or 4WD training. Recommended to be done in groups of vehicles.	Recommended for drivers with reasonable experience or 4WD training. To be done in groups of vehicles.	Drivers with extensive experience and advanced training should only attempt as there are several technical challenges. Recommended to be done in groups of four or more vehicles.
<b>Weather</b>	May be difficult in wet conditions.	Will be more difficult in wet conditions.	Will be more difficult in wet conditions.	Will be more difficult in wet conditions.

**Participants** - decide on the number of 4WD vehicles, and the number of participants appropriate for the nature of the trip. It is recommended that no more than 30 participants are included on four-wheel drive trips. This is primarily an environmental issue and for groups larger than 30, then extra consideration should be given to minimise the environmental impact of the group at rest areas, camping grounds and during vehicle recoveries.

**Equipment** - assess if any special equipment will be required. i.e. snow chains, hand winch, chain saw, appropriate first aid kit etc. It is highly recommended that a fire extinguisher should be installed in every vehicle in a visible and easily accessible location.

**Vehicle Requirements** – depending on trip duration and location(s), you may need to remind vehicle owners of their responsibility to ensure their vehicle is roadworthy and appropriately set up for the trip.

**Permits** - check if permits are required for the area or areas that you may pass through.

**Maps** – obtain relevant and current maps of the areas.

**Season** - decide on the time of year to run the trip.

**Activities** - consider other activities which may be included in the trip.

**Research** - Gather information about the area to be visited, maps, books, contact other club members and relevant authorities.

**Supplies** - consider, fuel, food, water, clothing, camping requirements, accommodation.

**Convoy Communications** – determine minimum radio requirements for the trip in accordance with club policy.

**Emergency Communications** – determine the communications necessary in an emergency situation. It is important to be aware of areas where normal communication equipment (mobile phones) will not operate, so the need for specialist equipment (sat phone, HF radio, EPIRB etc.) should be considered.

- **Ground Charlie** – select your base contact person (Ground Charlie), provide them with your trip details including Emergency Plans, Trip Participant List, Personal Details Forms and Temporary Member / Visitor Forms. Report to Ground Charlie on an agreed timeframe. Use Sat phone / HF Radio Mobile Phone etc. Reporting method will vary depending on length of trip and destination. Stick to a pre-arranged schedule.

*Definition* – Ground Charlie is a person who is contactable at all times (at home or base camp) and who can contact emergency services and / or emergency contacts when and if required

- **Emergency Plans** - develop an emergency plan in response to potential incidents such as bush fires, personal injury, mechanical or vehicle damage, alternative routes, Total Fire Bans, etc. Include emergency requirements for food, water and clothing as appropriate for the type of trip. A copy of the Emergency Plan shall also be provided to the TEC at the start of the trip and Ground Charlie before the trip

## 2.2 Trip Planning Resources & Contacts

Useful contacts include:

- Parks Victoria Information Line – Ph: 13 19 63
- Parks Victoria website [www.parkweb.vic.gov.au](http://www.parkweb.vic.gov.au)
- Bureau of Meteorology website [www.bom.gov.au/weather/vic](http://www.bom.gov.au/weather/vic).
- Departments of Primary Industries, Sustainability & Environment Ph: 13 61 86
- Departments of Primary Industries, Sustainability & Environment website [www.dse.vic.gov.au](http://www.dse.vic.gov.au)
- Four Wheel Drive Victoria Ph: +61 3 9857 5209
- Four Wheel Drive Victoria website [www.fwdvictoria.org.au](http://www.fwdvictoria.org.au)
- Contact the local pub, post office, store or local Park Ranger in the area you are going.
- Reporting inappropriate behaviour (Bush Telegraph): 13 28 74

## 2.3 Advertising the Trip.

- Trip details have to be advertised prior to the trip - preferably in the Club newsletter / magazine. For Public Liability insurance reasons, it is necessary to prove it is a club event. The current insurance policy does not cover impromptu trips run by club members
- Trip / Social co-ordinator needs to mention proposed trips at club (monthly) meetings so that they are recorded in the club minutes and retained for a minimum period of six years
- Club trips must be promoted within the club and available to all members. As a guide when a trip is advertised it should have a minimum of two vacancies
- The minimum advertising details for a trip shall include but not limited to:

**Dates / Duration** – nominate dates, commencement time and duration of trip.

**Destination(s)** – state the meeting point, destination(s) and approximate distance to be travelled from start to finish.

**Trip Rating** – advise overall Trip Rating as determined during the trip planning.



**Equipment** – list minimum equipment requirements for the trip in accordance with trip rating. Each club / Trip Leader shall determine the minimum requirements.

**Vehicle numbers** – state minimum number of vehicles (suggested maximum 10 vehicles per convoy). Each club / Trip Leader to determine the limits. Public Liability insurance requirements need to be considered.

**Vehicle requirements** – state minimum vehicle requirements including communications, accessories and relevant vehicle spares. Remind vehicle owners of their responsibility to ensure their vehicle is roadworthy and appropriately set up for the trip.

**Recovery Gear** – state minimum recovery gear required for the trip.

**Provisions** – state the provisions required for trip including, food, water, fuel, clothing, medication etc.

Refer Sample Trip Advertisement – Appendix A

## **2.4 Documentation / Paperwork - (Refer attached forms)**

Appendix D, contains all required forms, however not all forms need to be completed on every trip. Details on each of the forms are as follows:

- **Trip Participant List** – compulsory form - all details must be provided on every trip including visitors and temporary members
- **Temporary Member / Visitor** – compulsory form - temporary member or visitor status shall be in accordance with Club Rules / By-laws. Determine if a club fee applies. Form must be completed, signed and handed over to the Trip Leader
- **Personal Details Form** – compulsory form – this form includes medical and personal details, which must be completed and signed by all participants. The form should be placed in a sealed envelope and placed in the participant's vehicle glove box. One additional sealed copy should also be handed over to the Trip Leader
- **Trip Incident Report** – details need to be recorded for potential insurance purposes
- **Accident Report** – details of any vehicle(s) or property damage accident need to be recorded
- **4WD Accident Survey Form** – this form should be completed for statistical purposes and should be forwarded to FWDV
- **Victorian Track Survey Form** – when you wish to report on track conditions, complete this form and forward it to FWDV
- **Emergency Plans** – refer checklist provided. The checklist can be altered to suite club rules / by-laws

## **2.5 Temporary Member or Visitor Attending Trip.**

- Each club needs to decide on how to manage the attendance of a temporary member or visitor on trips. Public Liability insurance requirements need to be considered

- Names and details should be included on the Trip Participants List and a Temporary Member / Visitor Trip Participant form completed and signed. Personal Details Form(s) should also be completed, signed and handed over to the Trip Leader in sealed envelopes

## 2.6 Running the Trip

The following activities and tasks should be carried out:

- **Meeting point** – state the meeting point and carry out all the introductions
- **Briefing(s)** – provide trip briefing(s) and state the planned daily activities
- **Secure loading** – remind participants to check that all equipment stored in, or on the vehicles are secured appropriately
- **Head count** – confirm head count before, during and immediately following the trip
- **Trip report** – nominate person(s) to complete trip report(s)
- **Weather** – check weather reports prior to trip and if possible, every day on a multi-day trip
- **First aid** - identify a first aider in the group and / or location of first aid kit(s)
- **Convoy order** – determine convoy order and appoint a Tail End Charlie (TEC)
- **Tail End Charlie** – the TEC has the responsibility for keeping the trip leader informed of the progress or delays of the group and for ensuring that gates are left open or closed as found by lead driver
- **Convoy procedures** – explain convoy procedures as per club Rules / By-laws. Refer Appendix B.
- **Communication** – decide on radio channel and do a radio check before departing. Channel 10 shall be used as the National 4WD Channel to contact other groups in the vicinity and to avoid head-on collisions
- **Ground Charlie** – contact Ground Charlie as agreed
- **Tread lightly** – look after the environment and leave nothing but footprints
- **Code of ethics** – remind participants about the code of ethics (Refer Appendix C)
- **Breaks** – make sure you provide adequate toilet breaks, coffee 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
- **Leaving trip early** – when it is agreed between the Trip Leader and a participant that they will depart the trip prior to completion, the departing driver should confirm a safe exit route with the Trip Leader. The Trip Leader should advise Ground Charlie of the participant's departure at the earliest opportunity, being at least the next pre-arranged communication time. It is not desirable for a single vehicle to travel in the bush off-road. Where possible assign one or more vehicles, preferably with experienced drivers, to assist

## 2.7 Ending the Trip

It is important to have a definite end point.

- **End point** - select a location during the planning stages
- **Announcement** – make an announcement that it is the end of the trip
- **Getting home** – provide instructions on how to get back to a known point / road or even home
- **Trip reports** - confirm person(s) writing trip report(s)
- **Ground Charlie** - notify Ground Charlie
- **Paperwork** - complete the relevant paperwork - reports etc. Return Personal Details forms to all participants

## 2.8 After the Trip

- Return club or any other equipment borrowed or on loan
  - Hand in paper work (forms) to club Trip Co-ordinator, or other designated person(s)
  - When applicable, submit Victorian Track Survey Form and 4WD Accident Survey Form to Four Wheel Drive Victoria
  - Ensure the trip report is submitted for club magazine by required date
  - Clean vehicle and equipment after each trip and between eco-sensitive areas
- Start thinking about planning the next trip

## Appendix A Sample Trip Advertisement

### High Country Adventure

**Date(s):** Saturday 1st – Tuesday 4th November

**Description:** The purpose of this trip is to introduce new members to some of the great 4WD only parts of our Alpine National Park. Highlights of the trip will include views from the Pinnacles, descending into the Wonnangatta River valley via the legendry Billy Goat Bluff Spur, camping beside the Wonnangatta River, a day trip via some great tracks including the spectacular access track to the summit of Mt Blue Rag and return via Dargo High Plain, and a day visiting the ghost towns and abandoned mines in the Talbotville – Grant Historical Area, plus a Cup Eve party on the banks of the wild and free flowing Wonnangatta River.

**Meeting Place and Time:** 9am at McDonalds, Princes Highway Pakenham

**Approximate Distance:** approx. 1000 km

**Fuel:** Full tank ex Melbourne. Fuel can be purchased at camping ground or at Dargo.

**Convoy Limit:** 8 vehicles

**Trip Standard:** Medium - low range will be needed on some tracks. Driver Training required.

**Recovery Equipment:** Snatch strap and two rated shackles minimum. Front and rear recovery points.

**Camping:** We will base-camp in the Wonnangatta Caravan Park 9km from Dargo - ample grassy campsites right beside the Wonnangatta River. Camping fees payable.

**Vehicle:** It is your responsibility to ensure your vehicle is roadworthy and appropriately set up for the trip. All terrain tyres preferred. CB Radio 27 Mhz or UHF.

**Provisions:** Camping equipment, clothing and supplies for 4 days. Basic food can be purchased at camping ground or at Dargo.

**Equipment:** Basic vehicle spares. First aid kit. Fire extinguisher fitted in a visible and accessible location.

**Event Organiser(s):** John Citizen  
**Telephone:** (03) 9123 456

**Email:** john.citizen@ozemail.com.au  
**Mobile:** (0123) 123 456

## Appendix B Convoy Procedures

**Start** - At the commencement of the trip, the Trip Leader shall arrange the convoy order and nominate a vehicle to be last in the convoy (Tail End Charlie).

All vehicles shall stay in the convoy order unless directed otherwise by the Trip Leader.

**Communications** - Convoy communication shall be by the designated CB Radio or UHF Radio channel selected. The nationally recognised 4WD convoy channel is Channel 10 on both AM and UHF frequencies.

If 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.

Keep unnecessary chatter on the radio to a minimum when navigating difficult areas.

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.

Acknowledge all radio calls from the Trip Leader.

**Travelling**- Keep the vehicle behind you in view at all times and at any decision point (corner, deviation, obstacle):

- *Wait for the following vehicle*
- *Indicate where to go (use indicators if appropriate)*
- *When acknowledgment is received, then proceed*

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*

On very steep or difficult terrain:

- *Call the next vehicle through when you are clear*

All gates are to be left as they were found. The Trip Leader is responsible to ensure that the last vehicle knows to leave the gate open or closed.

Vehicles should not leave the convoy other than in exceptional circumstances and before doing so must obtain approval from the Trip Leader.

Remember you are responsible for the vehicle behind you!

**Code of Ethics** - At all times abide by road rules and regulations and drive in a manner consistent with the Four Wheel Driver's Code of Ethics.

## Appendix C Four Wheel Drivers' Code of Ethics

Four Wheel Drive Australia (ANFWDC) has produced this document in the interest of promoting responsible recreational vehicle use.

All members of Four Wheel Drive Victoria and its affiliated clubs should abide by this Four Wheel Driver's Code of Ethics:

- 1) Obey the laws and regulations for Recreational Vehicles that apply to public lands.
- 2) Respect the cultural, heritage and environmental values of public / private land by obeying restrictions that may apply.
- 3) Respect our flora and fauna. Stop and look but never disturb.
- 4) Keep to formed vehicle tracks.
- 5) Keep the environment clean. Carry your own and any other rubbish out.
- 6) Keep your vehicle mechanically sound and clean to reduce the environmental impact.
- 7) Adopt minimal impact camping and driving practices.
- 8) Seek permission before driving on private land. Do not disturb livestock or watering points, leave gates as found.
- 9) Take adequate water, food, fuel, basic spares and a first aid kit on trips. In remote areas travel with another vehicle and have appropriate communications.
- 10) Enjoy your recreation and respect the rights of others.
- 11) Plan ahead and lodge trip details with a responsible person.
- 12) Support four-wheel drive touring as a responsible and legitimate family recreational activity. Consider joining an affiliated four-wheel drive club.
- 13) Report inappropriate behaviour (Bush Telegraph) on: 13 28 74

THIS CODE SUPPORTS THE NATIONAL RECREATIONAL VEHICLE POLICY AND IS VALUABLE,  
ONLY IF YOU OBSERVE IT

## **Appendix D Trip Forms & Documentation**

- Trip Participant List
- Temporary Member / Visitor - Trip Participant Form
- Personal Details Form
- Trip Incident Report
- Accident Report Form
- 4WD Accident Survey Form
- Emergency Plans - Check List
- Victorian Track Survey Form

Complete this form for all advertised club trips with copies to Ground Charlie prior to the trip and the Trip & Social committee member at the end of the trip.

Trip Name	Location(s)	Date(s)	Trip leader	Ground Charlie

[illegible]

FOUR WHEEL DRIVE VICTORIA – [www.fwdvictoria.org.au](http://www.fwdvictoria.org.au)  
FWDV Trip Leaders Guidelines -Final.doc





## TEMPORARY MEMBER / VISITOR - TRIP PARTICIPANT FORM

This form should be completed for all club trips when a temporary member or visitor driving his / her own vehicle attends a Club trip. Submit the completed and signed form to the Trip Leader.

TRIP: \_\_\_\_\_ DESTINATION: \_\_\_\_\_

DATE/S: \_\_\_\_\_ TRIP LEADER: \_\_\_\_\_

TEMPORARY MEMBERSHIP / VISITOR FEE \$ ( Insert Amount ) for one trip.

### TEMPORARY MEMBER / VISITOR INFORMATION

NAME: \_\_\_\_\_

ADDRESS: \_\_\_\_\_ POSTCODE: \_\_\_\_\_

PHONE NUMBERS: \_\_\_\_\_

PASSENGERS: \_\_\_\_\_

VEHICLE MAKE: \_\_\_\_\_ MODEL: \_\_\_\_\_

REGISTRATION: \_\_\_\_\_

PERSONAL DETAILS: Complete and sign separate Personal Details Form – hand over to Trip Leader

- 1) As a temporary member/visitor you are representing the ( Insert Name ) 4WD Club of Victoria Inc. and are expected to abide by our Rules and By-laws. If you are not familiar with our Rules or By-laws please ask the Trip Leader to explain them or give you a copy to read.
- 2) If you are not confident or do not wish to attempt any part of an event, it is your responsibility to inform the Trip Leader.
- 3) In the event of vehicle recovery, it is the vehicle owner's responsibility to approve recovery attachment points, and where safe, to perform the attachment.
- 4) Safe driving practices must be adhered to at all times.
- 5) Please check your vehicle insurance to ensure it has the appropriate level of cover.
- 6) Whilst on a Club trip you are covered by the club's public liability insurance.
- 7) Visitors may attend no more than ( Insert Number ) trips / events as a Temporary Member / Visitor prior to joining the Club.

### Acknowledgement

I agree to abide by the ( Insert Name ) Club's Rules & Bylaws and the directions of the Trip Leader.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_



## PERSONAL DETAILS FORM

The details below are very important in the event of an accident or personal injury. Please fill in correctly and completely.

NAME: \_\_\_\_\_

ADDRESS: \_\_\_\_\_ POSTCODE: \_\_\_\_\_

PHONE NUMBERS: \_\_\_\_\_ D.O.B. \_\_\_\_\_

NEXT OF KIN NAME  
(Not on Trip): \_\_\_\_\_

ADDRESS: \_\_\_\_\_ POSTCODE: \_\_\_\_\_

PHONE NUMBERS: \_\_\_\_\_ Relationship: \_\_\_\_\_

DOCTOR NAME: \_\_\_\_\_

ADDRESS: \_\_\_\_\_ PHONE: \_\_\_\_\_

MEDICARE NO: \_\_\_\_\_ PRIVATE HEALTH INSURANCE: \_\_\_\_\_

AMBULANCE NO: \_\_\_\_\_ INSURER: \_\_\_\_\_

BLOOD TYPE: \_\_\_\_\_ MEMBER NO: \_\_\_\_\_

Do you want to be treated as a Private Patient? Y / N (Please Circle)

*If NO, Private Health Insurance details should not be passed to the authorities*

MEDICATION: \_\_\_\_\_

KNOWN ALLERGIES: \_\_\_\_\_

OTHER: \_\_\_\_\_

This personal information form should be placed in a sealed envelope with your name on the front. The envelope should be carried in the vehicle along with envelopes for each person travelling in the vehicle. Please keep in the glove box or centre console.

One (1) sealed copy should also be handed over to the Trip Leader. Envelope should be returned to the participants after the trip for re-use on the next trip.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_



## TRIP INCIDENT REPORT

This form is required to record any 'reportable incident' occurring during the trip. An incident can involve the Club group or the general public. Examples of 'reportable incidents' are: bodily injury, sexual harassment, any personal grievance, racial discrimination or property damage to vehicles or private property.

DATE & TIME OF REPORT: \_\_\_\_\_

SUBMITTED BY: \_\_\_\_\_ MEMBER NO: \_\_\_\_\_

CONTACT DETAILS \_\_\_\_\_ (If not a Club member)

DATE OF INCIDENT: \_\_\_\_\_

LOCATION: \_\_\_\_\_

DESCRIPTION OF INCIDENT: \_\_\_\_\_

WITNESS NAMES & ADDRESSES 1) \_\_\_\_\_

2) \_\_\_\_\_

3) \_\_\_\_\_

WITNESS STATEMENTS: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_



## ACCIDENT REPORT FORM

DATE & TIME OF REPORT: \_\_\_\_\_

SUBMITTED BY: \_\_\_\_\_ MEMBER NO: \_\_\_\_\_

TEL: \_\_\_\_\_ (W) \_\_\_\_\_ (AH) \_\_\_\_\_

DRIVER'S NAME: \_\_\_\_\_

DRIVER'S ADDRESS: \_\_\_\_\_ MEMBER NO: \_\_\_\_\_

TEL: \_\_\_\_\_ (W) \_\_\_\_\_ (AH) \_\_\_\_\_

DATE & TIME OF INCIDENT: DATE: \_\_\_\_\_ TIME: \_\_\_\_\_

EXACT LOCATION: \_\_\_\_\_

(Street / Crossroads / Suburb) \_\_\_\_\_

WEATHER CONDITIONS: (Circle) FINE / RAIN / FOG / DRIZZLE / OTHER \_\_\_\_\_

TRAFFIC LIGHTS: RED / YELLOW / GREEN Facing me before I entered intersection

(Circle each if applicable) RED / YELLOW / GREEN Facing me as I entered intersection

RED / YELLOW / GREEN at the time of the collision

TRAFFIC SIGNS: (If applicable) \_\_\_\_\_

WHAT WAS THE SPEED OF THE FIRST VEHICLE BEFORE IMPACT? \_\_\_\_\_

WHAT WAS THE SPEED OF THE SECOND VEHICLE BEFORE IMPACT? \_\_\_\_\_

DESCRIBE THE ACCIDENT: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_



## ACCIDENT REPORT FORM – Continued.

### DETAILS OF OTHER VEHICLES

**YOUR VEHICLE**      REG NO \_\_\_\_\_ MAKE \_\_\_\_\_ MODEL \_\_\_\_\_

DRIVER'S NAME \_\_\_\_\_

ADDRESS \_\_\_\_\_

TEL: (W) \_\_\_\_\_ (AH) \_\_\_\_\_

OWNER'S DETAILS NAME \_\_\_\_\_

ADDRESS \_\_\_\_\_

TEL: (W) \_\_\_\_\_ (AH) \_\_\_\_\_

**2ND VEHICLE**      REG NO \_\_\_\_\_ MAKE \_\_\_\_\_ MODEL \_\_\_\_\_

ADDRESS \_\_\_\_\_

TEL: (W) \_\_\_\_\_ (AH) \_\_\_\_\_

OWNER'S DETAILS NAME \_\_\_\_\_

ADDRESS \_\_\_\_\_

TEL: (W) \_\_\_\_\_ (AH) \_\_\_\_\_

**WITNESS - NAME** \_\_\_\_\_

ADDRESS \_\_\_\_\_

TEL: (W) \_\_\_\_\_ (AH) \_\_\_\_\_

### DIAGRAM OF ACCIDENT SCENE

If necessary, attach more details.



## 4WD ACCIDENT SURVEY FORM

Please complete or CIRCLE appropriate boxes – provide additional comments if necessary and forward completed form to FWDV.

### 4WD CLUB REPORTING:

DATE & TIME OF INCIDENT: DATE: TIME:

ACCIDENT LOCATION:

DRIVER AGE: \_\_\_\_\_ YRS DRIVER SEX: M / F INJURIES: Y / N

4WD DRIVER TRAINING: NIL / PROFICIENCY / ADVANCED / OTHER \_\_\_\_\_

MAKE OF VEHICLE: MODEL:

OTHER VEHICLES INVOLVED: 4WD / 2WD / N/A / OTHER \_\_\_\_\_

SPEED ZONE: \_\_\_\_\_ KPH

AREA: METROPOLITAN / RURAL / OUTBACK / HIGH COUNTRY (Circle Appropriate)

**ROAD/TRACK CONDITIONS:** (Circle Appropriate)

INTERSECTION / DIVIDED ROAD / SEALED ROAD / GRAVEL ROAD

MUD / ROCK\SHALE / MARKED TRACK / UNMARKED TRACK

CURVE / WINDING ROAD / RUTTED / CORRUGATIONS / WATER CROSSING

ROADWORKS / OFF-CAMBER SECTION / STEEP SECTION / STRAIGHT SECTION

**WEATHER CONDITIONS:** (Circle Appropriate)

DRY / WET / RAINING / ICE\FROST / SNOW / STRONG WIND / DUST / GLARE

**TYPE OF TYRES FITTED TO VEHICLE:** (Circle Appropriate)

ROAD TYRES / ALL TERRAIN / MUD TERRAIN / OTHER \_\_\_\_\_

TYRE PRESSURE: \_\_\_\_\_ PSI \_\_\_\_\_ KPA

**VEHICLE MODIFICATIONS:** (Circle Appropriate)

BULLBAR FITTED / BODY LIFT / SUSPENSION LIFT / WINCH FITTED

DIFF LOCKS - REAR / DIFF LOCKS - FRONT

**TYPE OF ACCIDENT:** (Circle Appropriate)

SNATCH STRAP / WINCH / TOWING / DRIVER ERROR / MECHANICAL FAILURE / LOAD SHIFT

**ADDITIONAL COMMENTS:**

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## EMERGENCY PLANS - CHECK LIST

In planning a trip it is important to recognise that you are expected to return home on an appropriate date or time or to arrive at a particular destination when you say you will.

There are always other external parties that are affected by where we go and to this end it is important for all participants to know whom to contact for information when things go wrong or emergency contact is required to a trip participant.

### NAME AND CONTACT DETAILS OF EXTERNAL PERSON (Ground Charlie):

NAME \_\_\_\_\_  
 ADDRESS \_\_\_\_\_  
 TEL: (W) \_\_\_\_\_ (AH) \_\_\_\_\_

**TRIP ROUTE** – what tracks will the trip use. Where appropriate provide marked-up maps.

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**REFUGE EVACUATION POINTS** - list helipads and other area's such as football grounds or open areas.

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### CONTACT DETAILS.

POLICE – list major town police station number: \_\_\_\_\_

PARK RANGER/LAND MANAGER: \_\_\_\_\_

PRIVATE LAND OWNER NAME AND PHONE No. \_\_\_\_\_

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### COMMUNICATION REQUIREMENTS.

Is area covered by mobile phone network? YES / NO

Do I need a sat phone? YES / NO

Do I have access to an HF radio? YES / NO

In remote areas, what time will I call Ground Charlie? \_\_\_\_\_ am/pm

How can external contact get messages to me? \_\_\_\_\_

What strategy do I have if I do not contact the external contact?

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