



# OFF-ROAD DRIVING TOUR OBSERVER'S REPORT

Revised 2021

This report should be completed and submitted within ten (10) days of the event. You will receive an email copy of the form. Please complete all fields. Please explain any **underlined responses in the comments section at the end of the form.**

## GENERAL INFORMATION

Name of Event:

Event Host Region or Zone:

Event Date(s) From:  To:  [NA for single day events]

Location of Event:  [Include City and State (or Province)]

Weather Conditions:

### INSURANCE:

Was there a method to ensure all participants signed the standard PCA waiver and release form (including minor waiver forms from minor's parents or guardians)?  YES  **NO**  **NOT SURE**

Was the Certificate of Insurance available for inspection upon request to the Event Chair?  YES  **NO**  **NOT SURE**

Were there any incidents that required an Incident Report?  **YES**  NO  **NOT SURE**

## EVENT-SPECIFIC INFORMATION

Type of Event:

(Type of Event:  Autocross  Driving Tour  Off-Road Driving Tour (Indicate Category 1, 2, or 3)  Drivers Education  Rally  Tech Session  Time Trial  Tire Rack Street Survival  Other)

**OFF-ROAD DRIVING TOUR EVENT DETAILS:**

Tour Start Location: [Include City and State (or Province)]

Tour End Location: [Include City and State (or Province)]

Approx. # of Vehicles in Tour:

Approx. Length of Tour:  in:  Select Units [miles / kilometers]

Approx. Total Running Time:  in:  Select Units [hours / minutes]

**OFF-ROAD DRIVING TOUR EVENT BRIEFING:**

Did the event leader ask all attendees if they signed the waiver form(s)?  YES  **NO**

Did the event leader identify the off-road rating category of this off-road driving tour during the safety briefing and explain the type of conditions that the group could expect?  **YES**  **NO**

Did the event leader confirm that all attendees handed in their signed self-inspection checklists?  **YES**  **NO**  
 **NOT SURE**

Was off-road safety stressed, including the need to obey all off-road safety signs and cautions?  YES  **NO**

Did the safety briefing make it clear that each driver is responsible for maintaining visual sight of the vehicle ahead and behind and to never leave anyone behind?  YES  **NO**

Did the safety briefing cover how to handle participants who wish to leave the tour prior to arriving at the destination?  YES  **NO**

Did the safety briefing make it clear that driving tours are NOT competitive or high speed driving events?  YES  **NO**

**OFF-ROAD DRIVING TOUR EVENT ORGANIZATION:**

Was a sweep vehicle used?  YES  **NO**

Were multiple driving groups used?  YES  **NO**

If so, how many groups?  [2, 3, 4, more]

If multiple driving groups were used, was there an assigned lead and sweep vehicle per group?  YES  **NO**  
 N/A

**OFF-ROAD DRIVING TOUR ROUTE / EVENT CONDUCT:**

Were the off-road route driving directions accurate (i.e. road names/numbers, turn directions) and easy to follow?

YES  NO

Were you aware of any vehicles departing from or leaving the specified route?

YES  NO

Were you aware of any unsafe or aggressive driving that violated the items covered in the safety briefing?

YES  NO

**OVERALL EVENT EVALUATION:**

(Rating:  Excellent;  Above Average;  Average;  Below Average;  Poor)

Rate the overall safety of the event:

Rate the overall organization of the event:

Please provide general comments on overall event execution and explanation of any **underlined** responses above, and/or recommendations.

Additional Documentation may be attached.

**PCA OBSERVER:**

Name:

Telephone:

Email:

**REPORT SUBMISSION:**

Please type or print, as this report will be reproduced. Please scan and email a copy of the completed Observers Report to [admin@pca.org](mailto:admin@pca.org) or mail a copy to the PCA Executive Office, PO Box 6400, Columbia, MD 21045. Be sure to complete all pages and use extra pages for comments if necessary.

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