

# Road Captain Checklist

## Pre-Ride Briefing

- \_\_\_\_\_ Assign Lead, Mid-pack and Sweep Riders
- \_\_\_\_\_ Welcome riders and introduce all Road Captains (and their position in the group)
- \_\_\_\_\_ Get signed waivers from all non-members and anyone under 18 years old
- \_\_\_\_\_ Identify destination and describe route
- \_\_\_\_\_ Outline itinerary for the day
- \_\_\_\_\_ Determine rest and fuel stop requirements (Sportsters, VRods, etc.)
- \_\_\_\_\_ Determine return plans (departure time and identify Lead Road Captain if different)
- \_\_\_\_\_ Review riding expectations
  - Staggered positions and safe distance (2 second - 1 second rule)
  - Freeway entrance and exit (watch for vehicles entering and exiting the roadway)
  - Lane changes and head checks
  - Single file procedures (2 second rule)
  - Signal lights (stop on yellow, slow on long green)
  - Split group procedure (cars in the group and splits at stop signs)
  - "Bread Crumb" procedure
  - Toll Booths and Park entrance – Collect tolls or fees (if necessary) Single file entry
- \_\_\_\_\_ Review hand signals and use of hand signals – Hold sign and pass back
  - \_\_\_ Left \_\_\_ Right \_\_\_ Slow \_\_\_ Single file \_\_\_ Staggered \_\_\_ Road hazards
  - \_\_\_ Tighten up (tighten up and maintain a tighter staggered position)
- \_\_\_\_\_ Review broken bike procedures (only the Sweep pulls over, other riders continue on)
- \_\_\_\_\_ Review **NO** splitting lanes and **NO** intersection blocking
- \_\_\_\_\_ Designate 911 caller (suggest it be the Sweep)
- \_\_\_\_\_ Locate cell phones and First Aid Kits
- \_\_\_\_\_ Locate CB radios and designate Channel 15 (radio check)
- \_\_\_\_\_ Group size (split if necessary 15 bikes per group per skill, speed and comfort level)
- \_\_\_\_\_ Position new riders (suggest the back of the group to assess ability)
- \_\_\_\_\_ All riders are responsible for their own safety

**Reminder: "Have Fun, ride at your skill and comfort level and if it doesn't feel right, don't do it!!"**