



DUTIES OF THE CARAVAN LEADER & ASISTANT (S)

CARAVAN LEADER:

- 1.) Have your Route preplanning and laid out in detail. Have copies for all or at least on short hauls a copy for your assistant(s).
- 2.) Know the approximate number of Vettes in the caravan. If you have 10 or less, you only need a Tail Gunner/Caboose. I do suggest your designate someone in the middle to be the person to send back or forward messages if there is a large separation and your messages are not getting back to the rear.
- 3.) “THIS IS A MUST DO” for a leader. NEVER assume that all the Vettes are in line with you! Especially at “On and off” ramps, “Traffic Lights”, and “Toll Booths”. When you get out onto the highway, slow down or pull over if the rear of the Caravan will take awhile to get on the highway. Never assume, always seek information from your Tail Gunner/Caboose and Assistant(s) on how long it may take to get everyone on the highway. When all the Vettes are on the highway, the Tail Gunner/Caboose should “Pull a Block”, if needed to allow everyone to get in line.
- 4.) On a highway, Communications with the Tail Gunner/Caboose when you are ready to Change Lanes. Tell him to “Pull a Block”, let you know what the last vehicle looks like that passed him before the block. That allows you to pull out then that vehicle gets past you.
- 5.) Over View:
 - a. Pre plan, have a trip ticket or sheet.
 - b. Know how many Vettes
 - c. Assign Assistants (including the Tail Gunner/Caboose
 - d. Never assume all Vettes are right behind you
 - e. And most of all “COMMUNICATE”