**Scope**

A convoy is a group of vehicles travelling together. In particular circumstances it may be appropriate to use convoy travel if there is a risk of robbery, theft or attack in certain areas. XXX does not use armed escorts unless operating under exceptional circumstances authorised by the CEO.

**What do I need to do?**

* Permission for the use of military or armed convoys needs CEO approval and will only be given in exceptional circumstances
* Follow clear procedures for traveling in convoy and stress the need for convoy discipline.

**BEFORE**

* Authorisation may need to be sought from the relevant authorities and a detailed travel plan provided to the relevant responsible individuals.
* Ensure that information is obtained about the area to be transited. Assess the current situation including the terrain, road conditions, weather and security. If possible, check out the route before planning the convoy.
* Estimate the distance to be travelled and divide the journey into sections. Determine the estimated time of arrival (ETA) for each section. Identify locations where the convoy will stop to rest. The plan should include alternative routes, which also need to be checked.
* Prepare contingency plans in the event of an accident, medical evacuation, vehicle breakdown, etc. Include procedures for stopping the operation. Consider and agree how vehicles and individuals should react if they come under fire.
* Do not travel after dark. Ensure that all timings enable the convoy to reach a selected location before nightfall.
* Ensure vehicle weight and height do not exceed bridge specifications.
* List any contact persons on the route and at the destination. Obtain information about other agencies working in the area.
* Prepare a full list of convoy vehicles including the registration numbers and the names of the drivers assigned to each vehicle. Decide on the position of each vehicle in the convoy with slower vehicles near the front.
* Prepare a full list of all people in the convoy and assign responsibilities.
* Make sure that all the right travel documents are in place.

**On the Day**

* Arrive at the meeting point early. Organising the departure of a convoy can take some time and late arrivals will delay departure of the entire convoy.
* All drivers and members of the convoy should be briefed on roles and responsibilities, who is in charge, route, convoy procedures (check-points, rest stops, etc.), contingency plans (in the event of a security incident, medical emergency or breakdown), action on arrival, radio or signalling procedures, and timings.
* All vehicles should be checked for road-worthiness and safety of loads. Vehicles should have their own equipment for repairs and changing wheels.
* Check that all vehicles start with a full tank of fuel.
* Ensure there are adequate supplies of food and water for each vehicle.
* Radio communications should be checked before starting and along the route.
* Decide on a time schedule for radio checks with base.
* If the convoy is being escorted (in exceptional cases) ensure the security escort and convoy leader can communicate.

**DURING**

* The driver of the vehicle in front should always keep the vehicle behind in view. Driving with lights may assist in keeping visual contact.
* The convoy control vehicle travels at, or near, the front (the precise position varies depending on the convoy). This vehicle should be able to be in contact with the last vehicle of the convoy.
* The lead vehicle keeps to an agreed convoy speed.
* An advance party may go ahead to check security and road conditions and prepare for arrival.
* There should be agreed times to stop and check vehicles and loads.
* Select stopping locations carefully - assess from a security point of view.
* If one vehicle is stopped, the entire convoy should come to a halt.
* When the convoy sets off after being stopped at a checkpoint keep vehicles close together and moving steadily to prevent interference with any vehicle as it passes through the checkpoint.
* Expect breakdowns and have agreed procedures to deal with them. All vehicles must stop while repairs are being made. Alternative actions: tow, or temporarily abandon.
* If a truck convoy is delivering to locations along a route, agree upon a waiting system so that unloading truck drivers do not have to “catch up” or return to base on their own.
* Avoid bunching up and driving too close to the vehicle in front, but also avoid driving too far apart. Vehicles should keep an agreed distance between each other and follow in the tracks of the vehicle ahead, usually 100 meters between vehicles, but will depend on factors affecting visibility (dust, terrain, fog etc)
* One vehicle (the control vehicle) plus at least one other should have radio contact with the base and with each other. For vehicles not equipped with radio communications, agree a system of signals using headlights and/or horns. Signals should indicate if a stop is required, emergency repairs are needed, or if consultation is required.

**AFTER**

On arrival at the destination, the home base should be advised of time and condition of arrival and informed of problems encountered along the route.