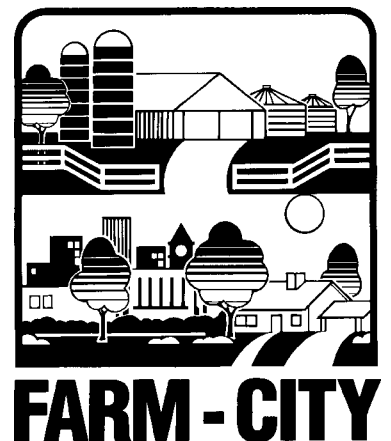


**Tips, tools  
and ideas  
for  
organizing  
a  
successful,  
local  
farm-city  
program**



## Rules for Wagonmasters, Tour Guides and Tractor Drivers

If you find yourself in an on-farm situation where you will need tractors and wagons to move people to and from parking areas, consider the following rules established by Tioga County.

- No riders on the tractor – even if it is a cab tractor. Everyone is to remain seated while wagon is in motion – this includes tour guides.
- Ask everyone to keep their legs and arms facing into the center of the wagon. Do not let them have their arms and legs dangling outside the wagon – especially while it is in motion.
- Tractor drivers must to be sure everyone on a wagon is seated before the tractor moves. Persons who are in charge of steps in field and at farm should also ask persons to remain seated.
- Don't just sit there while wagon is on the tour. If you are a tour guide, remember this is an excellent opportunity to tell these people the agriculture story, and specifically some information about the host farm. Encourage questions. If someone has a question you can't answer concerning the day's events, please direct them the registration booth.
- Make sure wagons have appropriate flooring. H & S metal wagons work best. Floors should not have wide gaps that can result in persons stumbling or in small children having their legs fall through. If a wagon appears inappropriate – PULL IT OUT!! Don't take chances whether it is with the floor, or one of the metal racks being lower which could result in someone hurting their head when getting on or off. Do not use wooden wagons – people can get slivers.



- Make sure tractor and wagon are completely stopped before loading or unloading. The wagonmaster will need to have help moving steps up to and away from wagons. Also these persons should assist people getting on and off the wagons. The tour guide should also assist – welcoming people to the wagon and then thanking them for visiting Farm-City Day as they get off.
- Breaks for tractor drivers, tour guides and wagonmasters – it is helpful if someone has been designated to take food and drink to guides and drivers. If someone needs a break, they should let the wagonmaster know that following the next tour they want a break – this can give the wagonmaster time to get a replacement. If that doesn't work, pull the wagon out on the next turn and take your break. In any case, though, do not let groups of people begin backing up while you take your break.
- If an accident happens, be sure to follow up by taking (or have the wagonmaster or designee) the person to the ambulance as soon as possible. Be sure to have someone from Farm-City get name, address, and telephone number of injured person and parents, if applicable.
- Stops on the tour should be limited to approximately 3-5 minutes. Kids have a hard time sitting still when the wagons stop which makes it difficult for everyone to concentrate on the speaker. If people are allowed to get off the wagon at any particular stop, be sure steps are there and that the tour guide announces beforehand that the wagon will continue on the tour so that persons getting off at the stop should plan to ride back at their convenience on the next available wagon with room.

It is also important that if the stop has a demonstration area such as involving chain saws or horses — orange construction fence is placed around the danger area or at a minimum, reflective tape to indicate the area visitors are not allowed to enter. Construction fence works better due to the fact children cannot duck under it.

- Make sure wagons continue on if leaving persons for a stop. They are not to wait for the same passengers.
- Tractor drivers should have experience and feel comfortable with the tractor they are driving to avoid problems when pulling a load of passengers.
- If it rains during the day but stops so tours can continue, please make sure field or road conditions are safe for the tours. If mud accumulates on the tractor tires, be careful about it flying back onto the wagon once it begins moving.