

Cyclist Group Leader Safety Instructions - DOVER

We would like to take this opportunity to thank you for choosing to travel with DFDS with your group of cyclists and we hope your whole experience is an enjoyable one!

Please help us to deliver a trouble free and safe check-in and boarding process for your group, by following these instructions below. Only the Cyclists need to be added to the "Cyclist Group Manifest" any support vehicles will be processed separately at the normal Check-in booths. Please stay together including any support vehicles whilst in the port, to avoid any issues at passport control.

- PLEASE ENSURE EVERY CYCLIST HAS THEIR PASSPORT WITH THEM WHILST IN THE PORT.
- PLEASE ENSURE ALL NON EU PASSPORT HOLDERS ARE SEGREGATED AND PLACED AT THE FRONT OF THE GROUP. THEY MUST DECLARE THEMSELVES AT PASSPORT CONTROL FOR CHECKS

1) Arrival at the Port of Dover

Groups of 31- 100 Cyclists

On arrival at the entrance of the port the group leader is to ensure that their group congregate within the car park area at the entrance of the port. They are to check that their group of cyclists and support vehicles are complete and ready to be checked in for the sailing at least 60 minutes prior to the sailing time. Once the group leader is certain they are ready to be guided in to the port, they are to contact the Operations Department on either 01304 874020 or 01304 874021. The whole group is to then wait together until they are guided by Security to the following areas: Allocation lanes for Cyclist , Drivers Reception Building for the Group Leader, The Check-in's for any Support Vehicles.

Large Groups 100+ Cyclists

The cyclist group leader is to make prior arrangements for their entire group to congregate at a suitable location in Dover but NOT at the port of Dover. No groups larger than 100 cyclists are permitted to wait within the car park area at the entrance of the port. The cyclist group leader is to liaise with the Operations department on either 01304 874020 or 01304 874021 to discuss the safest options available for batches of cyclists to arrive at the car park area at the entrance of the port. Each batch will then be guided by security to the following areas: Allocation lanes for Cyclist , Drivers Reception Building for the Group Leader, The Check-in's for any Support Vehicles.

2) Red Route

Whilst in the port, you will be asked to "Follow the Red Route" This is a painted line on the road surface. Please ask your group of Cyclists to follow it at all times.

3) Check-in Process

- Any Support vehicles must following the signs to the DFDS check-in booths. Once they have been checked in, they will be directed to the allocation lanes to meet up with the cyclist group.
- The Group Leader is to Check-in the cyclist group at the DFDS desk at the Drivers Reception Building by handing over the completed "Cyclist Group Manifest"
- The Group of Cyclists will be taken directly to the allocation lanes, Via the red route to meet up with the support vehicles.

4) Proceeding to the Lanes for Loading

Please all stay as a group on your way to the lane number you have been given during the check-in process.

5) Loading on and off to the Ship

Please be advised that your group will be asked to dismount and walk their pushbikes over the "Fingers" these are the rubberized ramps that bridge the gap at the top of the ramp between the shore and ship. This applies to both loading and discharge.

Have a safe and enjoyable sailing!