

3.5 DRIVING SCHOOL MINIMUM STANDARDS

3.5.1 Introduction

BMW CCA supports driving school programs conducted by its chartered Chapters as part of its goal of promoting driver education and safety. Since an element of risk is inherent in these events, BMW CCA is providing the following minimum standards and recommendations to minimize the risk of property damage and personal injury at BMW CCA driving schools.

3.5.1.1 BMW CCA Chapters conducting driving school programs bear the primary responsibility to exercise reasonable care during each event. Chapters are encouraged to consult with BMW CCA to propose any changes to these standards that will improve the program.

3.5.1.2 These standards and recommendations, upon adoption, will be presented to the BMW CCA Board of Directors for inclusion in accordance with the BMW CCA bylaws, into the Operations Manual. The standards may be updated periodically with changes proposed by the BMW CCA Board of Directors, based on National Board or Chapter input and adopted by a simple majority vote of the Chapters. Updates to these standards and recommendations become effective immediately upon adoption and will be included in the next *Operations Manual* update. In the interim, Chapters shall be notified in writing of updates.

3.5.1.3 A copy of the most recent Operations Manual to include Minimum Driving School Standards must be present at every BMW CCA Chapter school.

3.5.1.4 These standards are minimum event standards that Chapters must meet for a driving school to receive BMW CCA sanctioning and to continue to be a Chapter of BMW CCA. BMW CCA sanctioning is defined as use of any of the following: use of BMW CCA name or logo; use of

BMW CCA insurance; use of BMW CCA website or *Roundel* advertising or calendar listings; or use of BMW CCA dealer drive program.

3.5.1.5 Chapters may set additional and/or more stringent requirements for their events.

3.5.2 Driving School Requirements/Recommendations

3.5.2.1 Budgets

Chapter Boards have full responsibility for the budgeting of the event, for the components of the event (including sponsorship), and for full accounting of the revenues and expenses involved.

Recommendation: Driving schools are a Member benefit and should be priced to be accessible to as many members as possible.

3.5.2.2 Insurance

BMW CCA driving schools must be insured by a reputable company licensed to conduct business in the state in which the event is to occur. Chapters may use BMW CCA, Inc.'s policy or purchase coverage through the track. BMW CCA must be listed as an Additional Named Insured in the policy covering the event. A copy of the endorsement page or the certificate of insurance must be provided to the National Office prior to the event.

All rules, regulations and requirements of the policy must be followed explicitly and without deviation.

BMW CCA's minimum insurance coverage requirements are set by the National Office. Contact the National Office for current minimum liability amounts. The required minimums shall apply regardless of the source of coverage.

Other Insurance. Other insurance for Accidental Death, medical expenses, and lost wages may be required by the event facility. This insurance is included under BMW CCA Inc.'s policy, however, the limits of coverage may be less than those required by the event facility.

Cost of Insurance. The cost of insurance shall be the sole responsibility of the sponsoring chapter.

Insurance Waivers. All individuals entering the event premises must sign the appropriate insurance waiver(s). Chapters must keep original signed waivers for a minimum of seven (7) years from the date of the event.

Copies of the waivers shall be provided to students in advance of the event in their registration materials so that they are aware of the content.

❖ **Liability Insurance.** Chapters may choose to require evidence of liability and/or collision insurance on cars entered. They may, at their option, allow uninsured or unregistered vehicles to participate.

The Club's motorsports insurance policy has no provision for payment for physical damage to vehicles.

3.5.3 Track Rules and Regulations

All rules and regulations specified by the event facility (and as negotiated by the sponsoring Chapter with the facility) must be followed explicitly and without deviation.

3.5.4 Chapter Event Plan

Recommendation: Each chapter desiring to conduct a driving school should create a Driving School Plan with details for conducting the driving school(s). The Chapter Event Plan and curriculum must be in conformance with these standards and should be approved by the Chapter's Board of Directors. A chapter that has not previously held a driving school shall submit a copy of the Plan, in advance, to its regional Driving Events Committee representative.

3.5.5 Required Meetings

As part of the event plan, the Chapter shall conduct participant meeting(s) for students and instructors to review safety, policies and procedures before conducting on-track sessions.

3.5.6 Driver's Qualifications

3.5.6.1 Age of Drivers. Minimum age for drivers in BMW CCA driving schools is eighteen (18) with a full drivers license (not a provisional license or a learners permit).

3.5.6.2 Drivers License. Each instructor and student shall have a full operator's license that shall not be suspended or revoked.

3.5.7 Safety Devices

Helmets must be worn by all participants during all in-car sessions other than low speed track familiarization sessions (50 mph or less), and touring laps referenced in section 3.5.8.6. See Section 3.8 for helmet standards.

3.5.7.1 Driving Schools. Helmets must be worn by all participants during all in-car sessions other than low speed track familiarization sessions (50 mph or less), and touring laps referenced in Section 3.5.8.6.

3.5.7.2 Lap and Shoulder Belts. Required for driver and passenger and must be fully functional. Chapters may, at their option, require equal restraints. Aftermarket seatbelts must be installed in compliance with manufacturers' installation instructions.

Recommendation: If 4-, 5- or 6-point belts are provided for the driver, it is recommended that equal restraints be provided for the front seat passenger.

3.5.7.3 Advanced Vehicle Systems – ABS, Etc. Advanced vehicle systems including ABS and traction control provide new challenges for the driving school curriculum and instruction. Classroom, on-track exercises, and in-car instruction should address their benefits and limitations.

At no time should a Chapter or instructor endorse or participate in the disabling of a factory installed safety system that is not driver-controllable (i.e., ABS).

Note: A system that has a driver-controlled switch (such as automatic traction control) may be turned off/on; it is important that the Instructor be aware of the status of such systems.

3.5.8 Instruction

3.5.8.1 Instructor/Student Assignment. The focus of driving school events is driver's education. In-car instruction is required for all students. Even students who have been signed off should be encouraged to continue in-car instruction to advance their learning.

Whenever possible, the sign-off procedure is to be communicated in writing in the event documentation provided to Instructors.

In-car instructors are encouraged for low-speed exercises (e.g., safety school exercises like skid pad or slalom).

Supplemental methods of supervision (e.g., Instructor observation from corners) are encouraged, but do not replace the requirement for in-car instruction. Lead/follow format is only appropriate for low-speed orientation laps and is most effective with no more than three (3) student cars per lead Instructor car.

3.5.8.2 Run Group Assignments. Students are to be assigned to run groups based on their prior experience at a given facility, at events sponsored by the hosting Chapter and other Club or professional driving schools or racing experience. Other things being equal, the performance potential of the car should be considered. The Driving School Plan should allow for students to be moved up or down to a more appropriate group based on the Instructor's recommendation.

3.5.8.3 Classroom Instruction. A required, integral part of the school program is Classroom Instruction. On-track Instructors should be aware of the schedule and content of the Classroom Instruction. Classroom instruction should be tailored to the varying experience level of the students. Classroom curriculum that the Chapters may use is available on request from the National Office.

Recommendation: A classroom curriculum outline should be provided to students and instructors in advance.

3.5.8.4 On-Track or Skid Pad Exercise

Recommendation: Strongly encouraged wherever it is physically possible to safely provide them. They should focus on safety and their application to both real driving situations and full-course driving. On-track and classroom Instructors should be fully aware of their intent and method of execution, and integrate them into their instruction.

3.5.8.5 Driving School Staffing Guidelines. BMW CCA Chapter Driving School committees should have a named designee who has overall responsibility for the driving school. He or she should be knowledgeable of and be willing to uphold the BMW CCA Minimum Standards for Driving Schools, possess good managerial and communication skills, and be proactive, putting safety and the student's best interests first.

Examples of the Designee's Duties include:

Upholding and enforcing BMW CCA Driving School Minimum Standards and philosophy;

Instilling a positive learning environment that is effective, safe and enjoyable;

Assuring that liability insurance has been procured;

Appointing a Chief Instructor (CI – see job description below);

Work with the CI closely, and oversee the CI team;

Insure that the Driving School committee contains one member responsible for: working with the track personnel to obtain corner workers; coordinate flag procedures, safety measures, ambulance and Crisis Management Plan; coordinate with the CI to promptly and correctly use the Incident Report Form forwarding to the National Office per procedure; monitor these duties and coordinate them with CI; and

Insure that the student meeting prior to on-track and classroom instruction is led by a person who has knowledge of the above and will relate pertinent safety and procedural information to the students.

Chief Instructor Job Description

The CI should have experience as an in-car instructor in BMW CCA driving schools;
Be knowledgeable of and willing to uphold the BMW CCA Minimum Standards for Driving Schools;
Possess good managerial and communication skills;
Be proactive, putting safety and the student's best interest first.
The CI is *prohibited* to simultaneously be involved at a Club racing event as a participant or otherwise.

Examples of the Chief Instructor's duties include:

- Recruiting, evaluating, training, mentoring and retaining in-car instructors;
- Facilitate in-car and student pairings, make changes as needed;
- Conduct Instructor Meeting prior to on-track instruction;
- Perform evaluations and/or check out rides of any instructor or student when the occasion requires that evaluation;
- Obtain a classroom instructor and coordinate his or her instruction with the in-car instruction being given by the driving school in-car staff;
- Review and properly deal with "offs," "spins," and other on-track student/instructor errors;
- Review incident reports with the Driving School designee and file an incident reports as needed;

In the event that no such individual is willing or qualified under this standard to serve in this capacity, then the BMW CCA Regional Driving Events Committee representative shall assist the Chapter in finding one.

3.5.8.6 Conduct of the Event

Medical Information. See Section 3.9.

Tech Inspection. See Section 3.10.

Corner Workers. MANDATORY for the entire time that students and/or instructors are on the track at speed and must be in constant two-way voice communication with control person at all times.

Flag meanings will be clearly communicated to participants prior to the first on-track session.

Chapters may use their judgment in requiring corner workers during low speed touring sessions and low speed exercises.

Experienced SCCA or professional corner workers are highly recommended. Students may be used as corner workers, preferably as supplements to “official” corner workers.

If students or other volunteers are used as corner workers, they must receive written information regarding their duties prior to the event, and verbal information on the task and on flag use (in a drivers meeting and/or classroom).

Non-professional trained corner workers are acceptable when experienced SCCA or professional corner workers are not available.

Corner workers should clearly understand their responsibilities and authority. They should be used as the eyes and ears of the event management and encouraged to report Students or Instructors in need of help, who are driving too aggressively or dangerously, passing incorrectly, etc.

Passing. PASSING AREAS AND RULES SHALL BE CLEARLY DEFINED (in writing, if possible) to event staff on-track and classroom instructors, students and corner workers AND THEY SHALL BE AGGRESSIVELY ENFORCED.

Advanced Student groups and Instructor groups may have additional passing areas as safety allows at the discretion of the Chapter. Instructors in any run group must comply with all passing rules applicable to the run group without exception.

Passing is ONLY allowed upon clearly defined hand signal by the driver of the car being overtaken—pointing to the direction that the passing car should take.

A passing car must receive a signal from EACH car being overtaken.

EACH car allowed to pass requires an individual signal.

Note that a passing signal is an invitation to pass, but NOT a requirement. The pass must only be initiated if it can be completed safely within the designated areas.

PASSING VIOLATIONS must be handled aggressively by event management with offenders spoken to, deprived of track time, and, if necessary, ejected from the event!

Recommendation: Passing techniques should be standardized between schools (at least schools at the same track—even by different Chapters) to improve understanding and eliminate confusion regarding the rules.

It is recommended that the standard procedure be to have the passing car go offline to complete the pass wherever the facility allows this to be safely implemented. Special care must be taken where the line crosses the track in a passing zone.

◆ **Event Timing.** While timing by individuals is discouraged, timing and data acquisition will be allowed with the provision that no real time display can be used inside the car during the session. If the display cannot be turned off, it should be covered so as not to be seen by the driver or instructor while the car is being operated.

At no time will the collection, comparison, posting or recording of lap times be permitted by event organizers.

◆ **Passengers.** Students are not permitted to take any passengers other than an Instructor on the track during Student sessions at-speed.

Instructors may take students, their guests, and/or other event participants (e.g., corner workers) on the track if the proper waivers are signed.

In sessions at-speed, a passenger may not be under the age of 16. Individuals between the ages of 16 and 18 may not be passengers in cars at-speed unless they and their parents have executed and signed a Parental and Minor Release Waiver. IF both parents/legal guardians aren't at the event and can't sign the waiver in front of the event registrar or official, a notarized Parental and Minor Release Form must be presented.

Optionally, events may include low-speed "touring" sessions under a carefully controlled environment (i.e., using pace cars; not exceeding 50 miles per hour) where Students and Instructors may drive family/guests around the track. Proper seatbelts are required for all passengers; helmets not required; no age limit.

Recommendation: The use of wristbands in standardized colors to identify staff, workers, students, instructors and guests, and to signify that the appropriate waivers have been signed.

Convertibles. Convertibles are defined as cars with retractable tops, whether soft-top or folding hardtop. Convertibles are not allowed to participate in sessions driven at speed without a rollbar and a 5- or 6-point harness. Arm restraints are strongly recommended. The use of a rollbar meeting the minimum requirements described in Section 3.7 is strongly recommended. Cars equipped with only factory pop-up posts are not allowed.

Removable roof sections include Targa tops and T-tops. These are characterized by part of a fixed body structure above the passenger compartment.

Convertibles are not allowed to participate in sessions driven at-speed unless the car is equipped with the following minimum requirements:

- A rollbar or roll cage meeting the requirements of Section 3.7; and
- A 5- or 6-point harness for both driver and instructor.

At the discretion of the Chapter, cars with factory-installed, fixed rollover protection or removable roof sections may be allowed, but only if this protection meets the Helmet Reference Plane described in Figure 1 in Section 3.7 for both the driver and passenger.

Cars equipped only with factory pop-up posts or similarly activated rollover protection are not allowed.

Chapters may elect to exclude convertibles or cars with removable roof sections entirely from sessions driven at-speed regardless of rollbar or fixed rollover protection, or any provision of this.

Cars with factory installed, fixed rollover protection (targas, T-tops, etc.) are a chapter decision. Exclusion of convertibles is also a chapter option.

Windows/Doors/Sunroofs. Driver and front passenger side windows must be completely down while on the track. Doors must be unlocked, when possible. Sunroofs must be closed/latched.

It is the Chapter's option to allow windows up, only in inclement weather. If weather causes the cars to run with windows completely up, turn signals will be used for giving passing signals. A standardized system is to be used and made very clear to all students and instructors prior to implementation. If track prepared racecars are participating in this event and have no turn signals, these cars are to keep their windows down in all sessions and use the conventional point-by signals.

3.5.8.7 Open Wheel, Single Seat Cars

Open wheel, single-seat cars are not allowed to participate in any run group where street sedan type cars are on the track at the same time.

3.5.8.8 Consumption of Alcohol or Illegal Drugs

Consumption of and/or any attempt to participate in an event while under the influence of alcohol or illegal drugs is strictly prohibited. Consumption of alcohol by anyone present at an event is prohibited during the event's on-track hours, including lunch. Violators are subject to immediate expulsion from the event.

Recommendation: Handouts and Drivers meetings should remind participants not to overindulge in alcoholic beverages the night before scheduled track time.

3.5.9 Emergency Services

All requirements of the event insurance regarding emergency services must be adhered to. At a minimum the following is required:

An ambulance staffed with two (2) EMTs that remains on-site at all times when the facility is used for high-speed activities.

Fire/Rescue equipment and trained personnel capable of firefighting and vehicle extrication.

Fire extinguishers in the pit area and at all manned corner stations.

Should the ambulance have to leave the site, no high-speed activities of any kind may be conducted until the ambulance returns to duty. Low-speed (under 50 mph) touring laps or exercises may be conducted as facility tours and to continue instruction, if allowed by the facility.

Recommendation: Two (2) staffed ambulances be present so as not to shut down the event in case one ambulance has to provide a transport.

Recommendation: An ambulance capable of providing advanced life support (paramedics) be utilized.

Recommendation: Chapters should have a written Emergency Response Plan.

◆ **Driving Event Accident/Incident Occurrence Report.** It is required that a Driving Event Accident/ Incident Occurrence Report be completed for any accident at a driving school in which a vehicle sustains physical damage, or in which an occupant or other event participant sustains physical injury.

This report is to be completed and submitted within forty-eight (48) hours after the end of the event to the National Office. The Chapter will retain a copy.

3.5.10 Compliance Procedures

BMW CCA's first priority is to encourage ongoing and safe driving schools. If any Chapter is alleged, in writing, to have violated these specified requirements, a letter will be sent to the Chapter President detailing the issues and requesting the Chapter's response. If the allegations are true, the Chapter must prepare a Corrective Action Plan to ensure the violation is not repeated.

Failure to respond to or cooperate with the Board shall lead to Chapter disciplinary actions, such as denying use of BMW CCA insurance, probation or suspension of the Chapter's charter.

If a Chapter wishes to propose a methodology not in compliance with the minimum standards, the Chapter must submit a Detailed Event Plan to the National Office. Upon review, the National Board may authorize the Chapter to conduct a test event using the proposed methodology. The National Board may require an observer to attend and evaluate the event. Based on this evaluation, the National Board may propose changes to the standards per Section 3.5.1.2.