



This is about more than Driving – It is about Living

# Event Organizers Kit

for Porsche Car Club of America Regions



Rev 1/22

In this document you will find information to help you prepare for your Tire Rack Street Survival school.

This includes the following:

*Before you start*

*Getting started*

*COVID-19 Guidelines*

*Compensation Standards*

*Event planning outline*

*Staff Facility & Equipment/ Exercise Layout*

*Who can instruct*

*On Line Training - In Car Coaches*

*Best Practices*

*Media hints*

*Sample school schedule*

After review, please call or e-mail Rob Price, National PCA Coordinator or Bill Wade, National Program Director with ANY questions, concerns or comments.

Rob can be reached at [streetsurvival@hcrpca.org](mailto:streetsurvival@hcrpca.org) or 512.426.9956 (8am-8pm cen time please)

Bill can be reached at [bill.wade@streetsurvival.org](mailto:bill.wade@streetsurvival.org) or 502.649.4871 (8am-8pm est please)



# Tire Rack Street Survival School

## Before You Get Started

1<sup>st</sup> of all thank you for considering doing this. Many of you have done “Car Control Clinics” or “Safety Schools” in the past and want to do this as an extension of what your Club offers. I think you’ll find that this is one of the most gratifying experiences you’ll do in the realm of driver education.

### Important Steps

- **Get your Regions approval and start thinking about an event date.**
- **Things to consider - Does everyone understand how the money works?**
  - The \$95 fee per student is fixed and will be collected through our website based registration system. These fees do not cover the costs of the event.
  - The \$95 fee per student is set but does not cover the costs of the event. After your 1st event we will have to limit the reimbursement, that will be explained in the Reimbursement Guide.
  - The BMW CCA Foundation's policy is to have the costs of facilitating a Tire Rack Street Survival School by a Porsche Club Region covered as much as possible through student fees and national program sponsors. TRSS school host Region will be compensated using the following formula:  
# of students x \$75 + \$750 Michelin sponsorship + \$200 FCP Euro sponsorship – a \$250 licensing / soft cost fee  
The Foundation will return \$75 for every student that is registered to the Region for which a student fee is received. If a student is registered and is a ‘No Show’ the day of the event and did not attempt to contact the registrar or the National Office before the deadline or immediately following offering an explanation, the Region will receive that portion of the student fee. If you have approved ‘free seats for marketing purposes’ you will be paid for those seats.
- The BMW CCA Foundation will take care of all the registration on its website. Your Regions point of contact, aka ‘The Registrar’, will have access to a web page specifically for your school that will list the students that have signed up with all their information.



## **Important Questions**

- ***Where will you hold the school?***
  - A clear parking lot with minimal light poles and landscaping....(600'x900' is bare minimum) Bigger the better. This does not need to be one large piece of pavement. The exercises can be set up in smaller connected areas as well if a larger lot cannot be acquired
  - Determine the method to 'wet' down the exercises – A preferred method is using cracked corn for the skid pad. Approx. 600#'s is needed and can be obtained from a big box pet supply or feed store in 50# bags for \$12-18 each. Many places will deliver in this quantity. Corn will not work wet so if rain is forecasted be prepared to supplement with additional water and soap. Another option is soap and water using a figure hydrant and 2" hose or a Water Truck, sprinklers etc. You gotta have a lot of water!
  - Where will you hold the classroom? Outside is great when it is dry, quiet and warm/cool. What about if it's wet/hot/cold/windy/loud? Don't forget about the chairs. If an indoor classroom is available, we have the classroom presentation as a PowerPoint. If not, the graphics are on a printed flipchart.
  - Are restrooms available? (Rent Porta-Cans if necessary)
- ***When will you hold the school?***
  - Be sure the school date doesn't conflict with any major school holidays, major sporting events/tournaments, Spring Break, ACT/SAT testing, Prom? Our 1<sup>st</sup> school of the year is held in Minnesota.... In January..... so don't count out all times of year.
- ***How long does it take to organize a school?***
  - For a 1<sup>st</sup> time event we suggest you plan a minimum of 12-14 weeks in advance. This allows significant time to select the proper site and get all approvals and market the event.
- ***How do I market a school?***
  - The BMW CCA Foundation assists in the marketing with materials and 'tools' for you to use in your area. We assist in contacting the media for pre-event and during the event media exposure.
  - Get to the parents, not the kids. Teens don't want to come to this, you have to get to the parents, so hit the PTA's, Booster Clubs, Sports Teams, Academic Teams, Band Boosters, Church, Scouts, etc...
  - We also have a list of contacts from all over the country looking of a school who have contacted out program. We will e-mail people in your area as soon as your school is open. We have over 13,000 names on this list and another 4,000+ on a past student list.



- ***What kind of exercises are used?***

The exercises vary depending on the size of the venue but at a minimum the following are done.

- Straight Line Threshold Braking
- Slalom
- Accident Avoidance/Lane Change
- Skid Pad
- Increasing/decreasing radius curves

How they are connected to each other or if they are in separate 'stations' depends on many elements such as size of the site / number of students / number of instructors.



### **Event staffing** - You will need

- Lead Instructor / Field Marshal for on-site control.
- Course layout person. Someone with some Auto-X experience is great but not mandatory. We have plenty of examples on exercises for you to use.
- Classroom Instructor (should not be same person as Field Marshal). This person should be experienced in standing in front of people teaching, even better if they are used to teens; they need to be entertaining and knowledgeable about the subjects to be discussed. Remember we will provide you with one for your 1<sup>st</sup> school.  
If you have anyone within your organization that has classroom experience they should not have a task at this 1<sup>st</sup> school and should 'shadow' our representative, so they can perform this task for your next school.
- Driving Coaches – need a minimum of 1 coach to 2 students (1:2). These people should have some instructing experience and well versed in the terminology of vehicle dynamics and car control. These coaches need to go thru the online coaches training which can be found at <http://streetsurvival.org/schools/become-a-coach/>.
- Registration (2 people)
- Course Workers - (1-2 per exercise) / Cone shaggers (4-8 parents do well at this)
- Lot parking / traffic direction (1-2 helpers).

### **Equipment** - You will need to have:

- Cones – approximately 300 traffic cones minimum.... small ones (6" high) will work.
- Hoses & sprinklers to distribute water if working off fire hydrant or hose bib. 200-300 feet of hose min. depending on site conditions or- 500-600# of cracked corn.
- 'Easy-up' tents for registration / classroom / food/beverage area.
- Radios – the "Family Band " type is fine, you'll need at least 1 at every exercise and one in the classroom.
- Lunch will need to be provided to all students, instructors, staff and parents. This can be pizza's, 6' Subway sub's, etc... also coffee, juice and doughnuts for the morning is strongly suggested.

### **Equipment** - You will be sent from the Foundation:

- Collared, Embroidered Polo shirts for the coaches (instructors)
- Printed T-shirts for the school 'Staff'.
- Printed classroom materials. PowerPoint CD &/or Flip Chart.
- Printed color diploma for each student.
- A Tire Rack Street Survival Banner.
- Tire Rack Street Survival 'swag' – lapel pins, bumper stickers, tire gauge, etc..

Please call or e-mail Bill Wade with ANY questions, concerns or comments. He can be reached at [bill.wade@streetsurvival.org](mailto:bill.wade@streetsurvival.org) or 502.649.4871.



# **Covid 19 Guidelines**

**Notice to our Street Survival Participants, including students, parents, coaches, organizers, and volunteers:** While in the current COVID-19 environment, every attempt will be made to minimize the risks of exposure to the virus. Additional procedures and new processes are being developed and will be in place for our Street Survival events while Social Distancing is required. **These are highlighted as:**

- Adhering to all State, County, Municipal and venue guidelines in relation to COVID-19.
- All students and parents will be asked at check in/registration if they have been vaccinated and will be given an identifying wristband if not. If you haven't been vaccinated, we expect you to respect social distancing. (If you chose not to answer, you will be considered unvaccinated)
- All in-car coaches, staff and classroom instructors will have been vaccinated.
- Encouraging all participants to stay at home if they are at higher risk for severe illness, or if they are sick or experiencing COVID-19 symptoms such as fever, cough, or shortness of breath. We will be very flexible with our refund policies for students.
- Adding additional staffing to assist in the sanitization of equipment and/or surfaces that have been or must be shared.
- Conducting classroom instruction in a safe and sanitary manner.
- In-car instructions can be done with the following changes:
  - All non-vaccinated students will need to stay masked at all times.
  - While waiting to drive in the exercises the coach will get out of the car and wait until their turn is ready before getting back in the vehicle when with an unvaccinated student.
  - While driving the windows will remain down regardless of weather conditions.

**We also pledge to:**

- Provide consistent and informative pre-event messaging to students and parents so that everyone arrives to the event with an understanding of the COVID-19 safety protocols.
- Describe our cancellation policy so that students and parents do not feel pressured to attend a school while feeling ill or with symptoms suggesting an illness.
- Provide participants with protocols that students, parents, and volunteers are expected to follow so that they may make an educated decision about attending the event.
- Ensure that volunteers are aware of the safety protocols they must practice and enforce on-site.
- Encourage students and parents to come prepared to protect themselves.



**While at the event:**

- We require all non vaccinated students, parents, and volunteers to wear masks for their own safety and for the safety of everyone on-site.
- We will not provide community beverage coolers. We will have water available in opened cases, but not chilled. We suggest participants bring their own water or other hydrating beverages. Shared coolers are discouraged to decrease the spread of the virus. Local information will be provided prior to the specific event.
- We will provide lunch. Details will be provided in the local information prior to the specific event.
- We will ask you to refrain from and limit physical contact such as hugs, handshakes, and high-fives.

**We ask:**

While at the event please take the health and safety of your fellow participants, volunteers, and staff into consideration.

Ultimately, it is your responsibility to assess the risk to you, and to make the decision on whether to participate. If you are feeling unwell or are experiencing symptoms, please stay home. If you have been in contact with someone who has been experiencing symptoms in the last two weeks, please stay home.





# Getting Started

Please remember this isn't a High Performance Driving School! Most of the people that are attending had their parents sign them up, they have no idea what's going on at a "driving school". They are not pleased that they have to spend a whole day doing this. They've never been to a school like this and have no idea of the process. Since that's the case, we need to plan a bit harder to think of everything. The cars will generally be barely up to the tasks of what we're asking them to do. Most were not BMW's or Porsches, you'll have Mini-vans and SUV's and pick-up trucks, but if a kid drives it you should be teaching in it.

## Important Steps

- ❑ Contact Bill Wade @ [bill.wade@streetsurvival.org](mailto:bill.wade@streetsurvival.org) or 502.649.4871 and let him know you'd like to do a school.
- ❑ Insurance – you will apply for insurance in the local Region name at least 3 weeks prior to the school.
  - The school location might ask to be added as a 2nd insured as well and it is normal. The BMW CCA Foundation should be listed as well. Check with Bill or the Foundation office if you have any questions.
- ❑ To have the registration open for your school on the website we need the following:
  - 1) Name of host of the TRSS school.
  - 2) Date of school.
  - 3) Name of event location, ie. *Farmington Fairgrounds*
  - 4) Street address of event location.
  - 5) Event location city, state and zip code.
  - 6) School student capacity, ie. *30 students*.
  - 7) Name of local school registrar.
  - 8) E-Mail address of local school registrar.
  - 9) Mailing address for local registrar (NO PO Boxes – instructor shirts shipped by Fed Ex Ground)
  - 10) Phone number of local school registrar (only for Foundation purposes – will not be on the web). Please give us the phone that you'll be able to be reached at the day of the event. If it's different than what you want to use as part of the organization of the school then please identify that.
  - 12) Scheduled start time of TRSS school.
  - 12) Scheduled end time of TRSS school.
  - 13) Local registrar's comments or information about their specific event to provide to students/parents (optional).
  - 14). Names and e-mails of other members of your event staff that need access to the school info on the MotorSportReg.com website.



## Reimbursement Guidelines PCA

The BMW CCA Foundation's policy is that the costs of facilitating a Tire Rack Street Survival School by a PCA Region will be reimbursed by the BMW CCA Foundation. We recognize that the event will most likely operate at a loss (due to the site rental costs, food and other items) unless you are able to obtain local event sponsorship. The Foundation is requesting PCA Regions take a large role in controlling their costs to ensure the continued growth of the TRSS program. This effort will enable the Foundation to support more schools nationwide.

Many are very successful in attracting local sponsors to help offset the costs of the venue, food, water, etc. As each Region completes more schools they should discover efficiencies, smooth out operational issues, and develop local supporting relationships that can be used to help offset these costs. Most of these items will qualify the local sponsor for a tax deduction and the Foundation will be more than willing to document this contribution in a letter for tax purposes.

The BMW CCA Foundation continues to seek national sponsors to support TRSS event costs and hosting Regions.

TRSS school host Regions will be compensated using the following simplified formula:

- # of students x \$75
- + \$750 Michelin sponsorship
- + \$200 FCP Euro sponsorship
- PCA TRSS Licensing Fee

In short, the Foundation will return \$75 for every student that is registered to the Region for which a student fee is received. If a student is registered and is a 'No Show' the day of the event and did not attempt to contact the registrar or the National Office before the deadline or immediately following offering an explanation, the Regions will receive that portion of the student fee. If you have approved 'free seats for marketing purposes' you will be paid for those seats. The intent of the new policy is that, whenever possible, Region will retain more money hosting a TRSS school. Using this formula, chapters that are more efficient in controlling costs should realize a better net result financially.

Local sponsorship dollars belong to the Regions. While the Foundation continues to seek national sponsors such as Michelin and FCP Euro to support TRSS event costs and support you, our hosts, we encourage Regions also to seek out local sponsorship to help afford the costs of the venue, food, water, etc. As each Region completes more schools; they should discover efficiencies, smooth out operational issues, and develop local supporting relationships that can be used to help offset these costs. Most of these items will qualify the local sponsor for a tax deduction and the Foundation, being a 501c(3) charity, will document this contribution in a letter for tax purposes upon request.

The Foundation is offering enhanced marketing assistance to be sure your school is the success we all know it can be through community sponsorship.

All compensation requests are to be submitted within 90 days from the TRSS school. After 90 days we will consider any request not submitted to be a donation to the Foundation for which we will document that donation with a letter.



**Thanks to our friends at Michelin North America we will provide \$750 for each school your Region completes to help cover the cost of the pavement.** Michelin is again the Official TRSS Pavement Sponsor. If your pavement cost you over \$750, the National PCA will contribute up to an additional \$1,000. *(NOTE: The amount from the PCA is available after your 1<sup>st</sup> school and has to be requested for separately from the normal TRSS reimbursement process. Contact the National PCA TRSS Coordinator.)* If your pavement is under \$750, use it to help offset whatever other costs you have.

**Please note** - FCP Euro has decided to continue to add their support for the 2022 year. We are happy to offer you a \$200 grant for hospitality or use it to help offset whatever other costs you have..

If a national TRSS staff member is required to assist in facilitating your school, these costs will not be included in your school's total expenses.

Any costs/expenditures outside of these guidelines should be pre-approved by the Foundation prior to the expense. Please contact the TRSS PCA National Coordinator or TRSS National Office prior to purchase.



# **Event Planning Outline/Check List**

## **14-24 Wks (minimum) Before 1<sup>st</sup> Event**

- Contact TRSS Program Manager to inform him of your target date.
- Contact site owner/coordinator to reserve space, submit deposit if required.
- Have date posted on Street Survival website as “tentative”.
- Order marketing materials from Foundation.
- BEGIN MARKETING! With press releases, tri-folds, postcards
  - Visit dealers / schools / churches / high school sporting events.
  - Sell to the parents NOT the kids.
  - Leave postcards on windshields of cars at sporting events, malls etc....
  - Give away ‘seats’ at school / church silent auctions.
  - Contact newspapers / TV / Radio stations; try to get exposure BEFORE the event.
  - Contact other car clubs.
  - Post on internet forums.
  - Ask TRSS Program Manager about “promo” seats in school.

## **12-18 Wks Before Event**

- Coordinate method of water distribution for skid pad, hose (fire or residential size hose), water truck
- Complete facility use permit provided by site coordinator and return to same. (if required by venue).
- Obtain Event Insurance as required by your National Organization.
  - Request a pad of waiver forms if not supplied by Chapter/Region including minor waivers
  - Request insurance certificate be sent to rented facility and to your region. Keep a copy for your record.
- Contact your coaches and have them complete the online training program at the website: <http://streetsurvival.org/schools/become-a-coach/>.
- See Coaches On Line Training segment on this document.
- Contact Chapter Treasurer to send funds to facility for rental fee.
- Coordinate volunteers for logistics support.
- Contact Driving Events Coordinator and region newsletter editor to post event announcement on web site/chapter calendar/newsletter/yahoo groups.
- Open registration with Foundation.
- Plan any demo’s. Air Bag explosion, Semi truck, Police/EMS etc... make contacts as needed.
  - CONTINUE MARKETING! w/ press releases, tri-folds, postcards

## **8-12 Weeks Before Event**

- Contact newsletter editor to ensure event is announced 1 month before the event. NOT MONTH OF EVENT. TOO LATE!!
- Send Coaches E-vite to in car Coaches.



- The online in-car coaches training and test is now taken on the website at: <http://streetsurvival.org/schools/become-a-coach/>. (the goal is 100% participation by 1st school)
- Confirm logistics personnel for event support.
- Identify event photographer still / video, (chapter member?)
- CONTINUE MARKETING! w/ press releases, tri-folds, postcards
  - Contact newspapers / TV / Radio stations, try to get exposure BEFORE the event

#### **4 Weeks Before Event**

- Check Coach count.
- Email instructors who have not responded. ASK FOR RESPONSE.
- Reconfirm logistics for event support.
- Confirm site owner/coordinator has received certificate of insurance, site use agreement and rental check.
- CONTINUE MARKETING! w/ press releases, tri-folds, postcards.
- The online in-car coaches training and test is now taken on the website at: <http://streetsurvival.org/schools/become-a-coach/>.

#### **3 Weeks – Before Event**

- Check Coach count.
- Confirm logistics personnel for event support.
- Continue to plan any demo's. Air Bag explosion, etc...
- Confirm Semi truck, Police/EMS etc...arrangements
- Confirm event photographer
- Coordinate family band radios if required due to site size, very handy for field marshal use.
- The online in-car coaches training and test is now taken on the website at: <http://streetsurvival.org/schools/become-a-coach/>.
- CONTINUE MARKETING! w/ press releases, tri-folds, postcards.
  - Follow-up w/ newspapers / TV / Radio stations, try to get exposure BEFORE the event.



## 2 Weeks – Before Event

- Send Student Welcome to all registered students and their parents e-mail addresses. Parents need to know Minor Release Waiver is required to have BOTH parents signature on it. Should be downloaded from website.
- Start checking website registrars page every day for new students.
- Check Coach count.
- The online in-car coaches training and test is now taken on the website at: <http://streetsurvival.org/schools/become-a-coach/>.
- Order instructor / Staff shirts from the Foundation. DO NOT WAIT TOO LONG.
- CONTINUE MARKETING! w/ press releases, DVD's, tri-folds, postcards
- Buy stuff – Look at check list. Get drinks (soda/water) 2 cases soda and 2 cases water (35/case), or 4 cases water (35/case). Water is preferred to keep hydrated. 1 case (6 big bottles from Sam's / Costco) of liquid dishwasher soap, Dawn is best for the skid pad. or cracked corn which ever you are using, IMHO. Paper products,

## 1 Week – Before Event

- Check Coach count.
- Send “Student Welcome/Reminder” and Confirmation e-mail or “You have been wait listed”. (See the letter at the end of this manual). Send to *both* students and parents email address.
- Assign Field Marshal, Coach Group Leaders, Tech Inspectors and Exercise Set Up Coordinator.
- Continue checking website registrars page every day for new students. Minimum.
- Assign 1 instructor (min.) to help with registration at trailer.
- Email instructor assignments and/or Instructor Reminder with time to check in. Send Exercise Set –up Coordinator separately. This will help ensure timely set up of exercises!
- Check batteries for family band radios if required.
- Wire air bag (25' minimum lead length, 16 ga wire)
- Confirm event photographer
- Buy “Hi my name is” badges
- CONTINUE MARKETING! w/ press releases, tri-folds, postcards.



### **3 Days Before Event**

- Check lunch count for both coaches and student lists.
- Order lunches for pick up or delivery from vendor and arrange payment.
- Print Instructor and Student Registration Lists. Student list needs the following columns: Check in/Reg, Name, Paid, Ins. Waiver, Emerg. Contact and Minor Release Waiver, 2-driver car, and 2<sup>nd</sup> driver name.
- Print Instructor Meeting outline/agenda for Instructor meeting. (30 copies min)
- Print Tech Inspection Outline (one per car. 50 copies min.)
- Print out small braking exercise graphics, put into Baggies for instructor debrief at braking exercise (4 copies).
- Print 10 copies of each exercise set up per site application. (Skid Pad, Slalom, Braking. These are to be given to instructors for set up on day of event.)
- Send Coach e-mail Reminder.
- CONTINUE MARKETING! w/ press releases, DVD's, tri-folds, postcards.

### **Day Before Event**

- Meet water truck and practice crew at venue for set up and final exercise placement if possible.
- Review waiver procedures. ("Understanding the Waivers" document in this Event Kit)



## What To Bring Day of Event (use this as a check list)

- Copy of Site Use Agreement and Certificate of Insurance.
- Master student list/registration from Foundation.
- Student Registration list with boxes to check for: check in, standard waiver, copies of driver's license, and Minor Release Waiver.
- Extra Minor Release Forms, **MUST BE SIGNED BY BOTH PARENTS!** see "Understanding the Waivers"
- Coach check in list w/ work assignments and Group Leaders identified.
- Coach Meeting Handouts with schedule/agenda.
- Contact list of phone numbers for venue manager, food service people & other key personnel.
- Exercise Chalk Talk Graphics for exercise leads. (if using separated exercises)
- Tech inspection outline for Tech Inspectors.
- Exercise set-up diagrams for set-up personnel: Skid Pad, Braking, Slalom, Lane Change.
- Morning Drivers Meeting notes.
- Flip Chart, Computer/projector, for classroom.
- Bottle of colored liquid, balloons, model car other visuals for classroom.
- Extension cords for any electrical needs (If needed)
- Student Registration list.
- "Hi my name is....." Name badges.
- Student Handouts, received from Foundation.
- Coach shirts received from Foundation.
- Staff shirts received from Foundation.
- Class graduation certificates received from Foundation.
- Ice chests, 3-4 bags ice,
- Garbage bags,
- Pens/pencils/markers,
- Painters'/duct tape. (Tape down registration, instructor check in sheets)
- Water is preferred to keep hydrated. 2 bottles per each participant. (Instructors, Students, Parents, Guests and Volunteer). Buy more than you need if a warm weather school.
- Soap for skid pad. 1 case (6 big bottles from Sams / Costco) Dawn is best IMHO
- If not using soap use whatever anti-traction-media (cracked corn, sand, etc...)
- Money for lunch delivery or pick-up. (If not paid in advance)
- Donuts, juice, box of coffee/hot chocolate and cups, napkins, plates, utensils.
- Family band radios if being used.
- Compressor for tire inflation. (More than 1 if possible)
- Tire pressure gauges.
- School evaluation forms.
- Volunteer sign-in sheet.





## At The Event

- EVERYBODY signs the waiver. If they walk on site, they sign it. They do not sign only if they are dropping off a kid, food, supplies and turn around a leave.
- Registration: **Check students off list**. This is very important! The only way we can tell who actually came and who is a 'no show'. Observe as they sign waiver. Collect money if not paid. Collect Minor/Guardian release forms.
- Coach Check in: Check Coaches off the list so we know how many we have. Give exercise set up personnel set up sheets, Give Exercise Leads graphics for their exercise. Give tech inspectors inspection outline.
- Get Coaches/Staff to use the sign in sheet for the Incentive Program.
- Hold Coaches meeting as early as possible. Use handout.
- Hang banner in a visually effective location.
- Hand out student books at check in.
- Pair up student with instructor to establish relationship for the day have them help clean out car and check tire pressure. Teach student how to do this. **DO NOT over inflate tires. Start this as soon as you can, 25-30 cars takes a LOOOOONG time.**

## At end of the Event

- Hand out school evaluation forms and collect them from everybody as you hand them the certificates.
- Collect all involved students, instructors, staff, parents and get a group photo with banner visible for website use.
- Thank students for coming.
- Thank coaches/staff in front of students/parents, LOUDLY.
- **DO NOT let instructors *play* a little at end of day on the course. If students do the combined exercises they need to have a coach in the car. This keeps them under control. If you are doing the tailgating exercise they do not need a coach in the car. The students can also take their parents out at this time.**

## After Event

- Send coaches a thank you email ASAP. They are your most important assets. This will also encourage feedback from them.
- Send event re-cap/report to TRSS Program Manager.
- Send event financial report to Chapter Treasurer: paid participants, #guests, out of pocket expenses, checks collected on site, cash spent/held in lieu of payment for incurred costs, comp students, refunds requested.
- Send list of people who made donations to Treasurer and to The Foundation so that a charitable contribution letter can be sent out.
- Send all Minor Release Waivers and event Insurance Certificate to the Foundation.
- Mail all receipts to Chapters treasurer for reimbursement. Make copies of all receipts.
- Chapters treasurer to send final event cost report to Foundation using the TRSS Expense Form.
- Host a post-event meeting / party of event coordinators to discuss pros/cons of event and ideas for future improvements.



- Send any extra shirts, banners, classroom materials, books, etc back to the Foundation
- Send copies of photos/video from event to Foundation – the Foundation would like to add them to the Street Survival Photo Gallery.
- Notify the Foundation of any “no shows” so that all that attended can be processed as BMW CCA members.
- Send coach/staff sign in sheet to Bill Wade for entry in the Incentive Program



# Working in MotorsportReg.com

MotorsportReg.com is the Official Registration Service of the Tire Rack Street Survival teen driving program. These are common questions we receive from new organizers when using MSR for their first Street Survival event. The Tire Rack Street Survival account will not be the same as your Chapter/Region MSR account because of the way the money is collected.

## **How Do I Get Started?**

After receiving notification from the TRSS National Office that you have Admin Rights, look for administrative access to your Street Survival event data by signing in as an event organizer. You can sign in from the MotorsportReg.com home page by clicking the organizer link in the lower right-hand corner. If your Chapter/Region has a MSR account this TRSS account may not appear at first. At the top of the MSR webpage look in the black banner and see to the right side of 'logout' a pull down menu. Your Chapter/Region will be named *Tire Rack Street Survival - HooHaa Chapter National Club Name*. Click on 'Dashboard' to see your current event(s).

## **See Who is Registered**

You can access the event list, from the blue navigation bar. Click "Registrations" for an event. You can sort the registrations by any of the columns (click on the green up/down arrows).

## **Create an Entry List**

Once you are viewing registrations:

- Click on the Reports link above the list of attendees
- Scroll down to "Attendees" and select the "All Active Registrations" report.

## **Send an Email Blast (including the parents)**

When parents register their teens, they generally enter their teen's email address when they create the account. The parent's email address is captured in a Club Question (referred to as custom data).

When you send out the reminder email or any other correspondence you'll want to send the email to **both the teen and the parent**. By default, MotorsportReg.com only sends email to the email address of the account (the teen). To add the parent's email from Club Questions, follow these 2 steps:

Step 1: Get the Parents Email Addresses:

- Go to the Event, then Registrations, Reports
- Under the Attendees section, select "Street Survival Roster" in the 3rd box down.
- Export the results to Excel
- Open the file in Excel, Copy the column with Parent's Email address to your clipboard.

Step 2: Compose your Email

- Click the "Email Blaster" link just above the reports content you just generated
- Click the button to Compose Message
- On the next page, click on the Show/Hide the List link
- Under Add Additional Recipients, paste the parent's email addresses that you copied to your clipboard
- Compose your email and send



### **Cancel a student**

If a student contacts you and needs to cancel you can forward that information on to the TRSS Coordinator for your Club. You can go into the registration page and change their status to "cancel" but please do not start the refund process. If you have a waitlist you can now promote someone off the waitlist.

### **"Waitlist" Status**

When you have reached your threshold (maximum number of students for the event), students can still register, but they will have a "waitlist" status. This indicates that they have not yet been accepted into the event and no monies have been collected. We would prefer that students still be able to register even if it's on a waitlist. That way they are in the database and can be contacted for the next time you host a school.

The TRSS National Staff will still review all the students and their vehicles as they come in and if appropriate will change their status to "Waitlist Confirmed".

### **Move a Student from the Waitlist into the Event**

As spaces become available, **you** move students off the waitlist by changing their registration status to "Confirmed". Contact them to let them know they've been accepted into the event (and you require payment). **This does not happen automatically.** From the registration screen, click their email address to notify them. Send the email to the parent's email address not just the students. If you do not hear back from them in 24 hours, please call them. If the student confirms participating in the event, they can finalize the registration by logging back onto MSR and clicking on the Billing Tab. Successful payment guarantees their registration.

### **Giving Admin Access to Local Staff**

If you need another local staff member to have admin access, contact Bill Wade (bill.wade@streetsurvival.org) the National Program Director or Tim Beechuk (tim.beechuk@streetsurvival.org), the Program Manager for the Tire Rack Street Survival (SCCA). They are the only people authorized to grant this access.

### **Set up Volunteer Registration Online (for a TRSS event)**

Under most circumstances we recommend handling student and instructor registration in the same event to keep your attendees together. However, in the case of Street Survival events, adding an volunteer registration option to the form simply confuses parents. We have seen better results keeping the student and instructor registrations separate making it as easy as possible to get teens registered.

We recommend you create a separate event for Instructor Registration in your main MotorsportReg.com account (BWW CCA, SCCA, etc.) and **NOT** in your Street Survival account (sandbox).



## School Material Fulfillment (rev 8/21)

You will receive a box of school supplies. This will include your requested shirts, and all needed school "supplies" which are the banners, wrist bands and printed materials. Note that the PowerPoint, and all the manuals are now downloadable from our 'cloud server'. There is no flipchart for this classroom.

You will receive an email from the Foundation office regarding your supply order with a excel sheet attached. Please fill out the spreadsheet and email to Jaynee Beechuk, [jaynee.beechuk@streetsurvival.org](mailto:jaynee.beechuk@streetsurvival.org) with the quantities. She will verify that the quantities are appropriate.

***If you already have supplies left over from a previous school this year, please factor that in so we don't send too much. If you don't want/need something from the list, be sure to mark the item with "0" or "N/A". Help us cut down on the unnecessary shipping costs.***

### What you will receive:

- Instructor Polo Shirts – (for In-Car Coaches only). Sizes available - Small through 3XL. Please write the **quantities** of each **size** you need. (For returning chapters, please try to have your instructors use their previous yellow shirt.)
- Staff T-shirts – (for any **volunteers** – for those that don't get an In-Car Coaches Polo shirt – **these are not for students**). Sizes available - Small through 2XL. Please write the **quantities** of each **size** you need.
- 1 **Class Lecture Companion** manual. If needed.
- Your Role as Coach handbook
- Parent Handbook – 1 for each attending family.
- Student Evaluations.
- Parent Evaluations.

You can use the on-line evals, scanned by students and parents. A few paper versions will be sent.

- 1 Street Survival Banner
- 1 Michelin Banner
- Waivers; both Adult and Minor
- Student Certificates – we will print the names that have registered up to this point on the certificates. We will send some extra blank certificates too.
- Tyvek wristbands. We will provide enough for all staff, students, and parents – so you can identify who has signed the event waivers. Please write the quantity you need. •
- Available student swag • Tire Gauges from Michelin/Tire Rack/Enterprise, mini foam cones, etc....



# **Staff, Facility and Equipment**

## **STAFF**

If your chapter has enough Coaches who are adequately trained in all of the exercises we recommend that you keep the coach with the same student(s) all day. This allows the coach to better build a rapport with their students, it insures that the students are hearing consistent terminology and when the coach have prior knowledge of a student's strengths and weaknesses going into an exercise they are better able to realize maximum benefit. This is also easier on those who may not have the stomach for four hours of Skid Pad and Figure 8

Event staffing,

Lead Instructor / Field Marshal for on-site control.

Course layout person. Someone with some Auto-X experience is great but not mandatory. We have plenty of examples on exercises for you to use.

Classroom Instructor (should not be same person as Field Marshal)

Driving Coaches – need a minimum of 1 coach to each 2 students (1:2).

Registration (3 people)

Course Workers - (1-2 per exercise) / Cone shaggers (4-8 parents do well at this)

Lot parking / traffic direction (2-3 helpers).

## **FACILITIES**

Larger paved areas lend themselves to concurrent exercises and will allow more students to participate. A single Skid Pad can be set up and used safely within a diameter of 100', ideal would be 300'. Braking and lane change will require a width of roughly 150' and a minimum length of about 400'. It would be best if these areas were totally free of obstacles (light poles, etc.) but these won't necessarily prohibit a space from being used as long as the exercises are laid out with run-off in mind. A run-off "zone" of roughly 75'-100' should surround each exercise. Typical locations are:

### **Large Paved Parking Lots**

Stadium / Events Centers

Race Tracks – Car/Horse/Dog

Airports – Public / Military

Schools / Colleges

Shopping Centers / Big Box Stores

Industrial Complexes

Emergency Services Training

Police/EVAC/Fire Training Facilities

Large Churches

Port Facilities



If there is no indoor classroom/meeting room available, then you may have to use the following

Alt. Classrooms

Construction Company Construction Trailer  
Rental Company Caterers Tent  
Local Racer Enclosed Car Trailer  
Collection of Easy-up canopies.  
Boy Scout "Dinning Fly"

Cones (minimum 300) can be obtained from:

Police Departments	Paving Companies
Fire Departments	Rental Companies
State/Local Public Works	Landscape Companies
Depts.	

Water Sources

Fire Department	Landscape Company
Construction Company	Rental Companies
Paving Company	

Alternates to water /soap for skid pad

Sand  
Cracked corn (25#-50# bags total of 600#'s)

Fire & Garden Hoses (could be 100's of feet depending on site conditions)

Fire Department  
Nursery / Garden Center  
Landscaping Company  
Rental Companies



## Extra Materials

### Misc.

#### - Soap

Provided the facility you use will allow it, a case of big bottles from Sam's Walmart, Costco have the best value and for some reason Dawn seems to work best. Poured around each skid pad. The water will spread it and conditions will become extremely slick. Do not over water it that washes it off. It works better almost paste like.

#### - Cracked Corn

If water cannot be obtained easily Many Chapters have had success with using cracked corn instead of water and soap.

8 to 10 bags of 50#'s is what is needed. It all depends on how aggressive the pavement is. It ranges from \$12-16 a bag. You manage it with a leaf blower and/or shop type brooms keeping it swept into the path of travel of the cars. Usually about every other/3rd car it'll needed to be pushed around some. It'll fill in the divots and then create a layer for the car NOT to get traction on. Do not wet it, likewise it won't work in the rain. you can get it at big box type pet stores, feed stores, many Walmarts. Sand is also an option.

#### - Chairs

Chairs will certainly make the classroom more comfortable and can be rented easily.

#### - Portable Toilets

If there is no permit toilet facilities, Port-a-Cans must be provided.

### For School demos

Air Bag w/ 25' of wire attached.

Semi Truck & trailer or LARGE truck w/ no rear window for mirror placement demo

### Food / water needed -

Bottled water and sports drinks. – all day

Coffee and hot chocolate, juice milk - morning

Donuts/Muffins - morning

Lunch (6' Subway's / Pizzas) – lunch for all attending

Don't forget cups, ice, napkins, paper towels, trash bags.

### Site Equipment list:

fire extinguisher

shop brooms

tools (multiple sets, especially torque wrenches, don't forget SAE stuff),

air tanks/compressors (again, more than one),

racers' tape,

flags,

air (bull) horn.

Radios (the "Family Band " type is fine) you'll need at least 1 at every exercise and one in the classroom



# Event Minimum Standards

## 1.1.1 Course Design and Operation

The course design should be such that vehicles proceed in a forward motion and that reverse gear will not be needed.

There are 2 basic course systems for a Street Survival School; the “Circuit” or “Stations” system.

1. Circuit - The *Circuit* concept uses all the prescribed exercises (minus the skid pad) connected so that the student enters the exercises and completes them all before returning to the staging area. Depending on the venue this system can have the student waiting in line the least.

2. Stations – The *Stations* concept uses a separate exercise for each element. Slalom, Braking, Lane Change, Skid Pad etc... The student will participate in each exercise multiple times before moving to the next element.

The course shall be laid out so that there is an acceptable distance between the course and any obstacles or impediments, such as ditches, light poles, curbs, spectator areas, buildings, fences, parked cars, or other objects. A minimum distance of twenty-five feet parallel to the intended path of travel is recommended. This safety margin must be increased on the outside of faster corners and unobstructed spinout areas shall be included where possible.

1. Event viewing areas should be at least 75 feet from the course boundaries.

2. Skid pad should have a minimum of 50' safety barrier in addition to the 'exercise area'. As an example: a 100' diameter skip pad will have a minimum of 50' of driving or 'exercise area' and a minimum of 50' for a safety barrier in addition. A viewing area is 75' away from this edge.

3. Threshold Brake Exercise - Any exercise that requires hard braking, should have a minimum to 50' at the end of the exercises intended stopping area as a safety barrier.

4. Lane Change or "Accident Avoidance" exercise should include a complete stop at the end of the exercise. This stop box should include a minimum 50' for a safety barrier. A minimum of 25' safety barrier shall be on the parallel side of the area where the transition from the approach lane meets the transition lane. This is the area where a spin/slide has the highest probability.

Course boundaries shall be clearly defined. Site boundaries should also be defined as clearly as possible.

The course design may be such to allow the overlapping of multiple cars on course at the same time if space and timing equipment allow. When running more than one car on the course at the same time, allow sufficient separation between cars so that competing cars never come in close proximity on the course; and, so that there is adequate time to flag a following car to a stop if the preceding car knocks down a cone or gets into trouble. At no time should more than one car be placed on a single exercise element. Cars on the course simultaneously shall not run in close proximity to each other. Only one car on the skid pad at a time is permitted.

Speeds on straight stretches will not normally exceed 40 miles per hour. The fastest portions of the course shall be those most remote from spectators and priority giving attention to the areas where heavy breaking/stopping is required. These guidelines should be adjusted downward when site conditions will not safely support the speeds indicated above.



The course as laid out shall be on a paved surface that contains no dangerous holes, loose gravel, gratings, oily spots, or other hazardous features. Dips that could get a car airborne shall not be included. Special care shall be taken in the location of the start, finish and staging areas. The course design should allow for a safe and controlled finish.

Negative cambered turns shall be avoided.

Except on permanent circuits such as go-kart tracks, the inner and outer limits of turns and corners should be marked by course markers. Chapters are encouraged to outline the course with chalk or other suitable means to make it easy for the novice drivers to follow.

Corner exits must never be marked by curbs, buildings, poles, trees, soft shoulders or other hazards likely to cause damage to a car, or likely to cause a car to overturn.

All portions of the course shall be visible to at least one course marshal who can communicate through signals or by electronic means with the starting line.

Entrance and exit lanes should enter the course at separate points, though they may be close together. They will be kept clear for use by cars at all times.

Participants and/or obstacles should not be located at the end of long or high-speed straights.

Participants must be kept at a safe distance from the course, particularly at the outside of turns and at the start and finish lines. Unless protected by substantial barriers, viewing areas must be isolated. Chapters shall have the authority to set minimum viewing distances from the course but such minimum viewing distances may not be less than 75 feet from the course edge in unprotected areas (e.g. those without adequate barrier protection such as concrete or tire walls).

No cone should weigh more than five pounds and its position should be clearly marked with chalk or other temporary means to facilitate easy replacement by the course workers.

Manned video or still cameras are not permitted at course worker positions or other locations within the course area. Exceptions may be granted for special purposes by the event organizers only if the location is acceptable to the event chair and if the photographer is accompanied by a spotter to warn of approaching vehicles.

Appropriate fire extinguishers, flags and material for cleaning up fluid spills must be provided by the host Chapter.

The Street Survival School Chairperson or appointee must approve course designs in advance of the event. Before the first car drives, the Chairperson or appointee shall check the complete course layout for compliance with course design standards.

### **1.1.2 Advanced Vehicle Systems, ABS, etc.**

At no time should an event organizer, worker, or volunteer endorse or participate in the disabling of a factory installed safety system that is not normally driver-controllable (e.g. ABS).

**Note:** A system that has a driver-controlled switch (such as automatic traction control) may NOT be turned off.

**Recommendation:** Advanced Vehicle Systems are safety devices like seat belts and should be treated as such. The Street Survival School concept is one of education on safety not on speed. Turning the traction control and other advanced vehicles systems off does not facilitate the knowledge of the cars capabilities and can send the wrong message to the younger novice drivers.



## **1.2 Conduct of the Event**

### **1.2.1 Technical/Safety Requirements**

Vehicles used to Street Survival School must be in acceptable mechanical condition such that they do not present unacceptable hazards to participants or to the facility. The host Chapter/Regions reserve the right to reject any vehicle for any reason.

#### **1.2.1.1 Technical/Safety Review Items**

All vehicles must pass a safety review prior to each event. Safety inspectors may identify defects in the vehicle, but should not attempt to fix them. Below are examples of items that could be checked by an event staff worker familiar with the safety and mechanical systems of vehicles. Beyond checking that the required safety equipment is present and that the vehicle is not leaking fluids, the extent of the safety inspection is at the discretion of the event organizer, keeping in mind that the primary consideration is to minimize hazards for all individuals at the event. The ultimate responsibility for the condition of the vehicle rests with the participant.

Wheels must be safely attached and exhibit no cracks. Wheel nuts/bolts should be tightened to the manufacturer's recommended value.

All loose items must be removed from the vehicle. If a video camera is employed, it must be securely mounted.

Tires must show no cords, belts, or cracks in the tread or sidewall.

Seat belts must be in good working condition.

Brakes must be in good working order, have no leaks under pressure, and have adequate fluid in the master cylinder.

No fluid leaks (fuel, oil, coolant, power steering fluid, transmission and differential fluids, brake fluid) are permitted while the vehicle's engine is running.

Wheel bearings, steering mechanism, suspension, and shocks must be in good operating condition.

The exhaust should be in good working order.

#### **1.2.1.2 Drivers/Workers Meeting**

Before the first car runs, the event organizer shall conduct a meeting to explain all of the procedural and safety rules to all the students, parents, coaches and staff. This can be during the first classroom session for the students. A separate course worker/coaches meeting should be held. This should include:

Confirmation that everyone has signed the insurance waiver(s)

The meaning of each flag being used if applicable.

Course worker responsibilities.

Explain the use of radios and fire extinguishers if they are provided.

Emphasis on safe conduct in the grid area and in the general site area.

An explanation of where spectators are allowed to go.

Ensuring that any children present must be supervised at all times and any pets must remain on a leash.

Reminding course workers to remain alert and observant, stay standing, to watch each car as long as it is on course, and to carry their red flags at all times.

Reminding all that the use of alcohol or drugs is forbidden.



Reviewing any special safety considerations, policies or procedures that apply to your specific site.

In addition, the event organizers must make arrangements to cover these safety issues with anyone arriving after this meeting.

### **1.2.1.3 Site Access**

The site shall be closed to non-participant traffic. The School area shall be clearly marked, and be separate and distinct from parking, and staging areas. Only drivers, course workers, event staff, and emergency personnel are allowed to be in the course area during the driving exercises. Everyone on site should have signed the waiver and have a wristband to be identified as doing so.

### **1.2.1.4 Emergency Services**

The event organizers shall have access to appropriate emergency response contact numbers, including ambulance, fire, and police. Hosts shall have a completed Crisis Response Communication Planning Workbook (emergency response plan) if their Clubs have them. The BMW CCA can share if not.

### **1.2.1.5 Driving Event Accident/Incident Occurrence Report (BMW CCA Chapters only)**

This form must be filled out in the case of any incident at an autocross event in which a vehicle or property sustains physical damage, or in which an occupant or other event participant sustains physical injury.

This report is to be completed and submitted to the National Office within 48 hours after the end of the event. The Chapter will retain a copy. If an incident involves injury, the National Office must be notified immediately in accordance with the BMW CCA Crisis Communications Plan.

#### **1.2.1.5.1 Compliance Procedures (BMW CCA Chapters only)**

BMW CCA's first priority is to encourage ongoing and safe driving events. 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. Driving Event Minimum Standards Compliance Enforcement Procedures are set forth in Section

If a Chapter wishes to propose a methodology not in compliance with these minimum standards, the Chapter must submit a detailed event plan to the National DEC. Upon review, the DEC may authorize the Chapter to conduct a test event using the proposed methodology, and may send an observer to evaluate the event.



# Exercises

## Driving Exercise materials needed for a typical Street Survival School

### Cones

Minimum 300, smaller the better, 6” cones work well. Do NOT use weighted bases.

These can be purchased from companies such as:

- Traffic Safety Warehouse - <https://www.trafficsafetywarehouse.com/>
- Traffic Cones for Less - <https://www.trafficsafetystore.com/traffic-cones>
- Uline - <https://www.uline.com/>

Don't be afraid of the 'blemished' or seconds. They won't; stay clean and pretty for long.

Or, these can be borrowed from:

- Police Departments
- Fire Departments
- State/Local Public Works Depts.
- Paving Companies
- Rental Companies
- Landscape Companies
- Construction Equip. Rental

### Anti-Grip Media Sources for Skip Pad

- Cracked corn - (25#-50# bags total of 500#'s) *Preferred method*  
If the facility will allow it's use, this is becoming to go-to solution. It is very eco-friendly and most times you can just leave it at the end of the day as most wildlife will eat it.  
Typically comes in 25# or 50# bags. 300-500#'s is what is needed. It all depends on how aggressive (rough) the pavement is. It ranges from \$12-20 a bag. Many times, the feed store will deliver it to the site.  
You manage it with a leaf blower and/or wide shop type brooms keeping it swept into the path of travel of the cars. Usually about every other/3rd car it'll needed to be pushed around some. It'll fill in the divots and then create a layer for the car NOT to get traction on. Do not wet it, likewise it won't work in the rain. Watch the weather and have a back up plan.  
If the facility will allow it but asks you to clean it up, sweep/blow it into piles and use the bags it came it to dispose of it.  
This can be obtained from:  
Feed Stores  
Pet Supply Stores  
Walmart
- Water (to be used with soap) –  
Fire hydrants are best source. This might require a permit &/or a meter but the quantity of water needed is more than a residential hose and lawn sprinkler can provide. Do not attempt to use a residential hose. If a hydrant is not possible a truck based water supply is good.
  - Fire Departments
  - Tanker trucks w/ drop spreaders or sprayers)
    - Construction Companies
    - Paving Companies
    - Landscape Companies
    - Construction Equip. Rental Co.Fire & Garden Hoses (could be 100's of feet depending on site conditions )



- Fire Departments
- Nursery / Garden Centers
- Landscaping Companies
- Construction Equip. Rental Co.

- Soap (to be used with water)

Provided the facility you use will allow it, a case of big bottles from Sam's Walmart, Costco have the best value and for some reason Dawn seems to work best. Poured around each skid pad. The water will spread it and conditions will become extremely slick. Do not over water it that washes it off. It works better almost paste like. Yes the cars will be dirty. No the soap won't hurt the cars finish.

Alternates to corn / water /soap for skid pad

- Sand



## Exercises

Depending on your venue size, number of coaches and staff you have a choice to make on how the layout of your exercises will be accomplished. There are 2 basic systems; the “Circuit” or “Stations”.

### **Circuit -**

The *Circuit* concept uses all the prescribed exercises (minus the skid pad) connected so that the student enters the exercises and completes them all before returning to the staging area. Depending on the venue this system can have the student waiting in line the least.

### **Stations –**

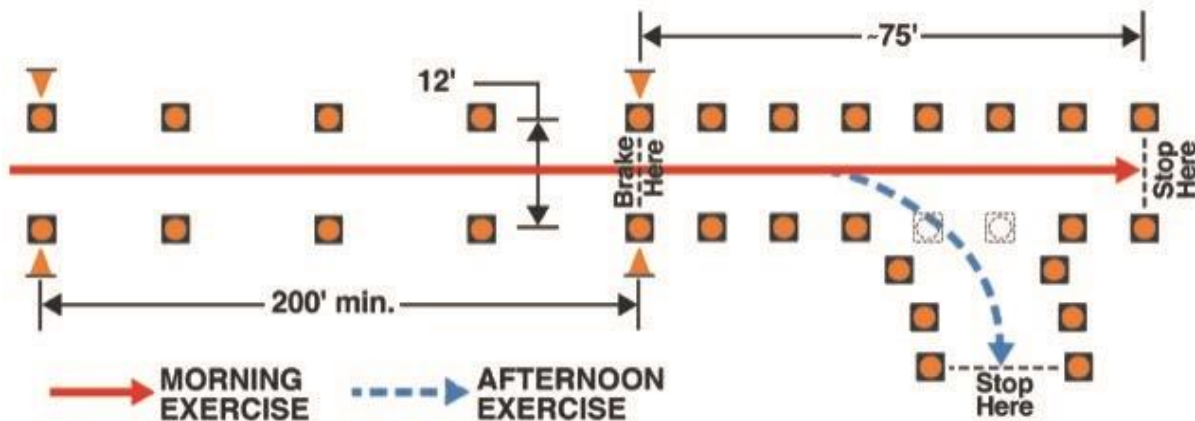
The *Stations* concept uses a separate exercise for each element. Slalom, Braking, Lane Change, Skid Pad etc... The student will participate in each exercise multiple times before moving to the next element.

Both these systems will lend itself to doing a split school which allows you to split the students into two groups allowing you to hold more students with fewer in-car coaches. using a 2 students per coach. This will require you to hold each classroom session 2 times but it will allow one group to be in class while another is driving. A sample schedule is at the end of the Event Kit document.

The following examples lay out the typical exercise elements. If the circuit concept is being used these are to be connected with additional driving elements such as decreasing radius turns, chicanes etc.. this is should be laid out keeping speeds under control and with safety zones from adjacent exercises elements.



## Straight Line Braking / “Wake Up Drill”



**ABSTRACT:** ABS has saved many lives but it has also likely cost a few – especially the early systems – because people felt the vibration in the pedal and heard the noise generated by the valves and got off the brakes thinking something was wrong. We want students to get accustomed to the feel of ABS. Furthermore, we want them to understand that ABS kicks in when too much is being asked of the tire. Crashes that occur at the end of long straight skids made by front wheels turned fully one way or the other are now, thankfully, rare. We don't feel that it is necessary to teach threshold braking if the car has ABS. They should, hear and understand the concept but it is unlikely that if they are driving a car with ABS now that they will revert back to a non-ABS car in the future. Trying to get them to outwit the ABS isn't the best use of the limited time we have them. In the event they drive a car without ABS, or with a broken ABS system, we'd like them to understand tire limits and develop threshold-braking skills.

The goal is maximum braking without the tire locked up.  
Please remember the basic concepts we're teaching...

- 1) Speed and Braking Consistency
- 2) Familiarity with ABS braking
- 3) Braking Skill – Modulating Braking Pressure

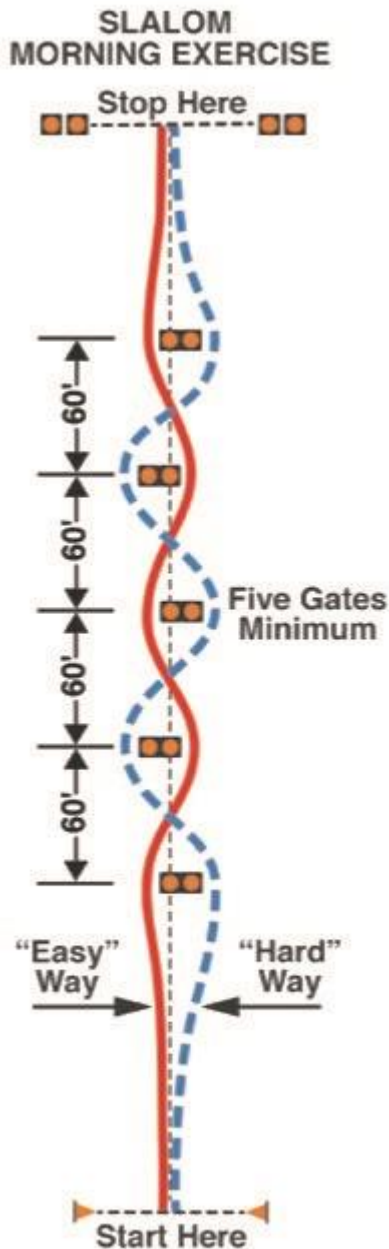
**EXERCISE SETUP** Within reason, the general rule for this exercise is the faster the better as long as there is room to accelerate and stop safely. The faster the student travels the more time they spend actually on the brakes. The exercise can be effective at as little as 30mph, but 40mph to 45mph works best.

### “Wake Up” Drill –

The morning wake up drill is for just that. Getting the students attention that they are not just sitting in the classroom all day. Multiple run though this exercise will help energize the student and get their attention. If possible multiple lanes of this should be set up to help facilitate this exercise quickly. Their driving technique, successfully or not, is not as important as it will be later. Setting up this exercise with traffic circulation in mind is critical. Having the wait line close to the exit for the coaches is important as the coach may have to get out and get to the head of the line quickly to get to the next car in line.



# Slalom



**ABSTRACT:** The slalom course at first blush appears to be a speed event. It is not. This exercise teaches both weight transfer and proper use of eyes/vision. This provides the proper control to change direction of the vehicle. The Slalom allows better understanding of the vehicle's capability during transitional maneuvers.

Please remember the basic concepts we're teaching...

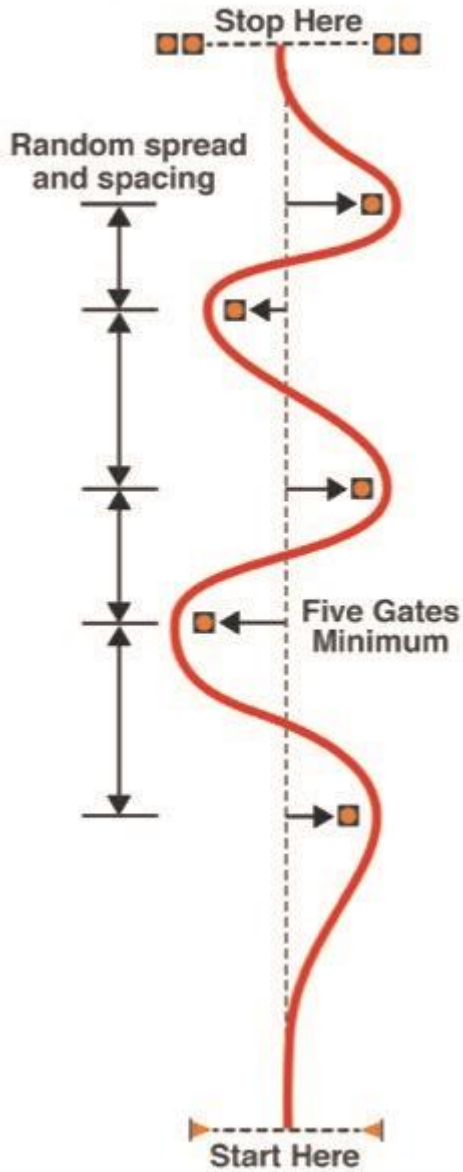
- 1) vision down the course
- 2) smoothness in weight transfer

If using the slalom in both morning and afternoon, have the morning set-up as a simple regulated course. Cones paced off at 35-45 paces in one line straight. Then alternating cone on the side of these cones creating an 'easy' and a 'hard' side.

The exercise can be effective at as little as 15-20mph, but 25-30mph works best. Second gear in manual cars. Within reason, the general rule for this exercise is the faster the better.

Please remember, however, that repetition is crucial so keep the layout with the flow of traffic always in mind. Conversations at the end staging area should not interrupt the flow of the exercise. In-car coaches should direct their students out of the exercise path to give them feedback if needed.

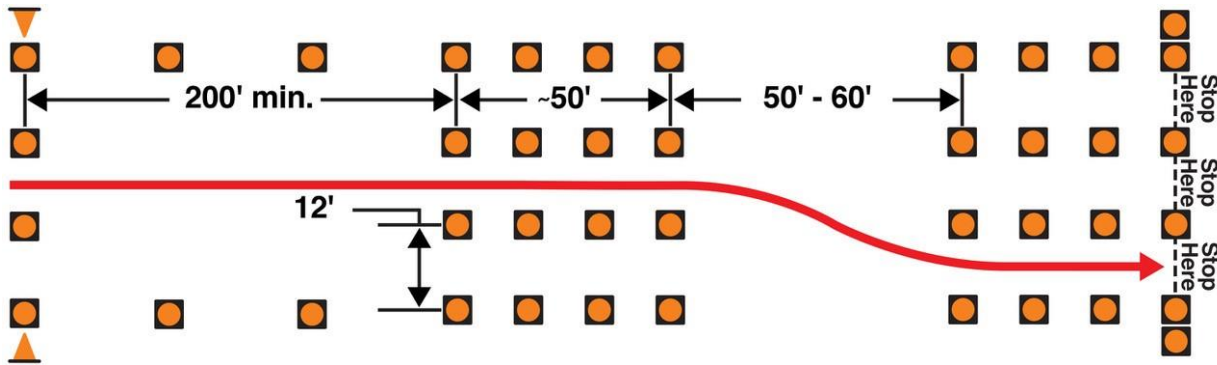
# SLALOM AFTERNOON EXERCISE



In the afternoon have the course look the same at a glance but have the cones not set at a regular spacing tightening at the end and offset out of line.

With this layout the speeds could be a bit slower, depending on the spacing.

# EMERGENCY AVOIDANCE



## EXERCISE SETUP

The speed at which this exercise is run will be determined by the spacing of the two sets of cones. Again, a faster execution works best, but will require greater distance between the two sets of lanes. The exercise can be facilitated by a flagger at the end of the exercise a safe distance away from the braking zone or by the in car coach giving the commands at the last second.

## TEACHING TIPS

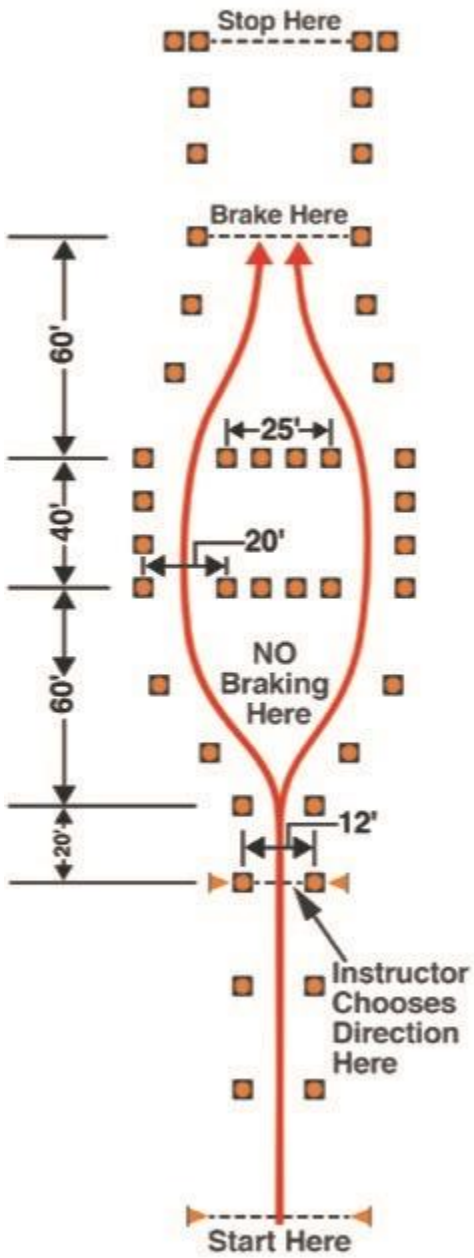
The coach should explain the possibility of extreme secondary weight transfer. Every pass in this exercise should be concluded with a controlled braking to a complete stop. Be incessant in the need for the complete stop at the end of this exercise or it becomes a driving chicane which has a tendency to increase speeds, which is not the intent.

## STAGING

Center lane for single lane change, alternating outside lanes for double lane change. If using this exercise in both the morning and afternoon, use the single lane in the morning and the double lane in the afternoon. **HCG vehicles should not do a double lane change.**

**SINGLE LANE CHANGE** Students should make their first single lane changes at a conservative speed and keep a constant throttle setting until they are in the second set of cones, at which time they are to brake to a stop. Speed is increased until they are reaching the limit. When everybody has demonstrated that they have a handle on this (three or four passes), the group will change to double lane change and they will repeat the process.

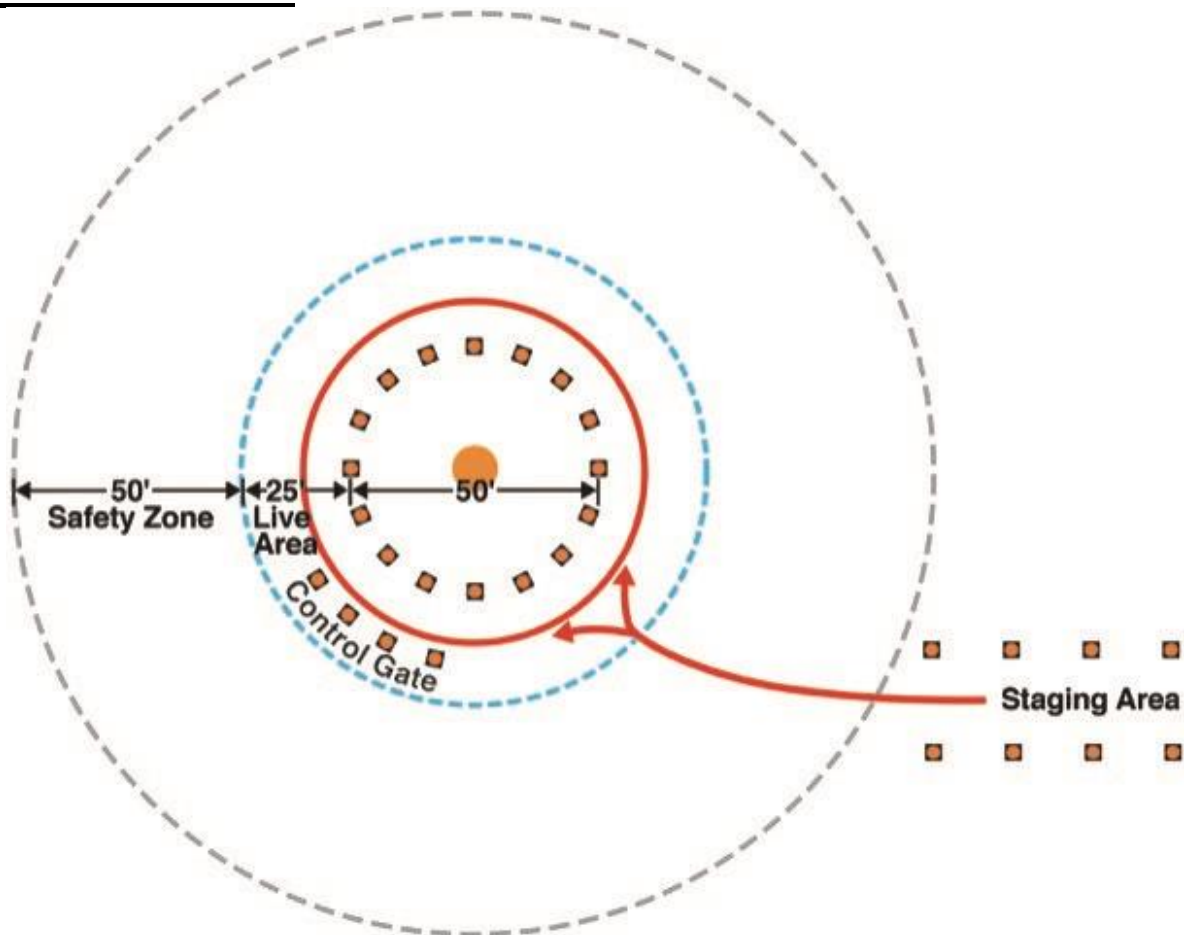
**DOUBLE LANE CHANGE** – When the students begin reaching the limit at a constant throttle have them instead begin lifting off the gas just as they turn in. They will find that weight transfer helps to turn the car. With this approach, increase speed in small increments until they are again at the limit, and by this time experiencing significant weight transfer. If there are cars that persist in understeering during the initial turn in, students can achieve further weight transfer by very gently brushing the brakes just before their initial turn in. Keep in mind that in a real avoidance maneuver the driver will lift and generally go for the brakes, so the purpose of the exercise is two-fold. We want students to be prepared to make the most dramatic avoidance maneuver possible, and we also want them to be capable of dealing with the car control challenges that may result.



**ALTERNATE DESIGN**

**EXERCISE SETUP** – This design does not replicate the idea of driving in the middle of 3 lanes of traffic but more of the idea of following a vehicle in a single lane. Again, a faster execution works best, but will require greater distance from the point of command from the coach and the 1<sup>st</sup> barrier. This design can still be facilitated by a flagger at the end of the exercise a safe distance away from the braking zone or by the in car coach giving the commands at the last second. Every pass in this exercise should be concluded with a controlled braking to a complete stop. Be incessant in the need for the complete stop at the end of this exercise or it becomes a driving chicane which has a tendency to increase speeds, which is not the intent.

## SKID PAD



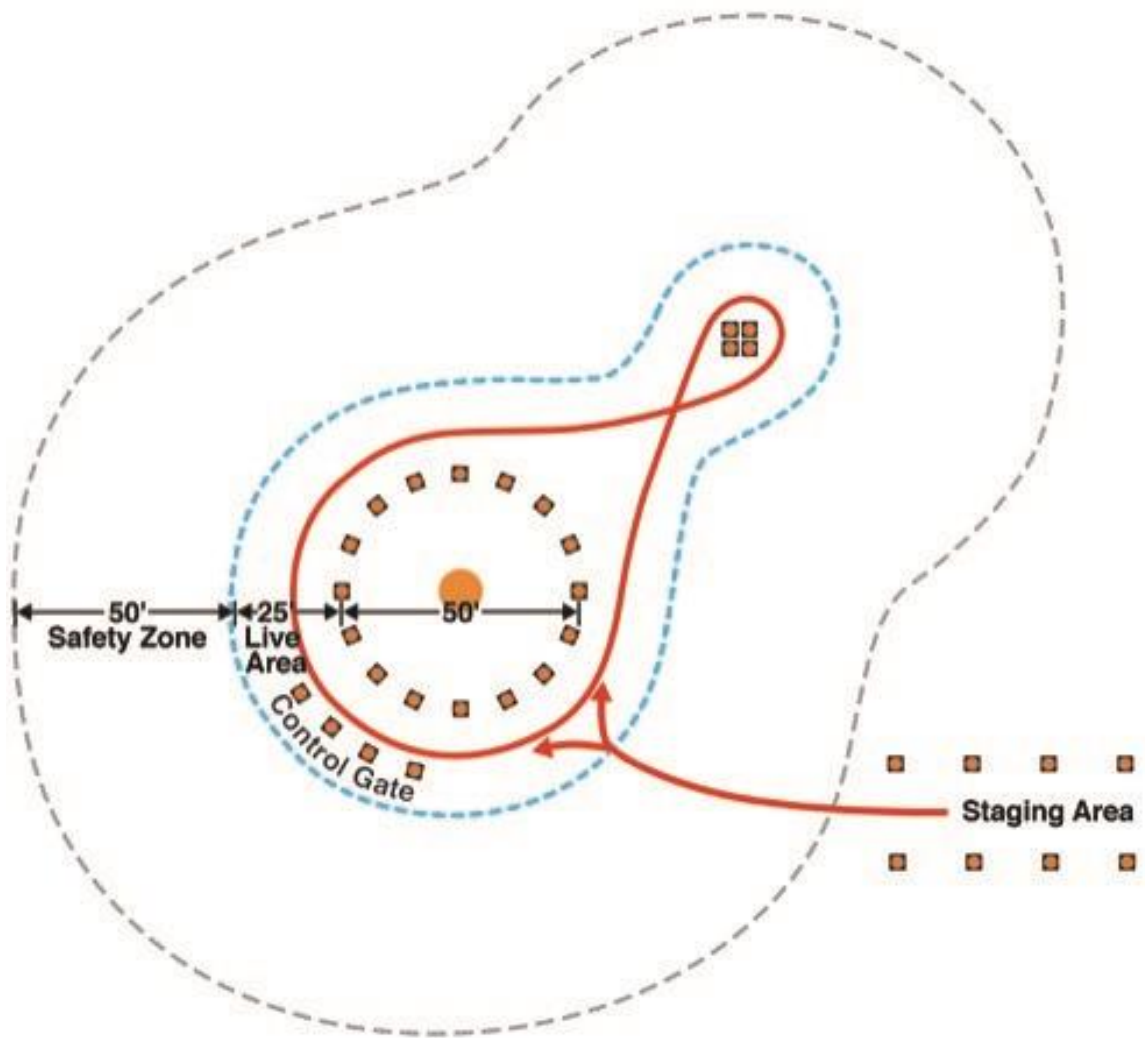
### SKID PAD ABSTRACT

This exercise can be the biggest educational tool in your driving exercises of the day. It can also be one of the biggest disappointments. If you have pavement that will allow a slippery surface, it can be a fun day. If not then you are facing an uphill battle. Be careful at the attempt to get the cars to go into oversteer. If you are just grinding the front tires away all you are going to have are angry parents.

**Note :** All traction control, stability control and all other electronic aids are to be left on. **At NO time are any of these devices to be turned off to “show the student what the car is doing for them”.** These are life saving instruments just like seat belts and air bags. The maturity of the teenager mind (or lack of maturity) might see that when these devices are turned off it makes the car ‘more fun to drive’. This can do more future damage than you realize in the heat of the moment of instructing. Please leave them on.

**STAGING** Set aside an area outside the skid pad where students can park and watch, and another area closer to the skid pad where a couple of cars can wait for a spot to open (Instructor and student belted and ready). Depending on the size of the pad and its adhesion, note the physical effects on the students, many cannot sustain going in circles for long sessions (coaches also!). Let every student have minimum of two turns of approximately 6 - 8 rotations min. each; more turns if class size allows. Don't sit too long here waiting. Time is much better served doing another rotation of the other driving exercises than sitting and waiting too long. A suggestion would be having one or two cars at the most waiting 'on deck' while a car is on the skid pad.

## SKID PAD – FIGURE 8



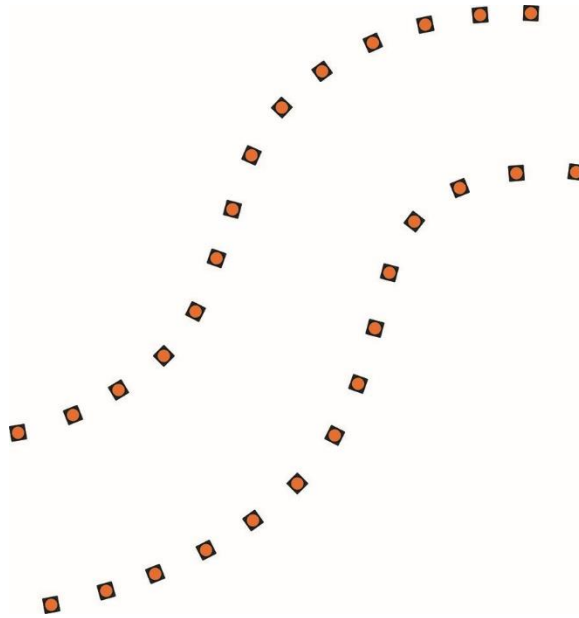
If room allows a Figure 8 design give both sides of the car the ability to experience oversteer/understeer in a single lap. Some have g-had success in a single circle in the morning and a figure 8 in the afternoon.

Safety zones are critical as most of our incidents have historically occurred on the skip pad.

## COMBINING ELEMENTS

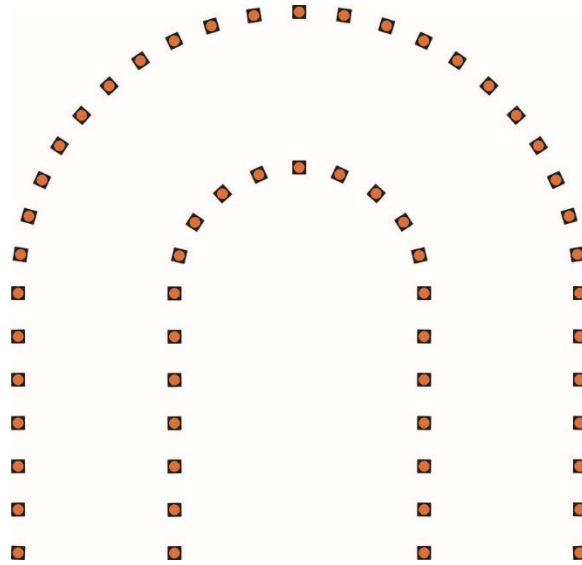
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Using the following elements in combination with the individual elements, to create a course, is an alternate to the 'Station' concept. This will also allow you to set up the final exercise runs of the day.



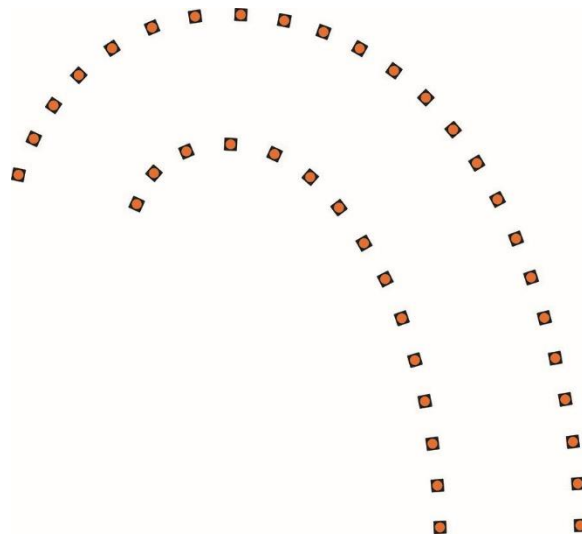
### ESSES

Consecutive corners require good use of vision and proper management of secondary reaction of weight transfer. The angle can vary from mild to extreme depending on the venue and need to control speed. Obstacles can be added for additional avoidance skill training. Staging a course worker at this location and have them eliminate or add the obstacles to the course add complexity and assists in keeping the student's attention with constant variables. Another advantage would be to have a course worker toss a cone, beach ball etc... into the path of the vehicle, without notice of the student, and having them avoid the obstacle.



### **HORSESHOE/HAIRPIN**

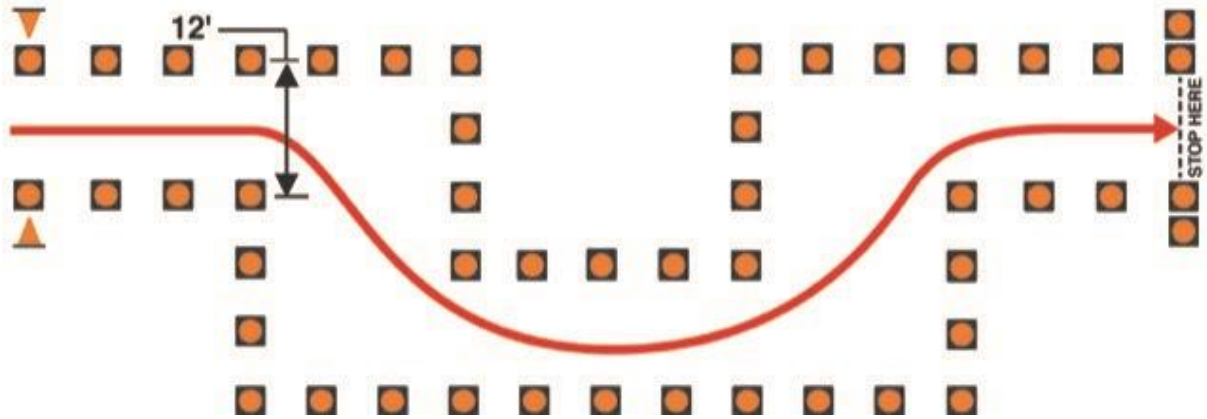
Hairpins cause the eyes to drop and if taken too fast, the front wheels to slide, understeer. Eyes need to be up and corrections to understeer taken to correct the sliding front end.



### **DECREASING / INCREASING RADIUS**

Decreasing radius corners pose the same challenge as coming upon an obstacle in the middle of a corner. Either Oversteer or Understeer may result. If using a circuit course, the morning exercise can have an increasing radius corner connecting 2 elements. Then in the afternoon, use a decreasing radius corner in the same location so it appears the same at entry. The student will assume it's the same corner and will get a surprise, again, giving them a real world experience.

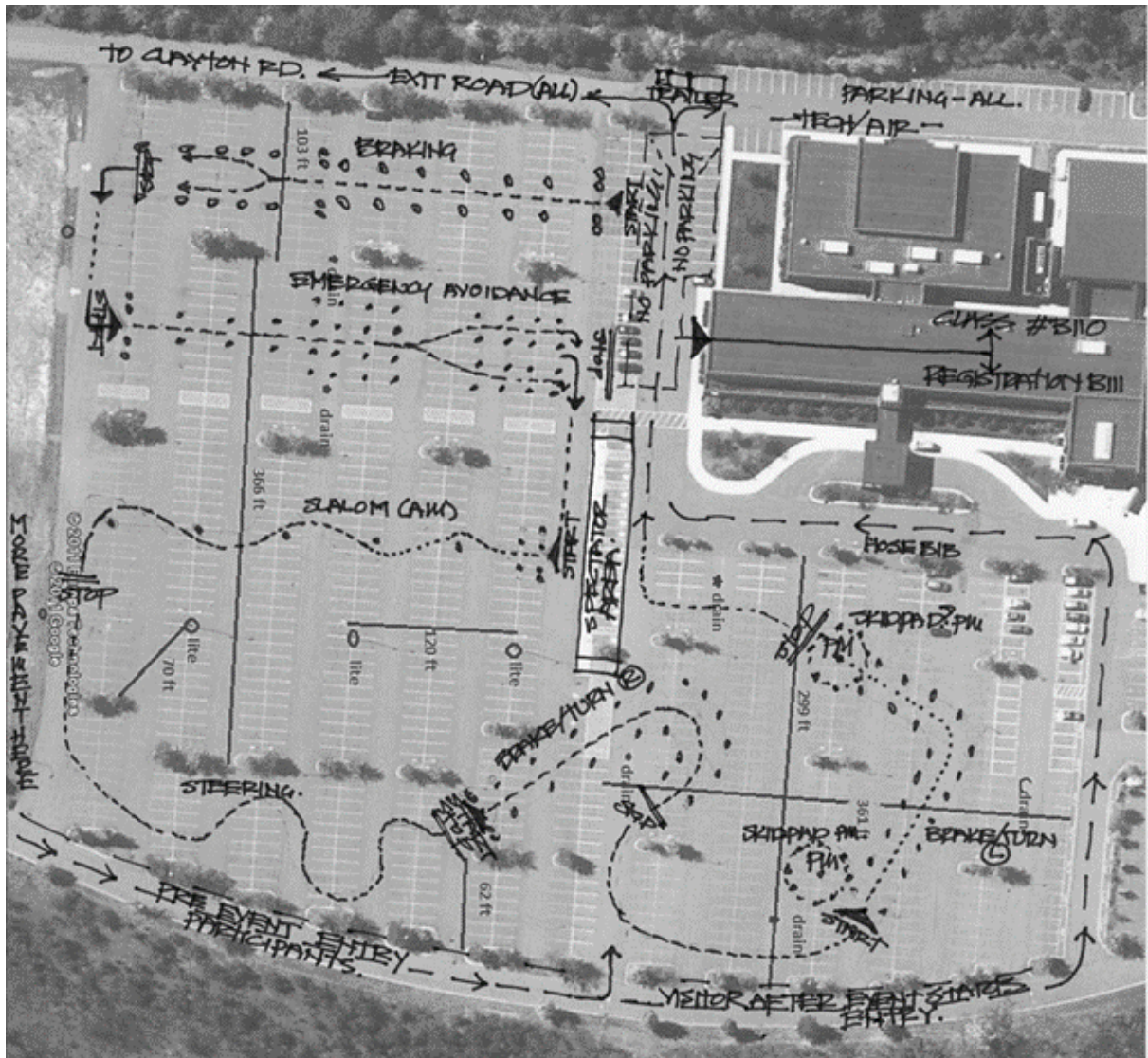




### **CHICAGO BOX**

Use this element as part of the combination elements to reinforce an avoidance maneuver and help set muscle memory in “pitching” the car around an obstacle and keeping eyes up and looking forward.

## Combined Exercise



*Circuit / Combined exercise course example*

### ABSTRACT

The Combined Exercise is, obviously, an autocross without timing... please, however, refrain from referring to it as an autocross. Aside from the obvious insurance implications, we want to discourage the perception that this exercise is about speed or skill. Instead, emphasize that the course is designed to randomly and repeatedly produce the kinds of driving challenges that students might encounter during emergency situations.

### LAYOUT

The examples provided in the lecture material provide a good basis for an exercise designed to replicate the kinds of vehicle dynamics challenges students will face in emergency situations. On a practical note, we want the entry and exits to be fairly far apart, yet we will also likely need to cycle coaches from the finish back to the start. Have them drive back to the start with the coaches so that they may exit the cars and

get into the next car in line. This is at the end of the day and the coaches are tired... remember they aren't the young ones here today.

### **COMBINED EXERCISE RUNS**

Coaches should keep students within their limits, but at the same time push them hard enough to get adequate benefit from each corner. Again, the goal is to produce all of the various vehicle dynamics challenges that might occur in an emergency situation. Coaches need to stay in the car at all times.

**COMBINED EXERCISE RUNS w/ PARENTS** Allowing the students to take their parents out for a few runs at the end of the day gives them a chance to show the parents what they have learned.

***At no time should a coach take a student or parent out for a 'Demo' run on what 'the car can do' or 'what the limit is like'. This has led to examples of incidents that are not in keeping with our goals of the program.***



# Semi Truck Demo

The Semi Truck demo is one of the most effective “additional demonstrations” that you can do and it is fairly easy to accomplish. This involves having a semi-truck and trailer parked at your school’s venue for an 1/2-hour demonstration. This will include parking coach’s vehicles around the truck/trailer; behind on the sides and in front, as part of the demo and if possible having the students, parents and coaches get into the truck, close the door and look in the mirrors. It can still be effective if the truck owner doesn’t want to have people inside the truck but it really has much more impact if they can.

We will describe how to place the vehicles and then will give some notes about each step.

## Vehicle Placement Set up

You need as little as 3 vehicles but can be done with 6.

1. *Rear Blind Spot* – how far away from the trailer.

This is the most important example of road behavior that a surprise to all drivers not just teens.

Have somebody in the cab, in driver’s seat, with the door closed.

Line the vehicle up directly behind the trailer and back it up it about 75 feet behind it and when the person in the cab can start to see the car, roll it forward so it just disappears in the mirrors. It is most effective it’s a huge Suburban or full size pickup truck. It doesn’t matter because you can’t see it. You might have to cheat this a little (like a foot or 2 max.) if space is a problem by having the vehicle slightly to the right of the trailer.

2. *Trailer Wheels* - Next line a car on the either side of the trailer at the rear wheels. You can see this vehicle in the mirrors, that’s OK. It’s best if this is a convertible.
3. *Right Side Hood Blind Area* - Next have a small low profile car, Miata, S2000, Z3/4, Boxster or at least a Mini, on the passenger side up by the cab slightly forward of the door so that the driver can’t see it over the hood. IF the door has a window in it have it slightly forward of that.
4. *Side Cab Blind Spot* - Some trucks have a blind side between the rear wheels of the cab and about ½ way back on each side the trailer. This depends on how many mirrors are on the cab. You can put a car there but it’s not critical.
5. *Front of Cab* - You can also have a small car directly in front of the cab if it’s a long nose truck about a car length ahead so that you can’t really see that car either but that isn’t really a condition that the driver of the car puts themselves in but we still talk about how the car brakes in a shorter distance than the truck and this isn’t one I use a lot.

## Execution -

It seems to work best to do this right after lunch to get the students up and active prior to get them back into their cars. This can help if you have a tight site and can plan to have the truck show up right at the end of the morning session and as everybody is eating lunch set the demo up, at completion the truck can leave and you can get on to the afternoon driving/classroom. You can also do this at the end of the day. Don't try this 1<sup>st</sup> thing in the morning. You haven't convinced the teens they are going to learn anything today yet so they probably aren't listening.

Set the stage by telling them what they are going to do. You are going to look and learn about this truck and learn how to be a better citizen on the road.

If the driver is present have them standing close by, ready to speak if they want to but get your points across first. This will help keep them from going off topic. If possible get some personal information from them like how many years they have been driving the truck, how many miles a year/month they drive. They usually will tell you how long it's been since they've had an accident, if not ask.

Assemble the students, parents and coaches together at the driver's side of the truck cab.

Thank whoever donated the truck for you use. Introduce the driver and say something like, "Bob has been driving a truck like this for 15 years and he travels 4,000 miles a month." Emphasize the difference between that and what they drive. "This truck has 'X' speed transmission (check w/ the driver), power steering, A/C and ABS. The trailer even has ABS (check w/ the driver, not all do). The stopping distance of a truck is dramatically greater than a car, up to 2½ x as much - for a speed of 65 mph it takes a car about 165 feet to stop, but a full semi-truck needs about 420 feet to stop.

Talk about the mirrors. The standard flat plane mirror is all that's required. Most big companies, UPS, Fed -Ex, JB Hunt, Roadway etc will install additional mirrors on fender and convex mirrors under the standard mirror to eliminate the blind spots. Talk about how there is a difference between the professional driver who maintains their truck to keep it as safe as possible just like being responsible car owner. Talk about being wary of the truck with the mirrors being held on with duct tape or vise grips, fenders missing, glass cracked. These drivers might not have your best interest in mind.

Talk about the tires on the truck, mention that they checked the tires on your car this morning and they saw that they were at about 32 to 36 psi, the trucks tires need 100 psi. Talk about how the truck section has to have new tires but the trailer can have re-capped or retreaded tires. (move back towards the rear of the trailer) ask who has seen Mythbusters? The episode they did where they make a tire blow out and show how violently that happens, creating the tire strips we see on the side of the road, aka 'Gators' by the truckers. Talk about how they just don't lay down nicely like peeling a onion, they explode off the tire, think about driving next to this tire in a convertible and where the tire strip could go.



Move to the farthest vehicle back behind the truck. Get everybody to turn around and look at the back of the trailer. talk about how everybody here drives closer than this to trucks every day, but that as they do that the driver cannot see them. Everybody has seen the stickers on the back of the truck that say "If you can't see my mirrors, I can't see you", well it's true. Talk about how it is up to you, when you are coming up on a truck to make a choice. Either stay back far enough to see their mirrors or pass the truck. If they are going to pass the truck, do it! don't get stuck driving along beside it at the side of the trailer because of the opportunity of the tire blowing or the trailer taking them out under a evasive maneuver.

Walk everybody around to the right side up to the front of the cab. When passing the trailer wheels mention that it's not just the left side but also this side and that the driver is exposed on this side of the car, but "why are you passing on the right side anyway?". Tell them never ever pass a truck on its right side.

Once you get up to the front talk about the car not being able to be seen over the hood and that many trucks have a window in the door to eliminate this blind spot. But that the not-so professional drivers will block their view thru this window with back packs, McDonalds bags and other crap in the cab. "This area has the highest incident rate of car vs truck. If the truck has to do a evasive maneuver and they might not see you then you are just in their way. Remember those with the most lug nuts win!".

Move to the front and talk about not cutting in front of the truck when passing, restate the facts of the stopping distance that the truck requires and that your car will stop much shorter than the truck can and then you are just in their way again.

Remind everybody that this is not just about tractor trailers, it's the same for big box trucks, fire trucks, anything pulling a trailer or anything vehicle that doesn't have a center type rearview mirror and rear window. Additional thoughts are about U-Haul type rental trucks. These people are mostly driving these for the 1st time and are not used to the decrease in visibility so extra caution should be taken around them. Also large RV's are not driven by professional drivers for the most part so keep that in mind as well.

Bring everybody back around the truck to the driver's side and ask the driver if he has anything to add. After they talk then one at a time get each student up in the cab and shut the door. Have them look in all the mirrors and then get out and let the next one in. do this for all the teens, then their parents, then coaches if they want and you have time. (try and talk before giving the driver an opportunity, most drivers are not used to talking to a group and might not do it well so if you can cover most of what they want to say it'll help them out. also this can be a opportunity for them to 'perform' a little so don't be hesitate to cut them off by thanking them and getting everybody to give them a round of applause. This is usually a good photo opportunity. Tell the parents it'll make a great holiday card.

You don't need to have the truck there all day, from set up to completion it's takes less than an hour. You can set this up on the course if you have to, get the demo done remove the truck and reset the course. Offer the driver lunch if you've got it. Take some pictures.

If you can't get a full semi you can use a fire truck, dump truck, box truck, race car hauler and at last resort a dually pick up with a enclosed trailer, really anything that doesn't have a rear window in the cab, but all these have less impact than an easily recognizable semi-truck and trailer.

We have seen a great reaction to this exercise, especially from the adults.



# Air Bag Demo

## **Purpose:**

This demonstration is intended to enforce what the students hear in classroom about the dangers of inappropriate hand positions on the steering wheel and feet on the dashboard. We have found that if you are doing the semi truck demo, you have everyone out in the open for this and it's a good way to have everyone ready to start the second session after lunch.

## **Obtaining an air bag:** Where do we find these things?

Demo air bags can be obtained from mechanics or shops with wrecked cars being disassembled for parts if the bag hasn't been deployed. It doesn't matter what brand of car it came out of. You can also check with people turning street cars into track cars that will be wanting to remove the air bag. The Foundation can offer a tax donation letter for anyone donating an air bag for our use. Check with local junk yards to see if they have un-deployed air bags that can be removed. My local Pull-n-Pay sells used, un-deployed air bags for \$40.

## **Air bag types:**

You can either use a driver / steering wheel bag (fig. 1) or a passenger / dashboard bag (fig. 2). Older air bags are single stage, meaning they have only one deployment rate and a single, two pin plug on the back (fig. 3). Newer devices are two stage, meaning they have two deployment rates, usually governed by the weight of the person in the seat in front of them. They have two, two pin connectors, usually together in one plug on the back. On a two stage bag you will need to connect the corresponding wires together (fig. 4) to deploy both stages at once, making the largest and most dramatic, explosion.

Note: In connecting the 2 stage plug wires you need to match the common wires from each stage. Each stage will usually have both wires the same color, one with a designator such as a stripe. Connect the plain wires together and the striped wires together to make two connections to attach the alligator clips from the battery.



fig. 1 – driver air bag



fig. 2 – passenger air bag



fig. 3 – air bag connector



fig. 4 – two stage connector

NOTE: Side curtain air bags are not effective for this demonstration.

### Handling the bag:

These are explosive devices. Handle them with care and respect. They do need a source of electricity to be deployed, but you should still be careful. Air bags cannot be taken on an airplane and require special forms to be shipped. Basically, you need to source the bag locally and/or transport it in your vehicle.

### Wiring:

You will need 2 strands of approximate 16 gauge or heavier wire to connect the positive and negative posts of a battery/power supply to the two wires or pins of the air bag. You can use speaker wire, lamp cord or individual insulated strands. If using individual strands, tape or wrap together every 3 to 4 feet to make them easier to handle.



fig. 5 – typical wiring

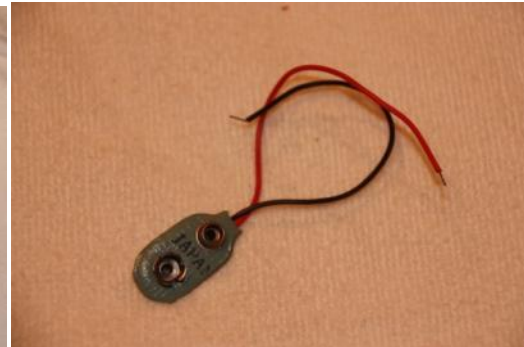


fig. 6 – 9 volt connector

There are two methods to set off the air bag. The tried and true method is to use a 12-volt battery from a nearby car. An alternative method is to use a typical rectangular 9-volt battery. The 9-volt method has only been seen on the internet but seems to be just as effective.



If using a car battery, solder and insulate a large spring clip to each of the wires at one end of the strand to allow them to be connected to the car battery terminals (fig. 5). Solder small alligator clips to the opposite ends of the wires to allow them to be connected to wires or pin extensions from the air bag. For a 9-volt application, you can get a typical battery connector cap at Radio Shack with short wires attached (fig. 6). This is attached to the 9-volt battery and the clips at the power end of the wiring will be attached to it. You can attach one lead and leave the other unattached until you are ready to deploy the air bag, or you can attach both wires to the cap and then touch the cap to the battery for power.

### **Air bag connections:**

Plug. The best option is if you have the plug that is the original connector for the bag. Attach it to the socket on the rear of the bag if it isn't already there. Spread the wires apart and strip about 1/2" of insulation from the end of each wire. If this is a two stage bag, you will need to twist the corresponding wires together to make two connections for the battery. Attach the small alligator clips from the main wire to the ends of the bag plug, keeping them separated so they don't short out.

Pin Extensions. If you don't have the original plug for the bag, you will need to make extensions for the pins in the air bag socket to attach to the battery wires. (fig. 7) These can be made with a short 4-5-inch piece of wire. Solder a female pin (fig. 8) connector to one end and insulate it. These connectors may be found at Radio Shack. Strip a 1/2" of insulation from the other end or solder on a small alligator clip for attaching to the end of the main wire.

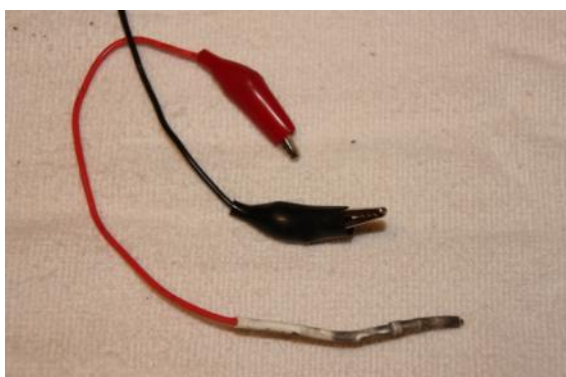


fig. 7 – pin extensions



fig. 8 -- pins

- **Demo steps:**

1. Find an open spot of the venue
2. Position a car to provide power (or use a 9 volt battery)
3. Open hood and expose the battery terminals
4. Unroll wires away from car
5. Connect wires to both bag plug wires or pin extension wires
6. Place bag on ground at limit of the wires, metal / plug side down
7. Put water bottle or a small, 6" cone on face of bag. (fig. 9)
8. Have spectators stand back about 40' and up wind
9. Connect one wire to negative / ground battery terminal
10. Count down 3, 2, 1 and touch other wire to positive terminal
11. Large explosion ensues
12. Pick up device by deflated bag to show to students and have them touch and smell it, reminding them to not touch metal part because of heat.
13. Discuss the force and noise and the fact that they are sitting less than 2 feet from the bag in an enclosed car when it deploys in a crash.



fig. 9 – bottle on bag



fig. 10 – wired air bag

- **Explanation notes:**

- Discuss the student's proximity to the air bag when they are in the car.
- The reasoning for "9 and 3" on the steering wheel.
- Explain you may not see the impact coming. (Feet on the dash)
- Bag face opens at greater than 300 mph.
- Bag inflates and begins to deflate in fractions of a second.

# Tailgating Exercise

The tailgating exercise is an effective “additional exercise” that you can do and it is fairly easy to accomplish. One of the most common accidents for new drivers is not allowing enough space between them and the car in front of them, even at low (below 40 mph) speeds. This exercise involves having a coach in a car and a student in their car adjacent to the coach. A starter tells the coach to 'go' and a second later the student is told to 'go'. The student follows the coach at a reasonable distance, at their side, like they would be driving down a street. They get up to the goal speed and at some point the coach does a full panic stop. The student must react and stop their car before the front of their car passes the back of the coach's car. If they are not successful they have just "rear ended" the car.

This is always done side by side, NEVER following the car in front of them.

## Set up

### 1. Course -

Locate this exercise on a straight section of pavement. The longer and wider the better. The length is needed for the ability to get the cars up to approx 35-45 mph. The width needs to be at least a minimum of 3) 12' lanes wide, again the wider the better. More on this in the execution section.

### 2. Cars -

#### a. - Coaches

You need at least 3 coaches in their cars, it doesn't matter what type they are. The more coaches the better but you can do this with as little as 2.

#### b. - Students

The students are in their cars, without a coach. Remember if the student has their permit they are supposed to have somebody with them according to the State but that is for public road driving. IF you think the student can compete this without a coach in the car that's acceptable.

### 3. Additional Personnel -

You need a 'starter'. This can be anyone, a staff person or a in-car coach, to watch for traffic and release the cars when it is safe.

## Execution -

Divide the pavement into 3 sections, separated by a row of cones, a cone every 50' is enough. The Goal is to create a visual lane, looking like a drag strip. Create a start line. Line the coaches up in the left lane behind the start line and the students in the adjacent right 'lane'. The 3rd lane is for the return traffic if needed.

On the first pass tell each student when they are told to go, have them accelerate *briskly* and follow the coach at a distance they would feel comfortable on the street. Tell them at some point the coach will stop and their goal is to come to a stop without the front of their car passing the back of the instructor's car.

Once both cars have come to a complete stop have them get off the course as efficiently as possible. If it possible for them to not have to turn 180 degrees for return that is best, that way the next cars can start quicker. If they do have to turn around to come back then have them do that and get to the back of the line. 3 or 4 passes through this exercise is plenty.

Most coaches will get this drill pretty easy and start to mix it up. Have one go very long into the lane and then the next one only go about 30'. This is all about reminding the student that 'you never know what's going to happen so you have to stay situationally aware"

### **Concerns -**

This looks like a drag race which is not the message we want to send. No shirtless muscular guys doing the Fast & the Furious style starter please.

Try to advise the coaches to not do a smoky burn out when releasing them 1st. If you have a coach consistently leaving the students behind remind them to look in their mirrors and slow the pace down a little. Remind them this is not about how fast the coach/car is, it's about the students.

You can have some fun with this. Have a staff person or a parent hold a bullhorn that has a siren function on it or an airhorn and when the students has an 'accident' set the horn off. Everyone will turn to see who it is.



## **2-Wheels-Off Exercise**

Another common cause of accidents for new drivers is dropping wheels, typically the right side of the car, off the pavement edge and panicking in their correction. Many times you hear the media report that a driver "over corrected" and crossed a center line of drive across the road into incoming traffic or off the other side of the road. This exercise can help the student experience this, learn the correction and what it feels like without the drama. This effective exercise is fairly easy to accomplish if the venue will allow it and the pavement conditions are appropriate. Not many venues lend itself to this unfortunately.

### **Set up**

1. *Course -*

Locate this exercise on a section of pavement, straight or curved, that has no curbs and preferably a drop in elevation of a few inches to the grass/gravel/dirt. The direction of travel should allow the car to be above 25 mph and to exit the pavement on the right side of the car, and return fully on the pavement then make a return to the beginning if running a station type format or the next exercise if running in a circuit format.

2. *Cars - Students*

The students are in their cars, with a coach.

3. *Additional Personnel -*

None needed.

### **Execution -**

Location of this exercise is critical. Walk the edge of the pavement and look out into the grass area at least 2 car widths (20' +/-) for any objects that would damage a vehicle. This includes fence/sign/light pole bases, culverts, drainage/sewer covers that are raised or deep. they should drive at least 5 to 6 car lengths off the pavement.

Have the students accelerate up to approximately 30 -35 mph on the pavement and slowly ease them off the edge of the pavement to 1/3 - 1/2 the width of the car. The right side of the car off the pavement is the most common situation. As the car is bouncing along on the rough surface have them decrease their speed without hitting the brakes and slowly bring the car over to the edge of the pavement and with small steering inputs bring the front wheel up on the pavement and the rear wheel will follow.

### **Goals -**

The goal of this exercise is for the student to experience this event so it isn't a surprise if it happens to them. They should learn that slamming on the brakes is not the thing to do. Small inputs with the steering wheel is all that is needed. Large inputs will make the condition worse by having the car react potentially violently re-entering the pavement.

### **Concerns -**

A large change in elevation off the pavement edge while more dramatic will also raise the potential of damaging a vehicle with low ground clearance.



## **Additional Distraction Elements for Exercises**

What the teens hear in the classroom is that distractions are the largest cause of accidents. *Distraction* is a large category which includes everything from cell phone use, talking and texting, to using the radio, eating, talking with passengers.

Cell phone use is shown to be a cognitive distraction which is as bad as driving above the legal limit of alcohol. Hands free doesn't really help; it just gives you another hand on the wheel. Our tag line in the classroom is *"it doesn't matter where your hands are it's where you head is"*

Since the brain can only absorb so much information at once, it has been shown that too much visual and audio inputs at the same time causes the brain to choose which to pay more attention to and the visual input loses (ever turn down the radio to see a house number that you're looking for?).

To help reinforce this the in-car coach can do some things while the student is driving. This also reinforces that just taking your eyes off the road for a brief time can cause major issues.

Texting - this of course is getting a lot of attention these days with new drivers. Over half the teens in our target market now text more than talk on their phones. This generation is seeing the phone not as a verbal communication device but a texting communication device. The *average* teen now sends over 100 texts a day. Most do not understand that this activity has no place in the car, especially when Mom or Dad is talking or sending emails on their I-phones while driving "because it's work".

### **Execution**

When the student seems to get comfortable while driving, start to challenge them a bit. Ask them to hold their phone to their ear to simulate talking on the phone. Taking one hand off the wheel can cause them to not drive the course properly.

Turn the radio up loudly and start to talk over the radio volume, giving them confusing directions rapidly.

While on the exercises that take good visual effort, the slalom course, the accident avoidance exercise etc, have them read you the last text they sent. Just the simple reading can cause them to miss and hit cones, miss the gate of the accident avoidance.

### **Concerns -**

Obviously when distracting the driver intentionally the opportunity for an incident increases and the coach must be ready to take control of the situation very quickly. Hitting cones is acceptable and actually desirable, hitting a light pole or a fence is not.

If the driver never seems comfortable on the courses this added element will not only confuse them but create a situation that makes them even less confident as a driver. This should be additional effort should be avoided with a permitted driver or very timid driver if their driving confidence level is low to begin with.

## User Guide to Banners and Branding

The day of the event brings many challenges to the event organizer and the staff. One area of importance is the use of the banners sent in the 'school box'.

Our gracious sponsors are writing checks to keep this program at the high quality level that it has enjoyed for the past ten years; and their only request is that they get the exposure to all the students their families as well as other people watching the event.

You should have received a Tire Rack Street Survival banner and possibly additional banners representing our other national hosts i.e. Michelin, etc... These should be hung in the most conspicuous locations offering the most exposure to all participants. They should be clean, not tattered, hung level and as securely as possible.

While the price of the banners is as low as possible, (thanks to AMI Graphics!) they are still expensive for a small non-profit such as ours, so please do not forget to retrieve them at the end of the day and if requested, send them back to your material supplier. If you are keeping them for your next school please keep them in a location that they will not get damaged and you won't forget them.

If you have local sponsors that have banners feel free to have them displayed where all can see them as well but they should not take precedent over the National sponsors. If you have the opportunity to have an on camera interview, please try to have the camera position where a banner can be seen in the background.

If working an indoor trade show type event be sure to use the banner in front of the table or as a back drop if it can be secured successfully behind on the wall or curtain.

Below are some examples of proper mounting.



## Understanding the Waivers

This is very important! The protection from liability for the TRSS program and for your Club is the waiver. Be sure you understand how they work.

**EVERYBODY signs the waiver.** You should have a pad of waivers when you get your event insurance or from your stock from your Club. **All** coaches, workers, staff, parents and students over 18 years old must sign the waiver. The program has wrist bands to identify who has signed and who hasn't. Anybody walking on the site must sign. Even if just observing for the day or just a short period of time. Fill out the top of the waiver with the event title and the days date, on every page, every side. If you are running 2 schools on 2 days be sure you date them appropriately. Be sure to sign at the bottom as the 'witness'.

**Minor Waivers** – These are just as important to be executed properly. If the student is under 18 years old, they need to sign the Minor Waiver and have a parents/guardians sign as well. This should be done at the morning sign in at the event. BUT if the parents/guardians will not be with them at the beginning of the day then they must bring the Minor Waiver with them signed and that signature must be notarized. **(As of 7/1/2014 they no longer need to be notarized for the BMW CCA schools.)**

Think about it this way. If a minor is coming to your event, they must have their parents/guardian permission to do so. Each student needs 2 signatures on the waiver unless they live with only one parent/guardian and that parent/guardian has sole custody. If they have 2 parent/guardians and one parent/guardian won't be there, the waiver can be signed before hand and brought to the event. The other will sign at the event.

Fill out the top of the waiver with the event title and the day's date, and do this on every page. Fill out the top of the waiver with the event title and the day's date, and do this on every page. When the minor waiver is signed at the event with both parents or if they have only one needed, witness the signature at the bottom. If they are signing it in front of you at the event you do NOT have to be a notary, you are a witness.

When the teen signs the Minor Waiver they do not need to sign other waiver.

The Minor Waiver is part of the on-line registration process and they should have them printed out. You should mention this in your reminder letter that goes out the week before the school. If you are contacted before the event by a parent that doesn't have the waiver ready, you do have the minor waiver downloadable on your registrar's page.





## Who can instruct?

Many ask what it takes to be an In-car Coach with the Tire Rack Street Survival Program®. We feel that you don't have to be the fastest racer or track school driver or champion autocrosser. We know lots of great, fast drivers that are very poor instructors.

They need to have basic car control technique experience and be able to describe:

- The differences between oversteer and understeer, and the corrections for their associated slides.
- The theory of the contact patch and how weight transfer affects it.

If they can teach threshold breaking in a non-ABS equipped car.

If they can sit in the right hand seat and know if the student is sitting properly, using their hands properly.

If they can tell when the student is not looking down the slalom course far enough.

If they can ride around the skid pad without throwing up.

If they can sit in the right hand seat and not scream when the student loops the car on the skid pad.

If they can sit in the seat next to a teenager that is waiting in line to drive in the next exercise and talk to them like a young adult, about anything and not be freaked out by body piercings, weird clothes, weirder hair, too tight of clothes, too much skin showing and all the giggles, screams and associated dumb things that the 16-year-old driving student might do. Then they can instruct.

It really helps to have done some instructing (High Performance Driving / Auto-X) before but it's not mandatory. We have a manual and our online training that can help with this.

Any type of instructing, if it's skiing, tennis, cooking, knitting, algebra etc.... is very helpful because if you're saying something that they are not getting you have to be able to recognize it and adapt and not expect the student to adapt.

As we say in the High Performance Driving Instructor Training Schools, it's not just about how well you can drive but how well you can communicate.

Our on-line training and test can be found at: <http://streetsurvival.org/schools/become-a-coach/>.

This no longer requires the coach to create an account but it doesn't not allow you to monitor their progress. They must send a completion certificate to our Coach Training Registrar whose contact information is at the end of the test. You will be sent a status report periodically and in enough time prior to your school to take appropriate actions.



## In-Car Coaches Training

In our efforts to continue to grow the Tire Rack Street Survival program with our coaching staff we have developed an on-line web based training course for our In Car Coaching staff. As the program as matured over the years we have gained the attention of national sponsors, companies like the Tire Rack, Michelin and Enterprise. These companies expect a level of professionalism and a level of consistency with the program. We feel that this course will help us obtain both of these goals.

### ABSTRACT

The intent is for each in car coach to go thru this course regardless of their experience level. By 12/2014 we hope to have 100% of the existing coaching staff approved thru this system and be able to offer it to all new coaches before they get in the car the 1st time.

### PROCESS

The course should take approximately 1 to 1 1/2 hours to complete and can be done in multiple sessions. There will be the ability to report your training success with the other organizations so you only have to do this once. We will reference the In-Car Coaches guide and the book by Richmond Shreve's "Your Role as a Coach" These manuals have been embedded into the process so you can read them without leaving the course. There are quizzes along the way for you to gauge your knowledge and then a 'final' test at the end.

Go to: <http://streetsurvival.org/schools/become-a-coach/>.

You then enter the course.

The course begins.

- Select "Course Navigation" to learn how to navigate the course with the screen functions. Once ready select the arrow pointing to the right to go forward/continue in the course.
- At the "Main Menu" you will see 4 windows
- What is TRSS?
- How to Coach a Teen
- In-Car Coaches Guidelines
- Final Test

Select each lesson in order. When you have completed all three lessons, you must successfully complete the final test to complete this course. Select "What is TRSS?" to get started. When a '*Fast Fact*' window appears you must select it before you can proceed. Whenever the right arrow isn't selectable it means another portion of the page needs to be selected to give you more information. Whenever the Stop Watch appears it's a *Knowledge Check* select the right top button that is 'flashing'. answer the questions. although the clock is running it does not improve your score to answer them fast. If you 'time out', run out of time, just select the button labeled "Finish Quiz". You can see your score as you proceed at the bottom right corner under the watch. Once finished you can also review your answers.



- Select the right arrow to continue.
- When prompted select the book "*Your Role as a Coach*" It will load in a separate window as a .pdf file. It's the same 21-page document that you will receive at the event. Read the document.  
You will have a *Knowledge Check* quiz after you review this document.
- When prompted select the book "*In-Car Coaching Guidelines*" It too will load in a separate window as a .pdf file. It's the same 22-page document that you will receive at the event. Read the document.  
You will have a *Knowledge Check* quiz after you review this document. (notice the time to answer the questions is getting shorter?)
- It's now time to take the Final Test. There is no time limit. You'll have 20 questions to answer. A score of 80% or above is required to successfully complete the course and become a Tire Rack Street Survival coach. At the end you have the option of going back and reviewing the questions you answered incorrectly.
- When successful you will have the opportunity to print your certificate. This needs to be forwarded to our C.T. Registrar, who is Tim Beechuk, who will then enter the information into the database and periodically report back to the active school registrars on their coach's status.  
Please save a copy of this page for your training records.

We have converted this system into a HTML website it means you and the national staff, the administrators, have no way to monitor who has taken the course and successfully completed it like we did before. We now have a last step that would allow the coach to print and 'save' a passing certificate that will then be sent to a 'Coach Training Registrar'. Because we are now up to over 70 hosts with their own registrars and within those, it can change from year to year even school to school, there is no easy way to have that CT Registrar be the local registrar of the school. It has to be one person for all of Tire Rack Street Survival.

We have transferred the coaches that have taken the course into a database and have sorted it by chapters/regions of each of the four host clubs. They will not have to take the course over. Now when a new coach takes the course they will print/save the passing certificate and send it to our C.T. Registrar, who is currently Tim Beechuk, who will then enter the information into the database and periodically report back to the active school registrars on their coaches status. . **When the coach send their certificate to Tim they MUST include what Chapter/Region that coach for!**

If you have any questions of problems, please contact Tim Beechuk at tim.beechuk@streetsurvival.org or at 513-604-2398 (8am - 8pm Eastern time please).

## **Sport Utility / High Center of Gravity Vehicle Policy**

The Tire Rack Street Survival® program strives to be an all-inclusive program, allowing any street legal vehicle that a teen driver can operate on the street to participate. With that being said, there are inherent issues with certain vehicles that need to be addressed when hosting a Tire Rack Street Survival School®. Sport Utility Vehicles (SUV) and other High Center of Gravity vehicles (HCG) that are prone to tip or roll-over under extreme weight transfer maneuvers need special attention to prevent incidents from occurring during the driving exercises.

The TRSS program has always allowed host chapters/regions the option of not allowing some vehicles into the schools, and we will continue to do this. We feel it is proper to set some guidelines for those hosts that would like to allow any vehicle into their school.

SUV/HCG's without any Electronic Stability Control (ESC) are considered the most problematic. Electronic Stability Control uses automatic braking of individual wheels to prevent the heading from changing too quickly or not quickly enough. ESC cannot increase the available traction, but maximizes the possibility of keeping the vehicle under control and on the road during extreme maneuvers by using the driver's natural reaction of steering in the intended direction. ESC systems exist under many trade names.

Most of the time these are older vehicles (pre 2004) that will not have any ESC capabilities but some newer vehicles at the lower end of the price scale may also lack any additional ESC features. We are currently using the federal website at **[www.safercar.gov](http://www.safercar.gov)** as our clearing house source. The vehicle must have 3 stars or more to be eligible to participate. **If the vehicle does not have 3 or more stars they cannot participate in the Tire Rack Street Survival program.**

In the registration process, the applicant is asked to review the vehicle on the safercar.gov website. This is the 1<sup>st</sup> line of defense for a vehicle that isn't safe to participate. The National TRSS staff reviews all vehicles as they complete their registration and will alert the parent that their vehicle will not be allowed to participate. This will be your second line of defense.

As opposed to many track school adventures that many of us instruct in, the ESC should **never** be turned off by the instructor or the student and it should be discussed both in the classroom and in the vehicle with the student. Making sure that this isn't presented as a forbidden fruit which will only have the opposite effect, this should be presented in the light of "this is here for your safety, and just like a seat belt or an airbag, it should be used all the time not just when you think you might need it."



## Course layout

Consideration must be given when using the SUV/HCG vehicles on both slalom and accident-avoidance/lane-change exercises. The speed and cone distance in the slalom should be maintained so that severe weight transfer is avoided. In the accident avoidance/lane change broad lane changes should be avoided; i.e. if using the 3-lane layout going from the far side to the opposite side should not be attempted. The obstacle to drive around, if using a single lane with a 'bulb' or wall as the obstacle should not be so wide as to create a broad (more than a single lane) change in direction.

## Coaches

Your first control of this vehicle in many cases will be the coach you place in the right hand seat. Use a very experienced coach that has exposure in these types of vehicles and has the ability to maintain control and not let the student get in over their head. This means discussing the inherent negative issues with the vehicle before each exercise, getting the student to maintain a slightly slower speed if necessary, and to decrease severity of the steering inputs. If the coach cannot reach a comfort level with that student or their vehicle, they should have the student sit out a particular exercise. These conditions should always be discussed with the Lead Instructor on site, and the student's parent, if present. Caution should be given to insure that the instructor is not just prejudiced towards the vehicle. Consider this as an opportunity to educate the parent on the hazards of the vehicle and how it might not be the best choice for a teen to drive. It is recommended that you also have an observer monitor speeds through the potentially hazardous exercises, i.e. slalom, accident avoidance/lane change. The speeds inside the vehicle are not always perceived as high as they are standing and watching from the outside. The observer should notify the inside vehicle coach when they feel the speed is excessive. When multiple coaches are used on a single student vehicle the vehicle should be marked as to allow the coach to not enter that vehicle if they are not comfortable with its handling.

## Other Considerations

If you have a large enough population of these vehicles in your school, place them all in a separate group and set up a separate accident-avoidance/lane-change exercise for them using a different arrangement than you have for the others.

## Bottom Line

Local organizers may continue to restrict certain vehicles to participate that they deem unsafe. If organizers would like to continue to allow these commonly used properly equipped vehicles, such as Sport Utility and other High Center of Gravity to participate, they need to slightly alter the course and their methods to allow for safe participation of these poorer handling quality vehicles.



## **Hints & Best Practices – Suggestions from successful schools**

General – You *have* to get in front of the parents. Kids don't want to come to the schools. Most already have their license so they think “*I already know how to drive why do I need to waste a day of my weekend to do this?*” Talk it up at work, church, your book club, at the card party, any group you have parents that have teens. If they don't have a teen anymore they have nieces/nephews, grand kids, neighbors, etc... EVERYBODY knows a teen. If there is a conversation of more than 2 adults together, tell them about the program. You can start the conversation with “*Are you guys nervous with your teens driving? I'd like to tell you about a national program I'm working with....*” In short, talk up the program at every chance you get, talk, talk, talk.... Use the members in your club, don't try to do this all by yourself.

Most of the following examples involve speaking in front of groups of people, not something everybody is comfortable with, but with practice you can be. When in doubt show the DVD. You need a laptop or portable DVD player and a way project it on a screen or wall.

Chapter / Region – Although the intent of this program is the general public not just your club, posting it on your club's calendar and talk about it in your newsletters / websites / on-line forums as soon as possible. This helps create the 'buzz' for the event. The National programs office will do e-mail alerts to the past students their parents and the waiting lists of people that have visited the website and left their information. It will be posted on the programs *Facebook* page and on the BMW CCA National website.

Work – Leave brochures out on the communal lunch table, at the coffee station or post a bunch of them on the bulletin board. If you see them being removed, be sure that you have enough to keep it stocked. See if you can post an “all-call” on the company e-mail system. Talk to your manger/supervisors about getting involved as a sponsor. It takes money to do the schools and every little bit helps.

Schools – Try to talk to the guidance counselors or the senior class sponsors at the high schools, not the Principal . The Principal has too much to do. The counselors have lists of parents that they contact. Many of them have newsletters (print or e-mail) and may be willing to post a message from you in an issue or will do an e-mail blast. Be sure they understand that this is a non-profit event, not a commercial activity. We can help with the content for this. Understand that when dealing with the schools the first hurdle many times is getting the favor of the school secretary. That's a school's first line of defense and do not treat it lightly. Meeting with them in person is often more successful than a cold phone call. Don't go in early in the morning just as school is starting or at the end of their day because that's when they are most busy. If you have a teen in school that's a good first step. Remember parents that are active in the kid's lives will be most interested in the program. Another use of the school is to print up post cards with all the school information on it and hand the out at the sports games or leave a card on the windshield of the cars in the parking lot. We have a boilerplate card that is easy to use. We'll make a .pdf of it for you, you take it to Kinko's have it printed on brightly colored paper, cut and you ready to go.



Medical - Contact your kids Pediatrician and/or other Pediatric groups in town and ask if you can leave some of the tri-fold brochures on their info counter. Ask if they have an e-mail newsletter and if you can supply them with information for them to include in the next issue. We can help out with this content for this. Contact the Children's Hospital in town. Many have a Foundation and have community resource staffs that are looking for activities. Many of them have newsletters (print or e-mail) and will be willing to post a message from you in an issue or will do an e-mail blast. Be sure they understand that this is a non-profit event, not a commercial activity. We've got boiler plate press releases to help with the wording.

Media – Follow the news (print, TV or radio) and pay attention on any coverage about an accident involving teens. Contact the writer / reporter and tell them about the program. Be careful has to not come off as an 'ambulance chaser'. Compliment the writer / reporter about the story and thank them for the story. Let them know about the "national teen driving safety program that coming to the area soon". Offer them the opportunity to speak to you as an educator in the area of teen driving. We've got boiler plate press releases to help with the wording. If you are not comfortable in an interview contact Bill/Pego and someone from the national program will be glad to speak to them. We have other hints on dealing with the media the day of your event. Offer to have the reporter, their spouse or have their teen or someone's teen from the station go thru the class. Again this is a use of the "promo seat". Ask the National Staff how this works.

Insurance – Talk to your agent. Don't worry about getting something on the national level going. We are handling that. Just tell your agent what you are doing and ask them to tell their other clients with teens. Many want to have a presence at the schools. This is fine but be careful that this just isn't turned into a commercial to a captive audience. Ask them for support by paying for lunch or coffee and doughnuts in the morning.

Food / water - how and where? Best to provide bottled water and sports drinks to allow the students to remain at the exercises. (some have had success w/ getting these donated drinks by local CocaCola / Pepsi rep's.) Have coffee and hot chocolate, juice milk at registration, donuts? Can't go wrong with donuts and teenagers. Have lunch (6' Subway's / Pizzas) at the site to save time.

Site Equipment list: fire extinguisher, shop brooms, tools (multiple sets, especially torque wrenches, don't forget SAE stuff), air tanks (again, more than one), racers' tape, flags, air (bull) horn.

Divide the group into set run groups and label the cars. The number of groups depend on the number of students vs. coaches.

Print a schedule for the day. Make one person responsible to keeping the school on schedule. Use radios to leads at stations and give 5-minute warnings. (Air horn?)



Have a team of 3-4 people lined up to 'tech' cars as they come in. Also have the Coaches review the air pressure in their tires with them to show them how. This should be covered in the classroom section also. Remember, the kids get hand-me-down cars. So that means batteries not secured, mismatched tires, corded tires (or will be by the end of the day & probably no spare, soft brake pedals, etc.... Almost ½ of the cars will have under-inflated tires. **DO NOT over inflate tires.** Normal street pressures please. The tech reviews will be very important!

We have a boilerplate confirmation letter ready to send to all the students 2 weeks prior to the event. It will include info that may have changed since they signed on, Directions from school site to nearest gas station, what time to get there,(not what time class starts), how will lunch be handled, what time it's over. Try to get parents to come and watch or maybe if you have open slots to participate.

Send Instructors a copy of classroom materials beforehand via email, so they know what students have been exposed to.

#### Miscellaneous hints from past registrars–

The majority of parents who sign up their kids for TRSS, and, are not in the car enthusiast category and tend to be very conservative. Try the total opposite polarity. Contact church groups, Boy Scouts and other such meetings as great places to make presentations and gain support. Be sure you have lots of promo material with you. Show the DVD. The kids at TRSS schools have parents who are very much involved with their lives. The kids tend to be good students, cheerleaders, on student council, involved in sports, honor students etc.

If your church or school, scout group sports team has a silent auction as a fund raiser donate a seat in an upcoming school. Contact us for how this 'promo seat' works. Be sure you have lots of promo material with it as many will see it want to be able to come if they don't win. Be sure they understand that this is a non-profit event, not a commercial activity.

Try attending a weekly Realtor marketing meeting and making a presentation to them. Realtors know LOTS of people. Be sure you have lots of promo material with you. Show the DVD. Many of them use a newsletter in their marketing and are always looking for info to put in their newsletters. Bill can help out with this content. Be sure they understand that this is a non-profit event, not a commercial activity. Also, a TRSS school is a great closing gift for their clients. Very inexpensive and very meaningful.

If you are a member of a professional organization i.e. Architect, Lawyer, Medical, any union, talk the program up at the meetings. Offer to make a presentation to them.

These are just suggestions. What works in one area doesn't necessarily work in others. Be creative if any of these don't do it for you but don't feel like you have to re-invent the wheel. The main point is you have to work the marketing from the ground up. The national program has the tools for you to use. Talk it up to everyone you can.

Show your passion for this program when talking and others will listen.





## Media Hints

Have someone primed to be the spokesman if media shows up and have them ready to speak.

Have some stats ready to recite such as:

- Driver error is the number one cause of fatal accidents for teens. 77% of fatal crashes involving 16 year-olds was attributed to driver error; 70% for 17-19 year-olds;
- Teenagers account for 10% of the population but 12% of motor vehicle deaths;
- Eighty-four percent of teenage motor vehicle crash deaths were passenger vehicle occupants;
- 58% of deaths among passenger vehicle occupants ages 16-19 were drivers; 61% of them were passengers in a vehicle driven by another teenager;
- 20% of deaths among passengers of all ages occurred while a teenager was driving;
- About 50% of fatal crashes involving teen drivers were single vehicle;
- About two out of every three teenagers killed in motor vehicle crashes were males;
- Fifty-five percent of motor vehicle crash deaths among teenagers occurs on Friday, Saturday, or Sunday.
- Thirty-four percent of teenage motor vehicle crash deaths occur between 6 pm and midnight.
- Teenagers' lack of experience behind the wheel makes it difficult for them to recognize and respond to hazards. They get in trouble trying to handle unusual driving situations, even small emergencies, which turn disastrous more often than older more experienced drivers;

Be sure to mention the location.

Not knowing your past experiences in radio or television please forgive me if this information is redundant:

Try and keep the energy level up.

Talk about Tire Rack Street Survival as if it were Christmas morning.

Try to avoid one-word answers.

When answering a question, try to sum it up in 2-3 sentences. This will provide enough info to educate the viewers but not too much as to confuse them.

Please mention that anyone can contact Tire Rack Street Survival to request a school in their area, at which point you can direct them to [www.streetsurvival.org](http://www.streetsurvival.org).

And when asked how students can register or for more information, direct them to the website as well.

Also, a big tip is to make sure that you say **TIRE RACK STREET SURVIVAL** in its entirety when addressing the program.

All in all, talk to the reporter as if he/she were your friend. Basically, think about what you would say to your neighbor if you were trying to get them to enroll their son or daughter in the program.

**Relax**, have it be more like a conversation, a formal statement or set of answers comes off as being insincere.



## SPLIT SCHEDULE EXAMPLE

pre-7:00	<b>Coaches Arrive / Course Design</b>
7:30	<b>Registration opens / Coaches Meeting</b>
8:00 – 9:00	<b>Technical Inspection / Coaches /Student Introductions</b>
9:00 – 9:20	<b>Welcome / Group Intro in Classroom</b>
9:20 – 9:45	<b>Threshold Brake “Wake-up Drill”</b>
9:45– 10:45	<b>Group 1 – Classroom—Basic Skills</b> <b>Group 2 – Driving Exercises</b> Slalom, Braking, Lane Change, Skid Pad Wet
10:45 – 11:00	<b>Group Switch / Stage Cars</b>
11:00 – 12:00	<b>Group 1 – Driving Exercises</b> Slalom, Braking, Lane Change, Skid Pad Wet <b>Group 2 – Classroom—Basic Skills</b>
12:00 – 1:00	<b>Lunch Break / Demo’s / Presentations</b> Air Bag Demo Semi Truck Demo Law Enforcement/ EMS Presentation (*note! change - driving course *)
1:00 – 2:00	<b>Group 1 – Classroom II – Judgment &amp; Awareness</b> <b>Group 2 – Driving Exercises</b> Alt. Slalom, Braking w/ turns, Lane Change II, Skid Pad Dry
2:00 – 2:15	<b>Group Switch / Stage Cars</b>
2:15 – 3:15	<b>Group 1 – Driving Exercises</b> Alt. Slalom, Braking w/ turns, Lane Change II, Skid Pad Dry <b>Group 2 – Classroom II – Judgment &amp; Awareness</b>
3:15 – 3:30	<b>Break / Evaluations</b> (note: driving course change)
3:00 – 3:20	<b>Tail Gating / 2 Wheels off Exercise</b>
3:45—4:30	<b>Conclusion / Thank you's / Graduation</b>
4:30 – ?:00	<b>Clean –up / Tear down</b>



## SCHEDULE EXAMPLE (Non Split School)

pre-7:00	<b>Coaches Arrive / Course Design</b>
7:30	<b>Registration opens / Coaches Meeting</b>
8:00 – 9:00	<b>Technical Inspection / Coaches /Student Introductions</b>
9:00 – 9:20	<b>Welcome / Group Intro in Classroom</b>
9:20 – 9:45	<b>Threshold Brake “Wake-up Drill” exercise.</b>
9:45– 10:45	<b>Classroom—Basic Skills</b>
10:45 – 11:00	<b>Switch / Stage Cars</b>
11:00 – 12:00	<b>Driving Exercises</b> Slalom, Braking, Lane Change, Skid Pad Wet
12:00 – 1:00	<b>Lunch Break / Demo’s / Presentations</b> Air Bag Demo Semi Truck Demo Law Enforcement/ EMS Presentation (*note! change - driving course *)
1:00 – 2:00	<b>Classroom II – Judgment &amp; Awareness</b>
2:00 – 2:15	<b>Switch / Stage Cars</b>
2:15 – 3:15	<b>Driving Exercises</b> Alt. Slalom, Braking w/ turns, Lane Change II, Skid Pad Dry
3:15 – 3:30	<b>Break / Evaluations</b> (note: driving course change)
3:00 – 3:20	<b>Tail Gating / 2 Wheels off Exercise</b>
3:45—4:30	<b>Conclusion / Thank you's / Graduation</b>
4:30 – ?:00	<b>Clean –up / Tear down</b>



## Reminder e-mail sample

**To be edited, cut and pasted in an e-mail to all students and parents e-mail list generated from the downloaded rooster. Send this at least 5 days before the school if not 10 days before. Feel free to add a schedule for the day, tricky direction clarifications or anything else you feel is needed. If they did not leave an e-mail address then please call them.**

Dear Tire Rack Street Survival students' parents and guests,

Welcome! This is to let you know that you have been confirmed for the Tire Rack Street Survival® being held on \_\_\_\_\_, next \_\_\_\_\_, at \_\_\_\_\_.

Directions to the facility can be found here: (insert Mapquest directions here)

As a reminder:

- You should dress comfortably and in layers. Please check the weather the night before and dress appropriately. We will have the school rain or shine, very hot or very cold and everything in between. You should also wear comfortable, closed toed shoes, i.e. running shoes not flip flops or clogs.
- Please empty your vehicles' center console, door pockets, glove box and trunk of all loose contents. Please try and do this before you come to the school it will save you time and possibly some embarrassment. Secured spare tires are fine. Be sure to check under the seats also. It is a good idea to bring a tarp or plastic bags to protect your belongings from the elements.
- Plan to arrive at or before \_\_\_\_ a.m.. You will then be directed to the parking/paddock area.
- Open the hood and trunk, leave your car unlocked for the Coaches and proceed to the registration area for student check in. There you will sign some insurance waivers. If you are attending with friends we can not promise that you will be in the same group so you can be together.
- A Coach will help you check you tire pressure and make any adjustments necessary. After today you should be able to do this.
- Please fill up with gas BEFORE you get to the event. The closest gas stations are located at \_\_\_\_\_ & \_\_\_\_\_
- The morning drivers' meeting starts at \_\_ a.m. followed by the days first exercise rotation.
- We will have lunch and drinks for you at the event.
- We will be done by \_\_\_\_ p.m.

If a minor is coming to the event they must have their parents/guardian permission to do so. Each student needs 2 signatures on the waiver unless they live with only one parent/guardian and that parent/guardian has sole custody. If the parents/guardian can't sign the document at the event in front of the officials, then they must have the waiver notarized beforehand. If they have 2 parents/guardians and one parent/guardian won't be there, then only that one must get the waiver notarized. The other will sign at the event in the morning. Insurance requirements will not allow you to participate without this document. No exceptions can be made.

Ask your parents to come and hang out... they'll learn something too!! They are encouraged to come to all the classroom sessions and watch the driving exercises. They will not be allowed in the cars with the students while the school is going on. Depending on the time schedule the student might have an opportunity to drive their parents around on the course at the end of the day.

Please remember to bring the Minor Release Waiver (if you are under 18) and a desire to learn and have fun!

If you have any problems reply to this e-mail or call me at 123-456-7890

Get a good night's rest and we look forward to seeing you there!

Blah de Blah,  
(your name here)  
Event Chair

Tire Rack Street Survival® – Anyanoplace, ME



After review this information, compile a list of questions and contact the National Staff so that we can help you continue to plan your event.

Thank you in advance for all that you are doing to help make our roads safer for all of us and give our youngest drivers the skills needed to keep them safe.



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