



## ***Drivers' School Plan***

February, 2009



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## Revision History

REVISION	DATE	NOTES
0.1	June 1, 1995	Original draft
0.2	March 4, 1997	First working draft
0.21	July 7, 1997	Revised working draft
0.22	July 22, 1997	Preliminary approval draft
0.3	August 3, 1997	Approval draft
1.0	September 10, 1997	First operational plan
1.1	March, 1998	Revisions to reflect DSSC decisions on remuneration – section 8
2.0	December 4, 2001	Addition of Section 5, Instructor Academy
2.1	January 19, 2003	Amendment of Bylaws Article X (DSSC Charter)
2.2	February 4, 2009	Conform procedures to current practice; move CTI from DSC to CI, registrar to Section 3.



# 1. Introduction

The following Drivers' School Plan (DSP) has been developed as a guide to the conduct of various in-car driver education programs conducted by the National Capital Chapter. The DSP is to be used in conjunction with the *BMW CCA Inc. Driving School Standards*, as established in January 1995, and as they may be updated. It is intended that the DSP be flexible enough to allow for variations in instruction methods, schedules, and school facilities. It is expected that future amendments can be made to the DSP by agreement between the Drivers' School Steering Committee (DSSC) and the chapter board.

## 2. Purpose

The purpose of our drivers' schools is to enable members of the National Capital Chapter and other interested parties to have the opportunity to learn how to control their cars better in a variety of conditions and to learn advanced driving skills in a high-performance environment. The schools will be conducted in a controlled environment, such as a racetrack or large parking lot, to avoid any public traffic. Everyone involved in planning and running a drivers' school should keep in mind that the ultimate objectives are *education* and *fun*, while stressing *safety* first.

## **3. Primary Personnel**

The following personnel are crucial to the safe and successful operation of the drivers' school program and are in overall charge of the schools:

- Drivers' School Coordinator
- Chief Instructor
- Event Registrar

Selection of people to fill these positions must be made with substantial care. Each has areas for which he or she is chiefly responsible, and there are some areas of shared responsibility. It is acknowledged that some of the duties and responsibilities may be delegated to others.

### **3.1 Drivers' School Coordinator**

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The Drivers' School Coordinator is the equivalent of what other chapters call the Drivers' School Chairman or Event Chairman, is nominated by the DSSC, and is confirmed by the chapter board. The Drivers' School Coordinator has the overall authority and responsibility for the administration of our chapter's drivers' school events. The Drivers' School Coordinator should, in the words of the *BMW CCA Operations Manual*, have a strong commitment to the job and be able to deal smoothly with a variety of people, students, instructors, and track officials.

#### **3.1.1 Unilateral Responsibilities**

##### **3.1.1.1 Overall**

- Appointing and supervising the Chief of Workers

##### **3.1.1.2 Before the Event**

- Arranging for event insurance
- Arranging for non-contractual event facilities (e.g., the concession stand)
- Arranging for peripheral school benefits (e.g., T-shirts)
- Arranging for event publicity
- Arranging for event security, specifically entrance gate security
- Supervising the Chief of Workers (soliciting workers for the event)
- Ensuring the maintenance and serviceability of chapter flags and radios

##### **3.1.1.3 During the Event**

- Arranging for the availability of chapter flags and radios as needed

- Arranging to open the event facility
- Ensuring the proper execution of all required waivers (especially minor release waivers)
- Ensuring event quality, safety, and timeliness (including P.A. announcements)
- Arranging for lunch availability for students, instructors, and workers as needed
- Arranging for helmet loans to students and recovery of helmets at the end of the event, if a loan program is implemented
- Supervising the Chief of Workers (worker management)
- Solving student problems related to administrative issues as they occur

#### **3.1.1.4 After the Event**

- Recovering chapter flags and radios, if used
- Keeping track of worker remuneration points, if a remuneration program is implemented

## **3.2 Chief Instructor**

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The Chief Instructor is nominated by the DSSC, confirmed by the chapter board, and holds final authority for all aspects of school instruction and safety. Since this is a position which carries a great deal of responsibility, particularly with respect to safety, the board must have total confidence that the person selected will carry out the office in a responsible manner.

### **3.2.1 Unilateral Responsibilities**

#### **3.2.1.1 Overall**

- Establishing the school instruction curriculum
- Establishing or approving the content of all school publications related to instruction or school safety
- Establishing the safety rules for on-track behavior
- Establishing the requirements for car and driver safety equipment
- Establishing the content of the technical inspection form
- Establishing the content of the medical form
- Establishing flag policy
- Establishing the chapter's expectations of instructors
- Appointing the Chief Tech Inspector

- Appointing new instructors to the instructor corps from among those who have met the requirements listed in the *National Capital Chapter Instructing Standards*
- Terminating current instructors from the instructor corps

### **3.2.1.2 Before the Event**

- Arranging for in-car, classroom, and skidpad instructor attendance (i.e., pre-event mailing)
- Designating students to be admitted or establishing per-event admission levels to ensure proper instructor work loads
- Assigning students to run groups
- Assigning students to instructors (to facilitate expedient instructor training, current instructor-candidates should be assigned to Instructor Academy instructors wherever possible)
- Determining the daily schedules for each event
- Communicating the schedule and student run-group and instructor assignments to the Registrar for production of the event paperwork.
- Establishing the admissibility of questionable vehicles or applicants (including certain classes of vehicles, e.g., convertibles)
- Printing the instructor paperwork (student evaluation forms, on-track/skidpad/classroom attendance forms, etc.)

### **3.2.1.3 During the Event**

- Arranging for the presentation of the morning drivers' meeting
- Presenting the morning instructor meeting
- Supervising the Chief Tech Inspector
- Supervising subordinate instructors (in-car, classroom, skidpad)
- Supervising the behavior of students and instructors
- Responding to student or instructor rules violations by appropriate means
- Approving or rejecting the continued participation of certain vehicles (e.g., those damaged in incidents), after consultation with the Chief Tech Inspector
- Solving student problems related to any aspect of instruction or safety
- Debriefing instructors and students involved in impact incidents to ensure understanding and aid in future prevention
- Ensuring that instructor medical forms are present at the track and available to emergency personnel as needed

- Ensuring that all aspects of school safety are in compliance with established procedures and *BMW CCA Inc. Driving School Standards*

#### **3.2.1.4 After the Event**

- Filing any required paperwork with BMW CCA (e.g., incident reports)
- Filing and maintaining per-event tech forms, medical forms, and event waivers for an appropriate length of time
- Filing and maintaining student evaluation forms (from instructors)
- Filing and maintaining school and instructor evaluation forms (from students)

### **3.3 Shared Responsibilities**

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#### **3.3.1 Areas of Responsibility Shared by the Drivers' School Coordinator and the Chief Instructor**

- Deploying course workers (e.g., determining specific flag stations to be staffed, checking that required equipment is in place)
- Reviewing any last-minute changes in school operations
- Reviewing the performance of secondary and tertiary personnel (e.g., tech inspectors, course workers)
- Reviewing the event and student responses to the school evaluation forms
- Enforcing established school safety rules and policy
- Resolving student problems
- Interfacing with track personnel
- Providing positive value to students and setting a positive tone to maximize everyone's enjoyment during the event

#### **3.3.2 Problem Resolution**

In areas of shared responsibilities, no changes shall be made to established procedures at an event unless there is agreement between the Chief Instructor and the Drivers' School Coordinator. Resolution on such issues may be made at the event by a majority vote of the DSSC members present. Issues where agreement cannot be reached shall be raised before the full DSSC at a later date.

## **3.4 Appointments**

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### **3.4.1 Nominations and Confirmations**

The Drivers' School Coordinator and Chief Instructor shall be nominated by a majority vote of the DSSC. The nominations then shall be presented to the chapter board at the next board meeting. Confirmations of the appointments shall be by a majority vote of the four elected board members plus a single vote representing the consensus of the DSSC.

### **3.4.2 Terms of Office**

Upon confirmation, the Drivers' School Coordinator and Chief Instructor shall serve terms running from January 1<sup>st</sup> until December 31<sup>st</sup>. The initial term of office for a new Drivers' School Coordinator shall be for a period of one year. The initial term of office for a new Chief Instructor shall be for a period of two years.

### **3.4.3 Renewals of Terms**

After these initial terms, the DSSC may grant one-year renewals by a majority vote. Confirmations of the renewals shall be by a majority vote of the four elected board members plus a single vote representing the consensus of the DSSC.

### **3.4.4 Removals from Office**

As both the Drivers' School Coordinator and the Chief Instructor are involved in substantial advance planning to execute their responsibilities properly, removal from office at any time other than the normal renewal point shall only be done in cases of severe negligence. Therefore, such a removal shall require a unanimous vote consisting of the four elected board members plus a single vote representing the consensus of the DSSC.

## **3.5 Event Registrar**

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The Event Registrar is appointed by the DSSC and is responsible for registering and admitting students to the school. The Registrar is also responsible for checking students in at the track.

### **3.5.1 Appointment**

The Event Registrar shall be appointed by a majority vote of the DSSC.

### **3.5.2 Term of Office**

Upon appointment, the Event Registrar shall serve a term of one year, running from January 1<sup>st</sup> until December 31<sup>st</sup>.

### **3.5.3 Renewal of Term**

By a majority vote, the DSSC may grant one-year renewals of this term.

### **3.5.4 Removal from Office**

Removal of the Event Registrar from office at any time other than the normal renewal point shall only be done in cases of severe negligence and shall require a unanimous vote of the DSSC.

### **3.5.5 Unilateral Responsibilities**

#### **3.5.5.1 Overall**

- Arranging for publication of the school application form

#### **3.5.5.2 Before the Event**

- Receiving and processing applications and entry fees from students
- Ensuring that all administrative requirements of the applications (e.g., proof of licensing and insurance) are met
- Providing the Chief Instructor with a list of applicants and their experience
- Sending notifications and student information publications to those designated for admission by the Chief Instructor
- Notifying the Chief Instructor of any student cancellations or changes in car type
- Answering student questions pertaining to the application process
- Referring students to the Chief Instructor for questions pertaining to instruction, safety, or admissibility of vehicles
- Printing the event paperwork (schedules, car numbers, evaluation forms, etc.)

#### **3.5.5.3 During the Event**

- Arranging for at-track registration
- Collecting any outstanding entry fees
- Distributing event paperwork to students
- Ensuring that all students have signed the appropriate waivers (including minor release waivers as needed)
- Ensuring that all student medical forms are present at the track and available to emergency personnel as needed

- Communicating to the CI the list of students who have not checked in at the close of at-track registration

#### **3.5.5.4 After the Event**

- Delivering entry fees to the chapter treasurer, as applicable

#### **3.5.6 Responsibilities Shared by the Event Registrar and the Chief Instructor**

- Establishing the content of the application form and any safety requirements or restrictions thereon

## **4. Secondary Personnel**

### **4.1 Chief Tech Inspector**

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The Chief Tech Inspector shall be appointed by the Chief Instructor and is responsible for:

- Selecting subordinate tech inspectors
- Reviewing and verifying the tech inspection forms
- Supervising the final grid inspection
- Identifying mechanical defects that render cars unsafe during the course of the day
- Providing technical assistance to students with mechanical problems or questions that relate to their continued participation in the school

### **4.2 Chief Of Workers**

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The Chief of Workers shall be appointed by the Drivers' School Coordinator. If volunteer workers are employed, then the Chief of Workers is responsible for the selection, recruitment, training, scheduling, equipping, and performance of necessary course workers, must maintain a directory of all people who work each event, including their addresses and phone numbers, and must submit this directory to the Drivers' School Coordinator after each event. If third-party contract workers are employed, then the Chief of Workers contracts with and acts as liaison to their organization. The Chief of Workers should always be aware of the course workers' needs for rest breaks, proper clothing, and refreshments.

### **4.3 Course Controller**

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If not provided by a contracted course worker organization, the Course Controller ("Control") shall be appointed by the Chief of Workers. The Course Controller runs the radio network from the tower or other location designated by the Drivers' School Coordinator and is responsible for starting and stopping the run sessions throughout the day and for communication between course workers. The Course Controller must have intimate knowledge of how the flag stations are to be run. The positions of Course Controller and Chief of Workers may be filled by a single individual.

## **5. Instructor Academy**

Responsibility for the safe operation of our drivers' school program rests directly with our instructors. To the extent that instructors are insufficiently skilled or poorly trained, student safety suffers. Therefore, to provide a training program for future instructors, and to qualify individuals currently instructing for other organizations for employment, the chapter establishes an *Instructor Academy* as a venue for such operations and an *Instructor Academy Administrator* to supervise its operation within the parameters established herein.

### **5.1 Objectives of the Program**

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The Instructor Academy program is instituted to:

- Establish a comprehensive training program that gives participants the additional driving skills and specialized knowledge needed to become eligible for appointment to the National Capital Chapter instructor corps
- Provide a uniform set of minimum standards that all new instructors must meet and a method of measuring individual achievement levels against those standards
- Guarantee that every new instructor appointment increases the quality of our instructor corps

### **5.2 Scope of the Program**

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The Instructor Academy program shall have sole responsibility for:

- Training students of advanced experience (hereafter, "instructor-candidates") to become eligible for appointment as instructors
- Qualifying individuals currently instructing for other organizations (hereafter, "instructor-applicants") to become eligible for employment with our chapter

Training at the Academy shall encompass:

- On-track sessions to remove remaining flaws in driving skills and to provide experience with in-car instruction through student simulations
- Skidpad sessions to improve car-control skills and to provide knowledge of car behaviors in extremity
- Classroom sessions to impart instructional techniques and an understanding of how to preserve student safety

## **5.3 Admission, Graduation, and Appointment Standards**

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To graduate from the Instructor Academy and to become eligible for an appointment to the instructor corps, instructor-candidates must achieve a high level of competence in driving mechanics and car-control skill, must display superlative attitude and on-track etiquette, and must evince a level of commitment to the chapter. To ensure efficient use of Academy resources, students must meet a somewhat lower set of standards for admission to the Academy program.

Instructor-applicants must meet the instructor corps appointment standard before becoming eligible for employment with our chapter.

The Instructor Academy Administrator must certify each instructor-candidate and instructor-applicant as having met the requisite minimum objective standards for appointment to the instructor corps before the Chief Instructor may offer employment. No student, instructor-candidate, or instructor-applicant failing to meet the requisite standards shall be admitted to the Academy or employed as an instructor at any driving event subject to this Drivers' School Plan.

### **5.3.1 Specification of the Standards**

Admission, graduation, and appointment shall require the student, instructor-candidate, or instructor-applicant to be evaluated by current chapter instructors and to meet certain minimum levels of achievement.

The specific standards and scoring methodologies employed for admission, graduation, and appointment shall be detailed in a separate document, the *National Capital Chapter Instructing Standards*. This document shall be binding upon the Instructor Academy Administrator and the Chief Instructor.

### **5.3.2 Modification of the Standards**

The standards for admission, graduation, and appointment and the procedures used to determine compliance with those standards may be changed to address the needs of the drivers' school program. After consultation with the Instructor Academy Administrator, the Chief Instructor shall propose any changes in the instructing standards or scoring methodologies to the DSSC. The DSSC shall then vote to accept or reject the changes.

Changes to the minimum requirements or scoring methodology pertaining to Academy admission shall be ratified by a simple majority of the DSSC members in office. Changes to the minimum requirements or scoring methodology pertaining to Academy graduation or applicant appointment shall be ratified by unanimous agreement of the DSSC members in office.

The *National Capital Chapter Instructing Standards* document shall be updated to reflect any amendments to the standards.

After the initial adoption of the *Instructing Standards* by the DSSC, only the Chief Instructor may propose changes to the standards. Notice of any proposed changes shall be communicated to the Instructor Academy Administrator sufficiently in advance of the vote to allow for discussion with the DSSC.

### **5.3.3 Publication of the Standards**

The Instructor Academy shall be an open program. The standards required for admission and graduation shall be made known generally to the chapter membership. Any student may request his or her status with respect to the program. This status shall be rendered in a format that will allow the student to make a direct comparison between his or her current level of achievement and the admission and graduation requirements.

## **5.4 The Instructor Academy Administrator**

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To ensure that the Instructor Academy program achieves its objectives and is operated efficiently, an *Instructor Academy Administrator* (hereafter, “Administrator”) shall be appointed. The Administrator shall be responsible for operating the Academy in accordance with this Drivers’ School Plan.

### **5.4.1 Appointment**

The Administrator shall be appointed by a majority vote of the DSSC.

### **5.4.2 Term of Office**

Upon appointment, the Administrator shall serve a term of one year, running from January 1<sup>st</sup> until December 31<sup>st</sup>.

### **5.4.3 Renewal of Term**

By a majority vote, the DSSC may grant one-year renewals of this term.

### **5.4.4 Removal from Office**

Removal of the Administrator from office at any time other than the normal renewal point shall only be done in cases of severe negligence and shall require a unanimous vote of the DSSC.

## **5.5 Unilateral Responsibilities of the Administrator**

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The Administrator shall be solely responsible for:

- Contacting, inviting, and scheduling instructors (hereafter, “faculty”) to work specific Academy days
- Contacting, inviting, and scheduling instructor-candidates and newly qualified students to attend specific Academy days

- Prioritizing instructor-candidate attendance, should limits on attendance at specific Academy days be required, in accordance with maximizing the graduation rate
- Constructing daily schedules for Academy days, including assignment of faculty to specific duties and assignment of instructor-candidates to specific instructional venues (e.g., classroom, track, and skidpad)
- Accommodating non-faculty instructors' calls on Academy facilities and services (e.g., skidpad time) to the extent possible without adversely impacting instructor-candidate education
- Establishing and implementing an orientation program for new faculty to ensure consistency of instruction
- Certifying to the Chief Instructor those students who qualify for admission and those instructor-candidates who qualify for graduation
- Certifying to the Chief Instructor those instructor-applicants who qualify for an appointment to the instructor corps
- Keeping instructor-candidates aware of their status with respect to the graduation requirements

It is understood that implementation of these responsibilities may be delegated to others.

## **5.6 Responsibilities Shared Between the Administrator and the Chief Instructor**

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The Administrator and the Chief Instructor shall share responsibilities for:

- Establishing and developing a curriculum of instruction that imparts the skill and knowledge needed for instructor-candidates to become eligible for appointment to the instructor corps and to receive the Chief Instructor's approval upon graduation
- Coordinating the evaluation of instructor-applicants in such a way as not to impact instructor-candidate education adversely
- Reviewing the progress being made by each instructor-candidate to ensure that such progress is compatible with that candidate's continued participation in the Instructor Academy program

It is understood that implementation of these responsibilities may be delegated to others.

## **6. Supporting Documentation**

*This section has been deleted.*

## **7. Safety**

The Chief Instructor is responsible for overall school safety and shall have the final say on all safety issues, after consultation as necessary. The Chief Instructor shall have the authority to exclude a student, instructor, or spectator who is acting irresponsibly at an event and to exclude any student, instructor, or spectator from future schools.

The Chief Tech Inspector and the Chief Instructor shall have joint authority to prohibit the use of vehicles that they deem unsafe or unsuitable for track use and shall reserve this right on behalf of the chapter.

The chapter shall adhere to the *BMW CCA Inc. Driving School Standards*.

## **8. Budgeting**

It is expected that schools will operate within the budgetary guidelines established by the board of directors. The DSSC, in conjunction with the chapter treasurer, shall establish event entry fees.

Event planning shall consider the following expense items and the expected number of participants and shall set event entry fees accordingly:

- Facility rental
- Ambulance and paramedics
- Security guards
- Liability insurance (minus rebates from BMW CCA)
- Meals and refreshments
- T-shirts and souvenirs
- Production of mailing and handout materials
- Postage
- Paid course workers and/or instructors

## **9. Remuneration**

### **9.1 Drivers' School Coordinator**

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The Drivers' School Coordinator shall receive free admission to 50% of the number of school days worked; these days must be used within a period equal to the number of years worked.

### **9.2 Chief Instructor**

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The Chief Instructor shall receive free admission to 50% of the number of school days worked; these days must be used within a period equal to the number of years worked.

### **9.3 Event Registrar**

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The current Registrar may attend schools for 50% of the price of a regular student, providing he or she fulfills all of the at-track duties listed in Section 3.5.5.3.

This benefit is in effect only during the Registrar's current term, and no additional benefits will be given to retired Registrars.

### **9.4 Course Workers**

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Volunteer course workers shall receive one free school day for each three school days worked. Each free school day must be redeemed within two years of the last of the three school days worked, and only two days may be redeemed in any calendar year. These credits are not transferable to other individuals.

For volunteer course workers only, three school slots shall be reserved at the Summit Point Main Circuit, and two school slots shall be reserved at the Summit Point Jefferson Circuit.

## Appendix A. DSSC Charter

*Reader's note: The DSSC charter provides the foundation for the DSSC and establishes the authority and responsibilities of the DSSC. This copy of the charter is provided for reference only. The original charter is incorporated into Article X of the National Capital Chapter bylaws. Where differences exist between the two copies, the charter in the bylaws shall take precedence.*

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The Drivers' School Steering Committee (DSSC) is responsible for the organization and operation of all driver training and driving school events other than autocross events. The DSSC is responsible for ensuring that the drivers' school program is operated in the best interests of the membership.

The DSSC is the third level of five levels of authority for drivers' school issues approved by the board of directors in August 1997 as follows:

- Level 1: The chapter bylaws. The bylaws create a permanent Drivers' School Steering Committee and include this charter for the DSSC.
- Level 2: The Board of Directors.
- Level 3: The Drivers' School Steering Committee.
- Level 4: The Drivers' School Plan specifies the overall guidelines of the drivers' schools. This plan is developed as a guide to the conduct of in-car driver education and is to be used in conjunction with the *BMW CCA Inc. Drivers School Standards*.
- Level 5: The Operations Manuals needed to run the school, created by the primary and secondary personnel identified in the DSP.

The DSSC shall be composed of five individuals with a reasonable level of drivers' school expertise and organizational experience, as follows:

1. A chairperson, who shall be an elected officer and who shall be appointed by the other elected officers of the board of directors and who shall take direction from the board of directors.
2. The chief instructor or a member appointed by the chief instructor to represent his or her interests (the "Chief Instructor's Representative").
3. The drivers' school coordinator or a member appointed by the drivers' school coordinator to represent his or her interests (the "Drivers' School Coordinator's Representative").
4. One member, who shall be a current student at the chapter's drivers' schools, appointed by the individual acting as the Chief Instructor's Representative from sub-paragraph #2 above.
5. One member, who shall be a current instructor at the chapter's drivers' schools, appointed by the individual acting as the Drivers' School Coordinator's Representative from sub-paragraph #3 above.

The DSSC shall serve a term of office of one year, running concurrently with the terms of the elected officers. The DSSC composition shall be reviewed each December by the board of directors.

The DSSC shall be responsible for development of a Drivers' School Plan (DSP), which shall specify the overall guidelines of the drivers' schools. The DSP shall be the chapter's binding document for operation and dispute resolution with respect to the drivers' schools.

The DSP shall undergo periodic review by the DSSC and amendments shall be made as necessary. Ratification of and amendments to the DSP shall be through a majority vote of the five members of the DSSC, in addition to a majority vote of the four elected officers.

Primary areas of responsibility of the DSSC shall be review of all aspects of the current drivers' school program and review of the DSP to ensure that areas critical to safety and drivers' school operation are documented. Specific areas of responsibility are identified below, and additional issues shall be reviewed as needed.

1. Establish the goals of the drivers' school program.
2. Select the venue for each school offered during the year.
3. Select the date and duration of each school offered during the year.
4. Select the mix of school types (driver, safety, etc.) offered during the year.
5. Establish the entry fees and applicable late and cancellation fees in conjunction with the treasurer.
6. Establish the requirements of registration and the content of the registration form.
7. Establish the cancellation policy for entrants who cancel their registration.
8. Establish peripheral school benefits (e.g. tee-shirts) to attendees.
9. Ensure that the chief instructor and drivers' school coordinator conform to the requirements of the DSP.
10. Nominate replacements for chief instructor and drivers' school coordinator, as needed.
11. Mediate conflicts that arise between the primary drivers' school personnel, where such conflict is not resolved by specific requirements contained in the DSP.
12. Resolve additional issues related to the drivers' school program as such issues arise.

All administrative decisions made by the DSSC shall be ratified through a majority vote of the five DSSC members and a confirming vote of the board of directors. The DSSC shall meet at least twice per year. Additionally, the DSSC chairperson may convene the DSSC on an *ad hoc* basis as needed. After each meeting, the DSSC shall present a report of the meeting, including any recommendations, to the board of directors.