

# Cyclekart Club of Australia Incorporated

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## DRIVER MANAGEMENT POLICY

This document is part of a safety management framework that provides a safe system of operation for CCA activities. The complete framework is available to view at <https://cyclekarts.org.au/safety1st>

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## **1. Purpose**

This Policy establishes the minimum behavioral standard and technical competence required of all drivers at Cyclekart Club of Australia (CCA) events.

This ensures that the conduct of drivers actively support the risk controls defined in the CCA Risk Register and that safety, fairness, and good sportsmanship are maintained.

## **2. Scope**

Applies to all persons operating a CycleKart at any CCA-sanctioned or endorsed activity (practice, test & tune, social, or display with driving demonstrations), whether as financial members or approved guests.

## **3. Definitions**

For the purposes of this policy, all definitions provided in the CCA Master Definitions Document shall apply.

## **4. Driver Behaviour & Competence**

- Drivers must be assessed as competent prior to being allowed to participate.
- Competence is defined as the ability to control a cyclekart safely in all conditions in accordance with policies and guidelines defined by the CCA.
  - Physical competence covers starting, stopping, braking, cornering and the ability to enter and exit their Cyclekart safely
  - Technical competence includes situational awareness and compliance with track safety requirements such as flag signals.
- All drivers are expected to behave in accordance with the clubs constitution and safety policies.
- All drivers are expected to drive safely and without posing a risk to themselves or others
- Officials may restrict, suspend, or revoke a driver's permission to operate where competence or behaviour presents risk.

## **5. Driver Assessment & Licensing**

- Driver competency assessments will be carried out by a club official
- New drivers must complete an induction assessment before participating.
- Assessments may include practical demonstrations or supervised test sessions.
- Once competency has been attained, a licence will be granted that is valid for a defined duration that aligns with the current membership or insurance period.
- Licenses are in the form of a physical endorsement on the club membership card
- Drivers are required to present licenses (endorsed membership cards) when attending events.

## **6. Training & Mentoring**

- Novice drivers may be paired with experienced members for guidance.
- Training covers cyclekart handling, pit procedures, track safety, flag signals, and risk awareness.
- CCA may run training days for skill development.

## **7. Restrictions on Novice Drivers**

- Officials may apply restrictions such as reduced track time, separate sessions, or mandatory mentoring until competence is confirmed.
- Novices may be restricted to solo runs until competency is achieved.

## **8. Ongoing Competence & Re-assessment**

- Drivers may be re-assessed if involved in an incident, returning after a break, or if deemed necessary by a club official.
- Failure to meet driver competence standards may result in suspension of Club Licence and restriction on participation in dynamic CCA events

## **9. Inclusivity and equal rights**

- The CCA is a fully inclusive organisation that strives to make CycleKarting accessible to all. All members and club representatives are expected to act in accordance with the clubs 'Diversity and Inclusion Policy'.

## **10. Record Keeping**

The CCA will maintain records of assessments, licences, training and incidents in line with privacy policies.

## **11. Personal Protective Equipment (PPE)**

Minimum mandatory driver PPE is as follows

- Helmet.
- Gloves
- Long sleeves.
- Long pants
- Enclosed shoes
- PPE must be worn during any on-track session or test run.

NOTE: Neck braces are not mandated but may be worn at driver's discretion.

## **12. Vehicle Compliance**

- Drivers shall ensure that vehicles pass scrutineering requirements before being allowed to operate
- Drivers shall ensure that vehicles are maintained and operated to comply with the **CCA Cyclekart Construction Standard** for the duration of the event
- Where a Cyclekart is found to be deficient, for example by way of failure or accident, the driver must return to the pits and review the non-conformance with the Clerk of the Course or their deputy.

## **13. Pit, Starting & Stopping Conduct**

- Handbrakes shall be engaged when starting engine
- If no handbrake is installed the driver must be seated in vehicle before starting the engine and at all times whilst the engine is running.
- Engine must be turned off before exiting vehicle.
- Operate at walking pace in pits and shared zones
- Pedestrians have right of way in shared zones
- The driver must abide by marshals signals and requests.

## **14. On-Track Conduct & Flag Compliance**

- Drivers must operate in control at all times; no hooning, weaving, or blocking.
- Drivers shall only overtake when it is safe to do so
- Drivers must obey marshal flags / signals immediately.

## **15. Pedestrian & Spectator Safety**

- Pit areas are considered shared zones. Walking pace only.
- Drivers are not allowed to enter restricted zones.
- All participants are to follow marshal's directions.
- Report unsafe situations immediately.

## **16. Refuelling & Fire Safety**

- Refuel only in designated areas using approved containers.
- Fire extinguisher must be present when refuelling.
- No smoking or naked flames permitted in designated fuelling areas

## **17. Animals & Venue Rules**

- Animals must be restrained at all times
- Animals are not permitted on the track or in pit area.
- Drivers must comply with venue rules for parking, access, amenities.

## **18. Communications & Instructions from Officials**

- Drivers must attend drivers briefing and comply with instructions.
- Drivers must follow all directions, including
  - Mandatory signage
  - Instructions from officials
  - Flag procedures

## **19. Declarations, Waivers & Accuracy of Information**

- Drivers must complete and sign waivers and scrutineering forms before being allowed to operate
- Providing false information is considered a serious breach and may result in exclusion.

## **20. Breaches, Sanctions & Reporting**

- Misrepresentation of competence or refusal of assessment is considered a breach.
- Minor breaches may result in warnings.
- Serious or repeat breaches can lead to exclusion, suspension, or expulsion.
- Officials' decisions are final.
- A review of a serious breach or officials decision can be lodged in accordance with the procedure outlined in the club constitution

## **21. Records**

- Officials will keep records of briefings, incidents, and sanctions.
- This policy to be reviewed every 2 years or earlier if required.

## **22. Review of Policy**

- This Policy will be reviewed annually
- All changes shall be ratified by the committee