



Tracks and Rides Procedures Manual

Welcome to The Team!

Mission Statement:

"Broadway Grand Prix is committed to providing a safe, fun and clean Environment for all of our visiting guests and employees, while delivering a memorable entertainment experience."

Congratulations on becoming one of our newest team members. It is because of you, our employees, that our park comes to life each day. Customer Service is very important to this company and our customer's experience will be dependent on the quality of service the you provide. Remember to smile to everyone, including other employees. The impressions you leave on our guests, and fellow employees, are a representation of our company and its core values. You play a vital role in the success of our park and with your commitment, positive attitude and enthusiasm we will have our best season ever.

"The customer will form their opinion of us based on their opinion of you!"

Uniforms

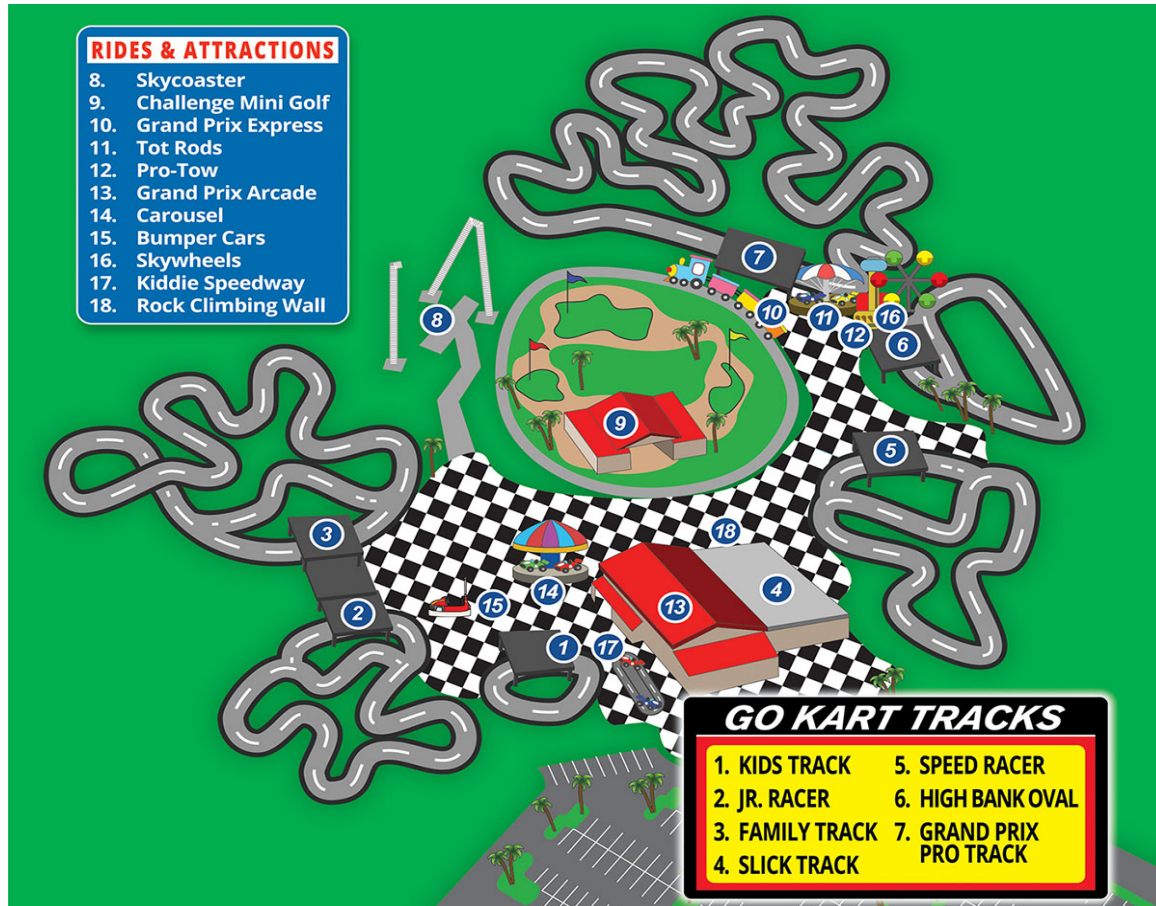
All employees are required to wear the appropriate uniform and in the appropriate manner, based on their specific job function. Personal appearance is very important within your job position, and will help develop a friendly, professional and cohesive atmosphere for our guests.

Safety of our Guests and Employees

At Broadway Grand Prix, the safety of our guests and employees is our number one priority. We work very hard to provide a fun, safe environment for our guests and employees. Accidents happen but in most cases, can be avoided by following our safety guidelines and procedures. **ALWAYS** work in a safe manner. It is the policy of the South Carolina Department of Labor and Licensing and Broadway Grand Prix to stop inappropriate behavior of the ride patrons, when it is determined that their own safety or another patron's safety is at risk. If inappropriate behavior on a track or ride does not end after one warning from the ride operator, the rider will forfeit his/her ride without a refund.

Please refer to the Broadway Grand Prix Employee Manual for a more detailed explanation.

Park Map



- Admissions – 13 at Park Entrance
- Restrooms – 13 & 9 and in Employee Break Room
- Time Clocks – 13 Behind Kitchen and in Employee Breakroom
- Employee Lunch Ordering Area – 13 Behind Kitchen/Cafe
- Employee Smoke Area – 13 Behind Kitchen/Cafe
- Customer Designated Smoking Area- Between 4 & 5 (Red Umbrella)

Operator Handbook Do's, Don'ts and NEVER, EVER, ALWAYS

Do's

- Know your ride and its operating and emergency procedures.
- Conduct yourself in a responsible manner – horseplay will not be tolerated.
- Keep your ride area clean and safe.
- Watch your ride and riders at all times.
- Think safety first.
- Know and enforce all rider and guest restrictions.

“Know what **right looks like –
make it **right** every time!”**

Don'ts

- Operate a ride that is not performing properly. (Call your supervisor immediately.)
- Engage in unnecessary conversation while operating your ride.
- Leave your attraction unattended.
- Distract other operators.
- Operate or assist in the operation of a device while under the influence of drugs or alcohol.
- Use cell phones, tablets, games or other electronic devices, including ear buds, while on the clock or in the view of guests.

NEVER, EVER, ALWAYS Rule

- **NEVER EVER** turn your back on a moving vehicle.
- **NEVER EVER** put yourself between a moving vehicle and a fixed object such as a curb, rail, or a vehicle.
- **ALWAYS** look out for your fellow co-workers.

Go Kart Track Communications and Procedures

There are several systems and procedures to assist you in communicating and operating the ride

Whistles

A whistle is the best way to get a guest's attention. The whistle is part of your employee uniform and is a required tool used to perform your duties as a track/ride attendant. You must have your whistle in order to do your job and do it effectively.

Flag System

Green Flag: Displayed at the start of the race, and during restarts. The lead driver cannot be passed on the track before the green flag is waving.

Yellow Flag: Signals a caution, which tells drivers to slow down to a predetermined speed. Debris on the track or a wreck are typically the chief culprits for this flag.

Red Flag: Signifies the race must be stopped immediately, regardless of the cars' position on the track. This is usually for safety reasons!!!

White Flag: Shown when the lead driver begins the race's final lap. When the light turns yellow.

Checkered Flag: The most famous flag, the black and white checked flag is waved when the winner has crossed the start/finish line. The race is now over and all drivers must be instructed to SLOW DOWN.

Hand Signals

Start Race – This is the hand signal used to inform riders that they may leave the pit.

Spread Apart – This is used to inform riders that No Bumping or other reckless behavior is allowed.

ONE Lap to Go – This is used to let riders know that the race has 1 more lap before the end of the race.

Slow Down – This signal is used to slow the riders down when a wreck has occurred, or they are entering the pit area.

Enter Pit – This signal is used to provide direction to the rider so they know which lane to put the kart.

Everybody Up – This signal is used to indicate that it is safe for everyone to exit.

Safety Message Repeater System

At each track, there are 3 buttons (Red, White and Black) that have safety and instructional messages. These messages will assist in reviewing the track rules and safety messages before loading guests into the go karts. They also instruct guests with the proper procedures as they are entering the pit and exiting the ride.

Red Button:

“Welcome racers, for your safety please listen to the following rules.”
 “The gas pedal is on the right and the brake is on the left.”
 “The seatbelt must be worn and adjusted tightly.”
 “You must keep both hands on the steering wheel at all times.”
 “Please secure all loose clothing and long hair.”
 “If your kart should stop, remain seated and raise your hand.”
 “During the race, the kart ahead has the right of way and the kart behind should avoid contact with slower or stopped traffic.”
 “There will be absolutely **NO BUMPING** swerving or hitting the rail.”
 “At the end of the race the red light will indicate that the ride is over.”
 “Please slow down and enter the loading area with caution.”
 “Remain seated until directed to exit by the attendant.”
 “Reckless driving or breaking the rules will not be allowed and anyone doing so will be asked to leave the track without a refund.”
 “Remember racers this is a driver controlled ride and you are riding at your own risk.”
 “Drive safely and have a great race.”
 “Thank you.”

White Button:

“Please remain seated until directed to exit.”
 “Please remain seated until directed to exit.”
 “Please remain seated until directed to exit.”
 “Please remain seated until directed to exit.”
 “Please remain seated until directed to exit.”
 (Plays on Repeat)

Black Button:

“Attention drivers you may now exit your kart and the track.”
 “As you exit please no running or pushing.”
 “Attention drivers you may now exit your kart and the track.”
 “As you exit please no running or pushing.”
 “Thank you for racing with us and please come back again.”



Kart Controller and Procedures

The Kart Controller is a portable controller to allow track personnel to have full control over the go karts while racing is in progress. This is a useful tool to help ensure the safety of our guests and track attendants. The kart controller has 3 speeds; **GO** (full speed), **MEDIUM** (medium speed), and **SLOW** (slowest speed). **MEDIUM** speed is **NEVER** used. The kart controller also has the ability to **STOP** the go karts completely in the event of an emergency. When returning the pits, the kart controllers may be used on **SLOW** to ensure a safe speed for our guests and track attendants. Once all go karts have come to a complete stop and guests have exited the pits, the kart controller must be returned to the **GO** setting to prevent damage to the go karts. In the event of an accident, the track personnel will also use the **SLOW** setting to slow the cars safely to correct the accident. It is the responsibility of the track attendant to make sure the kart controller is taken to the designated track each morning prior to opening and returned to its charger that night prior to closing.

A.) Ensure at the start of the race, that the GO button has been pressed, so all go karts are at normal operating speed.

B.) If there is a spinout, press the SLOW button on the control panel.

C.) After the spinout has been corrected, press the GO button to return all karts to a normal operating speed.

D.) At the end of the race, press the SLOW button to bring the karts back into the pits. (When the lead kart is about 75% around the track.)

E.) If there is an incident or emergency, and a guest is injured, press the STOP button. (This is the only time this button should be pressed.)

F.) This unit is not a toy! Do **NOT** press any button until it is needed.



Cone Placement and Procedures

Starter Cone – the cone at the beginning of the pit lane. This is used to stop the lead kart, and to prohibit the race from starting prematurely.



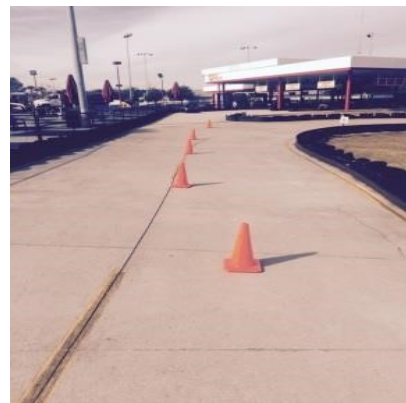
Block Cone – This cone is located at the end of the pit lane. This cone helps indicate which lanes are open or closed.



Closure Cones – These cones help to deny entry into the pit area while the race is active.



Slow Cones – These cones are used at the end of a race to help slow the riders down and direct them while entering the pit area.



Pre-Opening Procedures and Track Maintenance Log

How to turn a kart on/off

1. To turn kart on put the on/off switch in to the up position.
2. Pull the starter cord.
3. If that does not start the kart, push the choke forward or back and pull the starter cord again.
4. The starter stick is used to assist in the startup of the karts. You must put the hook under the back bumper and pull down until the Kart is off of the ground a few inches carefully lower the kart and do now allow the stick to snap back by using steady pressure resting on the mouth of the stick.
5. The GAS is on the right. BRAKE is on the Left.
6. To turn off the kart put the on/off switch in the down position.

Maintenance

1. If the kart has any maintenance issues- pull it to opposite side of the maintenance gate. Some maintenance issues to look for include:
 - a. Head rest and steering wheel pad must be present and securely in place
 - b. Seat belts not staying latched
 - c. Broken D rubbers
 - d. Flat tire
 - e. When a customer complains of Bad steering, gas, or brakes (call supervisor before returning to race)
 - f. **ALWAYS** pull kart if there is an injury reported

Pull and fill out kart maintenance log and call a supervisor to notify them of any issue

2. When bringing a kart in or out of a holding area make sure to push the kart or drive sitting completely down.
 - a. Put one hand on back of kart and one on the steering wheel.
 - b. Push kart forward, while making sure your feet are out of the way.
 - c. Absolutely no unsafe driving or “showing off” will be allowed.
 - d. Standing in karts while they are moving is NOT allowed.
 - e. No riding with customers.
3. Be sure maintenance gates are always closed during races.
4. Make sure all Karts are wiped down and cleaned.
5. Make sure the pit area and the queue lines are clean and clear of debris.

**“If we get it right every time,
nobody gets hurt every time.”**

Track Operation Procedures

Loading Procedure

- Ensure the driver is the proper height for that ride and has proper armband (with current days date) or proper number of tickets.
- Make sure the red button on the safety message box has been pushed, and have the guests review the posted rules.
- Explain to the guest how the seat belt works and how to latch it.
- Help guest place seatbelt over shoulder (if applicable) and hand the strap/latch to the guest to attach.
- If the guest is having a problem securing the seat belt latch, instruct the guest on how to attach it. If the problem continues, ask if you can assist the guest.
- Seat Belt extenders are available if needed.
- Use the orange tabs to make sure the seat belt is secure, tight, and latched properly by pulling on it at the top of the shoulder, or from the side of the seat.
- Make sure that guest secures all loose clothing, scarves, or anything that could cause an injury or accident.
- Any guests with hair longer than shoulder length MUST pull it up. Rubber bands are provided at each track.
- If a guest stumbles during the loading or unloading procedure, extend a hand to assist.
- A child may be loaded or unloaded by a parent or guardian when properly assisted by a track attendant. Parent or guardian cannot remain in the restricted ride area.
- If a child needs assistance on or off a ride, make sure to lift them under their arms.
- Do NOT allow guests to walk between karts. They must walk to the back of the row and go around.
- Ensure the guest can reach the pedals. Use a cushion if applicable.
- After checking every driver's seatbelt for proper tightness, have the driver test and hold the brake.

Track Operation Procedures Continued

Race Procedure

- Remove starter cone. Use “start” hand signal to begin race. Position yourself safely out of the way of drivers leaving the pit area. Do not break the NEVER EVER rule.
- Push ride start button which activates the green light.
- Move any extra cars forward to starting line.
- Watch race from designated spot, for aggressive driving, or bumping.
- If a spin out or wreck occurs, follow the kart control procedures. (where applicable)
- Respond to spinout or wreck.
- Always keep the kart between you and the oncoming traffic
- Never turn your back to the oncoming traffic
- Put one hand on back of kart and one on the steering wheel to push
- Return to the designated spot for the remainder of the race, or until the yellow light comes on.
- Push the white button on the safety message box.
- Use the “1 lap” to go hand signal.
- Follow the cone placement procedure

Unloading Procedure

- When the karts are returning to the pit, use the “slow down” and “enter pit” hand signals.
- When all karts are in the pit and have come to a complete stop, push the black button on the safety message box. Blow your whistle, and use the “everybody up” hand signal.
- Do NOT allow guests to walk between karts. They must walk to the back of the row and go around.
- If Double Pitting – Once all karts have come to a complete stop after entering the pit area, drivers should remain seated until the last car of the next race has left the pit area. The track attendant can then press BLACK button and signal “Everybody up”.

Double Pitting

What is it?

It is a process we use to increase the customer turn-over rate and reduce amount of wait time at a track

Where do we use it?

Family Track and High Bank Oval are tracks that you would double pit every single time because you are running the family/junior karts during one race and alternating to and speed karts during the next race. Other tracks that can use double pitting are Junior Track, Speed Racer, and Pro Track.

When do we use it?

On Junior Track, Speed Racer, & Pro Track Double Pitting is used when your que line is full or starts to become long.

How to double pit.

Example: Start with two rows of karts 10 and 10. Follow your loading procedures just as you would any race. Once you have loaded your first row of 10, you can start that race. After the first race has left the pit, follow the loading procedures to fill the second row of 10 cars. While the first race is going and the second row is being loaded, the safety messages (**RED** Button) should be playing. When the first race comes to an end and they have entered the pit area and come to a complete stop, you can send the second row of karts starting the second race. Once that race has completely left the pit you follow the unloading procedures. This process is then repeated.



Emergency Procedures

1.) Injured Guest

- a.) Bring all carts to a complete stop.
- b.) Notify your supervisor by paging them on the handheld radio.
- c.) Check guest(s) for injury.
- d.) Do NOT remove guest if injured.
- e.) Do NOT discuss any details of the incident with anyone except management.
- f.) Pull kart or karts to the designated kart holding area. Tag kart appropriately.

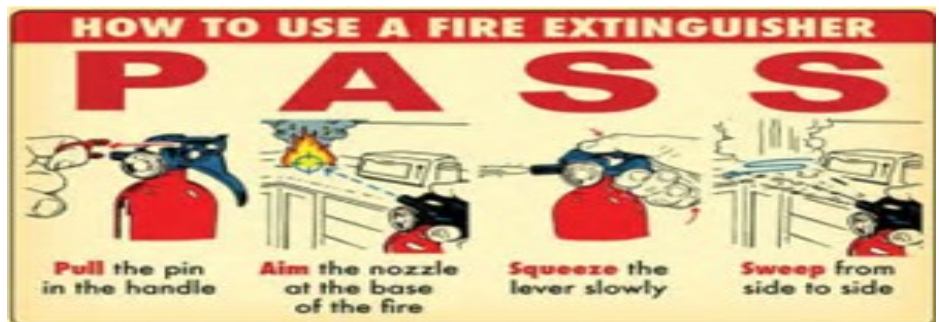
2.) Inclement Weather - All park operations continue until the Manager informs you to cease operations and wait for further instructions.

- a.) Heavy Rain
- b.) Hail
- c.) Lightning
- d.) High winds

3.) Lost Child – “Code Adam”

Code Adam is a special alert issued to employees that includes procedures to be followed when a visitor reports a missing child. All employees are trained to take immediate action to help safely locate and reunite the child with their parent or guardian.

4.) Fire - In the event of a fire all employees must know how to properly use a Fire Extinguisher. There are several located on each track and ride and you will need know their locations.



P – Pull

A – Aim

S – Squeeze

S – Sweep

Gassing Procedures

Gassing of the karts will be done by specially trained and qualified Grand Prix employees only. You may be asked to assist and will need to know the following:

Gassing the karts.

- a.) Make sure all gates are closed entering and exiting the track.
- b.) Turn off the cars to be gassed.
- c.) Remove the gas caps one at a time as you gas the cars.
- d.) Place the gas caddy nozzle into the gas tank.
- e.) In a controlled and smooth motion, crank the handle on the gas caddy clockwise to dispense the gas into the tank. DO NOT jerk handle. (Gas will leak everywhere and break pump)
- f.) Once the gas level is an inch from the top of the tank, stop dispensing.
- g.) Replace the gas cap and proceed to the next car.
- h.) Wipe up any spilled gas before going to the next kart.
- i.) Fire extinguishers are available at every track in multiple locations. Know where your closest fire extinguishers are at all times.

Gas Caddy -



Other Duties

- 1) Get your water cooler.
 - This is done at the beginning of the day or shift change.
 - Pick up a cooler and fill it with ice and water with the ice machine by the employee entrance.

- 2) Maintain a clean work station at all times.
 - Wipe down the karts, or rides with the provided cleaning materials. This must be done prior to opening and throughout the shift.
 - Clean up debris, or anything out of place.
 - Walk pit area and pick up any trash.

- 3) “Pop” Tires with starter stick. This is a method of reshaping tires around track rail.
 - Use the starter stick to pull out flattened sides of tires that have been walked on or flattened from constant bumps to the track rail.

- 4) Clean out cob webs in pit area, que, rides, and tires/track rail.

- 5) Kart Controller and Radio.
 - At the beginning of your shift if you come in the morning you should not leave the breakroom without your kart control and a radio.
 - If you work until close you are responsible for bringing that kart control and radio back to the breakroom.

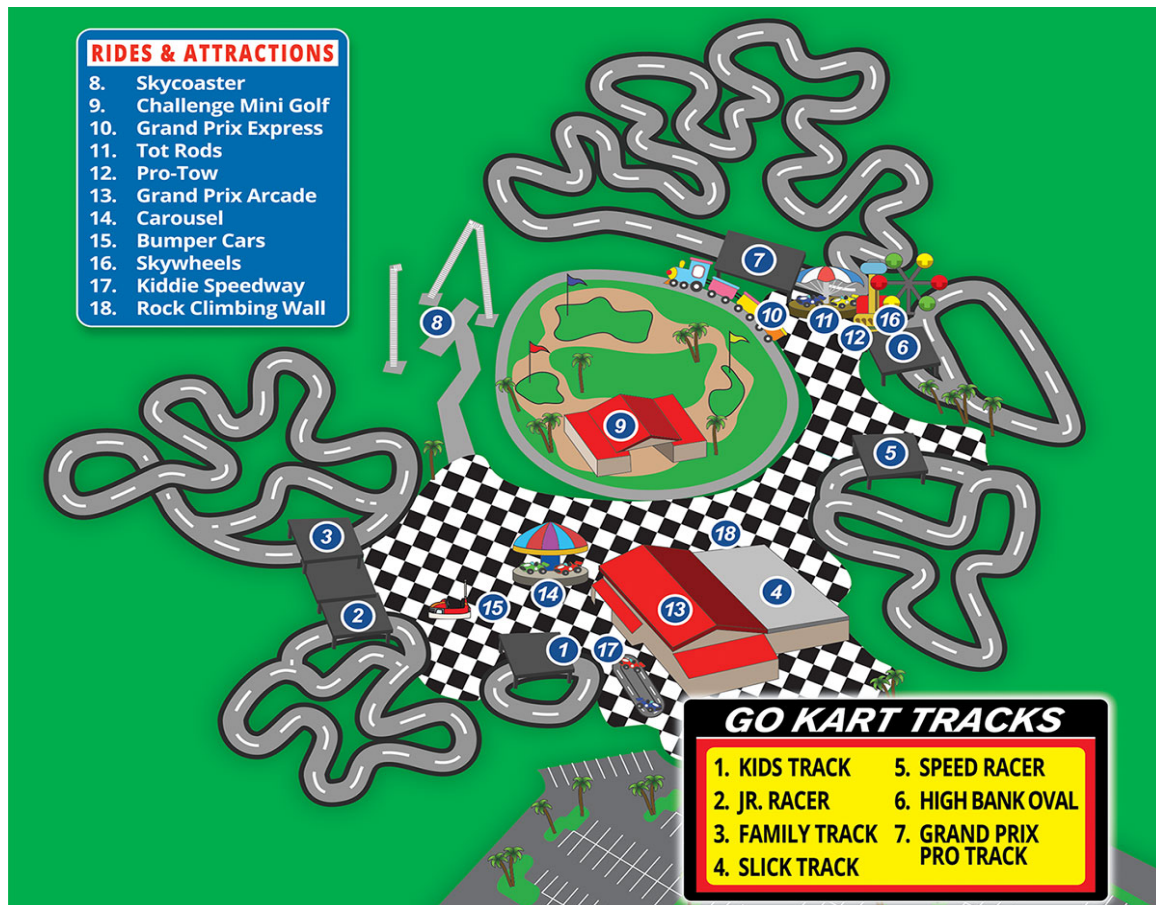
- 6) Radio Etiquette
 - There should be no “chatter” or conversation between employees over the radio unless it pertains to work related matters.
 - There are two main radio codes you will use or respond to:
 1. 10-100 = Restroom Break.
 - You** - “Your Name to a Lead/supervisor.”
 - Lead/Supervisor** – “Go Ahead (he/she will repeat your name)
 - You** – I need a 10-100 on name of track or ride.
 - Lead/supervisor** – 10-4= Copy or “got it”
 - And someone will come and relieve you

 2. 10-4 = copy
 - If some says something to you that is a request or a statement and you understand you simply reply 10-4



Track Procedures

Park Map



Admissions – 13 at Park Entrance

Restrooms – 13 & 9 and in Employee Break Room

Time Clocks – 13 Behind Kitchen and in Employee Breakroom

Employee Lunch Ordering Area – 13 Behind Kitchen/Cafe

Employee Smoke Area –13 Behind Kitchen/Cafe

Customer Designated Smoking Area- Between 4 & 5 (Red Umbrella)

Kids Track #1

Kids Track Height Restrictions – Must between 40” to 48” to drive.

Methods of payment – Rookie Band **or** must have 2 tickets. Tickets must be torn and placed in the ticket collector.

Safe Operating Procedures

Loading – Make sure to tell all guests the pre-race safety briefing before loading any go karts. Allow the proper number of guests through the entrance gate according to the number of cars available for that race, and direct them to their seats. Secure entrance gate after letting the last guest enter. If you have beginners who have never raced before, please be encouraging and supply them with a “1st time racer” button at the end of the race.

Start-Up – Physically check each seat belt to ensure that everyone is fastened correctly and that the seat belt is tightened.

Operating – During the ride visually confirm that all guests are following safety procedures. Direct anyone not complying.

Ride End – The person in the field will lay out the cones in the predetermined spot and guide the go karts into the pit area and reminding guests to remain seated till ride comes to a complete stop. Direct the guests toward the exit gate. After all guests have safely exited the ride, secure gate and start cycle over.



Junior Racer #2

Junior Racer Height Restrictions- Must be a minimum 48” to ride.

Method of payment- Intermediate wristband, pro wristband, or 4 tickets per driver. Tickets must be torn and placed in the ticket collector.

Safe Operating Procedures

Loading – Make sure to press the **RED** button on the safety message repeater telling all guests the pre-race safety briefing before loading any go karts. Allow the proper number of guests through the entrance gate, and direct them to their seats. Secure entrance gate after letting the last guest enter. Have guest tie up hair past the shoulders. If you have beginners who have never raced before, please be encouraging and supply them with a “1st time racer” button at the end of the race.

Start-Up – Physically check each seat belt to ensure that everyone is fastened correctly and that the seat belt is tightened. Check to see that all guests can properly engage the brake to come to a complete stop. If the driver cannot properly engage the break, a cushion may be needed. After starting the race out be sure to hit the timer button.

Operating - During the ride visually confirm that all guests are following safety procedures. Direct anyone not complying. During operation, there is at least one person in the pit and at least one person in the field at all times to assist with spinouts.

Ride End – The person in the field will lay out the cones in the predetermined spot (yellow dots for placement) and use the kart control while guiding the go karts into the pit area and reminding guests to remain seated till ride comes to a complete stop. Direct the guests toward the exit gate. After all guests have safely exited the ride, secure gate and start cycle over.



Family Track #3

Speed Kart – Must be 54” to ride. Anyone under 54” cannot ride.

Jr. Kart – Must be 48” to ride. Anyone under 48” cannot ride.

Family Kart – Driver must be 60 inches tall to drive. Passenger must be 40-47” tall.

Method of Payment- Family Kart- Pro wristband or 4 tickets for the driver (60”) and the Rookie passengers are free. Speed and Jr. Karts- Intermediate, Pro wristband or 4 tickets, be sure that the Intermediate is at least 54” if in the speed kart line. Tickets must be torn and placed in the ticket collector.

Safe Operating Procedures

Loading – Make sure to press the **RED** button on the safety message repeater telling all guests the pre-race safety briefing before loading any go karts. Allow the proper number of guests through the entrance gate, and direct them to their seats. Secure entrance gate after letting the last guest enter. Have guest tie up hair past the shoulders.

Start-Up – Physically check each seat belt to ensure that everyone is fastened correctly and that the seat belt is tightened. Check to see that all guests can properly engage the brake to come to a complete stop. If the driver cannot properly engage the break, a cushion may be needed. After starting the race out be sure to hit the timer button.

Operating - During the ride visually confirm that all guests are following safety procedures. Direct anyone not complying. During operation, there is at least one person in the pit and at least one person in the field at all times to assist with spinouts.

Ride End – The person in the field will change flags and lay out the cones in the predetermined spot (yellow dots for placement) and guide the go karts into the pit area. The person in the pit will press voice box and stand at the front of the pit and guide them into the correct lane that they will be stopping in and reminding guests to remain seated till ride comes to a complete stop. Direct the guests toward the exit gate. After all guests have safely exited the ride, secure gate and start cycle over.



Slick Track #4

Height Restrictions - Must be 60” or taller to ride the Slick Track. Anyone below 60” cannot ride.

Method of Payment- Pro wristband or 4 tickets. Tickets must be torn and placed in the ticket collector.

Safe Operating Procedures

Loading – Make sure to press the **RED** button on the safety message repeater telling all guests the pre-race safety briefing before loading any go karts. Allow the proper number of guests through the entrance gate, and direct them to their seats. Secure entrance gate after letting the last guest enter. Have guest tie up hair past the shoulders.

Start-Up – Physically check each seat belt to ensure that everyone is fastened correctly and that the seat belt is tightened. Check to see that all guests can properly engage the brake to come to a complete stop. If the driver cannot properly engage the break, a cushion may be needed. After starting the race out be sure to hit the timer button.

Operating - During the ride visually confirm that all guests are following safety procedures. Direct anyone not complying.

Ride End – Give one lap left signal. After one lap left direct all riders into entrance of pit while slow karts down with the kart controller. Then proceed to press please remain seated button on voice box. Finally once all karts are stopped press the last button to announce to rider that they are now able to stand up.



Speed Racer #5

Height Restrictions -You must be at least 60” to ride. Anyone below 60” CANNOT ride.

Method of payment- Pro wristband or 4 tickets in order to ride this track. Tickets must be torn and placed in the ticket collector.

Safe Operating Procedures

Loading – Make sure to press the **RED** button on the safety message repeater telling all guests the pre-race safety briefing before loading any go karts. Allow the proper number of guests through the entrance gate, and direct them to their seats. Secure entrance gate after letting the last guest enter. Have guest tie up hair past the shoulders.

Start-Up – Physically check each seat belt to ensure that everyone is fastened correctly and that the seat belt is tightened. Check to see that all guests can properly hit the brake to come to a complete stop. After sending race out be sure to hit the timer.

Operating - During the ride visually confirm that all guests are following safety procedures. Direct anyone not complying. During operation, there is at least one person in the pit and at least one person in the field at all times to assist with spinouts.

Ride End – The person in the field will change flags & lay out the cones in (yellow dots for placement) the predetermined spot and guide the go karts into the pit area and reminding guests to remain seated till ride comes to a complete stop. Direct the guests toward the exit gate. After all guests have safely exited the ride, secure gate and start cycle over.



High Bank Oval #6

Speed Kart – Must be 54” to ride. Anyone less than 54” cannot ride.

Jr. Kart – Must be 48” to ride. Anyone less than 48” cannot ride.

Double Kart – Driver must be 60 inches tall to drive. Passenger must be 40-47” tall.

Methods of Payment- Double Kart- Pro wristband or 4 tickets for the driver (60”) and the Rookie passengers are free. Speed and Jr. Karts- Intermediate, Pro wristband or 4 tickets, be sure that the Intermediate is at least 54” if in the speed kart line. Tickets must be torn and placed in the ticket collector.

Safe Operating Procedures

Loading – Make sure to press the **RED** button on the safety message repeater telling all guests the pre-race safety briefing before loading any go karts. Allow the proper number of guests through the entrance gate, and direct them to their seats. Secure entrance gate after letting the last guest enter. Have guest tie up hair past the shoulders.

Start-Up – Physically check each seat belt to ensure that everyone is fastened correctly and that the seat belt is tightened. Check to see that all guests can properly hit the brake to come to a complete stop. After sending race out be sure to hit the timer.

Operating - During the ride visually confirm that all guests are following safety procedures. Direct anyone not complying. During operation, there is at least one person in the pit and at least one person in the field at all times to assist with spinouts.

Ride End – The person in the field will change flags & lay out the cones in the predetermined spot and guide the go karts into the pit area. The person in the pit will stand at the front of the pit and guide them into the correct lane that they will be stopping in and reminding guests to remain seated till ride comes to a complete stop. Direct the guests toward the exit gate. After all guests have safely exited the ride, secure gate and start cycle over.



Pro Track #7

Height Restrictions -You must be 60” to ride. Anyone below 60” cannot ride.

Method of Payment- Pro Wristband or each guest must have 5 tickets per ride. Tickets must be torn and placed in the ticket collector.

Safe Operating Procedures

Loading – Make sure to press the **RED** button on the safety message repeater telling all guests the pre-race safety briefing before loading any go karts. Allow the proper number of guests through the entrance gate, and direct them to their seats. Secure entrance gate after letting the last guest enter. Have guest tie up hair past the shoulders.

Start-Up – Physically check each seat belt to ensure that everyone is fastened correctly and that the seat belt is tightened. Check to see that all guests can properly hit the brake to come to a complete stop.

Operating - During the ride visually confirm that all guests are following safety procedures. Direct anyone not complying. During operation, there is at least one person in the pit and at least one person in the field at all times to assist with spinouts. This track does not have a timer and so they get 3 laps and brought in on the last lap.

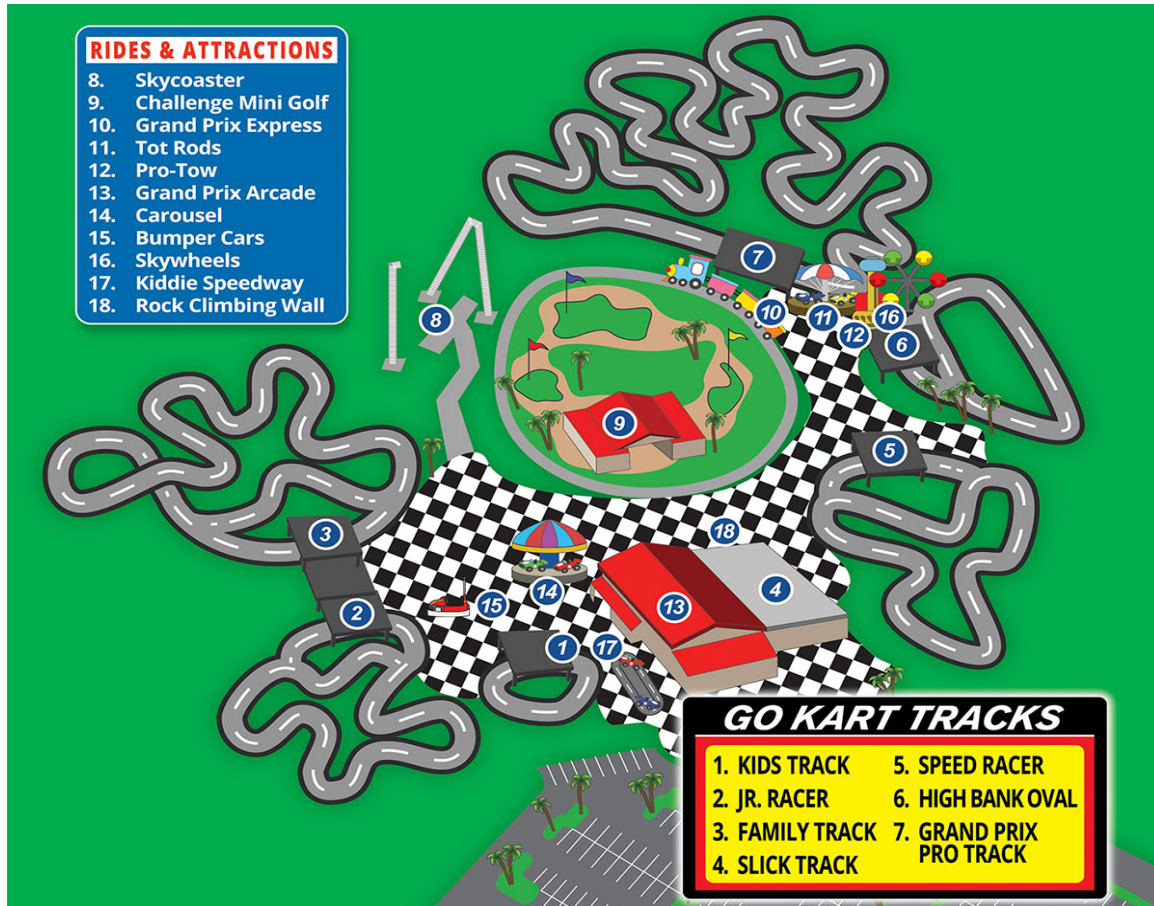
Ride End – The person in the field will change flags & lay out the cones in the predetermined spot and guide the go karts into the pit area and reminding guests to remain seated till ride comes to a complete stop. Direct the guests toward the exit gate. After all guests have safely exited the ride, secure gate and start cycle over.





Ride Procedures

Park Map



Admissions – 13 at Park Entrance

Restrooms – 13 & 9 and in Employee Break Room

Time Clocks – 13 Behind Kitchen and in Employee Breakroom

Employee Lunch Ordering Area – 13 Behind Kitchen/Cafe

Employee Smoke Area –13 Behind Kitchen/Cafe

Customer Designated Smoking Area- Between 4 & 5 (Red Umbrella)

Broadway Grand Prix Tooter Train #10

Tooter Train Height Restrictions – Guest must be 36” to ride. Unless the customer has a toddler band, 30” to 35” and has to be accompanied by someone over 60

Method of Payment – To ride the customer must present **2 tickets** for the child OR the CHILD must have on the wristband. The parent can accompany a child sitting in a car free of charge. But be sure to remember if the parent has the Wristband the child must also have a wristband or tickets. Toddler band ACCEPTED. Tickets must be torn and placed in the ticket collector.

Safe Operating Procedures

Loading – Allow the proper number of guests through the entrance gate, and direct them to their seat. Secure entrance gate after letting the last guest enter.

Start-Up – Walk around the ride and check that guests are properly seated and their safety belt is secured (front two seats don’t have seat belts). If assisting guest into seat, always pick them up by the armpits. Inform guest to remain seated, keeping hands, arms, and legs inside until the ride comes to a complete stop.

Operating – Press the start button and allow 5 to 6 laps before pressing stop (This is the only kiddie ride not on a timer). During the ride visually confirm that all guests are following safety procedures. Direct anyone not complying.

Ride End – Remind guests to remain seated until the ride comes to a complete stop. Walk around ride and assist guests off ride if needed. Direct the guests toward the exit gate. After all guests have safely exited the ride, secure gate and start cycle over.



Tot Rods #11

Height Restrictions – Must be at least 36” tall to ride and no more than 54” tall to ride.

Method of Payment -To ride the customer must present **2 tickets** for the child OR the CHILD must have on the wristband. The parent can accompany a child sitting in a car free of charge. But be sure to remember if the parent has the Wristband the child must also have a wristband or tickets. Toddler band ACCEPTED. Tickets must be torn and placed in the ticket collector.

Safe Operating Procedures

Loading – Allow the proper number of guests through the entrance gate, and direct them to their seats. Secure entrance gate after letting the last guest enter.

Start-Up - Walk around the ride and check that guests are properly seated and their safety belt is secured. If assisting guest into seat, always pick them up by the armpits. Inform guest they remain seated, keeping hands, arms, and legs inside until the ride comes to a complete stop. Place your foot on the pedal and press the start button.

Operating - During the ride visually confirm that all guests are following safety procedures. Direct anyone not complying.

Ride End - Remind guests to remain seated until the ride comes to a complete stop. Walk around ride and assist guests off ride if needed. Direct the guests toward the exit gate. After all guests have safely exited the ride, secure gate and start cycle over.



Slick Spin #12

Height Restrictions -Must be 36” tall to ride. Anyone less than 36” cannot ride.

Method of Payment –To ride the customer must present **2 tickets** for the child OR the CHILD must have on the wristband. The parent can accompany a child sitting in a car free of charge. But be sure to remember if the parent has the Wristband the child must also have a wristband or tickets. Toddler band ACCEPTED. Tickets must be torn and placed in the ticket collector.

Safe Operating Procedures

Loading - Allow the proper number of guests through the entrance gate, and direct them to their seats. Secure entrance gate after letting the last guest enter.

Start-Up - Walk around the ride and check that guests are properly seated and there safety belt is secured. If assisting guest into seat, always pick them up by the armpits. Inform guest they remain seated, keeping hands, arms, and legs inside until the ride comes to a complete stop. Ensure the brakes are on until the ride starts. Stick foot on pedal and press start button.

Operating - During the ride visually confirm that all guests are following safety procedures. Direct anyone not complying.

Ride End - Remind guests to remain seated until the ride comes to a complete stop. Walk around ride and assist guests off ride if needed. Direct the guests toward the exit gate. After all guests have safely exited the ride, secure gate and start cycle over.



Pro Tow #13

Height Restrictions – Must be at least 36” tall to ride. Anyone less than 36” cannot ride.

Method of Payment – To ride the customer must present **2 tickets** or have on a **wristband**. **NO TODDLER BAND ALLOWED!** Tickets must be torn and placed in the ticket collector.

Safe Operating Procedures

Loading – Allow the proper number of guests through the entrance gate. Maximum of seven people can ride at one time (6 children and 1 adult) the adult must ride in the center. Secure the entrance gate after the last guest has entered. Remind guests to not run while going to their seat.

Start-Up – Check that all guests are seated and secure that lap bar. Inform guests they must remain seated, keeping hands and arms inside the ride until the ride comes to a complete stop. The lights on the ride will blink when the ride is ready to go, and then press the black “start” button.

Operating – During ride visually confirm all guests are following safety procedures. Direct anyone not complying.

Ending Ride – Remind guests to remain seated until the ride comes to a complete stop. Release lap bar. Direct the guests to the exit gate. After all guests have exited ride safely, secure gate and start the cycle over.



Broadway Grand Prix Carousel #14

Height Restrictions – Must be 42” to ride a motorcycle or 36” to ride in a car. If the customer has a toddler band, 30” to 35” and has to be accompanied by someone over 60 and can only ride in a car”.

Method of Payment – To ride the customer must present **2 tickets** for the child OR the CHILD must have on the wristband. The parent can accompany a child sitting in a car free of charge. But be sure to remember if the parent has the Wristband the child must also have a wristband or tickets. Toddler band ACCEPTED. Tickets must be torn and placed in the ticket collector.

Safe Operating Procedures

Loading – Allow the proper number of guests through the entrance gate, and direct them to their seat. Remind guests not to run while going to their seat. Secure entrance gate after the last guest enters.

Start – up – Walk around the ride and check that guests are properly seated. Ensure that there aren’t any adults standing with their child either beside the car or motorcycle. **NO-ONE UNDER ANY CIRCUMSTANCE IS TO STAND UP WHILE THE RIDE IS OPERATING.** Everyone on the ride must be seated at all times. Inform guests they must remain seated, keeping hands, arms, and legs inside until the ride comes to a complete stop.

Operating – Place your foot on the pedal, and press the Blue “start” button. You have to keep your foot on the pedal until the ride comes to a stop or the ride will come to a premature end (it’s preset with a timer and will stop on its own). During the ride visually confirm that all guests are following safety procedures. Direct anyone not complying.

Ride End – Remind all guests to remain seated until the ride comes to a complete stop. After the ride has stopped begin directing guests toward the exit gate. When all guests have safely exited the ride, secure the gate and start the cycle over.



Bumper Cars #15

Height Restrictions – Must be 48” to drive alone. 60” to drive with a passenger between 40-47”.

Method of Payment –Intermediate, Pro wristband or 4 tickets for the driver. The passenger is free. Tickets must be torn and placed in the ticket collector.

Safe Operating Procedures

Loading – Allow the proper number of guests through the entrance gate, and direct them to their seat. Remind guests not to run while going to their seat. Secure entrance gate after the last guest enters.

Start – up – Walk around the ride and check that guests are properly seated. Ensure that everyone can reach the pedal. **NO-ONE UNDER ANY CIRCUMSTANCE IS TO STAND UP WHILE THE RIDE IS OPERATING.** Inform guests they must remain seated, keeping hands, arms, and legs inside until the ride comes to a complete stop.

Operating –Make sure everyone’s lap bar is down. Press the Green “start” button. The cars are on a timer and will stop on its own after pressing start. During the ride visually confirm that all guests are following safety procedures. Direct anyone not complying. If someone thinks they are stuck direct them to “push down on the pedal and turn the wheel”.

Ride End – Remind all guests to remain seated until the ride comes to a complete stop. After the ride has stopped begin directing guests toward the exit gate. When all guests have safely exited the ride, secure the gate and start the cycle over.



Sky Wheels #16

Height Restrictions - Must be 36” to ride. . Unless the customer has a toddler band, 30” to 35” and has to be accompanied by someone over 60

Method of Payment –To ride the customer must present **2 tickets** for the child OR the CHILD must have on a wristband. The parent can accompany a child sitting in a car free of charge. But be sure to remember if the parent has the Wristband the child must also have a wristband or tickets. Toddler band ACCEPTED. Tickets must be torn and placed in the ticket collector.

Safe Operating Procedures

Loading - Allow the proper number of guests through the entrance gate, and direct them to their seats. Secure entrance gate after letting the last guest enter. Every individual tub needs to be filled one at a time.

Start-Up - If assisting guest into seat, always pick them up by the armpits. Inform guest they remain seated, keeping hands, arms, and legs inside until the ride comes to a complete stop. Put foot on pedal and hold and press the start button

Operating - During the ride visually confirm that all guests are following safety procedures. Direct anyone not complying.

Ride End - Remind guests to remain seated until the ride comes to a complete stop. Walk around ride and assist guests off ride if needed. Direct the guests toward the exit gate. After all guests have safely exited the ride, secure gate and start cycle over.



Kiddie Speedway #17

Height Restrictions – Must be at least 36” tall to ride. Anyone less than 36” cannot ride.

Method of Payment – To ride the customer must present **2 tickets** or have on a **wristband**. **NO TODDLER BAND ALLOWED!** Tickets must be torn and placed in the ticket collector.

Safe Operating Procedures

Loading - Allow the proper number of guests through the entrance gate, and direct them to their seats. Secure entrance gate after letting the last guest enter.

Start-Up - Walk around the ride and check that guests are properly seated and their safety belt is secured. If assisting guest into seat, always pick them up by the armpits. Inform guest they remain seated, keeping hands, arms, and legs inside until the ride comes to a complete stop. Put foot on pedal and hold and press the start button

Operating - During the ride visually confirm that all guests are following safety procedures. Direct anyone not complying.

Ride End - Remind guests to remain seated until the ride comes to a complete stop. Walk around ride and assist guests off ride if needed. Direct the guests toward the exit gate. After all guests have safely exited the ride, secure gate and start cycle over.



I have reviewed this safety orientation with a supervisor. I understand its contents, and have been provided with a copy of this orientation. I further understand that a safety orientation is required for each ride/track I attend.