



MOTORCYCLE OHIO

**Policy and Procedure Manual
(Supplement to Administrative Rule 4501-53)**

2011

OHIO DEPARTMENT OF PUBLIC SAFETY

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I. Definitions-Incorporated Materials-ORC-OAC

Definitions 4501-53-01

(A) "Authorized official" means any person who owns, or who maintains responsibility on behalf of an individual for, a corporation, business trust, estate, trust, partnership, or an association for the facilities, equipment, instructors, site coordinators, and other employees of a motorcycle training provider.

(B) "Advanced riding skills" or "ARS" means the advanced rider course approved by the department.

(C) "Basic riding skills " or "BRS" means the basic motorcycle training course approved by the department.

(D) "Basic riding skills-returning rider" or "BRS-RR" means the basic rider course for the returning rider approved by the department.

(E) "Basic riding skills-two" or "BRS-2 means the basic rider course for the experienced rider approved by the department.

(F) "Chief instructor" means an instructor specially trained to conduct instructor preparation courses, instructor refresher workshops, and instructor evaluations, to approve ranges, and to conduct provider inspections.

(G) "Classroom" means any room within an approved provider facility, or under contract with a provider, in which students are taught motorcycle safety and education.

(H) "Classroom instruction" means the portion of a motorcycle training course devoted to teaching motorcycle knowledge which does not include the student's operation of a motorcycle.

(I) "Completion card" means a card, created by the department that is issued to students who successfully complete any approved motorcycle course through an approved provider.

(J) "Department" means the Ohio department of public safety.

(K) "Director" means the director of the Ohio department of public safety as set forth in division (G) of section 121.03 of the Revised Code, or the director's designee.

(L) "Motorcycle endorsement" means any driver's license with a motorcycle endorsement.

(M) "Instructor" means an individual certified by the department to teach motorcycle training courses approved by the department.

(N) "Instructor of record" refers to the instructor hired by a provider or the department to teach a given course and receive compensation for that course. An instructor volunteering the instructor's teaching services, unless assigned by the provider or department as an instructor, is not considered an instructor of record.

(O) "Instructor preparation course" or "IPC" means a course of instruction to teach potential motorcycle instructors how to train the general public in motorcycle safety practices.

(P) "Motorcycle Ohio" or "MO" is the motorcycle safety and education program operated by the department as provided in section 4508.08 of the Revised Code.

(Q) "Private provider" means any private organization or corporation approved by the department to train the general public in motorcycle safety and education.

(R) "Provider" means both private provider and public provider.

(S) "Public provider" or "grantee" means any public agency or recognized training facility contracted by the department to train the general public in motorcycle safety and education.

(T) "Range" or "riding range" means an off-highway site designed for training riders that does not permit traffic to pass through the site during training.

(U) "Range instruction" means a portion of a motorcycle training course devoted to teaching motorcycle skills which includes the student's operation of a motorcycle.

(V) "Site coordinator" means a person designated by the authorized official of a motorcycle training provider to carry out orders and conduct the business and manage the provider's training program.

4501-53-16 Incorporated materials.

(A) "Motorcycle Ohio Instructor Candidate Application," or form "MOP 0044," (May, 2013) may be accessed via the "Motorcycle Ohio" program website at <http://www.motorcycle.ohio.gov/instructors.stm>.

(B) "Motorcycle Ohio Instructor Renewal Application," or form "MOP 0052," (November, 2014) may be accessed via the "Motorcycle Ohio" program website at <http://www.motorcycle.ohio.gov/instructors.stm>.

(C) "Motorcycle Ohio Private Provider Application," or form "MOP 0043," (November, 2014) may be accessed via the "Motorcycle Ohio" program website at http://www.motorcycle.ohio.gov/private_provider.stm

- (D) "National Standards" is the "Model National Standards for Entry-Level Motorcycle Rider Training" (August, 2011) and may be accessed via the "National Highway Traffic Safety Administration" website at <http://www.nhtsa.gov/Safety/Motorcycles>.
- (E) Fire extinguisher is a 10lb class ABC fire extinguisher (OSHA 1910.157 (d) (4) maintained in good working order and may be accessed at the United States Department of Labor website at:
https://www.osha.gov/pls/oshaweb/owadisp.show_document?p_table=STANDARDS&p_id=9811
- (F)) First aid kit a Type III, class A, first aid kit or upgraded first aid kit conforming or surpassing ANSI/ISEA Z308.1-2015 or later revision and can be accessed at:
- (G) http://www.first-aid-product.com/ofinterest/osha_ansi.htm
- (H) Course Waiver is "Motorcycle Safety Course Waiver & Indemnification", MOP 0036 (April, 2015" and may be accessed at:
<http://odpsweb.ps.dps.state.oh.us/MotorCycleOhio/Pages/Secure/Documents.aspx>
- (I) Fire extinguisher is defined as: a 10lb class ABC fire extinguisher (OSHA 1910.157 (d) (4) maintained in good working order (OSHA 1910.57) available at:
https://www.osha.gov/pls/oshaweb/owadisp.show_document?p_table=STANDARDS&p_id=9811
- (J) First aid kit is defined as, at a minimum and fully stocked: A Type III, class A, first aid kit or upgraded first aid kit conforming or surpassing ANSI/ISEA Z308.1-2015 or later revision available at: http://www.first-aid-product.com/ofinterest/osha_ansi.htm
- (K) Motorcycle Ohio Policy and Procedure Manual 2011 or later revision available at:
<https://ext.dps.state.oh.us/MotorCycleOhio/Pages/Public/Login.aspx>
- (L) Americans with Disabilities Act (ADA) 1990 or later revision available at:
<http://www.dol.gov/dol/topic/disability/ada.htm>

Ohio Administrative Codes

[4501-53-01. Definitions.](#)

[4501-53-02. Basic rider course.](#)

[4501-53-03. Instructor qualifications for certification to teach.](#)

[4501-53-04. Instructor professional standards.](#)

[4501-53-05. Renewal of certification to teach.](#)

[4501-53-06. Private provider qualifications for certification of approval.](#)

[4501-53-07. Public provider qualifications for certification of approval.](#)

[4501-53-08. Provider inspections.](#)

[4501-53-09. Renewal of private provider certification of approval.](#)

[4501-53-10. Administrative actions.](#)

[4501-53-11. Provider professional standards.](#)

[4501-53-12. Basic rider course two.](#)

[4501-53-13. Private provider insurance.](#)

[4501-53-14. Basic rider course for returning rider.](#)

Ohio Revised Code

4508.08 Motorcycle safety and education program.

There is hereby created in the department of public safety the motorcycle safety and education program. The director of public safety shall administer the program in accordance with the following guidelines:

(A) The program shall include courses of instruction conducted at vocational schools, community colleges, or other suitable locations, by instructors who have obtained certification in the manner and form prescribed by the director. The courses shall meet standards established in rules adopted by the department in accordance with Chapter 119. of the Revised Code. The courses may include instruction for novice motorcycle operators, instruction in motorist awareness and alcohol and drug awareness, and any other kind of instruction the director considers appropriate. A reasonable tuition fee, as determined by the director, may be charged. The director may authorize private organizations or corporations to offer courses without tuition fee restrictions, but such entities are not eligible for reimbursement of expenses or subsidies from the motorcycle safety and education fund created in section 4501.13 of the Revised Code.

(B) In addition to courses of instruction, the program may include provisions for equipment purchases, marketing and promotion, improving motorcycle license testing procedures, and any other provisions the director considers appropriate.

(C) The director shall evaluate the program every two years and shall periodically inspect the facilities, equipment, and procedures used in the courses of instruction.

(D) The director shall appoint at least one training specialist who shall oversee the operation of the program, establish courses of instruction, and supervise instructors. The training specialist shall be a licensed motorcycle operator and shall obtain certification in the manner and form prescribed by the director.

(E) The director may contract with other public agencies or with private organizations or corporations to assist in administering the program.

(F) Notwithstanding any provision of Chapter 102. of the Revised Code, the director, in order to administer the program, may participate in a motorcycle manufacturer's motorcycle loan program.

(G) The director shall contract with an insurance company or companies authorized to do business in this state to purchase a policy or policies of insurance with respect to the establishment or administration, or any other aspect of the operation of the program.

Effective Date: 09-26-2003

4501.13

[Effective until 1/1/2017] Motorcycle safety and education fund.

Six dollars of each registration fee designated for payment to the registrar of motor vehicles in division (A) (2) of section 4503.04 of the Revised Code shall be deposited in the motorcycle safety and education fund, which is hereby created in the state treasury and, unless otherwise provided by law, shall be used solely to pay part or all of the costs of conducting the motorcycle safety and education program created by section 4508.08 of the Revised Code.

Note: *This section is set out twice. See also §4501.132, as amended by 129th General Assembly File No.168, SB 114, §1, eff. 1/1/2017.*

4501.13

[Effective 1/1/2017] Motorcycle safety and education fund.

Six dollars of each registration fee designated for payment to the registrar of motor vehicles in division (A) (1) (b) of section 4503.04 of the Revised Code shall be deposited in the motorcycle safety and education fund, which is hereby created in the state treasury and, unless otherwise provided by law, shall be used solely to pay part or all of the costs of conducting the motorcycle safety and education program created by section 4508.08 of the Revised Code.

Amended by 129th General Assembly File No.168, SB 114, §1, eff. 1/1/2017.

II. ROLES

Grantees/Private Providers - State Grantees and Private Providers will hereafter be referred to as Providers in this document. When there are specific requirement differences, Grantees or Private Providers will be used to specify the appropriate training provider.

State Grantee Providers - These grantees provide the facilities for training courses, schedule courses, promote the program locally, hire Instructors, conduct the rider training courses according to program standards and guidelines, and report to ODPS following established guidelines. These providers are reimbursed under an agreement with ODPS to provide training at “fixed” training sites.

Private Providers - Private Providers are any private agency, organization or corporation approved by the ODPS to train the general public in motorcycle safety and education. These private providers provide the facilities for training courses, schedule courses, promote the program locally, hire Instructors, and conduct rider training courses according to program standards and guidelines, and report to ODPS following established guidelines. These Providers are not reimbursed by the state for training.

Instructors - Instructors agree to comply with program standards developed by the ODPS are hired by private providers, or Grantees, to instruct motorcycle courses. Instructors must comply with program standards in order to become an Instructor certified to teach in Ohio. It is the instructor’s responsibility to meet MO program standards and remain on the Ohio certified Instructor list. Compensation is set in the grant with Grantee providers. Compensation and/or benefits for teaching motorcycle safety courses for private providers will be established between the private provider and the Instructor.

Motorcycle Ohio (MO) – Motorcycle Ohio establishes program standards for Private Providers, Grantees and Instructors to conduct motorcycle courses. Motorcycle Ohio provides the resources for training courses. Instructors are approved by MO by complying with program standards. Both providers and instructors report to ODPS following established guidelines.

Instructors and Providers must abide by the Ohio Administrative Rules, and the Motorcycle Ohio Policy and Procedure Manual.

III. CURRICULUM

A. Basic Riding Skills (BRS) Administrative Rule 4501-53-02

The current BRS is the MSF 2013 BRC and classroom and range as amended by ODPS

The basic riding skills course (BRS) curriculum shall be approved by the director and shall include, at a minimum, the following topics:

(1) A classroom portion that covers the following:

- (a) Course introduction;
- (b) Introduction to motorcycling;
- (c) Preparing to ride;
- (d) Street strategies;
- (e) Knowledge test;
- (f) Wrap-up.

(2) A range portion that covers the following:

- (a) Motorcycle familiarization;
- (b) Using the friction zone;
- (c) Starting and stopping drill;
- (d) Shifting and stopping;
- (e) Adjusting speed and turning;
- (f) Control-skills practice;
- (g) Cornering;
- (h) Matching gears to speed;
- (i) Stopping quickly;
- (j) Limited-space maneuvers;
- (k) Pressing to initiate lean;
- (l) Cornering judgment;
- (m) Negotiating curves;
- (n) Stopping quickly in a curve;
- (o) Obstacles and lane changes;
- (p) Avoiding hazards;
- (q) Skills practice;
- (r) Skill test.

(3) Such material shall not be taught out of sequence or modified by instructors, unless authorized by the motorcycle Ohio coordinator.

Personal Use Motorcycles or Scooters: State-owned motorcycles are provided for students. Under certain circumstances a motorcycle registered by a student may be used. A list of requirements for personal motorcycles or scooters are as follows:

- Training providers have the right to deny the use of personal motorcycles or scooters.
- Dealer-loaned and riders sharing a motorcycle are not permitted.
- Two-wheeled scooters between 100cc and 500cc may be used.
- If a BRS Scooter only classes is offered, engine size would be between 50cc and 500cc
- Motorcycles must be street-legal and currently licensed.
- Motorcycles must be insured.
- Motorcycles will be inspected (T-CLOC) by an Instructor prior to the riding session and Motorcycle Ohio reserves the right to reject any motorcycle which does not pass the instructor inspection or is deemed unsuitable for the course.
- A copy of the student's proof of insurance, valid vehicle registration and safety inspection (T-CLOC) needs to be kept with the completed waiver form.

Course Completion Requirements (BRS)

Attendance - All students must attend 100% of the 16-hour course and successfully complete the knowledge and skill test in order to pass the basic course. Students who arrive after the Instructor has begun to teach the curriculum are considered in violation of this policy

In the presence of the instructor of record, riders under 18 years of age must have a parent or legal guardian sign, or present a notarized Motorcycle Safety Course Waiver & Indemnification form before any riding exercises. Riders 15 ½ or older with a valid TIPIC are eligible to take the BRS.

Students must wear proper protective gear (including a DOT- approved helmet, eye protection, full-fingered gloves, jacket or long-sleeved shirt, long pants, and sturdy boots that cover the ankle) during the riding sessions. Eye protection must be used if using a helmet without a face shield.

Failure - Students who pass the knowledge test and fail the range part of the course must re-take and pass the entire course in order to receive a completion card. The only exception is that if a student fails the initial skill test, the student may be allowed to take the test a second time per the re-test policy.

Failed Attendance (F/A) – To be considered enrolled in a course; students must be present for the entire first module and complete the proper paperwork, including the waiver and signature roster. Students who leave without attending the entire first module and completing the proper paperwork remain on the class roster and are marked F/A.

Students that **fail to show up** on day 1 are REMOVED from the roster and NOT marked as an F/A. A student who attends any portion of the class, but fails to show up at the beginning of day 2 or day 3 of the BRS, are marked F/A. The first night signature roster is reviewed for reimbursement purposes.

Students who are replaced by walk-in students can be removed from the roster and replaced by the walk-in. If a scheduled student does not show for the first day of the range portion of the class, the walk-in student may participate in the class as stand-by. The instructor should make the students aware that this can be done, but by no means guarantees them getting into the class.

Failed Dismissed (F/D) - F/D recorded on the Student Report Form (SRF) indicates a dismissal by the instructor or self-dismissed.

The Instructor should exercise sound judgment in determining that a student should be dismissed from class. If an Instructor feels that a student has fallen behind and consistently cannot meet the objectives of the exercises with the rest of the class, or when a student becomes unsafe to themselves or other students, the Instructor may choose to dismiss that student. This dismissal should be done privately with compassion to avoid undue embarrassment. The student should be informed of the reason for the dismissal. **This information must be recorded on the Student Report Form (SRF) in the MO database.**

A student who dismissed themselves should also be noted on the SRF in the database.

Errant Behavior (F/E) - F/E recorded on the student report form indicates dismissal as a result of errant behavior.

Errant behavior is defined as deliberate operation of the motorcycle in a manner which endangers or is likely to endanger the operator, other persons or property; or exhibition of an unsafe attitude in the classroom or on the range. The student should be informed of the reason for the dismissal. **The dismissal reason and any other pertinent information must be recorded on the Student Report Form in the MO database.**

Knowledge Test (BRS) - The standard 50-question MO knowledge test, must be administered to all students as a take home test. Students must have a score of 48 or more correct answers in order to pass the knowledge test. The Instructor will score the knowledge test. If the student has less than 48 correct the instructor will return it to the student to correct wrong responses. The student can then resubmit the test for scoring. Providers shall require that the Instructors give an oral examination if it is determined that a student has a reading difficulty sufficient to cause them to fail a written exam.

Failed Knowledge (F/K) - F/K recorded on the student report form indicates the student failed the knowledge test.

B. Basic Rider Skills - Returning Rider (BRS-RR)

Administrative Rule 4501-53-14

The curriculum material used to teach the MO program's Returning Rider course is the Motorcycle Safety Foundation's BRC as amended by ODPS.

(A) The basic rider course for returning rider (BRS-RR) curriculum shall be approved by the director and shall include, at a minimum, the following topics:

(1) A classroom portion that covers the following:

- (a) Street strategies;
- (b) Knowledge test;
- (c) Wrap-up.

(2) A range portion that covers the following:

- (a) Matching gears to speed;
- (b) Stopping quickly;
- (c) Limited-space maneuvers;
- (d) Pressing to initiate lean;
- (e) Cornering judgment;
- (f) Negotiating curves;
- (g) Stopping quickly in a curve;
- (h) Obstacles and lane changes;
- (i) Avoiding hazards;
- (j) Skills practice;
- (k) Skill test.

(3) Such material shall not be taught out of sequence or modified by instructors, unless authorized by the motorcycle Ohio coordinator.

The course is designed for those over 18 years of age who have been riding with a temporary permit for longer than one year (over 1,000 miles of experience) and for experienced riders returning to riding, with or without a motorcycle endorsement, after several years of not riding. Instructors are approved to teach by Motorcycle Ohio.

Personal Use Motorcycles or Scooters: State-owned motorcycles are provided for students. Under certain circumstances a motorcycle registered by a student may be used. A list of requirements for personal motorcycles or scooters is as follows:

- Training providers have the right to deny the use of personal motorcycles or scooters.
- Dealer-loaned and riders sharing a motorcycle are not permitted.
- Two-wheeled scooters between 100cc and 500cc may be used.
- Motorcycles must be street-legal and currently licensed.
- Motorcycles must be insured.
- Motorcycles will be inspected (T-CLOC) by an Instructor prior to the riding session and Motorcycle Ohio reserves the right to reject any motorcycle which does not pass the instructor inspection or is deemed unsuitable for the course.
- A copy of the student's proof of insurance, valid vehicle registration and safety inspection (T-CLOC) needs to be kept with the completed waiver form.

Course Completion Requirements (BRS-RR)

Attendance - All students must attend 100% of the 16-hour course and successfully complete the knowledge and skill test in order to pass the basic course. Students who arrive after the Instructor has begun to teach the curriculum are considered in violation of this policy.

Riders under 18 years of age are not permitted to take the BRS-RR as a skill waiver course.

Students must wear proper protective gear (including a DOT-approved helmet, eye protection, full-fingered gloves, jacket or long-sleeved shirt, long pants, and sturdy boots that cover the ankle) during the riding sessions. Eye protection if using an open-face helmet or if using a full-face helmet with the face shield open

Failure - Students who pass the knowledge test and fail the range part of the course must re-take and pass the entire course in order to receive a completion card. The only exception is that if a student fails the initial skill test, the student may be allowed to take the test a second time per the re-test policy.

Failed Attendance (F/A) – To be considered enrolled in a course; students must be present for the entire first module and complete the proper paperwork, including the waiver and signature roster. Students who leave without attending the entire first module and completing the proper paperwork remain on the class roster and are marked F/A.

Students that fail to show up on day 1 are REMOVED from the roster and NOT marked as an F/A. A student who attends any portion of the class, but fails to show up at the beginning of day 2 or day 3 of the BRS, are marked F/A. The first night signature roster is reviewed for reimbursement purposes.

Students who are replaced by walk-in students can be removed from the roster and replaced by the walk-in. If a scheduled student does not show for the first day of the

range portion of the class, the walk-in student may participate in the class as stand-by. The instructor should make the students aware that this can be done, but by no means guarantees them getting into the class.

Failed Dismissed (F/D) - F/D recorded on the Student Report Form indicates a dismissal by the instructor or self-dismissed.

The Instructor should exercise sound judgment in determining that a student should be dismissed from class. If an Instructor feels that a student has fallen behind and consistently cannot meet the objectives of the exercises with the rest of the class, or when a student becomes unsafe to themselves or other students, the Instructor may choose to dismiss that student. This dismissal should be done privately with compassion to avoid undue embarrassment. The student should be informed of the reason for the dismissal. **This information must be recorded on the Student Report Form (SRF) in the MO database.**

A student who dismissed themselves should also be noted on the SRF in the database.

Errant Behavior (F/E) - F/E recorded on the student report form indicates dismissal as a result of errant behavior.

Errant behavior is defined as deliberate operation of the motorcycle in a manner which endangers or is likely to endanger the operator, other persons or property; or exhibition of an unsafe attitude in the classroom or on the range. The student should be informed of the reason for the dismissal. **The dismissal reason and any other pertinent information must be recorded on the Student Report Form in the MO database.**

C. Skill Evaluation & Re-Test (BRS & BRS-RR)

Skill Test – Training providers and/or MO will provide Instructors with a copy of the score sheet. Twenty points or less constitutes a passing score. Twenty-one points or more constitutes a failing score. Students must wear proper protective gear (including a DOT-approved helmet, eye protection, full-fingered gloves, jacket or long-sleeved shirt, long pants, and sturdy boots that cover the ankle) during the riding sessions.

Two instructors must be present during the timing and scoring portions of the Skill Test and Re-Test.

Students dropping a motorcycle while waiting in line or when riding to designated points between evaluations shall not be penalized, unless the dropping occurred while committing an unsafe act.

If a student drops the motorcycle during any exercise on the skill test, it is an automatic failure with a score of 21 and the student is entitled to one re-test. Any points accumulated prior to the dropping of the motorcycle are not considered.

F/S recorded on the Student Report Form indicates the student failed the skill test.

Re-Test - All students shall be allowed a second opportunity to pass the skill test if their original test score is more than 20 points. Students that fail their initial Skill Test, but qualify for a Re-Test, must take all portions of the skill re-test. Students are only allowed one re-test, and students must possess a valid TIPIC at the time of the re-test. Students must wear proper protective gear (including a DOT-approved helmet, eye protection, full-fingered gloves, jacket or long-sleeved shirt, long pants, and sturdy boots that cover the ankle) during the riding sessions.

Instructors should mark "Re-Test" on a new Skill Test Score Sheet. If the re-test is offered at the completion of the class, the re-test score should be recorded on the original Student Report Form. If the re-test is completed at a later date, all students taking the re-test shall be required to sign a new Waiver Form and a new Student Signature Roster Form. A new Student Report Form shall be used to report the re-test scores.

Re-tests will be scheduled by the training provider and be concluded within 30 days of taking the skill test. Training providers may deviate from the 30 days but must conclude re-testing within 45 days of the student taking the course. If a student fails the initial skill test with a score of more than 20, they shall be advised to contact the training provider to schedule a re-test, if desired. The training provider will advise them of the date and time for the re-test.

D. Basic Rider Skills-2 (BRS-2)

Administrative Rule 4501-53-12

The curriculum material used to teach the MO program's Basic Rider Skills-2 is the Motorcycle Safety Foundation's BRC-2 Suite Skills Plus as amended by ODPS.

(A) The basic rider course two (BRS-2) curriculum shall be approved by the director and shall include, at a minimum, five hours of range work in the following topics:

- (1) Control at low speed;
- (2) Stopping quickly;
- (3) Limited-space maneuvers;
- (4) Cornering judgment;
- (5) Cornering finesse;
- (6) Stopping quickly in a curve;
- (7) Hazard avoidance: swerving and stopping quickly;
- (8) Multiple curves;
- (9) Alcohol/drug effects.

(B) Such material shall not be taught out of sequence or modified by instructors unless authorized by the motorcycle Ohio coordinator or there are serious weather conditions.

(C) The course must include an on-cycle skill test approved by the director.

Students shall have a valid temporary instruction motorcycle identification card (TIPIC), motorcycle endorsement or a motorcycle-only license prior to participating in range instruction.

The BRS-2 will consist of a minimum of seven hours of range exercises taught by Motorcycle Ohio approved instructors.

Personal Use Motorcycles or Scooters: A list of requirements for personal motorcycles or scooters is as follows:

- Dealer-loaned and riders sharing a motorcycle are not permitted.
- Borrowed motorcycles may be used if a rider shows written permission from the registered owner.
- Two-wheeled motorcycles and scooters between 100cc to 500cc may be used.
- Motorcycles must be street-legal and currently licensed.
- Motorcycles must be insured.
- Motorcycles will be inspected (T-CLOC) by an Instructor prior to the riding session and Motorcycle Ohio reserves the right to reject any motorcycle which does not pass the instructor inspection or is deemed unsuitable for the course.
- A copy of the student's proof of insurance, valid vehicle registration and safety inspection (T-CLOC) needs to be kept with the completed waiver form.

Course Completion Requirements (BRS-2)

Attendance - Students attend 100% of the 7 hour course in order to pass, bring their own street-legal motorcycle, proof of insurance, valid vehicle registration, and pass a safety inspection (T-CLOC) and a minimum of six months' or over 1,000 miles of riding experience. A copy of the student's proof of insurance, valid vehicle registration and safety inspection (T-CLOC) needs to be kept with the completed waiver form. Co-riders are allowed in the BRS-2 with the understanding that they will not be issued an endorsement.

Students and passengers must wear proper protective gear (including a DOT-approved helmet, eye protection, full-fingered gloves, jacket or long-sleeved shirt, long pants, and sturdy boots that cover the ankle) during the riding sessions. Eye protection if using an open-face helmet or if using a full-face helmet with the face shield open

Co-Riders (Passenger) – The maximum capacity for on-cycle instruction is twelve students and twelve passengers. Only those students with a valid motorcycle endorsement or motorcycle-only license may carry a passenger. In the presence of the instructor of record, riders under 18 years of age must have a parent or legal guardian sign, or present a notarized Motorcycle Safety Course Waiver & Indemnification form before any riding exercises Co-riders must be a minimum of 16 years old at the start of the class. Co-riders must be on a motorcycle equipped for a passenger and their feet must be able to touch the passenger foot pegs when sitting. Switching responsibilities between the co-rider and the operator is prohibited.

Passing the Course - Skill Test Administration

- Skill test is run as a circuit, with each rider performing all elements before the next rider goes
- Timing Zone is in different spot for swerve (17' from barrier); higher speeds allowed
- Braking distance marks extended to accommodate higher speeds
- U-turn area depends on actual motorcycle engine size – under 600cc motorcycles use the 20' x 60' area; motorcycles 600cc and over use the 24' x70' area. (Suggest running all under 600cc m/c's first, then changing area and running motorcycles 600cc and above.) Actual cc displacement should be used, not the advertised size (e.g., a motorcycle with an engine displacement of 599cc may be sold as a 600cc motorcycle, but must be tested using the 20'x60' area as the actual displacement is under 600cc).

RE-TEST- All students shall be allowed a second opportunity to pass the skill test if their original test score is more than 20 points. Students that fail their initial Skill Test, but qualify for a Re-Test, must take all portions of the skill re-test. Students are only allowed one re-test, and students must possess a valid TIPIC at the time of the re-test.

Instructors should mark "Re-Test" on a new Skill Test Score Sheet. If the re-test is offered at the completion of the class, the re-test score should be recorded on the original Student Report Form. If the re-test is completed at a later date, all students taking the re-test shall be required to sign a new Waiver Form and a new Student Signature Roster Form. A new Student Report Form shall be used to report the re-test scores.

Re-tests will be scheduled by the training provider and be concluded within 30 days of taking the skill test. Training providers may deviate from the 30 days but must conclude re-testing within 45 days of the student taking the course. If a student fails the initial skill test with a score of more than 20, they shall be advised to contact the training provider to schedule a re-test, if desired. The training provider will advise them of the date and time for the re-test.

Failed Attendance (F/A) – To be considered enrolled in a course; students must be present for the entire first module and complete the proper paperwork, including the waiver and signature roster. Students who leave without attending the entire first module and completing the proper paperwork remain on the class roster and are marked F/A.

Students that ***fail to show up*** on day 1 are REMOVED from the roster and NOT marked as an F/A. A student who attends any portion of the class, but fails to show up at the beginning of day 2 or day 3 of the BRS, are marked F/A. The first night signature roster is reviewed for reimbursement purposes.

Students who are replaced by walk-in students can be removed from the roster and replaced by the walk-in. If a scheduled student does not show for the first day of the range portion of the class, the walk-in student may participate in the class as stand-by. The instructor should make the students aware that this can be done, but by no means guarantees them getting into the class.

Failed Dismissed (F/D) - F/D recorded on the Student Report Form indicates a dismissal by the instructor or self-dismissed student.

The Instructor should exercise sound judgment in determining that a student should be dismissed from class. If an Instructor feels that a student has fallen behind and consistently cannot meet the objectives of the exercises with the rest of the class, or when a student becomes unsafe to themselves or other students, the Instructor may choose to dismiss that student. This dismissal should be done privately with compassion to avoid undue embarrassment. The student should be informed of the reason for the dismissal. **This information must be recorded on the Student Report Form (SRF) in the MO database.**

A student who dismissed themselves should also be noted on the SRF in the database.

Errant Behavior (F/E) - F/E recorded on the student report form indicates dismissal as a result of errant behavior.

Errant behavior is defined as deliberate operation of the motorcycle in a manner which endangers or is likely to endanger the operator, other persons or property; or exhibition of an unsafe attitude in the classroom or on the range. The student should be informed of the reason for the dismissal. **The dismissal reason and any other pertinent information must be recorded on the Student Report Form in the MO database.**

E. Advanced Riding Skills (ARS) – Administrative Rule 4501-53-15

The curriculum material used to teach the MO program's ARS is the Motorcycle Safety Foundation's ARS as amended by ODPS.

(A) The advanced rider course (ARS) curriculum shall be approved by the director and shall include, at a minimum, five hours of range work in the following topics:

- (1) Basic control;
- (2) Quick stops;
- (3) Stopping demonstration;
- (4) Curve adjustments;
- (5) Cornering and swerving;
- (6) Multiple curves;

(7) Decreasing radius curves;

(8) Gap analysis and safety margins.

(B) Such material shall not be taught out of sequence or modified by instructors, unless authorized by the motorcycle Ohio coordinator.

(C) The ARS course shall consist of four hours of classroom activities. Classroom activities use small group discussions and interactive activities to address personal risk management strategies; options for cornering, braking, and swerving; and strategies to improve visual perception to identify collision traps.

Personal Use Motorcycles or Scooters: A list of requirements for personal motorcycles or scooters is as follows:

- Dealer-loaned and riders sharing a motorcycle are not permitted.
- Borrowed motorcycles may be used if a rider shows written permission from the registered owner.
- Two-wheeled motorcycles and scooters between 100cc and 500cc may be used.
- Motorcycles must be street-legal and currently licensed.
- Motorcycles must be insured.
- Motorcycles will be inspected (T-CLOC) by an Instructor prior to the riding session and Motorcycle Ohio reserves the right to reject any motorcycle which does not pass the instructor inspection or is deemed unsuitable for the course.
- A copy of the student's proof of insurance, valid vehicle registration and safety inspection (T-CLOC) needs to be kept with the completed waiver form.

Course Completion Requirements (ARS)

Attendance - Students attend 100% of the 9 hour course in order to pass, bring their own street-legal motorcycle, proof of insurance, valid vehicle registration, and pass a safety inspection (T-CLOC) and a minimum of six months' or over 1,000 miles of riding experience. A copy of the student's proof of insurance, valid vehicle registration and safety inspection (T-CLOC) needs to be kept with the completed waiver form. Co-riders are **NOT** allowed in the ARS.

Riders under 18 years of age must have a parent or guardian sign a release and waiver form before any riding exercises.

Students must wear proper protective gear (including a DOT-approved helmet, eye protection, full-fingered gloves, jacket or long-sleeved shirt, long pants, and sturdy boots that cover the ankle) during the riding sessions. Eye protection if using an open-face helmet or if using a full-face helmet with the face shield open

Passing the Course - This course should not be viewed as a pass or fail experience. All participants will benefit from the classroom and range experiences. Students may increase their understanding of safe riding techniques and to practice these techniques on their motorcycle. There is no formal skill test, and the short multiple-choice knowledge test is a good self-assessment tool.

F. Medical Consideration (All Courses)-

Training Providers and Instructors should be aware of any student's (including co-riders) medical condition(s) prior to class. A medical condition is defined as a condition that affects the student's ability to safely ride a motorcycle. Examples include but are not limited to:

- Neck or back injuries that may affect your strength or mobility
- Recent injury(s) or surgery
- Pregnancy
- Mental illness
- Vision or hearing problems
- Physical disabilities, especially those affecting the hands, legs or neck
- Ability to learn or take tests such as but not limited to dyslexia, ADD, or mental handicap

Riders and passengers with medical or other special considerations may be requested to sign an additional waiver and release depending on the type and severity of the medical condition which may affect the rider's or passenger's ability to safely participate in the course.

Additionally, the rider or passenger may be requested to have a physician verify in writing the medical condition and the physician's assessment of the medical condition and its impact on the student's ability to safely participate in the riding portions of the course.

G. Student Make-up and Completion Policy (All Courses)-

Students who miss any part of a course may not continue in that course. If the absence was due to an emergency as determined by the Instructor in consultation with the provider, such as illness, the student may be enrolled in another course, by the provider in consultation with MO, to complete the remaining modules. The make-up course should be conducted within two weeks of the first course, when applicable. The following criteria must be met:

1. The reason for missing the course must be a bona-fide emergency (over-sleeping, missing a ride, tardiness etc., and are not acceptable reasons).
2. There must be a space in the make-up course for the student so student-teacher ratios are not violated.
3. The provider and all Instructors involved in both courses must agree that it is acceptable for the student to make-up the units/exercises missed.
4. The student may enter the course after the last completed classroom unit or range exercise. Any classroom unit or range exercise which was only partially completed must be repeated by the student.

5. The student must sign another Waiver for the make-up course and must sign a separate Student Signature Roster. This paperwork, along with information regarding test results and student status, must be recorded on the Student Report Form from the original course.

H. Optional Curriculum

A training provider may be able to collaborate with ODPS for training information and materials, which may be offered at the discretion of ODPS, to address special riding populations. This material is discretionary on the part of the ODPS to offer as an optional curriculum to existing courses.

IV. PILOT PROJECTS

In the event that ODPS determines that new instruction and/or course materials should be offered in the form of a pilot project, it may be included in the standard course offerings. The information contained in the pilot project may or may not become a permanent part of the course.

If the pilot project is included in the approved curriculum, students shall be required to complete the pilot in addition to the standard course curriculum to be eligible for the certificate of completion and/or the state skill test waiver.

If the pilot project is offered in place of the approved curriculum, all registered students in the course where the pilot project is offered must successfully complete the pilot course in order to be eligible for the certificate of completion and/or the state skill test waiver.

The ODPS may also elect to pilot test additional curricula addressing motorcycle issues not taught in the current course offerings. In no case will any such course be eligible for certification that results in the waiver of the on-cycle skill test for licensure. This could include, but is not limited to, trike, trailering and sidecar training.

Upon careful consideration and discretion of the Motorcycle Ohio Coordinator and The Director of Public Safety, the fee for pilot courses may be waived and additional resources may be used as necessary.

V. INSTRUCTORS

A. Instructor Certification-

See more detail in Administrative Rules 4501-53-03 & 4501-53-04

Satisfies the requirements for a certification to teach as set forth in rules 4501-53-03 and 4501-53-04 of the Administrative Code.

Upon request, submits a criminal abstract provided and dated by the bureau of criminal identification and investigation within forty-five days of such request.

Instructors possessing an out of state driver's license must provide a copy of their driving abstract with their application. The abstract must represent 10 years of their driving record.

Report to Motorcycle Ohio in writing within ten days of the occurrence of any of the following events;

- (1) The instructor receives a moving traffic violation;
- (2) The instructor is involved in a chargeable crash;
- (3) The instructor is convicted of an offense that assesses points against the instructor's driver's license;
- (4) The instructor receives any license suspension, cancellation, or revocation;
- (5) The instructor is convicted of any criminal offense listed in this chapter.

B. Instructor Renewal-

See more detail in Administrative Rule 4501-53-05

The department shall renew a certification to teach issued under Chapter 4501-53-05 of the Administrative Rules for any instructor who meets the following.

Instructors possessing an out of state driver's license must provide a copy of their driving abstract with their application. The abstract must represent 10 years of their driving record.

An approved instructor in Ohio must teach, as an instructor of record, a minimum of two BRS classes for grantees during the most recent re-certification period. This requirement may be waived for good cause upon approval of the department.

Instructors approved to BRS-2/ARS shall also, within the past three years, have taught at least one BRS and 2/ARS or the respective BRS-2 or ARS update provided by the department.

Must provide their annual re-certification by the approved curriculum provider when applicable.

Possesses a current First Aid Card and a current CPR Card or equivalent.

Upon request, submits a criminal abstract provided and dated by the bureau of criminal identification and investigation within forty-five days of such request.

C. Instructor Responsibilities.

Instructors who are certified by MO have several responsibilities beyond the standards and guidelines provided in 4501-53-04 of Instructor professional standards.

In addition to teaching the curriculum as approved by the director, instructor's responsibilities include, but are not limited to:

- MO Instructors should only wear clothing with the MO logo or plain clothing with no logo from any other training program while teaching at a MO site. Discretion should be used not to use logos or language that may be offensive to others or discredit you as a Motorcycle Ohio Instructor.
- Teach the established curriculum while handling unexpected details which may arise during the teaching of a course
- Instructors are responsible for maintaining current instructor guides, range cards and any curriculum material used during any approved curriculum.
- Know and follow policies and procedures specific to their training site
- May be designated by a training provider to be responsible for rendering decisions concerning course operation with the approval of the provider and in consultation with any other Instructors
- Confirm arrangements with the training provider for access to facilities, course motorcycles, equipment and supplies for the assigned course;
- Arrive at the course site early enough to inspect the range, inspect the motorcycles, set up the course, prepare media equipment and in general be prepared to start the session on time;
- Perform and document a basic maintenance inspection prior to each riding day. If needed and instructor may need to perform the following: replace levers, replace sparkplugs, and/or add air to tires.
- Maintain a learning environment free of safety hazards and notify the training provider of any safety hazards or bike maintenance issues within 24 hours of being aware of such hazards.
- Using a MO approved incident report form; notify the training provider and MO staff the circumstances concerning **any** crash no-later than 24 hours after the occurrence of the crash. A crash is defined as the Motorcycle and or handle bars touching the ground, even if the student does not require medical treatment.

- Safely secure equipment and other materials at the end of each course session;
- Ensure that the course data entry and/or paperwork is completed correctly and forwarding the paperwork to the provider within a reasonable time period, but in any case not longer than 24 hours from the end date of the course;
- Ensure that the training bikes are refueled at the end of your scheduled course.
- Instructors share responsibility for effective range and classroom instruction.
- Ensure all portions of waiver/liability form are signed and dated and when applicable also signed by a parent or guardian if the participant is under 18 years of age.
- Must use the approved curriculum materials as intended.
- Follows the scheduled breaks as defined in the curriculum.
- Anyone astride a motorcycle, engine running or not, must wear full protective gear and possess a valid TIPIC or endorsement.
- Avoid at all times moving into a position that compromises the instructor's safety. May approve the use of student-owned safety helmets for the novice training course if and only if it can be verified that the safety helmet is certified by the manufacturers to meet the US D.O.T. standard and is verified for appropriate fit.
- Ensure the safety of each student.
- In the absence of any other responsible party, the Instructor must make sure the range and/or classroom is in safe and usable condition.
- Responsible for counseling out participants who are dangerous to themselves or others, or who are disruptive in a class to the point it adversely affects the low-risk and positive learning environment.
- If it is determined that a participant has a reading problem prior to instruction and/or the knowledge test, instructors may read the knowledge test items to non-readers. Other student learning challenges, identified by the registration personnel, must be resolved prior to the student entering the classroom.
- Are not permitted to smoke while classes are in session, except during scheduled breaks and in designated areas.
- Are not permitted to use cell phones while in the classroom or on the range unless in an emergency situation (i.e. calling emergency services in the event of an incident). This would include the use of a cordless headset or "Bluetooth" device.
- At no time may there be more than one person on a training motorcycle, unless specified in the course curriculum.
- Training motorcycles must be used for all demonstrations in BRS or BRS-RR.

D. Instructor Professional Standards:

See more detail in Administrative Rule 4501-53-04

Instructors are expected to set an example for students and other motorcyclists by “practicing what they preach” at all times. Conduct of an Instructor that is not in compliance with MO standards may jeopardize the providers’ certification with ODPS. Providers should also be aware of potential liability from students who exhibit the same unsafe practices due to their instructor’s example.

Instructors should conduct themselves professionally at all times during the classroom and range sessions.

Instructors are accountable to policies and procedures specific to their training site.

ODPS has the authority to investigate certified instructors found to be in violation of program standards.

Wear proper riding gear while traveling to, from, and during MO courses; attending MO functions; or whenever any MO logo clothing is worn. Proper riding gear includes helmet and eye protection that is in compliance with Chapter 4501-17 of the Administrative Code, sturdy over-the-ankle footwear, long sleeved shirt or jacket, sturdy full-length pants without holes or tears, and full finger gloves.

E. Instructor Professional Development

Assisting with an IPC - Certified MO Instructors, who volunteer or who are selected by MO, may assist the Chief Instructors with Instructor prep courses, as needed. This experience helps to strengthen the Instructors’ knowledge and teaching skills by performing demonstrations, model teaching to the Instructor candidates and may teach the approved curriculum during the student teaching weekend.

Chief Instructor Evaluation - Chief Instructors are available to assist MO in performing evaluations with Instructors that are experiencing difficulty in teaching either the classroom or range. The goal of the Chief Instructor, on any visit to a course, is to help MO Instructors correct problem areas and enhance the instructor’s capabilities.

Specialized Workshops - Upon occasion, Motorcycle Ohio may make workshops available to address topics of interest or areas of concern for Instructors. These workshops may be regional or statewide in scope. The purpose of the workshops is to provide a better understanding of program services and course instruction.

F. Peer Observer- Mentor Program

Peer Observers-Mentors are active Motorcycle Ohio Instructors trained in peer observer techniques, teaching capabilities and curricula guidelines.

The Peer Observer-Mentor Program is a professional development resource provided to motorcycle safety Instructors. It provides a link in creating and maintaining a quality rider education program by assisting each individual Instructor in developing exceptional teaching capabilities. It is designed to rotate capable instructors through the program and disperse the training back into the training corp.

The purpose of the program is to:

- Identify the Instructor's teaching strengths and encourage their continued use to benefit the students;
- Identify areas needing improvement to enhance the Instructor's capabilities;
- Provide the observer, as well as the Instructor, with opportunities for professional growth; and
- Improve the Instructors and the program through shared experiences and constructive feedback;
- Develop and apply best practices.
- Provide another avenue to gain experience to potentially become a chief instructor.

VI. TRAINING PROVIDER RESPONSIBILITIES (ALL).

"Provider" means both private provider and public provider.

A "private provider" means any private organization or corporation approved by the department to train the general public in motorcycle safety and education.

"Public provider" or "grantee" means any public agency or recognized training facility contracted by the department to train the general public in motorcycle safety and education.

Public Providers enter into an agreement with the ODPS. This agreement allows the public provider to be reimbursed by ODPS. One-time costs associated with operating the program are also reimbursable. These "actual" costs include, but are not limited to: design, layout and painting of the riding area, provider meeting travel, equipment acquisition, local promotion and motorcycle repair.

Grant Modifications may be offered as deemed necessary by ODPS and/or requested by the provider. The provider shall not receive reimbursement beyond the amount specified in the original agreement, unless approved.

All providers agree to provide adequate facilities (infrastructure) to accommodate courses, as well as adequate storage for the motorcycles and equipment. Infrastructure includes, but is not limited to:

The classroom should comfortably seat the course participants at tables and chairs, to work in small groups. The classroom should also have adequate ventilation and be able to be darkened for audio/visual presentations. Basic classroom equipment must include a chalkboard or white board, a DVD video player and monitor. The classroom and range should be as close together as possible. The classroom should be free of distractions.

Range specifications are established in the curriculum and approved by Motorcycle Ohio. Requirements for range approval are established by MO and approved by MO prior to use. Approved class size and any Path of Travel modifications and supporting documentation will be on hand for the instructor's benefit. At no time will the range pose a risk to either the instructor or student. Ranges may be asphalt or concrete and must be free from obstructions, loose gravel and debris and when necessary, have the capability of being blocked off from all vehicular and pedestrian traffic. The range must be marked; range markings should provide a clear path of travel for the students and visible cone positions for the Instructor.

Equipment for the range will include, but is not limited to, the following:

- Approved Motorcycles
- DOT Motorcycle helmets,
- Two-inch flat top traffic cones,
- Fully charged and inspected ABC Rated 10lb fire extinguisher per range,
- First aid kit per range w/ample supplies to cover abrasions, cuts or swollen joints
- Four 2x4x6' boards

In the event that emergency medical help, police or the fire department are required during a course, Instructors must have access to a private or public telephone within reasonable proximity to the range area. Instructors should be informed by the provider of the appropriate phone number to reach emergency help.

Arrangements for comfort facilities (rest rooms, break areas, etc.) will be made to insure that they are open during class hours. These facilities should be within a reasonable distance from the classroom or range.

Motorcycles and helmets are to be stored in an enclosed, secured building in reasonable proximity to the range. The storage facility should be large enough so the motorcycles will not be scratched or damaged when parked.

Class Materials – MO Materials necessary to teach the approved curriculum are on the MO websites.

Scheduling Courses - In the grant agreement, all public providers agree to provide a specific number of classes to their community. There are several variables to consider when establishing a course schedule, including Instructor availability, facility availability, and the proximity of the range to the classroom. MO encourages all providers to offer a variety of schedules. Training providers should avoid a highly compressed schedule as it's extremely fatiguing to both students and Instructors. Grantees are expected to reschedule a student course change and class schedules.

Instructor to Student Ratio –

- One instructor may teach a maximum of 24 registered students in the classroom.
- A minimum of two Instructors must teach 7 or more students on the range.
- Minimum grantee course size is 2 students.
- Grantee single instructor class is 2 to 6 students.
- Minimum Private Provider course size is not specified by MO..
- One instructor may instruct no more than 6 students on motorcycles in the approved curriculum.
- The maximum capacity for on-cycle instruction, with two Instructors, will not exceed the approved range size.
- All required range modifications will approved by MO and will be distributed to instructors by the training providers.
- Under certain circumstances MO reserves the right to reduce the student: teacher ratio.
- In the BRS and BRS-RR classes a motorcycle must be provided to each student. In the BRS2 students must provide their own motorcycles. Private providers may allow use of private provider motorcycles.
- In the ARS and other advanced curriculums students must provide their own motorcycles.
- Regardless of the curriculum, operators may not “double up”, meaning they may not share the same motorcycle.
- Switching riding responsibilities between the operator and co-rider (passenger) in the BRS-2 is prohibited.

VII. PROGRAM EVALUATION

In addition to the Quality Assurance program, at its discretion ODPS or MO may initiate inquiries of students, former students or employees in any course, private provider or grantee in order to evaluate the effectiveness of the course or investigate information concerning problems or complaints. Training facility, range, grant and Instructor evaluations may be conducted by MO. These visits may be announced or unannounced.

VIII. SAFETY

When teaching the approved curriculums Instructors must remember that the safety of their students is their primary consideration. All range exercises are to be conducted considering rider safety above all else.

First Aid Kit and Fire Extinguisher - Range Area Items - Each training site must have the following in the immediate vicinity of the range at all times when students are riding:

1. **Fire Extinguisher** – A fully charged and inspected, class ABC fire extinguishers. Training providers may have on hand one ABC 10-pound unit per range.
2. **First Aid Kit** – An industrial size first aid kit for each range. It should be restocked whenever necessary to insure that supplies will be available when needed. It is strongly recommended that surgical gloves and a breathing mouthpiece be included in each kit.
3. **Telephone** or (instructor cell phone) within easy access to the classroom and range.

If any of these items are damaged or missing, Instructors should contact the Provider for replacement.

Fuel - Motorcycles are not to be refueled while running or while students are sitting on them. Caution should be taken if motorcycles are hot. At no time should Instructors, students and others be smoking in the immediate proximity of the range, motorcycles or gas cans. Providers are responsible for arranging for gasoline to fuel the training motorcycles.

Motorcycle Inspection - Motorcycles must be inspected prior to each day's riding session. The inspection must be documented and signed by the instructor of record or maintenance personnel.

- For single BRS or BRS-RR classes motorcycles must be inspected before the start of each riding day.
- For double BRS/BRS-RR classes; motorcycles must be inspected prior to the start of each riding day class session. A separate form must be used for the morning class riding session and another for the afternoon class riding session.
- Motorcycles found with defects prohibiting safe operation must not be used. Providers should be informed of needed repairs and/or damage so appropriate repairs may be made.
- The approved inspection report form shall be used to record the inspection for liability purposes.

Range – All approved ranges will have 20 feet of paved run-off. Instructors should check the range area for such things as gravel, broken glass and other debris and insure that these are swept off or removed before the riding session. If an exercise is painted or chalked cones should be used per the range cards. Two inch cones must be used wherever appropriate.

Weather - It is at the Instructor's discretion to postpone a session or dismiss a group because of weather conditions. The basic guidelines for safety purposes are to dismiss the students and reschedule the session in the event of: lightning in the immediate vicinity (see following paragraph), tornado warning, hail, severe rain, snow or wind, or severe heat or cold. The session will be rescheduled based upon the provider's policies, the Instructor's schedule, the schedules of the majority of students, and the availability of the facility and motorcycles.

- **Lightning** - Basic Facts – 1) Lightning strikes can cause permanent disabilities, 2) All thunderstorms produce lightning and are dangerous, 3) Lightning often strikes outside the area of heavy rain and may strike as far as 10 miles from any rainfall and 4) If you hear thunder, you are in danger. **Avoid the lightning threat:** 1) Establish a safety plan that includes group stop signal (whistle), parking bikes, collecting gear, shelter location, etc. 2) Postpone the range activities, 3) Get to a safe place (inside building) 4) Monitor the weather (listen for thunder) and 5) Stay inside until 30 minutes have passed since the last thunder was heard. **Note:** Avoid open areas and stay away from isolated tall trees, towers or utility poles.

Fatigue - Scheduled breaks are part of the curriculum plan and shall not be eliminated. Because fatigue in some cases can be a factor in a student's ability to control the motorcycle, and in other cases may hamper a student's ability to learn, Instructors must be sensitive to their students' needs and schedule appropriate breaks. See the sample curriculum format in the Instructor Guide for recommended breaks.

Student Skills - If an Instructor feels a student cannot sufficiently control the motorcycle and may be a danger to the class or him/her, the student must be taken aside and privately dismissed in a compassionate manner.

Instructor Communication - Instructors should foster an atmosphere in which students feel comfortable to ask questions throughout the class. On the range, strict adherence to the range rules is required. Instructors should insure that students understand an exercise before riding it.

IX. MOTORCYCLES

A. ODPS/MO Motorcycles

The motorcycles used in the BRS and BRS-RR are owned by the State of Ohio for Grantees. State-owned motorcycles are not to be used in the BRS-2 and ARS conducted by Grantees. All State of Ohio motorcycles used in the BRS or BRS-RR are not licensed to operate on public streets and are not intended for any use other than motorcycle rider education. Unauthorized use of State of Ohio owned motorcycles can result in immediate termination of the grantee's agreement and/or removal of an Instructor from the Ohio certified list.

B. MO Program Motorcycles

Motorcycle Storage Requirements – Provider motorcycles must be stored in a secure area, near to the riding area as possible. Storage must also provide protection enough for all motorcycles without crowding, plus other range equipment such as helmets and cones.

Motorcycle Maintenance- Proper maintenance is necessary to insure that the motorcycles are in safe condition and good running order. A capable person should be assigned by the provider to insure motorcycles are maintained on a weekly basis.

Prior to the week's riding session, the Instructor, or another designated person by the provider, should inspect the motorcycles and check the following:

1. Oil and lubricants - Check for proper levels and unusual colors.
2. Chain - Check for correct tension and unusual wear on the chain and sprocket.
3. Cables - Check for smoothness of operation and adjust if necessary.
4. Tires - Check for proper inflation and wear.
5. Levers - Check for broken or bent levers, and smoothness of operation.
6. Spark Plugs - Check for fouled plugs and clean or replace as necessary.
7. Nuts and bolts - Check for tightness and replace if necessary.
8. Battery - Check the water level and start the motorcycle to test the charge.

Damage Repair / Insurance Claims - MO must be notified by the Grantee, within 24 hours, on any motorcycle that is in need of an insurance claim due to extensive damage. MO will initiate any claim with the state insurance company after the motorcycle has been evaluated by the MO service center.

C. Student Owned Motorcycles/Scooters –

Personal use motorcycles / scooters may be used in the BRS/BRS-RR. The use of student owned motorcycles/scooters on the range is at the discretion of the training provider. The student should state a good reason why they are requesting to use their own motorcycle. Any motorcycle/scooter model manufactured for on-highway use that meets the following criteria may be used:

- Engine displacement is between 100 cc and 500cc.
- Is a 2-wheeled vehicle with no more than 2 wheels in contact with the ground at any time.
- Has a valid registration and is street-legal.
- Is currently licensed and insured.
- Is owned by the student registered for that class.

The instructor teaching the BRS/BRS-RR will inspect the student's motorcycle/scooter and document the following;

- The inspection prior to the start of each riding day class session using the MOP 0090 Personal Vehicle Inspection Checklist form.
- Use the approved personal information validation 0089 Motorcycle Ohio Personal Vehicle Validation form.

Motorcycles/Scooters used in the BRS-2 must be student owned and a minimum of 100cc; state-owned motorcycles may not be used. Motorcycles in the BRS-2 must be street legal and currently licensed and insured. They will be inspected prior to the riding session by the Instructor for road worthiness. BRS-2 participants riding with a passenger must have a motorcycle that is equipped to ride passengers.

X. GENERAL POLICIES – Private Providers and Providers

Cell Phone - At no time during Instruction in the classroom or on the range shall an Instructor or student use a cell phone unless an emergency situation arises. It is recommended that all cell phones be turned off or put in vibrate mode so as not to distract from the learning environment.

Community Relations - Maintaining good community relations is essential to the continued success of the program. Instructors should be friendly and courteous with all local motorcycle dealers, school officials, media personnel, and other visitors.

Course Completion Cards - Course completion cards are a valuable commodity to the students. Therefore, these cards should be kept secure by the provider and/or instructors on the provider's site. Instructors should not keep cards on their person or in their possession in any way other than when the course is in session. The security of these cards is of the utmost importance.

Crashes - Providers must provide Instructors with the location of the nearest phone and the proper number to reach emergency help. If a crash occurs while conducting a range session, all riding must be stopped immediately. The primary concern of the Instructor is the safety and welfare of the crash victim. If emergency help must be summoned, one Instructor shall stay with the injured student while the other Instructor or range aide calls the paramedics. Visitors or other students should be discouraged from taking the injured student to the hospital; professional help should be called. Riding may continue only after the needs of the injured student have been addressed and the damaged cycle has been removed from the riding area.

Instructors must complete a Motorcycle/Injury Report Form in the event of a crash or tip over.

(**Providers** - Any crash involving injury or damage to facilities or equipment must be written in clear detail on a Motorcycle/Injury Report Form. If professional medical help was consulted, the crash must be reported to the MO office at 1-800-83-RIDER within 24 hours.)

Eligibility for Course - The BRS is open to any individual age 15½ and over with a valid motorcycle permit, license or endorsement. Out-of-state students must have the proper motorcycle permit, license or endorsement for the state in which they reside.

The BRS-RR is open to any endorsed rider or individual over 18 years of age who has been riding on a valid temporary permit for one year or longer and has 1000 miles ridden or who has a valid motorcycle license or endorsement.

Students enrolling as an operator in an BRS-2 or ARS must have a valid motorcycle license or endorsement, provide his or her own street-legal, properly registered motorcycle or scooter (100cc or more), show proof of insurance, and should have a minimum of six months' riding experience. All participants, including co-riders, in the Motorcycle Ohio courses, will be charged a fee of \$50.00.

Students enrolling as a passenger (Co-Rider) in the BRS-2 must be at least 16 years old and be able to touch the passenger foot pegs when sitting astride the motorcycle.

Improperly Licensed Operators - A valid temporary motorcycle permit (TIPIC) or a valid motorcycle license or endorsement is required to enroll in the BRS, BRS-RR, BRS2 and a valid motorcycle license or endorsement is required to enroll in the ARS . Students should be notified the first night of class that riding improperly licensed is not responsible or appropriate behavior.

Instructor Incident reporting– Any incident, involving one or more parties, where the Instructor feels a report should be made to the provider and the MO office at: MOGEN@dps.ohio.gov shall be reported. Examples of incidents include: unresolved conflicts between students, Instructors, violation of curriculum standards or MO policies.

Motorcycle Care - It is important that care is taken when storing motorcycles so motorcycle parts are not gouged or scratched. Instructors should repair as much minor damage as possible, taping any dangling turn signals and removing any broken mirrors. Instructors should inform providers when parts such as levers or foot peg rubbers are needed. Mirrors should not be taken off any program motorcycle unless it is broken and provides a safety hazard to the student. MO wants the training motorcycle to be as street legal as possible.

Motorcycle/Injury Report - Any occurrence where a motorcycle is damaged and/or a person is injured should be reported on the Motorcycle/Injury Report Form and given to the provider. This report form is available from any provider and/or included in course paperwork.

Parking – Providers should have and communicate to the instructors, a policy and method for removing vehicles from their range. No vehicles will be parked on the range during sessions, including those owned by Instructors or students. Every effort should be made to have parked vehicles removed by their owners. If the vehicles cannot be removed or towed, range exercises may be run provided that the path of travel of any exercise comes no closer than 40 feet to the parked vehicle. If this is not possible, Instructors should try to use a different parking lot and mark the exercises using cones. If no other lot is available, the Instructors must reschedule the range session. Student safety must not be compromised!

Pedestrian And Vehicle Traffic - If pedestrians, vehicles or other moving obstacles inadvertently stray on the range, the Instructors should stop the exercise in a safe manner and respectfully request the persons involved to leave. The exercise can begin again when the range is clear.

Protective Gear - All Instructors, staff and students must wear full protective gear while sitting astride the motorcycle whether or not the engine is running, or while in preparation for immediately mounting the motorcycle. Full protective gear is defined as a DOT-Approved helmet, eye protection, long sleeved shirt or jacket, long pants, full-fingered gloves and sturdy boots or shoes that cover the ankles.

Publicity - Whenever speaking with the press, Instructors should be courteous, but must remember that their primary responsibility is to their students. They should explain their responsibility to the teaching task, and offer to discuss the program before or after the class or during breaks. If questions are brought up that the Instructor feels are sensitive or which cannot be authoritatively addressed, the Instructor should refer the media person to the MO office. **Instructors must be accurate in any answers to questions or comments, since they may be quoted directly. Personal observations and opinions on controversial issues should be avoided.** Instructors must know how the program is funded and set up. Local dealers and hosting schools should be mentioned.

Generally, press contacts and press releases are handled by MO on a statewide basis, but it is advantageous for the local program personnel to use their contacts with local media to get articles into print or onto the air. Some local newspapers are reluctant to publish articles if they see no local significance; local program contact and familiarity with local papers can help minimize that feeling.

Purchasing Supplies – Providers should set their own internal policies regarding the purchasing of needed supplies. MO will only reimburse providers for items specified in the contract. Any item not in the provider’s contract over \$100.00 must have written permission from MO to purchase.

Range Demonstrations - Instructors must demonstrate all exercises specified in the curriculum. For BRS and BRS-RR classes, instructors must use MO program motorcycles or site-provided training motorcycles meeting MO criteria that are ridden by students. For the BRS2 and ARS classes, instructors must use their own motorcycles. The proper procedure for every exercise is for an Instructor to introduce the exercise, read the objective, read or paraphrase the directions, and then begin the demonstration and read the evaluation points, coordinating the evaluation points to what the rider is actually doing. Students should be given the opportunity to ask questions before riding the exercise. Provide simulated practice per range cards.

During demonstrations, the Instructor’s skill is being observed. Therefore, the Instructor must practice to insure that all exercises are demonstrated smoothly and correctly. An exercise should be demonstrated in the same way the student is expected to perform that exercise; this is not “show-off” time for the Instructor. If an exercise is demonstrated incorrectly, the Instructor teaching the exercise should explain to the students what was incorrect, and then have the exercise demonstrated again. If the demo Instructor still cannot demonstrate correctly, the second Instructor teaching that particular exercise must ride the demonstration.

Demonstrating gives the rider an opportunity to “test ride” the layout. Cones may need repositioning, or gravel may need to be kept out of the path of travel. All adjustments should be made before the students ride the exercise.

Remedial Instruction - Instructors may, if they choose, work with students having problems before or after scheduled range sessions at the training site. Instructors do not receive extra compensation for this service and are not required to remediate students outside of class time. Students are never to practice without the direct supervision of an Instructor.

Reversing Directions - The reversal process must be explained to the students prior to the reversal. Demonstrations of reversals are at the Instructor’s discretion. The reversal must be conducted with student safety as the primary concern. Attention should be paid to path of travel and the timing of the last bike in line to avoid colliding with the first bike on the reversal. Instructors should never pick students who are having difficulty with the course maneuvers to lead a reversal.

Additional Registration Policies:

- **Class starting time** - Motorcycle Ohio established policy is to promptly begin classes at the designated start time. At the designated starting time, no more students shall be accepted in the class. Any scheduled student not present at the start time has forfeited their seat in the class, as well as their tuition. Once the lottery for walk-ins has begun, the class is closed to all other individuals. All administrative paperwork that has not been completed at this time can be finished at the first break. Any student who does not have the required endorsement or temporary permit to take the course on the first day of the range exercises will not be allowed to continue.

Due to unforeseen adverse conditions, if there are less than 12 registered students present, the designated starting time of a class can be extended. Delaying the start time of the class is the decision of the instructors or site policy. MO wants students to have every opportunity to be accepted in a class. If delaying a class enables the roster to become full without disturbing the learning environment, then we encourage this policy.

- **Walk-in students** - A lottery for walk-ins can be conducted if there are open seats at the scheduled start time. Again, once the lottery for walk-ins has begun, the class is closed to any more students. Minors are given priority over adults, as minors are required by law to attend our course. Minors must have their legal guardian present to sign the waiver and witnessed by the instructor of record, or present a notarized waiver that night or the morning of the first day on the range. If the above is not completed, then that student may not attend the class. Once any minors have been accommodated, there will be a lottery for the remaining open seats.
- **Priority orders for walk-ins** - The priority walk-in students are minors followed by active military. Minors are given first choice for open seats over adult walk-ins. If there are more minor walk-ins than seats available, then a lottery can be held to determine who will attend the class. If there is availability for adult walk-ins, then a lottery will be held, after accommodating active military, to fill the vacant seats in the class.
- **Reimbursement for walk-in policy** – If the public provider accepts cash or checks, deposit the \$50.00 registration fee your agencies' account. When the public provider submits their claim through the grant system, an invoice will be created for reimbursement for the walk-in money (an MCT invoice will be created by ODPS).

- **Military (Out of state resident)** – Active military personnel whose legal resident is out of Ohio may take the BRS/BRS-RR/BRS2 with temporary permit or endorsement as required by their state. They must show their military ID card. Upon successful completion of the course, individuals should be given the MSF course completion card and/or the Ohio card. Ohio military residents must have an endorsement or temporary permit to take any course.

Smoking, Eating, Drinking - Smoking by students, other course participants, visitors and Instructors is allowed only during break time, and away from the classroom, motorcycles and storage area. Instructors should be aware of their students' needs and schedule breaks accordingly. Instructors should comply with any of the provider's requirements with regard to smoking, eating or drinking on the training site premises.

Spectators - Spectators are not allowed on the range during instruction but may observe from a safe distance. Brochures should be available for people inquiring about the course, and Instructors should be polite, but brief, when speaking to them. The Instructor's primary concern is the safety of the students in the class.

Storage (Providers) - Instructors must take meticulous care when storing or removing the motorcycles from storage. Instructors and staff must not ride the motorcycles in or out of the storage building or container. Students may not move the motorcycles in or out of the storage area. No part of a motorcycle should touch the painted part to another when stored. Special care must be taken with state-owned motorcycles to keep them in as good condition as possible.

Substitute Instructors - All substitutes must be on the most current list of Instructors certified to teach in the MO program.

Visitors - Visitors are allowed to attend classroom sessions and may receive handout materials provided that the materials are returned at the end of the class session. Visitors are not allowed on the range but may observe from a safe distance.

Visiting Instructors - Visiting Instructors may not be used in any instruction. Visiting Instructors should be cautioned that, since they are not an "Instructor-of-Record" for that particular course, they might not be covered under the liability policy of the providing agency. Also, providers should be cautioned that unauthorized Instructors providing instruction may jeopardize the insurance coverage for that particular class.

Warm-Up Exercises – Warm-up exercises emphasizing basic control skills are a good practice if time permits and if needed by the students. Warm ups may be useful for students returning after a few days without riding practice. Basic control exercises (or components of exercises) from Level 1 should be used, such as Exercise 6 (Controls-Skills Practice), part 1 of Exercise 2 (rocking in place), or other similar activities providing friction zone use and basic control manipulation and coordination.