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Audits of Sponsors

In Washington State the Sponsors are under contract with the Motorcycle Safety Program to provide training services. Typically every year an audit is completed with the training school.

I'm wondering if other states conduct audits. If so, what are the elements you are auditing and would you be willing to share you checklist?

IDAHO

In Idaho, we conduct at least one formal site audit at each training site. Our audits include observation of the classroom and range training as well as a complete inventory and facilities inspection. We would be more than happy to share our audit form and glossary with you (separate email to follow).

-Sunshine Gillett, ID

TENNESEE

In Tennessee we do three (3) QAR visits per site per fiscal year. All are done by Rider Coach Trainers and they cover pretty much the same things that Sunshine lists. Two visits are scheduled and the third is not. A standard QAR report that we developed is used.

-John Milliken, TN

NORTH CAROLINA

In North Carolina, we visit every site several times during the year. We use the MSF Quality Assurance Module and it covers the classroom, range, RiderCoach and site specific information. We are really happy with the system and it works well for us.

-Bob Wagner. NC

KANSAS

Kansas conducts an audit each year. Commercial school audits are different than school districts/college audits. The form for Commercial schools and public schools is attached.

-Joan Peterson, KS

MARYLAND

COMAR (Code of Maryland Regulations) requires the MVA to schedule an audit of our training centers annually or as required. This would include an examination of all financial records, student enrollment, class reports and personnel records. Our regular course reporting protocols cover almost all of this so extensive audits are usually done only when there is a need to. Our centers also operate under a contract/agreement with the Administration (MVA) and the Maryland Department of Transportation (MDOT). It is this agreement that essentially makes a training provider "approved" and allows them to offer the license waiver. It also gives the MVA almost 100% control over a centers operation. Our Quality Assurance effort also does regular site visits to check on the nuts and bolts of our training operation and any violations are addressed and handled without having to drop the 16-ton "audit" weight. We also use the MSF's QA Module. With only 20 Independent training providers in Maryland it is not an overwhelming task.

-Philip Sause, MD

UTAH

A. Classroom.

1. The classroom, which cannot be located in a private residence, should adequately accommodate the students and the instructor(s) and should contain:
 - a. desks or tables with suitable writing space and chairs for each student,
 - b. instructor's desk or podium and chair,
 - c. table(s) for audio visual equipment,
 - d. chalk or white dry-erase marking board, and
 - e. audio visual (AV) equipment.
2. Classroom Location. It is not necessary that the classroom be located in close proximity to the riding area; however, it is more time effective if it is. If it is not possible to locate the classroom near the range, time must be added to the course schedule to permit travel between the two locations.
3. Classroom Ownership/Control. The classroom need not be owned or controlled by the sponsor. Agreements can be made to borrow, lease, or rent a classroom. If this is the case, a written agreement must be completed and a copy of the agreement sent to the Division. It is important to have a written agreement. This avoids confusion should the facility ownership or management change, and insures proper liability coverage.
4. Classroom Audio Visual Equipment Requirements. A television and video cassette player are required for classroom presentations.

B. Practice Riding Area. The sponsor must have access to a practice riding area of approximately 200 feet by 300 feet. Sponsors must submit a written request for range approval. Diagrams of the proposed range will accompany the request, which must be submitted to the Division at least ten working days prior to anticipated use of the range. Though there is some flexibility in range design and exercise location, there are certain conditions that must be met.

1. Practice Riding Area Requirements. The practice riding area requirements are:
 - a. be paved and be free of potholes and other hazards and obstacles,
 - b. be relatively flat with preferably no more than a five degree slope,

- c. be closed to other vehicular and pedestrian traffic while the riding portion of the course is taking place, and
- d. be approved by the Division and the MSF prior to conduct of any range exercises.

2. Practice Riding Area Layout and Painting. The Division will provide assistance in initial riding area layout and painting. Touch-up or repainting of the practice riding area is the responsibility of the contractor. The Division will provide the paint striping machine and paint for touch-up or repainting, if desired.

3. Practice Riding Area Ownership/Control. The practice riding area need not be directly owned or controlled by the sponsor. Agreements can be made to borrow, lease, or rent a practice riding area. If that is the case, a written agreement must be completed and a copy of the agreement sent to the Division prior to use of the range. It is important to have written agreements to avoid confusion if the facility ownership or management should change and to ensure proper liability coverage.

–Kurt Stromberg, UT

ALASKA

Hello Bruce,

I wish I could say that Alaska DOT does an annual audit of all training sites but I cannot. At this time Alaska does no QA of sites around the State. We rely completely on the MSF to conduct QA audits. The MSF only comes to Alaska if there are sufficient claims of non-compliance or complaints by students or other third parties.

-Craig "Blue" Breshears

CONNECTICUT

The Q A program that CONREP uses was modeled after another state. The best information I have is that it was Ohio.

-Stephen Livingston