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# **Model National Administrative Standards for State Motorcycle Rider Training Programs**

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## **Introduction**

In 2008, the National Highway Traffic Safety Administration contracted with Windwalker Corporation and Highway Safety Services, LLC, to develop model national standards for motorcycle rider training programs. In August 2011 NHTSA completed the first phase of this effort by publishing *Model National Standards for Entry-Level Rider Training* (Report No. DOT HS 811 503). This publication was completed with extensive support and input from NHTSA, Windwalker Corporation, Highway Safety Services, a working group of subject matter experts, and members of the National Association of State Motorcycle Safety Administrators (SMSA). The model curriculum standards establish baseline content all novice motorcycle riders should be taught in training programs conducted in the United States. These curriculum content standards include:

- Motorcycle pre-ride tasks;
- Vehicle control skills;
- Street strategies;
- Roadway management skills;
- Tasks related to carrying passengers, cargo, group riding and touring; and
- Factors adversely affecting rider performance.

The publication of the *Model National Standards for Entry-Level Motorcycle Rider Training* alone is not sufficient to achieve the goal of implementing strong rider training programs. Administrative standards provide guidance, benchmarks, and specify activities to help programs achieve and maintain quality programs. Critical factors such as establishing administrative control, instructor qualifications, instructional settings and equipment specifications need equal attention. Therefore, in 2011 NHTSA executed the second phase of this effort to develop model administrative standards for state motorcycle rider training programs to promote quality and consistency among and between State rider training programs.

## **Purpose of the Administrative Standards**

Administrative standards establish a minimum acceptable level of operation for State Motorcycle Rider Training Programs. States are encouraged to meet or exceed the minimum standards to improve and maintain the quality of their rider training programs.

## **How to Use the Model Administrative Standards**

The *Model National Administrative Standards for Motorcycle Rider Training Programs* set forth in this document are designed to support all State Motorcycle Rider Training Programs in providing quality, consistent and safe motorcycle rider training.

Individual standards for each section are identified with **bold** headings. Each standard subsequently lists elements the State should include in the administration of its Motorcycle Rider Training Program. These administrative standards primarily apply to entry-level rider training; however, the standards should apply to all State rider training programs for which license testing waivers are issued.

The model administrative standards are grouped into the following four sections:

1. Program Management,
2. Course Requirements,
3. Instructors/Instructor Trainers, and
4. Evaluation.

### **Process and Subject Matter Experts**

To assist in the development of the *Model National Administrative Standards for State Motorcycle Rider Training Programs*, a second technical working group (TWG) was organized and convened. The TWG consisted of State motorcycle rider training program administrators, motorcycle rider training specialists, and other leaders in program administration.

TWG participants included:

- Stacey Axmaker, Idaho *STAR* Motorcycle Safety Program;
- Christy Cowser, Hawaii Department of Transportation/Highway Safety Section;
- Glenn Davis, Colorado Department of Transportation, Highway Safety Office;
- Ray Gaulin, Connecticut Department of Transportation, Rider Education Program (retired);
- Robert Gladden, Motorcycle Safety Foundation (MSF);
- Andrew Krajewski, Maryland Motor Vehicle Administrators and National Association of State Motorcycle Safety Administrators;
- Lorrie Laing, Independent Technical Representative, Cambridge Systematics, Inc.; and
- Ray Pierce, TEAM OREGON Motorcycle Safety Program.

## **Definitions**

**Driver Licensing Agency** – the authority in a jurisdiction to issue a motor vehicle operator’s license.

**Entry-Level Course** – novice training designed to develop knowledge, attitudes, habits, and skills necessary for the safe operation of a motorcycle.

**Instructor** – a person recognized by the State program who conducts motorcycle rider training.

**Instructor Preparation Program** – a process that prepares an individual to teach the State motorcycle rider training courses.

**Instructor Trainer** – a person recognized by the State program to train Motorcycle Rider Training instructors.

**License Test Waiver** – an agreement with the driver licensing agency that exempts a person from some licensing tests, usually as a result of a similar test taken elsewhere (i.e., Rider Training Course).

**Mobile Unit** – a vehicle designed to provide training equipment and supplies for course delivery at multiple sites.

**Quality Assurance** – a process to ensure compliance with State program requirements and promote continuous improvement of the program.

**Range** – a paved area for practicing motorcycle riding skills during a training course.

**Requalification** – renewal of an instructor’s certification to teach.

**State Program** – the State entity responsible for administering, regulating and providing motorcycle rider training courses.

**Training Motorcycle** – a vehicle approved by the State program for use in a motorcycle training course.

**Training Provider** – an entity approved by the State program to conduct rider training courses.

# **I. Program Management**

## **1.1 State Program**

### **1.1.1 State Program Responsibilities**

The State program is charged with administering, regulating, and managing motorcycle rider education. Responsibilities of the State program include, but are not limited to:

- Establish and maintain rules, procedures, and policies pertaining to the State Motorcycle Rider Training Program.
- Training site identification, location, approval, development and oversight.
- Establish requirements for instructor certification and re-certification.
- Select and approve rider training curricula for use by all training sites.
- Establish, monitor, and improve statewide program operations.
- Establish and monitor compliance of training site operation, including instructor certification.
- Evaluate program effectiveness.
- Establish, manage, and conduct oversight of program budget.
- Coordinate with local, State, and national partners and stakeholders to increase awareness and effectiveness of motorcycle rider training.
- Establish and maintain record keeping.
- Ensure required insurance is maintained.

### **1.1.2 Collaboration With Driver Licensing Agency**

The jurisdiction's driver licensing agency maintains authority over the license test waiver process. The State program shall communicate, coordinate and collaborate with the driver licensing agency to establish and maintain the integrity of the test waiver process as it applies to motorcycle rider training programs.

## **1.2 Training Provider**

### **1.2.1 Training Provider Responsibilities**

The training provider manages motorcycle rider training courses under the direction of the State program. Responsibilities of the training provider include, but are not limited to:

- Comply with State program requirements for operating rider training sites, including instructor certification status.
- Schedule courses and enroll students.
- Ensure a sufficient number of courses and instructors are available at the sites to meet demand in the local geographic areas.
- Report required participant and course data to the State program.
- Obtain and maintain motorcycles, safety equipment, and other course equipment.
- Supervise and monitor adherence of instructors to course curriculum and course delivery.
- Solicit student feedback and distribute course evaluations.



- Forward student feedback to State program.
- Maintain required insurance.

## **II. Course Requirements**

### **2.1 Student/Instructor Ratio**

The State program shall establish criteria regarding student to instructor ratios. Ratios for students to instructors include, but are not limited to:

- The State program may allow one instructor to teach a maximum of 36 students during classroom instruction, provided they establish instructor classroom proficiency criteria.
- The maximum number of students for two instructors is 12 during range instruction.
- The maximum number of students for one instructor is 8 during range instruction when teaching alone.

### **2.2 Range**

The State program shall establish requirements for range dimensions and conditions. Range dimensions and conditions include, but are not limited to:

- Standard, alternate, and modified ranges must include 56 linear feet per student at the perimeter dimension and a minimum of 20 feet paved run-off area and be approved by the State program prior to use.
  - A standard range is 120 feet x 220 feet with a minimum paved run-off area of 20 feet.
  - Student range capacity is the total linear feet of the perimeter divided by 56 and rounded down.
- An active range shall be secured from incursions and intrusion by other traffic (pedestrian and vehicular) and free of obstacles or hazardous surface conditions.

### **2.3 Training Motorcycles**

The State program shall establish minimum standards for vehicles used for training. Criteria for training motorcycles include, but are not limited to:

- A minimum of one motorcycle available for each student participating in the range session of the course.
- All motorcycles used must be intended by the manufacturer for street use.
- Motorcycles must be maintained in safe operating condition.

## **2.4 Range Equipment**

The State program shall establish requirements for personal protective equipment worn on rider training ranges and other equipment necessary for the safe conduct of rider training courses. Requirements for safety equipment include, but are not limited to:

### **2.4.1 Protective Equipment**

All riders must wear the following protective equipment during range instruction:

- **Helmet** – full face or three-quarter helmet (no half-helmets), which is certified by its manufacturer to meet US DOT Federal Motor Vehicle Safety Standard No. 218 and is in good condition.
- **Eye protection** – face shield, goggles, or glasses.
- **Gloves** – leather or other abrasion-resistant, full-fingered gloves.
- **Jacket or shirt** – long-sleeved that fully covers the arms and is weather appropriate.
- **Pants** – long pants that fully cover the legs.
- **Footwear** – boots or other sturdy, over-the-ankle footwear.

### **2.4.2 Safety Equipment**

All rider training ranges must have the following safety equipment in close proximity to the riding area during range instruction:

- **Class A fire extinguisher, and**
- **First aid kit.**

## **2.5 Students**

### **2.5.1 Enrollment and Registration Requirements**

The State program shall establish enrollment and registration requirements. Criteria for individuals enrolling in a motorcycle rider course include, but are not limited to:

- Possess or be eligible to obtain a State-issued driver's license or learner's permit.
- Complete and sign a liability waiver form.
- Complete registration process.
- Other pertinent information that can aid in the State's problem identification and countermeasure selection process.

### **2.5.2 Course Completion**

The State program shall establish a process for recognizing and documenting successful course completion. Criteria for a student's successful course completion include, but are not limited to:

- Attend, participate in and complete all required training sessions.
- Achieve passing scores on required tests.

### **III. Instructors/Instructor Trainers**

#### **3.1 Responsibilities**

##### **3.1.1 Instructor**

The State program shall establish duties and responsibilities of instructors. Responsibilities for instructors include, but are not limited to:

- Comply with all State program requirements.
- Ensure the course is conducted in a manner that meets the standards of the State program.
- Evaluate and coach student riding performance.
- Ensure equipment and supplies are available throughout the course.
- Wear protective equipment when riding to, from, and during rider training activities.
- Ensure required protective equipment is worn by students.
- Confirm each student is registered and completes and signs the waiver form at the beginning of the course.
- Follow State procedures for reporting incidents and injuries.

##### **3.1.2 Instructor Trainer**

The State program shall establish duties and responsibilities for instructor trainers. Responsibilities for an instructor trainer include, but are not limited to:

- All responsibilities of instructors.
- Conduct new instructor training
- Conduct in-service instructor training.

#### **3.2 Qualifications**

##### **3.2.1 Instructor**

The State program shall establish qualification criteria for instructors. Qualifications for instructors include, but are not limited to:

- Possess a valid driver's license with a valid motorcycle endorsement or license.
- Have an acceptable driving record.
- Meet criminal background check requirements.
- Meet health and physical requirements.
- Meet academic education requirements.
- Meet minimum age requirement.
- Currently ride a motorcycle.
- Successfully complete an instructor preparation and certification program.

### **3.2.2 Instructor Trainer**

The State program shall establish qualification criteria for instructor trainers. Qualifications of an instructor trainer include, but are not limited to:

- All qualification requirements for instructors.
- Maintaining active instructor status for both range and classroom.
- Successful completion of instructor trainer program.

## **3.3 Requalification**

### **3.3.1 Instructor**

The State program shall establish requalification criteria for instructors.

Requalification requirements for instructors include, but are not limited to:

- Teach a minimum of two motorcycle safety courses each year during the certification period or satisfy a combination of experience, training and testing requirements sufficient to establish proficiency to the satisfaction of the State program.
- Maintain an acceptable driving record.
- Attend all required courses, meetings, and update seminars or professional development workshops for instructors.
- Comply with the rules, regulations, procedures, and guidelines for conducting State approved motorcycle safety courses.

### **3.3.2 Instructor Trainer**

The State program shall establish requalification requirements for instructor trainers. Requalification requirements for an instructor trainer include, but are not limited to:

- All requalification requirements for instructors.
- Teach a minimum of one instructor training course every two years or satisfy a combination of experience, training and testing requirements sufficient to establish proficiency to the satisfaction of the State program.
- Attend all required courses, meetings, and update seminars or professional development workshops for instructor trainers.

## **IV. Evaluation**

### **4.1 Data**

#### **4.1.1 Data Collection**

The State program shall collect student and course data in electronic format. The data shall include, but not be limited to:

- The title of course, test scores, date of completion, and completion status for each student.
- Student data (i.e., name, address, driver's license number, and date of birth).
- An indicator identifying if a waiver was issued.

#### **4.1.2 Data Storage**

Data storage and transfer should abide by applicable laws regarding privacy and security of personal information.

#### **4.1.3 Data Analysis**

The State program shall collaborate with state agencies to collect, link, and analyze data to determine contributing factors, trends, priorities, and needs that may affect the rider training effort.

### **4.2 Quality Assurance**

#### **4.2.1 Quality Assurance Plan**

The State program shall establish a quality assurance plan to promote continuous improvement. The plan shall be based on the objectives and standards established by the State program and shall include, but not be limited to:

- Regulatory compliance,
- Quality and effectiveness of the curricula and instruction,
- Instructor performance,
- Provider performance,
- Student performance and satisfaction, and
- Process for corrective actions.

#### **4.2.2 On-Site Reviews**

The State program shall ensure each training location is subject to an on-site review at least once each year. These reviews shall include, but not be limited to:

- Instruction
- Facilities, and
- Equipment and supplies.

#### **4.2.2.1 Mobile Units**

For training locations serviced by a mobile unit, each unit (not the individual locations served by the unit) shall be subject to this annual on-site review.

#### **4.2.2.2 On-Site Review Reporting**

The State program shall provide findings from the review to the providers and instructors in a timely manner and, as necessary, create a corrective action plan and monitor its implementation.

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