



Policy and Procedures Manual

Prepared by
OREGON STATE UNIVERSITY
TEAM OREGON MOTORCYCLE SAFETY PROGRAM

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TABLE OF CONTENTS

1.	INTRODUCTION	1-7
1.1.	LEGISLATION.....	1-7
1.2.	HISTORY	1-8
1.3.	LAYOUT OF THIS MANUAL.....	1-10
1.4.	ORGANIZATION: PARTICIPANTS AND ROLES	1-11
1.4.1.	Oregon Department of Transportation	1-11
1.4.2.	Governor’s Advisory Committee on Motorcycle Safety.....	1-11
1.4.3.	Team Oregon Motorcycle Safety Program	1-12
1.4.3.1.	Team Oregon Core Values	1-13
1.4.3.2.	Instructors, Mentor Instructors, and Instructor Trainers.....	1-14
1.4.4.	Course Sponsors.....	1-15
1.4.5.	Students	1-16
2.	SPONSOR RECOGNITION AND ADMINISTRATION	2-1
2.1.	GENERAL RECOGNITION REQUIREMENTS	2-1
2.2.	ADDITIONAL REQUIREMENTS	2-2
2.2.1.	Insurance Requirements	2-2
2.2.1.1.	Liability Insurance.....	2-2
2.2.1.2.	Workers’ Compensation Insurance	2-2
2.2.1.3.	Motorcycle Training Course Insurance	2-2
2.2.1.4.	Motorcycle Insurance	2-3
2.2.2.	Course Tuition and Fees	2-3
2.2.3.	Inquiries and Enrollment.....	2-3
2.2.4.	Recruiting Prospective Instructors	2-4
2.2.5.	First Aid and Handling Accidents.....	2-4
2.2.5.1.	Presence of First-Aid-Certified Instructors.....	2-4
2.2.5.2.	First Aid Supplies and Instructions	2-4
2.2.5.3.	Accident Reporting Procedures.....	2-5
2.2.6.	Release of Student Information	2-5
2.3.	STUDENT ELIGIBILITY AND COMPLETION OF TRAINING	2-6
2.3.1.	Determining Eligibility	2-6
2.3.1.1.	Eligibility for the Basic Course	2-6
2.3.1.2.	Eligibility for the Intermediate Course	2-7
2.3.1.3.	Eligibility for the Advanced Courses	2-8
2.3.1.4.	Eligibility for the Police Advanced Course	2-9
2.3.1.5.	Eligibility for the 3-Wheel Course	2-9
2.3.2.	Verifying Student Eligibility	2-10
2.3.3.	Student Eligibility for Tuition Assistance	2-10

CHAPTER 1 – INTRODUCTION

2.3.4.	Students with Special Needs	2-11
2.3.5.	Early Dismissal of Students	2-12
2.3.6.	Late-Arriving Students	2-13
2.3.7.	Walk-In Students	2-13
2.3.8.	Team Oregon Refund Policy	2-14
2.3.9.	Students Changing Courses	2-15
2.3.10.	Conducting Student Retesting	2-15
2.3.10.1.	Reporting Student Retesting	2-16
2.3.10.2.	Skill Test Retesting (Skill Retest)	2-17
2.3.10.2.1.	Individual Retests	2-18
2.3.10.2.2.	Group Retests	2-19
2.3.11.	Requirements for Issuing Completion Cards	2-19
2.3.12.	No Guarantee of DMV Test Waiver or Endorsement.....	2-20
2.3.13.	Student Dress and Protective Gear	2-20
2.3.13.1.	Helmet Standard	2-21
2.3.13.2.	Weather-Appropriate Clothing	2-21
2.4.	REQUIRED FORMS AND REPORTS.....	2-21
2.4.1.	Registration Form	2-22
2.4.2.	Waiver and Disclaimer Form	2-22
2.4.3.	Course Roster	2-23
2.4.3.1.	Collection of Course Fees	2-23
2.4.3.2.	Completion Status	2-24
2.4.3.3.	Course Roster for Retest.....	2-26
2.4.4.	Retesting Protocol	2-27
2.4.5.	Knowledge Test Answer Sheet.....	2-27
2.4.6.	Knowledge Test Report/Retest Instructions.....	2-27
2.4.7.	Skill Test Score Sheet	2-28
2.4.8.	Skill Test Report/Retest Instructions.....	2-28
2.4.9.	Tuition Assistance Verification Form	2-29
2.4.10.	Skill Evaluation Form for Instructor Recruits.....	2-29
2.4.11.	Completion Cards.....	2-30
2.4.11.1.	Handling of Completion Cards	2-30
2.4.11.2.	Replacement Completion Cards	2-31
2.4.12.	Retest Reports.....	2-31
2.4.13.	Online Course Surveys.....	2-31
2.4.14.	Accident / Incident Report	2-31
2.4.15.	Course File Reporting Requirements	2-32
2.4.16.	Ordering Forms and Materials	2-32
2.5.	MAINTAINING COMPLIANCE	2-33
2.5.1.	Compliance Audits.....	2-33

CHAPTER 1 – INTRODUCTION

	2.5.1.1.	Purposes and Procedures.....	2-33
	2.5.1.2.	Scheduling of Compliance Audits.....	2-33
	2.5.1.3.	Conduct of Compliance Audits.....	2-34
	2.5.1.4.	Compliance Audit Reports.....	2-34
	2.5.1.5.	Correction of Problems.....	2-34
	2.5.1.6.	Limitations of the Compliance Audit.....	2-35
3.		INSTRUCTOR RECOGNITION.....	3-2
	3.1.	TEAM OREGON-RECOGNIZED INSTRUCTORS.....	3-2
	3.1.1.	Instructor Status Categories and Criteria.....	3-2
	3.1.1.1.	Intern Instructor.....	3-2
	3.1.1.2.	Active Instructor.....	3-3
	3.1.1.3.	Inactive Instructor.....	3-3
	3.1.1.4.	Mentor Instructor.....	3-4
	3.1.1.5.	Instructor Trainer.....	3-5
	3.1.2.	Instructor / Student Ratio.....	3-6
	3.1.3.	Obtaining Team Oregon Instructor Recognition.....	3-7
	3.1.3.1.	Out-of-State Instructors.....	3-7
	3.1.4.	Standards for Recognized Instructors.....	3-8
	3.1.4.1.	Instructor Rules of Professional Conduct.....	3-8
	3.1.5.	Instructor Driving Record Requirements.....	3-9
	3.1.6.	Instructor Uniform.....	3-11
	3.1.7.	Maintaining and Renewing Instructor Recognition.....	3-13
	3.1.7.1.	Automated Assignments and Maintaining Scheduling Eligibility.....	3-14
	3.1.8.	Technical Assistance Visits (TAVs).....	3-15
	3.2.	INSTRUCTOR TRAINING REQUIREMENTS.....	3-15
	3.2.1.	Time and Location of Instructor Courses.....	3-15
	3.2.2.	Instructor Training.....	3-15
	3.2.2.1.	Instructor Recruit.....	3-15
	3.2.2.2.	Instructor Preparation-Range (IP-R).....	3-17
	3.2.2.3.	Apprentice-Range Instructor.....	3-17
	3.2.2.4.	Intern-Range Instructor.....	3-17
	3.2.2.5.	Instructor Preparation-Classroom (IP-C).....	3-18
	3.2.2.6.	Apprentice-Classroom Instructor.....	3-18
	3.2.2.7.	Criteria to Qualify for Active Instructor Status.....	3-19
	3.2.2.8.	Criteria to Qualify for Advanced Instructor Status.....	3-19
	3.2.2.9.	Intern-Advanced Instructor.....	3-20
	3.2.3.	IP Course Curriculum and Passing Criteria.....	3-20
	3.2.4.	IP Course Adjustments.....	3-21
	3.2.5.	IP Course Dropouts.....	3-21
	3.2.6.	Instructor Updates / In-Service Training.....	3-21

CHAPTER 1 – INTRODUCTION

4.	TEAM OREGON-APPROVED MOTORCYCLE TRAINING COURSES.....	4-1
4.1.	PRESENTING THE CLASSROOM AND RANGE.....	4-1
4.1.1.	Classroom Presentation	4-1
4.1.2.	Conducting On-Cycle Training.....	4-1
4.2.	BASIC COURSE: BASIC RIDER TRAINING (BRT).....	4-2
4.3.	BASIC COURSE: ERIDER BASIC.....	4-3
4.4.	INTERMEDIATE COURSE: INTERMEDIATE RIDER TRAINING (IRT)	4-3
4.5.	INTERMEDIATE COURSE: ERIDER INTERMEDIATE	4-4
4.6.	ADVANCED COURSE: ROAD RIDING TACTICS (RRT)	4-4
4.7.	ADVANCED COURSE: BRAKING CLINIC (ABC)	4-5
4.8.	ADVANCED COURSE: ADVANCED RIDING TECHNIQUES (ART).....	4-5
4.9.	ADVANCED COURSE: PRECISION MANEUVERING CLINIC (PMC).....	4-6
4.10.	ADVANCED COURSE: CORNERING CLINIC (CCS).....	4-6
4.11.	ADVANCED COURSE: ON-ROAD CLINIC (ONR)	4-7
4.12.	POLICE ADVANCED COURSE: ADVANCED MOTORS TRAINING (AMT)	4-7
4.13.	BASIC 3-WHEEL COURSE (B3W)	4-8
4.14.	CONDUCTING STUDENT TESTING.....	4-9
4.14.1.	BRT Knowledge Test.....	4-9
4.14.2.	Basic and Intermediate Skill Test	4-12
4.15.	COMPLETING A COURSE.....	4-19
4.15.1.	Online Course Surveys.....	4-19
4.15.2.	Completion Policy.....	4-19
4.16.	OTHER INSTRUCTIONAL INFORMATION.....	4-20
4.16.1.	Range Practice Area – Defined	4-21
4.16.2.	Range Riding During Inclement Weather	4-21
4.16.3.	Riding Demonstrations	4-21
4.16.3.1.	Instructor Use of Personal Motorcycle.....	4-21
4.16.4.	Starting and Staging Riders.....	4-21
4.16.5.	Working Alone	4-22
4.16.6.	Student Use of Video Cameras	4-22
4.16.7.	Motorscooters.....	4-22
4.16.7.1.	Conducting Exercises with Motorscooters.....	4-23
4.16.7.2.	Evaluation of Students Riding Motorscooters.....	4-23
4.16.7.2.1.	Differences with Motorscooters	4-23
4.16.8.	Specialty Equipment.....	4-25
4.16.8.1.	Trailers, Trikes, and Sidecars.....	4-25
4.16.8.2.	Specially Modified Motorcycles	4-25
5.	TRAINING FACILITIES AND EQUIPMENT.....	5-1
5.1.	TRAINING FACILITIES.....	5-1
5.1.1.	Team Oregon Approval of Training Facilities.....	5-1

CHAPTER 1 – INTRODUCTION

5.1.2.	Training Range Requirements.....	5-1
5.1.2.1.	Use of Nonstandard Range Facilities	5-2
5.1.3.	Motorcycle Storage Area Requirements	5-2
5.1.4.	Classroom Requirements	5-2
5.2.	TRAINING EQUIPMENT REQUIREMENTS	5-3
5.2.1.	Training Motorcycles	5-3
5.2.1.1.	Use of Training Motorcycles	5-3
5.2.1.2.	Care and Maintenance of Training Motorcycles	5-3
5.2.1.3.	Inventory of Training Motorcycles.....	5-4
5.2.2.	Student-Owned Vehicles	5-4
5.2.3.	Other Required Equipment and Supplies	5-5
6.	SUPPLEMENTS.....	6-2
6.1.	TEAM OREGON CONTACT INFORMATION	6-2
6.2.	GLOSSARY OF ACRONYMS.....	6-4
6.3.	SAMPLE FORMS.....	6-5
6.3.1.	Instructor Rules of Professional Conduct	6-6
6.3.2.	Student Consent to Release Information Form.....	6-7
6.3.3.	Waiver and Disclaimer.....	6-8
6.3.3.1.	Waiver and Disclaimer – With Instructions	6-9
6.3.4.	Course Roster – With Instructions	6-10
6.3.5.	Retesting Protocol	6-11
6.3.6.	Knowledge Test Answer Sheet.....	6-13
6.3.7.	Skill Test Score Sheet	6-14
6.3.8.	Skill Evaluation Form for Instructor Recruits – With Instructions	6-15
6.3.10.	Completion Cards.....	6-17
6.3.11.	Skill Test Report Form, Retest Instructions, Conversion Chart.....	6-19
6.3.12.	Skill Retest Report Form	6-22
6.3.13.	Knowledge Test Report	6-23
6.3.14.	Accident / Incident Report	6-25
6.3.15.	Tuition Assistance Verification Form	6-27
6.3.16.	Proficiency Log	6-28

CHAPTER 1 – INTRODUCTION

1. INTRODUCTION

1.1. LEGISLATION

In July 1983, Oregon House Bill 2880 was approved by Governor Victor Atiyeh. The main objective was to stem the rising tide of motorcycle traffic collisions throughout the State by establishing and funding a motorcycle safety program. This legislation, defined in ORS 802.320 and 802.340, authorized the Oregon Traffic Safety Commission (OTSC), and later the Oregon Department of Transportation (ODOT), to conduct or contract for motorcycle safety training courses and charge fees to defray expenses. In July 1989, Oregon House Bill 2121 was approved by Governor Neil Goldschmidt. This legislation, defined in ORS 807.175, required motorcycle-endorsement applicants age 18 and under to complete approved motorcycle safety training and increased the Motorcycle Safety Subaccount endorsement fee from \$4 every four years to \$7 every four years. In 1997, ORS 807.175 was amended to increase the mandatory training age from 18 to 20, and funding was increased from \$7 every four years to \$14 every four years. These legislative initiatives were sponsored by the Governor’s Advisory Committee on Motorcycle Safety in partnership with BikePAC of Oregon and ABATE of Oregon.

In July 2009, Governor Ted Kulongoski signed Senate Bill 546, which revised ORS 807.175 to require all motorcyclists seeking an original-issuance endorsement (“new riders”) to complete an ODOT-approved motorcycle safety course before they can be issued a motorcycle endorsement by DMV, unless they have a valid motorcycle-endorsed license from another state. The law had a five year phase-in period based on the age of the rider as follows:

- January 1, 2011 – All new riders under age 31.
- January 1, 2012 – All new riders under age 41.
- January 1, 2013 – All new riders under age 51.
- January 1, 2014 – All new riders under age 61.
- January 1, 2015 – All new riders no matter what age.

The following courses are the official ODOT-approved rider education courses to comply with the requirements of ORS 807.175:

- [Basic Rider Training \(BRT\)](#) – for riders of any age. Successful completion of BRT may result in the waiving of the DMV knowledge test and on-cycle skill test for a motorcycle endorsement (see section 2.3.12 [No Guarantee of DMV Test Waiver or Endorsement](#)).
- [eRider® Basic Rider Training \(ONB\)](#) – for riders of any age. Successful completion of eRider Basic may result in the waiving of the DMV on-cycle skill test for a motorcycle endorsement (see section 2.3.12 [No Guarantee of DMV Test Waiver or Endorsement](#)).
- [Intermediate Rider Training \(IRT\)](#) – for riders age 21 and older. Successful completion of IRT may result in the waiving of the DMV on-cycle skill test only; the DMV knowledge test is still required (see section 2.3.12 [No Guarantee of DMV Test Waiver or Endorsement](#)).
- [eRider® Intermediate Rider Training \(ONI\)](#) – for riders age 21 and older. Successful completion of eRider Intermediate may result in the waiving of the DMV on-cycle skill test for a motorcycle endorsement (see section 2.3.12 [No Guarantee of DMV Test Waiver or Endorsement](#)).

1.2. HISTORY

In October 1983, the Oregon Traffic Safety Commission contracted with the Motorcycle Safety Foundation to study and propose alternatives for managing the Oregon motorcycle safety program. The OTSC was charged with the responsibility for administering the statewide program and accumulated funds in the Motorcycle Safety Subaccount. The Motorcycle Safety Foundation was required to examine and comment on the following aspects of the program: (1) administration, budget, and staff, (2) role of other agencies, (3) delivery of rider training services, and (4) public information and education. Recommendations from that report, *The Oregon Motorcycle Program: Alternative Strategies for Administration and Implementation*, established the framework on which the Team Oregon Motorcycle Safety Program was founded.

In May 1984, Oregon State University (OSU), under contract to OTSC, launched the Team Oregon Motorcycle Safety Program. OSU's history in motorcycle safety education and instructor preparation dates from 1974, when OSU became one of the first universities in the country to be involved in the Motorcycle Safety Foundation's beginning programs, and the first university in the Northwest to become certified as a

site for motorcycle safety instructor preparation. The name “Team Oregon” was given to acknowledge the efforts of those committed to motorcycle safety, including individuals, organizations and clubs, businesses, and agencies. All who contribute to motorcycle safety through participation in training, promotion, or assistance are members of the “team.” The goal of Team Oregon is to foster and promote safe motorcycle operation through quality rider education programs, outreach and engagement.

In 1987, the Oregon Department of Transportation assumed responsibility for administrative oversight of OTSC and its programs. Program personnel remained in place and the collaboration between ODOT and OSU flourished. In 1991, Oregon Driver and Motor Vehicle Services (DMV) began waiving the state skill test for a motorcycle endorsement for students who completed the basic course. In 1995, DMV also began waiving the state knowledge test for basic course graduates. OSU has maintained, through ODOT, contractual authority, responsibility for developing, administering, and managing the State’s rider training activities including: training site identification and authorization, instructor solicitation, training, recognition and recognition maintenance, course scheduling, student registration and instructor assignment, and program oversight and quality assurance.

In 1994, Team Oregon began offering training for motor officers on a go-kart track. Called Police Advanced Rider Training (Police ART), the course was later expanded to include high-speed training conducted on full-sized track. Since 2003, these courses have generally been funded by ODOT grants and offered at no cost to motor officers. In 1996, Police ART was modified and offered to the public as Advanced Rider Training (ART).

In 2003, after determining the available basic training curriculum was not suitable for its students, Team Oregon developed its own proprietary curriculum for beginning riders. The Basic Rider Training (BRT) classroom was field tested and deployed in 2003, followed in 2004 by BRT range. Shortly thereafter, Intermediate Rider Training (IRT) and Rider Skills Practice (RSP) were deployed to meet the needs of riders with some experience. In 2004, DMV began waiving the state skill test for a motorcycle endorsement for students who completed IRT.

In 2010, Team Oregon began development of an online classroom for beginner and intermediate riders. Called eRider®, the new curriculum was not a modification or redesign of existing curricula, but a

brand-new course informed by Team Oregon priority areas, Oregon crash factors and NHTSA *Model National Standards for Entry-Level Rider Training*. The new classroom was field tested in 2011 and 2014, and deployed in 2015 as eRider Basic and eRider Intermediate. DMV waives the state skill test for both eRider courses.

In 2019, to expand the suite of courses available to experienced riders, Team Oregon began offering the Basic 3-Wheel (B3W), Braking Clinic (ABC), Precision Maneuvering Clinic (PMC) and Cornering Clinic to the public. In 2022, RSP was discontinued and replaced with Road Riding Tactics (RRT).

1.3. LAYOUT OF THIS MANUAL

This document contains the policies and procedures for program providers and instructors. This manual is incorporated by reference in the contractual agreements between program providers, OSU, and ODOT, and serves as both a manual for participants and a description of expectations for program operations. This manual should be reviewed by all recognized instructors.

Instructors are expected to know and are responsible for following the policies of the Team Oregon Motorcycle Safety Program. Each instructor should keep and maintain a copy of this manual with the latest updates. This manual covers the requirements for sponsor and site recognition, including safety-based requirements, reporting requirements, and the expectations for maintaining compliance. In addition, the minimum training requirements for students and the requirements for instructor recognition and training are explained. The approved courses are discussed in Chapter 4, and the required facilities and equipment are covered in Chapter 5. The final supplemental section (Chapter 0) contains Team Oregon contact information, a glossary of acronyms used in this manual, and samples of the required forms and reports to be used by instructors.

Hyperlinks in the Table of Contents and throughout the body of this manual allow quick access to referenced sections (in the manual available from the “Instructor Resources” website). To follow a hyperlink (either any referenced section number, or words designated by [blue ink, underlined](#)), click on the hyperlink (a visited hyperlink will then show in [purple ink, underlined](#)). After following a hyperlink, to return to your

previous place in the manual, use “ALT + Left Arrow”. If a hyperlink takes you to the wrong section or if a section reference (e.g. section 2.3.4.5.) is wrong, notify the office so it can be corrected.

1.4. ORGANIZATION: PARTICIPANTS AND ROLES

There are many important players who contribute to Oregon’s motorcycle safety effort. Each participant contributes to the program’s overall success.

1.4.1. Oregon Department of Transportation

The Oregon Department of Transportation (ODOT), Transportation Safety Office (TSO), holds statutory authority for the Oregon motorcycle safety program (ORS 802.320; ORS 802.340). ODOT employs a full-time program manager to oversee the statewide motorcycle safety effort. The role of ODOT includes the following:

- Oversight of Team Oregon for compliance with all contractual, statutory, and regulatory requirements.
- Development and refinement of ODOT policy, as needed, and coordination of State supportive activities.
- Development of annual service delivery contracts.
- Development and distribution of public information and education campaigns, services, resources, and materials.
- Staff to the Governor’s Advisory Committee on Motorcycle Safety.

1.4.2. Governor’s Advisory Committee on Motorcycle Safety

The Governor’s Advisory Committee on Motorcycle Safety (GAC-MS) is composed of stakeholders from the public and private sector who represent law enforcement, motorcycle clubs and organizations, the Oregon Driver and Motor Vehicles Division (DMV), and ODOT. DMV and ODOT serve as ad hoc (non-voting) members. The Governor appoints the eight members to this Committee.

This Committee’s mission is to advise the Governor and the Oregon Department of Transportation on all aspects of motorcycle safety and motorcycle safety legislation, and to evaluate all State programs

that deal with motorcycling. The Committee serves to promote and protect motorcyclists' safety by informing the public about motorcycles and promoting motorcycle education. Other responsibilities of the Committee include:

- Review current and proposed legislation and advise and counsel the Governor.
- Provide an open public forum for motorcyclists to voice ideas, concerns, or suggestions for improved motorcycle safety in Oregon.
- Evaluate ODOT motorcycle safety, licensing, and public information programs, and advise and counsel the Governor accordingly.
- Investigate and respond to constituency concerns regarding environmental hazards to motorcyclists' safety, such as highway construction and maintenance, rail crossings, or roadway sealants.
- Conduct hearings, as necessary, on issues affecting motorcyclists' safety.
- Promote and improve motorcycle and public safety.

1.4.3. Team Oregon Motorcycle Safety Program

The Team Oregon Motorcycle Safety Program is headquartered at Oregon State University and is responsible for the design, implementation, and management of state-approved rider training and education programs in Oregon. The Oregon Department of Transportation, Transportation Safety Division, through contracts and grants, assigns the following responsibilities:

- Training site identification, development, and oversight.
- Procurement and/or distribution of services, materials, and equipment.
- Rider training and compliance monitoring of instructors.
- Instructor employment, scheduling, and payroll for all courses.
- Monitoring and adjusting statewide program operations.
- Development and maintenance of statewide toll-free telephone and Web-based information, registration, and referral systems.
- Budget management.
- Program evaluation and reports for the GAC-MS and ODOT.

- Coordination with local, State, and national groups and organizations to increase awareness of motorcycle safety.

The Team Oregon Motorcycle Safety Program is headed by a Director, who is assisted by an Operations Manager, a Training Manager, a Business Manager, a Communications and Outreach Manager, a Facilities Manager, a Training Support Unit (TSU) Manager and accounting and training support staff.

1.4.3.1. Team Oregon Core Values

The mission of Team Oregon is to foster and promote safe and responsible use of motorcycles through quality rider education programs, outreach and engagement. Team Oregon adheres to the following core values:

- Provide a program of countermeasures to unsafe riding based on relevant and timely data and proven best practices in rider education, training, and public awareness.
- Provide our students with the knowledge, tools, and strategies needed to ride safely and responsibly, including the following core elements:
 - Wearing protective gear.
 - Seeing and being seen.
 - Using proper head and eye placement.
 - Perception development and risk assessment.
 - Developing riding skills.
 - Riding responsibly, using good judgment.
- Lead by example.
- Treat each other with dignity and respect.
- Provide quality products and services for our students that are consistent with the goals and objectives of the program.
 - Provide instructors with the knowledge, tools, and strategies to succeed in guiding others to ride safely and responsibly.
 - Make the teaching and learning experience meaningful, enjoyable, and rewarding.
 - Preserve and protect consistency of products and service delivery statewide.
 - Promote continuing education, training, and awareness.
 - Be clear and concise; limit “noise” – less is more.
 - Maintain integrity – say what you mean and mean what you say.
 - Start on time.

- Stay on time.
- Express clear and easily-measured expectations and stick with them.
- Support a student-centered experience.
 - Honor the student.
 - Respect students' limits and learning conditions and limitations.
 - Embrace diversity of cultures, race, religion, gender, and motorcycle style (do not be judgmental of motorcycle choices).
 - Be positive, helpful, patient, empathetic, and understanding.
 - In the classroom:
 - Evaluate understanding.
 - Guide discussion.
 - On the range:
 - Create and maintain a safe learning environment at all times.
 - Read instructions from the cards.
 - Evaluate understanding.
 - Provide precise demonstrations and narrations.
 - Provide positive and objective-focused coaching.
 - Strive to keep wheels in motion – students learn by doing.
- Honor personal, professional, and organizational development.
 - Support “Total Quality Process” of constant improvement.
 - Be responsive to coaching/training.
 - Build people, build leaders.
 - Uphold the reputation of the program and the credibility of members.
 - Follow the established process to make any changes to the delivery of the program.
 - Celebrate success and recognize positive efforts.
- Be accountable.
 - Be fiscally responsible.
 - Put critical issues in writing.
 - Honor and enforce policies and standards.
 - Be accountable to each other.
 - The student is always number one – it's not about you.

1.4.3.2. Instructors, Mentor Instructors, and Instructor Trainers

A Team Oregon instructor is an individual who has been formally recognized by Team Oregon as a motorcycle rider training instructor and who is employed by OSU for the purposes of providing rider training services for Team Oregon. Individuals must have received the required training by Team Oregon and must

have demonstrated the ability to perform to Team Oregon standards. Instructor recognition is valid for one year. Renewal is coordinated by Team Oregon. Only instructors currently recognized and employed by Team Oregon at OSU may teach Team Oregon-approved rider training programs.

Team Oregon Mentor Instructors are “Active” experienced instructors with a minimum experience of 16 courses over a period of at least one year. After completing Mentor Instructor training, these individuals are retained to guide and develop Apprentice and Intern Instructors. Apprentice Instructors have completed Instructor Preparation courses and work alongside a Mentor Instructor as a third instructor on the range and/or second instructor in the classroom, with the goal of demonstrating instructional proficiency. Once minimum proficiency is attained: Classroom-Apprentice instructors are signed off in the classroom; Range-Apprentice Instructors graduate to Intern Instructors. Intern Instructors are fully recognized instructors who have completed Range apprenticeship and are working to gain additional proficiency to attain “Active” status for Range.

Team Oregon Instructor Trainers are highly experienced individuals who have successfully completed a Team Oregon Instructor Trainer program. Instructor Trainers collaborate with Team Oregon to prepare new instructors, audit and evaluate training courses, conduct in-service training, and provide other technical assistance as requested by Team Oregon.

1.4.4. Course Sponsors

Team Oregon identifies, prepares, and provides formal recognition and support to course sponsors who provide rider training service delivery at locations statewide. Sponsoring entities may be any community resource (community colleges, educational service districts, businesses, state or municipal governments, private businesses, etc.) capable of providing facilities and/or services. Sponsors provide needed classroom and range facilities under agreement with OSU. Nine community colleges (Blue Mountain, Chemeketa, Clackamas, Klamath, Lane, Linn-Benton, Mount Hood, Portland, Rogue, Southwestern Oregon, and Treasure Valley) sponsor Team Oregon courses around the state; most facilities are fixed sites at which motorcycles and equipment are stored on-site. Other fixed sites include Bend, Coos Bay, Klamath Falls, McMinnaville, Medford, Redmond and Roseburg. Team Oregon also

sponsors a mobile training program, which serves more remote communities (Astoria, Baker City, La Grande, Ontario, Pendleton, The Dalles and Tillamook) by truck and trailer. Team Oregon and Oregon State University provide instructor scheduling and payroll for all courses.

1.4.5. Students

The final group of participants in the program is composed of the individuals who enroll as students in rider training courses. These are the novice, intermediate, and experienced motorcyclists who are served by Team Oregon. Team Oregon's goal is to ensure that students receive quality and uniform education and training regardless of where they attend training.

2. SPONSOR RECOGNITION AND ADMINISTRATION

2.1. GENERAL RECOGNITION REQUIREMENTS

Entities interested in becoming a course sponsor should contact Team Oregon. Minimum course sponsor and facility provider requirements include:

- Sponsors must be approved in advance to gain Team Oregon/ODOT recognition to conduct State-approved motorcycle rider education courses.
- Sponsors must execute a contractual “Use Agreement” with Team Oregon.
- A motorcycle rider education course shall use curriculum approved by ODOT and/or Team Oregon.
- Classroom and range facilities must have Team Oregon approval prior to use in a rider training program.
- Only Team Oregon-recognized instructors are eligible to teach in the program.
- Sponsors shall allow motorcycle rider education course student registration/enrollment through the Team Oregon website and toll-free phone system.
- Accurate records of rider education program costs and student participants shall be kept by Team Oregon. Student data shall include student name, date of birth, Driver License or Instruction Permit number and expiration date, course completion date, course completion status (Pass, Fail, Did Not Finish, or No-Show), and Completion Card number.
- Successful course graduates shall be issued approved student Completion Cards.
- Students and instructors shall be adequately covered by insurance obtained by Team Oregon.
- Each student enrolled in a motorcycle rider education course shall be provided with a copy of the ODOT-approved course text (if applicable) and other supplemental materials approved by Team Oregon.
- Each student enrolled in a Basic course shall be provided with the use of a motorcycle, with engine displacement of 325 cubic centimeters or less, for on-cycle training.
- Each student enrolled in an Intermediate course shall, upon request, be provided with the use of a motorcycle for on-cycle training.
- Students enrolled in a Basic or Intermediate course shall, upon request, be provided with a loan helmet by Team Oregon for use during the on-cycle training.

- Students and instructors must wear protective clothing (approved helmet, eye protection, full-fingered gloves, long sleeves, long pants, and over-the-ankle shoes/boots) any time they are on a motorcycle. (See section 2.3.13. [Student Dress and Protective Gear](#) and its subsections, and section 3.1.6. [Instructor Uniform](#).)

2.2. ADDITIONAL REQUIREMENTS

2.2.1. Insurance Requirements

Course sponsors may be required to carry or may wish to carry insurance in addition to that provided by Team Oregon. Such coverage may be specified in the sponsor’s contractual “Use Agreement.” No course shall be conducted without the appropriate insurance coverage in place.

2.2.1.1. Liability Insurance

Course sponsors are required to carry liability insurance through a company authorized to do business in Oregon.

2.2.1.2. Workers’ Compensation Insurance

As the employing agency, Oregon State University is required to provide Workers’ Compensation insurance. This insurance covers injuries to individuals who are working on behalf of Team Oregon. Course sponsors are required to provide Workers’ Compensation insurance for any of their employees associated with their contractual agreement with Team Oregon.

2.2.1.3. Motorcycle Training Course Insurance

Motorcycle Training Course Insurance must be provided. This insurance covers all claims arising from activities occurring during the actual motorcycle training. The minimum requirements for this insurance are: General Liability (premises and classroom) – an aggregate \$2 million and medical coverage for \$10,000.

2.2.1.4. Motorcycle Insurance

All State-owned motorcycles used in training or assets loaned to Team Oregon (e.g. Can-Am trikes) must be covered by comprehensive and collision insurance coverage or the State Insurance Fund.

2.2.2. Course Tuition and Fees

The Oregon Department of Transportation and Team Oregon have determined student registration and/or tuition fees as follows:

- The fee for a Basic course (BRT or ONB) shall be \$229 per student.
- The fee for an Intermediate course (IRT or ONI) shall be \$199 per student.
- A fee of \$25 per student may be charged for Basic or Intermediate course retesting.
- The fee for Road Riding Tactics (RRT) shall be \$99 per student.
- The fee for a Braking Clinic (ABC) shall be \$79 per student.
- The fee for a High-Speed Braking Clinic (BCL) shall be \$79 per student.
- The fee for Advanced Riding Techniques (ART) shall be \$179 per student.
- The fee for a Precision Maneuvering Clinic (PMC) shall be \$99 per student.
- The fee for a Cornering Clinic (CCS) shall be \$79 per student.
- The fee for an On-Road Clinic (ONR) shall be \$129 per student.
- The fee for Advanced Motors Training (AMT) may be up to \$150 per student.
- A fee for Basic 3-Wheel (B3W) shall be \$199 per student.

In some cases, sponsors may assign reasonable fees to cover expenses. Increase in registration and/or tuition fees for students in any ODOT-approved course must be approved by ODOT, in writing, prior to implementation.

2.2.3. Inquiries and Enrollment

Team Oregon is responsible for establishing a system for responding to inquiries and enrolling students that assures a timely reply and easy registration for the training courses offered.

2.2.4. *Recruiting Prospective Instructors*

Team Oregon maintains an ongoing program to attract prospective instructors. Contact Team Oregon for information on instructor recruitment.

2.2.5. *First Aid and Handling Accidents*

Course instructors are responsible for ensuring the safety of students and instructors and must adhere to the following requirements to remain in good standing with Team Oregon.

2.2.5.1. Presence of First-Aid-Certified Instructors

Instructors must possess current First Aid certification. Team Oregon reserves the right to approve First Aid providers to ensure applicable standards are met.

2.2.5.2. First Aid Supplies and Instructions

Team Oregon is required to maintain a First Aid kit at each approved training site. The range First Aid kit must, at a minimum, contain the supplies necessary to protect and support minor injuries and prevent unnecessary loss of blood. The following supplies are required:

- Sufficient gauze wrappings to make up a compression bandage.
- Sterile dressings.
- Triangle bandages.
- Several different sizes of commercial-type adhesive strips.
- Medical tape.
- An “Ace” type elastic bandage.
- Antiseptic wipes.
- First Aid cream.
- Chemical cold packs.
- Nitrile or latex gloves.
- CPR mouth guard.
- Scissors.
- Local emergency telephone numbers.

If desired, Team Oregon may add eye wash, minor burn ointment, etc.

2.2.5.3. Accident Reporting Procedures

Team Oregon requires that all accidents occurring during training be reported if the following conditions occur: (1) the person involved has obvious injuries or complains of pain and/or (2) there is property damage in excess of \$250. All instructors are responsible for adhering to the following required procedures:

- Step 1. Assess any injuries. Instructors must act with prudence and dispatch and deal with the immediate medical needs of any injured person. Where necessary, First Aid should be administered and emergency medical personnel notified. Emergency telephone numbers are readily available in or on each First Aid kit.
- Step 2. Notify staff. Immediately notify the on-call staff member at 1-888-370-7990 ext. 9 if the injured person is transported to a care facility by a privately owned vehicle or ambulance.
- Step 3. Submit written report to Team Oregon. The instructor(s) should complete a Team Oregon [Accident / Incident Report](#) form (see section 2.4.14. and sample form at 6.3.14.) and include it in the course file.

If there is any doubt regarding the extent of injury or damage, instructors are advised to complete an Accident / Incident Report on the same day the incident occurs.

2.2.6. Release of Student Information

In accordance with Oregon State University's student records retention policy and the Family Educational Rights and Privacy Act, Team Oregon protects the privacy of a student's educational records. These records are considered confidential and will not be released without formal consent from the student. A student who wishes to release their educational records to a third party will be asked to submit a release form (see the sample [Student Consent to Release Information](#) form in the Supplements chapter.) Any request by a third party related to a student's attendance, completion status and/or score is subject to prior receipt and internal processing of a student's formal consent.

2.3. STUDENT ELIGIBILITY AND COMPLETION OF TRAINING

Team Oregon is responsible for providing students with the training appropriate for their level and ensuring that only those students who successfully complete rider training be awarded appropriate course completion documents. Instructors should be familiar with Team Oregon’s policies relating to students as outlined in this chapter.

2.3.1. *Determining Eligibility*

There are four types of training recognized by Team Oregon: basic, intermediate, advanced and police advanced courses (see Chapter 4 – [Team Oregon-Approved Motorcycle Training Courses](#) for additional course information). The appropriate course for a student can be determined by examining the student’s experience and current driving privilege. Eligibility screening should be done when a prospective student first contacts the rider training provider, to determine which course is appropriate. Students must meet the eligibility provisions described below. While the goal of Team Oregon is to provide student services and support, Team Oregon reserves the right to refuse service, with the approval of the Director. Passengers are not allowed to participate in any Team Oregon course.

2.3.1.1. Eligibility for the Basic Course

The approved basic courses, Team Oregon’s [Basic Rider Training \(BRT\)](#) and eRider Basic (see sections 4.2 and 4.3) are for students with no riding experience or who do not currently own a motorcycle. Students enrolled in a basic course must be able to ride a bicycle and be capable of sustaining moderate physical exertion over a period of four hours. Each student must possess either a valid Driver License or Instruction Permit for operation of a motor vehicle. Students under age 18 must also have written permission from a parent or legal guardian to participate in the course (evidenced by parent’s or guardian’s signature on a [Waiver and Disclaimer](#) form). Certain out-of-state and out-of-country credentials are acceptable in lieu of an Oregon Instruction Permit or Driver License; contact Team Oregon for approval. For students who are required by Oregon to complete rider training to qualify for a motorcycle endorsement, an approved basic course is the required course for those under 21; students age 21 and

older may take either an approved basic or intermediate course ([Intermediate Rider Training](#) or [eRider Intermediate](#)) to fulfill the mandatory training requirement.

Students may use Team Oregon training motorcycles or provide personally-owned motorcycles/motorscooters for training. If a personal vehicle is used, it must be in safe operating condition and proof of insurance must be provided. Any vehicle used for a basic course must be no smaller than 51 cc but no larger than 325 cc. Electric vehicles are not allowed in the basic course. Vehicles with automatic transmissions are allowed. (See section 5.2.2. [Student-Owned Vehicles](#) for additional requirements and restrictions.) In the event a vehicle is damaged or breaks down so that the student must switch to another vehicle, that replacement vehicle must be one with the same shifting style as the previous vehicle: i.e., manual transmission or automatic transmission. It is permissible to switch a rider from a student-owned bike to a Team Oregon training bike.

Successful completion of BRT may result in the waiving of the DMV knowledge test and on-cycle skill test for a motorcycle endorsement (see section 2.3.12. [No Guarantee of DMV Test Waiver or Endorsement](#)). Successful completion of eRider Basic may result in the waiving of the DMV on-cycle skill test for a motorcycle endorsement (see section 2.3.12. [No Guarantee of DMV Test Waiver or Endorsement](#)). Each basic course graduate receives a Team Oregon Completion Card.

2.3.1.2. Eligibility for the Intermediate Course

The approved intermediate courses, Team Oregon's [Intermediate Rider Training \(IRT\) and eRider Intermediate](#) (see sections 4.4 and 4.5), is designed for skill refinement of the intermediate rider who has some experience or who has been absent from the sport for an extended period of time. Students must be age 21 or older and must possess either a valid Driver License or Instruction Permit for operation of a motor vehicle. Students age 21 and older who are required by Oregon to complete rider training to qualify for a motorcycle endorsement may take either an approved basic or intermediate course to fulfill the mandatory training requirement.

Students may use Team Oregon training motorcycles or provide personally-owned motorcycles/motorscooters for training. If a personal vehicle is used, it must be in safe operating condition and proof of insurance must be provided. Electric vehicles and vehicles with automatic transmissions are allowed. (See section 5.2.2. [Student-Owned Vehicles](#) for additional requirements and restrictions.) In the event a vehicle is damaged or breaks down so that the student must switch to another vehicle, that replacement vehicle must be one with the same shifting style as the previous vehicle: i.e., manual transmission or automatic transmission. It is permissible to switch a rider from a student-owned bike to a Team Oregon training bike.

Successful completion of an approved intermediate course may result in the waiving of the DMV on-cycle skill test (see section 2.3.12. [No Guarantee of DMV Test Waiver or Endorsement](#)). Each intermediate course graduate receives a Team Oregon Completion Card.

2.3.1.3. Eligibility for the Advanced Courses

The advanced courses, Team Oregon's [Road Riding Tactics \(RRT\)](#) (see section 4.6.), Braking Clinic (ABC) (see section 4.7), Advanced Riding Techniques (ART) (see section 4.8), Precision Maneuvering Clinic (PMC) (see section 4.9) Cornering Clinic (CCS) (see section 4.10) and On-Road Clinic (ONR) are designed for endorsed riders looking to sharpen their cornering, braking, emergency maneuvering and low-speed handling skills. Students must be age 16 or older and must possess a current and valid motorcycle endorsement on their Driver License. Students under age 18 must also have written permission from a parent or legal guardian to participate in the course (evidenced by parent's or guardian's signature on a [Waiver and Disclaimer](#) form).

Students in advanced courses must use personally-owned motorcycles/motorscooters for training. Personal vehicles must be in safe operating condition and proof of insurance must be provided. Electric vehicles and vehicles with automatic transmissions are allowed. (See section 5.2.2. [Student-Owned Vehicles](#) for additional requirements and restrictions.)

Because only endorsed riders are eligible to attend these courses, students who successfully complete an advanced course do not receive any test waiver for a motorcycle endorsement. Each advanced course graduate receives a Team Oregon Completion Card.

2.3.1.4. Eligibility for the Police Advanced Course

The Police Advanced course, Team Oregon's [Advanced Motors Training \(AMT\)](#) (see section 4.11.), is designed for the law enforcement officer who has current, on-street police motorcycle enforcement experience. The AMT course is offered exclusively for police motorcycle officers to refine cornering, swerving, and accident avoidance skills. AMT also includes an optional instructional unit that develops skills for high-speed operations. Officers must complete AMT to qualify for the optional high-speed unit. Students are required to provide an agency-issued motorcycle that meets Team Oregon standards. Students are required to wear agency-issued riding gear that meets Team Oregon standards. The motorcycles must be insured and the officers must possess a current and valid motorcycle endorsement on their Driver License. Officers are further required to submit evidence of professional training: copies of course Completion Cards or evidence of completion of Basic Motors Training. Each AMT graduate gains training credit from the Department of Public Safety Standards and Training (DPSST), and each AMT graduate receives a Team Oregon Completion Card.

2.3.1.5. Eligibility for the 3-Wheel Course

The approved 3-wheel course, Team Oregon's [Basic 3-Wheel \(B3W\)](#) (see section 4.12), is for any student interested in learning to operate a 3-wheel motorcycle. Students enrolled in B3W must be capable of sustaining moderate physical exertion over a period of four hours. Each student must possess either a valid Driver License or Instruction Permit for operation of a motor vehicle. Students under age 18 must also have written permission from a parent or legal guardian to participate in the course (evidenced by parent's or guardian's signature on a Waiver and Disclaimer form). Certain out-of-state and out-of-country credentials are acceptable in lieu of an Oregon Instruction Permit or Driver License; contact Team Oregon for approval. Students in B3W must use Team Oregon training vehicles; no personal vehicles are allowed.

Students are not required by Oregon to complete a 3-wheel course. Successful completion of B3W does not result in the waiving of the DMV knowledge test or on-cycle skill test for a motorcycle endorsement. Each B3W course graduate receives a Team Oregon Completion Card.

2.3.2. Verifying Student Eligibility

Team Oregon must verify student identity and eligibility before allowing them to participate in a course. Basic and Intermediate students must provide a valid Driver License. Advanced students must provide a valid Driver License with motorcycle endorsement. The course instructor is responsible for reviewing student documents and verifying identity and eligibility before accepting a student in the first course session. Verification requires the instructor to:

- Physically examine each student's Driver License and check that the picture matches the student's face and the Driver License has not expired.
 - A temporary (paper) Driver License is acceptable if presented with a photo ID to verify the name and picture match the student. Any photo ID is acceptable.
 - A photocopy or electronic image of the student's Driver License is acceptable if the instructor can clearly see the name, date of birth, picture and expiration date.
- Check that the student's name and date of birth on the Driver License match that information on the student's course forms.
- Check the student's age, and if the student is under age 18, check that a parent or guardian has signed the student's Waiver and Disclaimer form.
- Check that the student has signed and dated the Waiver and Disclaimer form (signature and date are required).
- Check the student's proof of insurance for a personal vehicle to be used for the course (see section 5.2.2. for more information about the use of [Student-Owned Vehicles](#)).

See the sample [Waiver and Disclaimer – With Instructions](#) in the Supplements chapter.

2.3.3. Student Eligibility for Tuition Assistance

Team Oregon may provide a \$25 refund to Oregon residents participating in the Oregon Supplemental Nutrition Assistance Program (SNAP) who register for a Team Oregon basic or intermediate course. Students apply for the refund when they register and are required to show their SNAP card to the instructor.

- Students who sign up for the refund will be noted on the course roster.
- Students should bring the [Tuition Assistance Verification Form](#) along with their Oregon Trail card to the course (see sample form can be found in the Supplements chapter). Extra forms can be found in the site collateral boxes.
- Students must present a valid, hard plastic Oregon Trail card with the student's name on it. No other proof of SNAP participation (e.g. pictures, photocopies) are accepted.
- Students who do not present a valid Oregon Trail card are not eligible for the refund.
- Instructors should check the appropriate box and sign the form, whether they were able to verify the SNAP card or not, and return the completed form in the course packet.

Refunds are processed in the Team Oregon office 5-7 days after course completion.

2.3.4. Students with Special Needs

Learning to ride a motorcycle requires physical stamina. Age, language limitations, or certain physical conditions may or may not hinder an individual's ability to learn to ride safely. If a student expresses any concern about his/her ability or special circumstances that might limit or endanger the student's health while taking the motorcycle safety course, Team Oregon will encourage the student to consult a physician prior to enrolling.

A student with a language or physical limitation may seek to enroll in a rider training course. When such a student applies for training and identifies the language or physical limitation, Team Oregon will attempt to accommodate the student by taking the following steps:

- If there is a hearing concern, Title II of the Americans with Disabilities Act requires that the course sponsor can provide an interpreter, free of charge, for any hearing-impaired individual who wishes to attend. Videos used in training are available with closed captioning.
- If there is a language problem, other than hearing, Team Oregon may allow the student to bring an interpreter with him/her to assist with comprehension of the written material and/or the instructor's oral communication in the classroom. The instructor should discuss with the student and interpreter any additional interpretation that may be necessary on the range. The instructor must inform the interpreter how to behave during range activities so as not to affect the safety conditions of the range.
- If a student has a specially modified motorcycle to accommodate a special physical condition, the vehicle may be used during training only if it meets Team Oregon's limitations (basic courses only),

is insured in the minimum amount required by Oregon law (proof of insurance must be provided), and is in good operating condition (must pass a safety inspection). The vehicle must meet definitions of a motorcycle. Vehicles that have more than two wheels are not allowed. See section 4.16.8. and its subsections regarding [Specialty Equipment](#) and section 5.2.2. [Student-Owned Vehicles](#).

- In instances where Team Oregon is unsure of the vehicle definition, the person will be referred to the DMV. This allows the DMV to rule as to whether that vehicle is eligible to be registered as a motorcycle and the person to seek a Motorcycle Instruction Permit.

All students are subject to Team Oregon’s training standards and procedures.

2.3.5. Early Dismissal of Students

Students must be given every reasonable opportunity to successfully complete the rider course curriculum. However, any student who demonstrates an inability to safely operate a motorcycle during practice riding must be dismissed from the course immediately. Instructors must release a student from training if the student is becoming unsafe and, in the judgment of the instructor(s), the safety of the student, class, and/or instructor(s) is endangered by the student’s performance. The student’s completion status is listed as “DNF” (Did Not Finish) on the Course Roster.

Instructors should make every effort to improve each student’s confidence and skill level. Not everyone learns at the same rate. Instructors should provide adequate warnings to students who lack the physical, mental, or emotional capabilities to ride safely. If, after conferring, both instructors determine that a particular student is becoming unsafe and/or is endangering himself/herself or others, the student must be released. Once the instructors decide to release a student, they must act immediately. This must be done diplomatically. Instructors should provide professional advice that will help the student succeed the next time, such as: (1) riding a bicycle to improve conditioning and balance; (2) practicing on a small motorcycle in an off-highway/off-road area clear of obstructions and traffic; (3) learning to drive a clutched car; or (4) coming back to take the course again. The student should contact Team Oregon for re-enrollment information.

A student may also be released from training in the following circumstances:

- The student has an accident and, in the judgment of the instructor(s), the effects of the accident (such as injury, anxiety, etc.) make it unsafe for the student to continue the training. The student's completion status is listed as "DNF" (Did Not Finish) on the Course Roster.
- The student voluntarily removes himself/herself from the course. The student's completion status is listed as "DNF" (Did Not Finish) on the Course Roster.
- The student misses part of the course due to arriving late, as described in the [Late-Arriving Students](#) section below. The student's completion status is listed as "DNF" (Did Not Finish) on the Course Roster.
- The student misses part of the course due to being absent, after the course has begun. The student's completion status is listed as "DNF" (Did Not Finish) on the Course Roster.
- If an enrolled student is absent for all course sessions, that student's completion status is listed as "NS" (No-Show) on the Course Roster.

2.3.6. Late-Arriving Students

Instructors may release any student from training who misses more than 30 minutes of classroom, the first exercise of a range session, or an eRider student who arrives more than 15 minutes after the scheduled course start time. Any student who arrives more than 30 minutes late for the first classroom session loses eligibility to participate in the course and must be dismissed. The student's completion status is listed as NS (No-Show) on the Course Roster. Any student who arrives more than 15 minutes late for subsequent classroom sessions or who arrives after completion of the first range exercise loses eligibility to participate in the course and must be dismissed. The student's completion status is listed as "DNF" (Did Not Finish) on the Course Roster. The student should contact Team Oregon for re-enrollment information. Any BRT or IRT student who arrives less than 30 minutes late for the first classroom session must independently read classroom Units 1 and 2 and be evaluated on the classroom discussion missed. Key points include: evaluate understanding of expectations; and complete Unit 2 Review Questions.

2.3.7. Walk-In Students

In the event enrollment for a course is below the maximum, or in the event a registered student fails to show in the allowed 30 minutes or arrives 15 minutes late for the first range session of an eRider course (see section 2.3.6. [Late-Arriving Students](#)), that vacant seat may be given to an individual who did arrive on

time for the first session. The instructor should wait until the allowed time has passed, then fill any vacant seats with walk-in students, in the order of their arrival; the walk-in student(s) should have been there for that 30 minutes (15 minutes for eRider), so as not to miss any of the session.

When a walk-in student is given a seat in the course, his/her name should be written below the pre-registered students' names on the Course Roster. Walk-in students who join the course must complete all course forms as specified in the course file.

Walk-in students must pay the course fee before course begins. One exception is BRT and ONB walk-in students may participate in course before paying, however, they may not attend the second range session unless they have paid. The instructor must collect the course fee (full student tuition) from every walk-in student who is given a seat in the course, as prescribed in section 2.4.3.1. [Collection of Course Fees](#). Course fee payments are returned with the course file. Walk-in students may register with a credit card payment during business hours if there is a seat available. The instructor must advise a walk-in student who is already enrolled in a later course that he/she is still obligated to pay for the later course unless they contact the Team Oregon office to cancel at least three business days before the start of that later course.

2.3.8. Team Oregon Refund Policy

Students pay for a reserved seat in a Team Oregon course. Once the course has begun, that seat cannot be reassigned. Therefore, refunds are not allowed once the course has started. Cancellations must be made within a specified time limit before the start of the course in order to receive a refund; time limits are specified on the Team Oregon website and shall not exceed three days.

A student who drops out of the course (voluntarily or otherwise) is ineligible to return to training in that course; to continue training, the student will need to re-enroll and start again. There are no refunds provided to students who, for any reason, do not complete training. See the sections on [Early Dismissal of Students](#) (section 2.3.5.) and [Late-Arriving Students](#) (section 2.3.6.) for further information.

2.3.9. Students Changing Courses

Changing to a different course is allowed in BRT, IRT and advanced courses only if a student wishing to change his/her reservation has notified Team Oregon at least three days before the start of the course for which they are registered; otherwise, the student must pay full tuition for both courses (see section 2.3.7. [Walk-In Students](#) for further details). Changing to a different course is allowed for eRider Basic and Intermediate only if a student wishing to change his/her reservation has not completed the online classroom and the student notified Team Oregon at least three days before the start of the course for which they are registered; otherwise, the student must pay full tuition for both courses (see section 2.3.7. [Walk-In Students](#) for further details).

At the first classroom session for BRT, and the first range session for eRider Basic, switching between AM and PM groups at the same site on the same days is permitted without prior notice if space is available. Students may switch between AM and PM groups only once; students may not switch for one day and not the other. The instructor must note the changes on the Course Roster.

2.3.10. Conducting Student Retesting

Students who complete the course by attending and participating in all sessions but who fail the basic or intermediate on-cycle Skill Test are authorized to retake the test within 60 days of the original course date, without repeating any portion of the course. Students are discouraged from retaking the test on the same day they fail the original test, but exceptions are allowed when retest opportunities are unavailable, such as at year-end. Students must register for a retest within 14 days of the original course date, and all retesting must be completed within 60 days of the original course date. Beyond 60 days, the student must re-enroll if he/she wishes to complete training. A student who is scheduled for a retest and does not show up at the scheduled time forfeits the retest fee and any further retest opportunity. Retest authorization may be granted only to students who have completed all sessions, and may be granted for the basic or intermediate Skill Test. In the event of a dropped motorcycle or unsafe act, that rider's test is immediately terminated, the total score for the Skill Test is 21 points (the 21 points are not added to the

rider’s other points on the test), and the student is eligible for a retest if he/she completes the rest of the course (for the BRT and eRider Basic, this includes Exercise 19).

Students must call the TSU to pre-register for a retest. Only students who pre-register for a retest and pay the retest fee are authorized to retest. A retest Course File containing a roster which lists all authorized retest students is distributed to the instructor assigned to lead that retest. All retest students must present a picture identification card (to allow instructors to verify the identity of the student taking the retest). Retest students need not complete and sign an additional Waiver and Disclaimer, unless they are using a personally-owned vehicle (for further details, see section 2.3.10.2. [Skill Test Retesting \(Skill Retest\)](#) and its subsections).

Completion Cards for retest students are sent from the Team Oregon office. When a retest student successfully passes the previously failed test, the TSU may issue to the student the appropriate Completion Card. Some retest students may have failed both the BRT Knowledge Test and the Skill Test; this will be noted on the retest roster. Completion Cards for these students will be sent by the TSU once retest scores have been verified. BRT students who passed the Skill Test or Skill Retest but failed the BRT Knowledge Test will be issued an Alternate BRT Completion Card and must retest at DMV. Team Oregon does not conduct Knowledge Retests.

2.3.10.1. Reporting Student Retesting

The Course Roster must include the required data for all students who participated in training. In the case of a student who failed the Knowledge Test or Skill Test, the completion status is “F” (Fail). The student’s retest results will be recorded upon completion of retesting.

When conducting any retest, the instructor must confirm the student’s eligibility by comparing the student’s picture identification with the retest roster; enter the instructor’s initials next to each student’s name on the retest roster, to indicate the student’s identity has been verified. Record the student’s score and completion status (Pass, Fail, or No-Show) on the retest roster (see the sample [Course Roster](#) in the Supplements chapter). If a personally-owned vehicle is used for the retest, prior to retesting, the student

must complete and sign a Waiver and Disclaimer form, and the instructor must inspect the vehicle and verify the student's proof of insurance.

2.3.10.2. Skill Test Retesting (Skill Retest)

Skill Test retest authorization may be granted only to students who have completed all sessions, and may be granted for the BRT, IRT, eRider Basic or eRider Intermediate Skill Test. All retest students must ride the entire Skill Test (unless their retest is terminated due to dropping a motorcycle during an evaluation or committing an unsafe act); partial retests are not allowed. No more than one on-cycle riding retest is allowed. Students are discouraged from retaking the test on the same day they fail the original test, but exceptions are allowed when retest opportunities are unavailable, such as at year-end. See section 2.3.10. [Conducting Student Retesting](#) and its subsections for further details and limitations on retesting.

All retest students must present a picture identification card (to allow instructors to verify the identity of the student taking the retest). Retest students need not complete and sign an additional Waiver and Disclaimer form for the retest, unless they are using a personally-owned vehicle for the retest. See section 2.3.10.1. for details on [Reporting Student Retesting](#).

Students must retest on a vehicle with the same shifting style as the vehicle they used for training: if the student was training on a motorcycle with a manual transmission, the replacement must have a manual transmission; if the student was training on a motorscooter with an automatic transmission, the replacement must have an automatic transmission. Instructors should refer to the retest roster for student vehicle type and assign them a similar vehicle. If a personally-owned vehicle is used for the retest, prior to retesting, the student must complete and sign a Waiver and Disclaimer form, and the instructor must inspect the vehicle and verify the student's proof of insurance. See section 5.2.2. [Student-Owned Vehicles](#) for additional requirements and restrictions. See section 2.3.10.1. for details on [Reporting Student Retesting](#) and section 2.4.3.3. for details on the [Course Roster for Retest](#). Also see the [Retesting Protocol](#) in the Supplements chapter for a summary of procedures.

Students requiring retesting for the Skill Test may attend a Group Retest or may individually join a BRT, IRT, eRider Basic or eRider Intermediate course for the Skill Test only. Differences in retest treatments are noted below.

Provide a Skill Retest Report form to each student who completes a Skill Retest. The instructor fills in the student's name, pass/fail status and score converted to a percentage using the Skill Test Score Conversion Chart. A sample Skill Retest Report and Skill Test Score Conversion Chart are included in the supplements chapter. Students who fail the Skill Retest are not eligible for another retest or completion card. These students must reenroll and successfully complete another basic or intermediate course.

2.3.10.2.1. Individual Retests

For individuals joining a BRT, IRT, eRider Basic or eRider Intermediate course for the Skill Test only:

- No more than two retest students may join the course Skill Test.
- Retest students are not authorized to join the course in any riding activity prior to or following the Skill Test.
- If the course is full, students will have to share motorcycles (consult the Site File for maximum range load). If the course is full and a student brings his/her own motorcycle, contact the on-call staff member at 1-888-370-7990 ext. 9 for guidance and/or approval. No exceptions to the range maximum are allowed for retesting without prior staff approval or guidance.
- Instructors are to follow the retest warm-up procedures as specified below:
 - During the break before the Skill Test, set up and conduct BRT Exercise 11 according to the *BRT Range Guide*, including: time, coaching, and staging, with the following modifications:
 - Set cone weave only on the side away from staging; Set end gates.
 - Instructor A position moves to corner of range, facing weave.
 - POT (path of travel) – Students ride cone weave, through end gate, down center of range, through end gate, back to cone weave.
 - No other activity is allowed on the range during the warm-up activity.
- The retest student(s) may not be scored on the course Skill Test Score Sheet. The scores for any retest students joining the Skill Test are recorded on a separate Skill Test Score Sheet, and "Retest" should be circled in the upper left corner.

- For an individual retest, the instructor records the student's Skill Test score and completion status (Pass, Fail, or No-Show) on the retest [Course Roster](#).
- The instructor provides a Skill Retest Report form to each student who completes a Skill Retest. See section 2.3.10. [Skill Test Report/Retest Instructions](#) and 4.12.2 [Basic and Intermediate Skill Test](#) for details about use of the Test Report Forms.

2.3.10.2.2. Group Retests

For retest students participating in a Group Retest:

- Instructors provide a warm-up by conducting BRT Exercise 11 according to the *BRT Range Guide*, including: time, instructor positions, coaching, and staging.
- For a group retest, the instructor records the students' Skill Test scores and completion status (Pass, Fail, or No-Show) on the retest [Course Roster](#).
- The instructor provides a Skill Retest Report form to each student who completes a Skill Retest. See section 2.3.10. [Skill Test Report/Retest Instructions](#) and 4.12.2 [Basic and Intermediate Skill Test](#) for details about use of the Test Report Forms.

2.3.11. Requirements for Issuing Completion Cards

To be eligible for a Team Oregon Completion Card, a student must have paid the required course fee, must have attended all sessions of the course, and must have passed appropriate Knowledge and/or on-cycle Skill Tests (basic and intermediate only) as part of the required Team Oregon curriculum. See section 2.4.11. and its subsections for further information on [Completion Cards](#) and section 4.15.2. for [Completion Policy](#) details.

If a student completes all course work but does not pass the on-cycle Skill Test (basic and intermediate only), the instructor shall refer the student to Retest Instructions on the back of the Skill Test Report form (see section 2.3.10. [Conducting Student Retesting](#) and its subsections for retest policy details).

Completion Cards for retest students are sent from the Team Oregon office. When the retest student successfully passes the previously failed test, the TSU may issue to the student the appropriate Completion Card. Some retest students may have failed both the written Knowledge Test and the Skill Test; this will be noted on the retest roster. BRT students who passed the Skill Test or Skill Retest but failed the BRT

Knowledge Test will be issued an Alternate BRT Completion Card and must retest at DMV. Team Oregon does not conduct Knowledge Retests.

2.3.12. No Guarantee of DMV Test Waiver or Endorsement

Although successful completion of a BRT course may result in the waiving of the DMV motorcycle licensing tests, and successful completion of an IRT or eRider course may result in the waiving of the DMV on-cycle skill test, Team Oregon does not guarantee that completion of any rider course will ensure that the individual will not be subject to DMV's tests and/or that the individual will be issued a motorcycle endorsement in the State of Oregon.

2.3.13. Student Dress and Protective Gear

To ensure the safety of all students, Team Oregon has established requirements for student dress, all of which must be worn any time a student is on a motorcycle. Students who fail to meet the following minimum requirements for appropriate dress shall not be allowed to participate in on-cycle training:

- Sturdy pants. Denim (jeans) or cotton pants are acceptable. Legs must be fully covered, with no holes or tears. Athletic leisure wear (e.g. sweat pants, yoga pants, leggings, jeggings) are not permitted.
- Long-sleeved shirt or jacket. Arms must be fully covered.
 - A motorcycle jacket is required for ABC, ART, CCS, PMC Level 2 and ONR. Both motorcycle jacket and pants are required for AMT and BCL.
- Low-heeled shoes/boots that cover and protect the ankles. Boots with flimsy material (e.g. Romeo boots) or boots that interfere with the normal use of controls (e.g. high heels) are not permitted.
- Full-fingered leather (or equivalent) gloves. Hands must be fully covered.
- Eye protection: faceshield, goggles, safety glasses, eyeglasses, and sunglasses are acceptable. Eyes must be protected during all riding exercises and any time a student is on a motorcycle.
- Properly fitted United States Department of Transportation (DOT)-approved (FMVSS218) motorcycle helmet.

2.3.13.1. Helmet Standard

Students who desire to use their own helmets may do so, as long as their helmets meet the following requirements:

- Approved helmets must be commonly worn for motorcycle use and must at least meet the tops of the ears. Novelty or beanie-style, bicycle, equestrian, and/or sport helmets are not allowed for use in training.
- The helmet must meet minimum DOT requirements (FMVSS218) as evidenced by:
 - DOT sticker on the outside of the helmet and/or:
 - Manufacturer’s labeling permanently attached to the inside of the helmet.
 - Energy-absorbing (expanded polystyrene or polyurethane foam) liner, at least one inch thick measured above the ears.
 - Hard outer shell.
 - Sturdy retention system (chin strap that fastens).

Students enrolled in a Basic, Intermediate, or Experienced course shall, upon request, be provided with a loan helmet by Team Oregon for use during the on-cycle training. Basic, Intermediate, or Experienced students are provided with loan helmets, if the student has none or if the student’s helmet fails the standard. ART and AMT students are expected to provide their own helmets (in compliance with the requirements above) and eye protection. Team Oregon will not provide helmets for ART or AMT students.

2.3.13.2. Weather-Appropriate Clothing

In addition to the above minimum requirements, students should be encouraged to wear or bring clothing appropriate for the weather that might be expected during the course, such as raingear, or outer clothing for cold weather. Instructors should be watchful for possible unsafe riding due to a student’s lack of weather-appropriate clothing (for example, distraction/impairment from being too cold, too wet, etc.).

2.4. REQUIRED FORMS AND REPORTS

The following sections describe required forms and reports, in the order in which they might be used for a training course. Section 2.4.15. [Course File Reporting Requirements](#) details the order in which the completed forms and reports should be assembled in the course file. Samples of the forms and reports are

provided in the [Sample Forms](#) section of the Supplements chapter. Hyperlinks allow quick access to the referenced sample forms; use “ALT + Left Arrow” to return from a visited hyperlink.

2.4.1. Registration Form

Student registration and a [Waiver and Disclaimer](#) form must be completed before the student begins any portion of the training program. The registration form should capture enough information to determine a student’s eligibility for course participation. At a minimum, the form should capture the following: student’s name, date of birth, address, phone number, driver license number and expiration date. The form is completed at the time the student enrolls in the course.

Some community colleges require additional registration forms. Refer to instructions in the course Site File regarding required forms.

2.4.2. Waiver and Disclaimer Form

All students must complete and sign a Team Oregon Motorcycle Rider Course Waiver and Disclaimer form. A sample [Waiver and Disclaimer](#) form and a [Waiver and Disclaimer – With Instructions](#) are included in the Supplements chapter. Students under age 18 must have a parent or legal guardian also sign the Waiver and Disclaimer form. In the event that a parent or legal guardian is unavailable to sign in person at the first classroom session, the form may be taken home for signature (in ink) then presented by the student at the first range session.

Retest students must present picture identification, but they need not complete and sign an additional Waiver and Disclaimer form for the retest, unless they are using a personal vehicle for the retest. If a personally-owned vehicle is used for the retest, prior to retesting, the student must complete and sign a Waiver and Disclaimer form and the instructor must inspect the vehicle and verify the student’s proof of insurance.

Instructor Recruits, prior to taking their on-cycle Skill Test, must present a valid Driver License with motorcycle endorsement, and must complete and sign a Waiver and Disclaimer form, to be checked and

approved by the instructor conducting the Skill Test. Instructor Recruits may use a training motorcycle, or may use a personal motorcycle, in which case proof of insurance must be provided, and the motorcycle must be inspected and approved (see section 5.2.2. [Student-Owned Vehicles](#)) prior to the Skill Test.

Under no circumstances should any student or Recruit be allowed to participate in on-cycle training or testing without a completed Waiver and Disclaimer form. Team Oregon must keep completed Waiver and Disclaimer forms for three years after completion of the course.

2.4.3. Course Roster

The Course Roster form provides course information, including type of course conducted, instructor names, names of students in various categories and their test scores and [Completion Status](#) (see section 2.4.3.2. below), students issued Team Oregon Completion Cards, and Completion Card numbers. The Course Roster must include the required data for all students who participated in training. A sample [Course Roster – With Instructions](#) is included in the Supplements chapter. Online reporting allows instructors to submit completed Course Rosters immediately following the course. Student scores and passing status must be entered online by the end of the training day, and the course file with completed Course Roster must be returned to Team Oregon within 24 hours of course completion. (See section 2.4.15. [Course File Reporting Requirements](#).)

When a walk-in student is given a seat in the course his/her name should be written below the pre-registered students' names on the Course Roster. If the student was able to register over the phone with the Team Oregon office, or online if a seat was available, a new roster can be printed that will include the walk-in student's name. See section 2.3.7. [Walk-In Students](#) regarding collection of fees and other details relating to the treatment of walk-in students.

2.4.3.1. Collection of Course Fees

Completion Cards are not issued unless the course fee has been paid. The instructor should collect payment from any student who is a walk-in or any student who has a note indicating "needs to pay" below their name on the Course Roster. Instructors should indicate on the course roster that the fee was paid.

Students can pay online, over the phone, or by check or money order payable to Team Oregon. Course fee payments should be placed in the course file. Instructors should avoid cash payment, which may not be mailed in the course file. If the student states he/she has already paid, the instructor must have the student write a check for the course fee and write “duplicate payment” on the check. The check will be returned once payment has been verified.

2.4.3.2. Completion Status

A student’s course completion status is determined by the following policy.

Basic Courses

P – Pass

- Student attended and participated in all course sessions; and
- Student achieved a passing score (no less than 80%) on the Knowledge Test; and
- eRider student completed all online coursework; and
- Student achieved a passing score (no more than 20 penalty points) on the Skill Test.

Completion Cards are awarded to all basic course participants who pass the course.

F – Fail

- Student did not achieve a passing score on either the BRT Knowledge Test or the Skill Test.

DNF – Did Not Finish

- Student voluntarily removed himself/herself from the course; or
- Student was released from training due to:
 - skill or behavioral deficiencies; or
 - an accident whose effects (such as injury, anxiety, etc.) made it unsafe for the student to continue the training, in the judgment of the instructor(s); or
 - the student missed part of the course due to arriving late, as described in the [Late-Arriving Students](#) section; or
 - the student missed part of the course due to being absent, after the course had begun.

NS – No-Show

- Student registered for course but did not attend any of the course sessions.
- The student missed more than 30 minutes of the classroom session at the beginning of the BRT, or arrived more than 15 minutes late for the first range session of an eRider Basic course, thus did not attend any of the course sessions.

Intermediate Courses

P – Pass

- Student attended and participated in all course sessions; and
- eRider student completed all online coursework; and
- Student achieved a passing score (no more than 20 penalty points) on the Skill Test.

Completion Cards are awarded to all intermediate course participants who pass the course.

F – Fail

- Student did not achieve a passing score on the Skill Test.

DNF – Did Not Finish

- Student voluntarily removed himself/herself from the course; or
- Student was released from training due to:
 - skill or behavioral deficiencies; or
 - an accident whose effects (such as injury, anxiety, etc.) made it unsafe for the student to continue the training, in the judgment of the instructor(s); or
 - the student missed part of the course due to arriving late, as described in the [Late-Arriving Students](#) section; or
 - the student missed part of the course due to being absent, after the course had begun.

NS – No-Show

- Student registered for course but did not attend any of the course sessions.
- The student missed more than 30 minutes of the classroom session at the beginning of the IRT, or arrived more than 15 minutes late for the first range session of an eRider Intermediate course, thus did not attend any of the course sessions.

Advanced and Police Advanced Courses

C – Completed

- Student attended and participated in all course sessions.

Completion Cards are awarded to all advanced course participants who complete the course.

DNF – Did Not Finish

- Student was released from training due to:
 - skill or behavioral deficiencies; or
 - an accident whose effects (such as injury, anxiety, etc.) made it unsafe for the student to continue the training, in the judgment of the instructor(s); or
 - the student missed part of the course due to arriving late, as described in the [Late-Arriving Students](#) section; or
 - the student missed part of the course due to being absent, after the course had begun.

NS – No-Show

- Student registered for course but did not attend any of the course sessions.

2.4.3.3. Course Roster for Retest

Only students who pre-register for a retest and pay the retest fee are authorized to retest. A retest Course File containing a roster which lists all authorized retest students is distributed to the instructor assigned to lead that retest.

When conducting any retest, the instructor must confirm the student's eligibility by comparing the student's picture identification with the retest roster, and write the instructor's initials next to each student's name on the retest roster, to indicate the student's identity has been verified. Record the student's score and completion status (Pass, Fail, or No-Show) on the retest roster. If a student-owned vehicle is used for the retest, prior to retesting, the student must complete and sign a Waiver and Disclaimer form, and the instructor must inspect the vehicle and verify the student's proof of insurance.

A student who is scheduled for a retest and does not show up at the scheduled time forfeits the retest fee and any further retest opportunity; completion status is listed as No-Show on the retest roster.

Completion Cards for retest students are sent from the Team Oregon office. When the retest student successfully passes the previously failed test, the TSU may issue to the student the appropriate Completion Card. Some retest students may have failed both the written Knowledge Test and the Skill Test; this will be noted on the retest roster. BRT students who passed the Skill Test or Skill Retest but failed the BRT Knowledge Test will be issued an Alternate BRT completion card and must retest at DMV. Team Oregon does not conduct Knowledge Retests.

If an Instructor Recruit is joining a retest, the Instructor Recruit's Skill Test is evaluated using a more stringent scoring standard, and the Instructor Recruit's score is recorded on an individual [Skill Evaluation Form for Instructor Recruits](#), which is returned with the course file. Record the Instructor Recruit's score and completion status (Pass, Fail, or No-Show) on the roster. See section 2.4.8. for further details.

2.4.4. Retesting Protocol

A [Retesting Protocol](#) sheet is included in the Supplements chapter. See section 2.3.10. and its subsections for details about [Conducting Student Retesting](#). See section 2.4.3.3. above for details about the retest roster.

2.4.5. Knowledge Test Answer Sheet

Each BRT student uses a Knowledge Test Answer Sheet to answer the Knowledge Test questions. (No marks should be made on the Knowledge Test itself.) A sample [Knowledge Test Answer Sheet](#) is included in the Supplements chapter. Students should be instructed to write their name on the line provided and to mark the lettered box that corresponds to the best answer for each Knowledge Test question. See section 4.14.1. [BRT Knowledge Test](#) for more information.

2.4.6. Knowledge Test Report/Retest Instructions

The instructor provides a Knowledge Test Report form to each student who completes a BRT Knowledge Test. The instructor fills in the student's name, pass/fail status and score. A sample Knowledge Test Report is included in the supplements chapter. The instructor debriefs students on their pass/fail

status. Students who fail the Knowledge Test are referred to Retest Instructions on the back of the report form. BRT students who passed the Skill Test or Skill Retest but failed the BRT Knowledge Test will be issued an Alternate BRT completion card and must retest at DMV. Team Oregon does not conduct Knowledge Retests.

2.4.7. Skill Test Score Sheet

The Basic/Intermediate Skill Test Score Sheet is prepared by the instructor scoring the skill evaluations. A sample [Skill Test Score Sheet](#) is included in the Supplements chapter. See section 4.14.2. [Basic and Intermediate Skill Test](#) for details about scoring.

In the event of individual retesting, the retest student(s) may not be scored on the course Skill Test Score Sheet. The scores for any retest students joining the Skill Test are recorded on a separate Skill Test Score Sheet, and “Retest” should be circled in the upper left corner. In the event of group retesting, the Skill Test Score Sheet is used for the group, and “Retest” should be circled in the upper left corner. Any retest student’s score and completion status are recorded on the retest roster (see section 2.4.3.3. above).

2.4.8. Skill Test Report/Retest Instructions

The instructor provides a Skill Test Report form to each student who completes a basic or intermediate skill evaluation. A different form is provided to Skill Retest students. The instructor fills in the student’s name, pass/fail status and Skill Test score converted to a percentage using the Skill Test Score Conversion Chart. A sample Skill Test Report and Skill Test Score Conversion Chart are included in the supplements chapter. See section 4.13.2. [Basic and Intermediate Skill Test](#) for more details about scoring. The instructor debriefs students on their pass/fail status. Students who fail the Skill Test are referred to Retest Instructions on the back of the report form.

Students must call the TSU to pre-register for a retest. Only students who pre-register for a retest and pay the retest fee are authorized to retest.

2.4.9. Tuition Assistance Verification Form

Team Oregon may provide a \$25 refund to Oregon residents participating in the Oregon Supplemental Nutrition Assistance Program (SNAP) who register for a Team Oregon basic or intermediate course. Students apply for the refund when they register and are required to show their SNAP card to the instructor. Students should bring the [Tuition Assistance Verification Form](#) along with their Oregon Trail card to the course (see sample form in the Supplements chapter). Instructors should check the appropriate box and sign the form, whether they were able to verify the SNAP card or not, and return the completed form in the course packet.

2.4.10. Skill Evaluation Form for Instructor Recruits

Instructor Recruits are scored on a Team Oregon [Skill Evaluation Form for Instructor Recruits](#). A sample form, with pointers for completing it, is included in the Supplements chapter, including the [Instructions](#) on the back of the form. The form will be included in the course file. Instructor Recruits may be scored on a standard Skill Evaluation Form, provided the more stringent scoring criteria from the [Skill Evaluation Form for Instructor Recruits](#) is applied.

Instructor Recruits, prior to taking their on-cycle Skill Test, must present a valid Driver License with motorcycle endorsement, and must complete and sign a Waiver and Disclaimer form, to be checked and approved by the instructor conducting the Skill Test. Instructor Recruits may use a training motorcycle, or may use a personally-owned motorcycle, in which case proof of insurance must be provided and the motorcycle must be inspected and approved (see section 5.2.2. [Student-Owned Vehicles](#)).

Prior to taking the on-cycle Skill Test, Instructor Recruits are allowed a warm-up; if the recruit is joining a basic or intermediate Skill Test, follow the warm-up procedures specified in section 2.3.10.2.1. [Individual Retests](#); if the recruit is joining a Group Retest, follow the warm-up procedures specified in section 2.3.10.2.2. [Group Retests](#). The Instructor Recruit on-cycle Skill Test is conducted according to normal Team Oregon standards but is evaluated with a more stringent scoring standard. The Instructor Recruit is scored on the Skill Evaluation Form; the completed form is returned with the course file, along

with the recruit's Waiver and Disclaimer form. Record the Instructor Recruit's score and completion status (Pass, Fail, or No-Show) on the printed roster. Do not record the Recruit's score and completion status on the online roster. This will be completed by the TSU when the course file is received at headquarters.

2.4.11. Completion Cards

Team Oregon Completion Cards are issued only to students who have paid the required course fee, attended all sessions of the course, and passed appropriate written and/or on-cycle Skill Tests (basic and intermediate only) as part of the required Team Oregon curriculum.

Completion Cards for graduates who have not paid the course fee are withheld until payment is received. A separate Completion Card is issued for each course. Sample [Completion Cards](#) are included in the Supplements chapter. Each basic and/or intermediate course graduate is issued a Team Oregon Completion Card. Only completion of a basic and/or intermediate course may result in a waiver of the DMV knowledge test and/or on-cycle Skill Test for applicants seeking a motorcycle endorsement, provided the applicant applies to DMV for the endorsement within two years of course completion. Graduates of the advanced and 3-wheel courses also receive Completion Cards, but these do not qualify for DMV motorcycle endorsement test waivers.

2.4.11.1. Handling of Completion Cards

An official Team Oregon Completion Card is assigned for each student who successfully completes a course. Completion Cards are sent from the Team Oregon office by designated staff within 72 hours of successful course completion.

- Only Team Oregon designated staff have access to the Completion Cards. No blank Completion Cards are allowed to be circulated.
- Completion Cards for retest students are sent from the Team Oregon office within 72 hours of successful course completion.

2.4.11.2. Replacement Completion Cards

Completion Cards are valid for two years from the date of issuance. Completion Cards lost, stolen, or damaged may be replaced within that two-year period with request to Team Oregon. Only Team Oregon designated staff are authorized to issue replacement Completion Cards.

Course completion verification for insurance or other purposes may be granted up to five years from the date of issuance of the original Completion Card. There is no fee for verification of course completion.

2.4.12. Retest Reports

When a student completes a Skill Retest, the instructor provides a retest report form. The instructor fills in the student's name, pass/fail status and score. For the Skill Retest Report form, the instructor converts the score to a percentage using the Skill Test Score Conversion Chart. Sample retest report forms and the Skill Test Score Conversion Chart are included in the supplements chapter. See section 2.3.10.3. [Skill Test Retesting \(Skill Retest\)](#) for details about use of the Retest Forms.

2.4.13. Online Course Surveys

The Online Course Surveys give students an opportunity to assess program content and quality of instruction. All students should be sent an Online Survey shortly after the completion of formal instruction. Instructors should inform students that the surveys are used to improve the program and the results are confidential.

2.4.14. Accident / Incident Report

The Accident/Incident Report form is used when reporting an accident or incident as required by Team Oregon. A sample [Accident / Incident Report](#) form and an [Accident / Incident Report – With Instructions](#) are included in the Supplements chapter. See section 2.2.5.3. [Accident Reporting Procedures](#) for details about use of this form.

2.4.15. Course File Reporting Requirements

Online reporting allows instructors to submit completed Course Rosters immediately following the course. Student scores, passing status and site needs must be entered online by the end of the training day, and the course paperwork with completed Course Roster must be returned to Team Oregon within 24 hours of course completion. (See section 2.4.3 [Course Roster](#).) To aid the TSU in processing paperwork, it is appreciated, but not required, that the completed course paperwork be assembled in the following order:

- Final course roster including student names, test scores, and completion status.
- Knowledge Test Answer Sheets (BRT only).
- Waiver and Disclaimer forms for students. Please arrange in alphabetical order by last name, with A at the top and Z at the bottom.
- Basic/Intermediate Skill Test Score Sheets.
- Accident Reports (if applicable).
- Skill Test Score Sheet(s) and Waiver and Disclaimer form(s) for instructor recruits (if applicable).
- Tuition Assistance Verification Forms (if applicable)
- Course fee payments and receipts (if applicable).
- Apprentice/Intern sign-off slips (if applicable).

2.4.16. Ordering Forms and Materials

Team Oregon prints and distributes all required program forms and provides all instructional materials. [Sample forms](#) are contained in the Supplements chapter of this manual. Sites are re-stocked every year. However, if supplies become low, notify Team Oregon by using the Site Needs tool during course reporting.

2.5. MAINTAINING COMPLIANCE

2.5.1. Compliance Audits

Site inspections, called Site Compliance Audits (SCAs), are conducted by Team Oregon. The SCA is used by Team Oregon to determine whether a site meets Team Oregon’s technical and administrative standards and whether special assistance is necessary. SCAs do not guarantee the quality of a site but they contribute by evaluating the effectiveness of each site’s administration and maintenance and identifying areas for improvement.

Instructor observations, called Training Compliance Audits (TCAs), are also conducted by Team Oregon. The TCA is used by Team Oregon to determine whether an instructor meets Team Oregon’s technical and administrative standards and whether special assistance is necessary. TCAs do not guarantee the quality of training but they contribute by evaluating the performance of each instructor and identifying areas for improvement.

2.5.1.1. Purposes and Procedures

Although the primary purpose of a Compliance Audit is to determine whether a site meets Team Oregon/ODOT standards, it also provides critical feedback and assistance for the instructor(s) and the Operations, Facilities, and Training Managers. The purpose of the Compliance Audit is not only to affirm compliance with Team Oregon standards but also to review all aspects of the operation: range, storage, classroom, registration, and instruction. Close attention is given to the maintenance of participant safety.

2.5.1.2. Scheduling of Compliance Audits

Team Oregon establishes an approximate schedule for Compliance Audits, although they may be conducted without prior notification at any time. A Team Oregon representative or a qualified third party is assigned to perform each Compliance Audit.

2.5.1.3. Conduct of Compliance Audits

The TCA is conducted during a regularly scheduled Basic or Intermediate course. During the TCA, the Team Oregon auditor observes and evaluates the instruction in progress.

During the TCA, the Team Oregon auditor observes from the rear of the classroom or near the range where he/she can see and hear but not distract.

The SCA is conducted on a sponsor site and should be conducted outside scheduled course times. If conducted during course times, the auditor should coordinate with the teaching instructors so as to not be a distraction to students.

2.5.1.4. Compliance Audit Reports

A report detailing the observations of the Team Oregon auditor is submitted within five days to the appropriate Team Oregon Manager for approval. The corrective actions are then listed as recommendations on the auditor's report. An executive report summarizing the audit findings is sent to the Team Oregon Director and affected instructor(s). If necessary, the report or directives may also be sent to other Team Oregon administrative staff for specific tasks identified in the audit.

2.5.1.5. Correction of Problems

During the TCA, the auditor notes strengths and weaknesses. Problem areas are referenced to the appropriate page in the *Basic Rider Training Instructor's Guide*, the *Basic Rider Training Range Guide*, or the *Team Oregon Policy and Procedures Manual*. If time permits, the Team Oregon auditor may conduct a brief summary of the TCA with the instructors who were observed during the evaluation.

During the SCA, the auditor notes compliance with training and administrative standards. Problem areas are reviewed regularly by the Training Manager, Operation Manager, and Director.

Team Oregon makes every reasonable effort to assist sponsors and instructors in remedying compliance problems. However, in cases of gross negligence or when noncompliance becomes a

continuing problem, Team Oregon may revoke or cancel recognition of the sponsor or instructor(s) involved.

2.5.1.6. Limitations of the Compliance Audit

Although the Compliance Audit process is a cornerstone in Team Oregon's quality assurance program, it has limitations. It can measure compliance only on the day of the review and for a portion of a single course. Therefore, a satisfactory Compliance Audit does not guarantee continued compliance with Team Oregon standards.

CHAPTER 3 – INSTRUCTOR RECOGNITION

3. INSTRUCTOR RECOGNITION

3.1. TEAM OREGON-RECOGNIZED INSTRUCTORS

Only currently recognized instructors may work as classroom or on-cycle instructors. In order to qualify, an individual must hold a current and valid Team Oregon Instructor Certification. Instructor applications must be approved by and submitted through the administrative staff.

3.1.1. *Instructor Status Categories and Criteria*

Team Oregon recognizes the following instructor categories, described below: Intern Instructor, Active Instructor, Inactive Instructor, Mentor Instructor, and Instructor Trainer. For details of instructor status qualifications and training phases, see section 3.2.2. [Instructor Training](#) and its subsections. Required instructor proficiencies, listed in the Team Oregon Motorcycle Safety Program *New Instructor Training Logbook*, can be found in the [Proficiency Log](#) in the Supplements chapter.

3.1.1.1. Intern Instructor

An Intern Instructor is an individual who has successfully completed the Apprentice-Range program. Intern Instructors are fully recognized and are employed (paid) and assigned to deliver training.

Intern Instructors carry the full responsibility of an Active Instructor on the range, but are required to complete an internship under the supervision of a Mentor Instructor, who evaluates the Intern's proficiency. This intern period is designed to familiarize new instructors with Team Oregon policies and procedures and to assist new instructors in assimilating and applying skills and strategies learned in Instructor Preparation.

An Intern Instructor must meet the following criteria to qualify for recognition as an Active Instructor:

- Review the overview of Team Oregon as found in the Policies and Procedures Manual section 1 [Introduction](#) and the subsections that follow.
- Review specific Team Oregon requirements for student eligibility and acceptance into training courses, etc.

- Review Team Oregon forms as found in the Policies and Procedures Manual section 6 [Supplements](#) and the subsections that follow.
- Review Team Oregon policies and procedures.
- Successfully complete all requirements of the Range apprenticeship and internship programs. (See section 3.2.2. and its subsections for details of [Instructor Training](#).)

The criteria listed above must be met within six training months (training months are February through October) after completion of Range Apprenticeship in order to maintain instructor recognition. Range-only certification is permitted; Classroom certification is optional. Instructors must achieve “Active Instructor” status on the range to be eligible to participate in Instructor Preparation-Classroom and the Apprentice-Classroom program. (See section 3.2.2. and its subsections for details of [Instructor Training](#).)

3.1.1.2. Active Instructor

An Active Instructor is an individual who has successfully completed Range apprentice and intern requirements (see section 3.2.2.7. [Criteria to Qualify for Active Instructor Status](#)) and maintains full compliance with OSU conditions of employment. (See also section 3.1.7. [Maintaining and Renewing Instructor Recognition](#).) Instructors are encouraged, and sometimes required, to attend periodic in-service training ([Instructor Updates](#)). An Active Instructor may be certified in Range only, or both Range and Classroom.

3.1.1.3. Inactive Instructor

An Inactive Instructor is one who has requested status change from Active to Inactive due to personal circumstances such as health, pregnancy, or family or job circumstances that warrant such action. Upon request, the instructor can return to Active status at any time during the current certification term as long as Active qualifications have been maintained. When an instructor moves to Inactive status, all assignments for the remainder of the year are removed from the schedule.

An instructor who is called to active military duty is classified as an Inactive Instructor until returning. At that time and upon request, the Team Oregon Training Manager will facilitate necessary training and mentoring to successfully return the instructor to proficiency and “Active” status.

3.1.1.4. Mentor Instructor

A Mentor Instructor is an experienced instructor who has successfully completed Mentor Instructor training and who maintains Active Mentor Instructor status.

Mentor Instructors are a critical element of Team Oregon's success, for they provide support for apprentices and interns to facilitate their growth and development.

A Mentor Candidate must meet the following minimum qualifications:

- Have Active Instructor status, with a minimum of 24 months' experience after completion of range internship. Classroom mentors must be certified with a minimum of 24 months' experience after classroom apprenticeship.
- Have taught a minimum of 24 courses.

To be considered for the Mentor Instructor program, a Mentor Candidate must:

- Submit a letter of interest and/or be selected by the Training Manager.
- Be distinguished among other qualified candidates based on their record of service, commitment to Team Oregon Instructor Rules of Professional Conduct, and their strong, proven desire to give back to the instructor community.
- Fulfill strategic program criteria, such as meeting geographic needs, alleviating assignment load, and managing travel costs.
- Successfully complete Mentor Instructor training.

To achieve and maintain Mentor Instructor recognition, Mentor Instructors must:

- Maintain Active Instructor status.
- Attend Mentor Instructor training seminars/updates as requested or required.
- Demonstrate proficiency in and commitment to instructional standards identified in the *New Instructor Training Logbook* (see the [Proficiency Log](#) in the Supplements chapter).
- Positively serve and support the growth and professional development of apprentice and intern instructors.

Enrollment in the Mentor Instructor Program is conferred annually by Team Oregon. Upon written notice enrollment may be terminated by the Mentor Instructor or Team Oregon at any time.

A Guardian Angel (GA) is a Mentor Instructor given a specialized assignment. While new Instructors may teach with many Mentor Instructors during Apprenticeship and Internship, a GA has a more informal and personal mentoring role. A GA is assigned to each new Instructor their first year. The GA initiates and maintains regular contact with the new Instructor as a trusted source of information. Activity may include coaching, clarifying policy and expectations, helping the new Instructor prepare for assignments, debriefing assignments, demo practices, or just social connection. The goal is to help new Instructors develop the trust, confidence, and success needed to achieve Active Instructor status.

3.1.1.5. Instructor Trainer

An Instructor Trainer is an experienced instructor who has successfully completed Instructor Trainer preparation and who maintains Active Instructor status for both Range and Classroom.

Instructor Trainers are a group of highly experienced and trained Mentor Instructors who are employed to mentor, supervise, and support all instructors. Instructor Trainers conduct Instructor Preparation, in-service training, and Technical Assistance Visits (TAV).

To qualify for Instructor Trainer recognition, a Mentor Instructor must meet the following criteria:

- Be a currently recognized Active Mentor Instructor with a minimum of three years' teaching experience, to include a minimum of 450 instructional hours in both Range and Classroom, and mentoring a minimum of 15 apprenticeships/internships (experience at multiple sites is preferred).
- Successfully pass a Training Compliance Audit with scores of seven or greater in each Classroom or Range instruction category.
- Have written recommendation from the Training Manager.
- Successfully complete Instructor Trainer preparation.

To maintain Instructor Trainer recognition, Instructor Trainers must adhere to the following criteria:

- Maintain Active Mentor Instructor status.
- Attend Instructor Trainer seminars/updates as requested or required.
- Maintain instructor proficiency (see the [Proficiency Log](#) in the Supplements chapter).

- Maintain compliance with Team Oregon policies and procedures.

Enrollment in the Instructor Trainer Program is voluntary and renewed annually, based upon mutual agreement of the Instructor Trainer and Team Oregon. An Instructor Trainer may withdraw from the program at any time, upon written notice to Team Oregon. Team Oregon may rescind Instructor Trainer status at any time, upon written notice to the Instructor Trainer. The goal is to share excellence.

The Instructor Trainer category includes the following:

- IP-R Instructor Trainer: An Instructor Trainer who has completed IP-Range Trainer training. An IP-R Instructor Trainer is eligible to teach Instructor Preparation-Range.
- IP-C Instructor Trainer: An Instructor Trainer who has completed IP-Classroom Trainer training. An IP-C Instructor Trainer is eligible to teach Instructor Preparation-Classroom.
- IP-RC Instructor Trainer: An Instructor Trainer who has completed IP-RC Trainer training. An IP-RC Instructor Trainer is eligible to teach both Instructor Preparation-Range and Instructor Preparation-Classroom.
- Update Instructor Trainer: An Instructor Trainer who has completed Instructor Trainer preparation for training Active Instructors in updates (in-service training).

3.1.2. Instructor / Student Ratio

The following instructor / student ratio must be followed by Team Oregon sponsors and instructors. Instructor categories refer to Team Oregon-recognized instructors. (See section 3.1.1. [Instructor Status Categories and Criteria](#), and its subsections, and section 3.2.2. [Instructor Training](#), and its subsections, for details of instructor categories.)

- One Active Instructor (certified for both Classroom and Range) or Apprentice-Classroom Instructor may teach a maximum of twenty-four (24) students during classroom instruction.
- With prior approval by the Director: One Active Instructor (certified for both Classroom and Range), Mentor Instructor, or Instructor Trainer may teach a maximum of thirty-six (36) students during classroom instruction.
- Two Active Instructors, or one Mentor Instructor and one Intern Instructor, may teach a maximum of twelve (12) students during on-cycle instruction.

- One Active Instructor may teach a maximum of eight (8) students during on-cycle instruction with approval from the Director or Training Manager.

3.1.3. Obtaining Team Oregon Instructor Recognition

To receive Team Oregon instructor recognition, an individual must apply and meet all the minimum requirements, as follows:

- Meet the minimum requirements to gain Instructor Candidate status, as prescribed in section 3.2.2. [Instructor Training](#) and its subsections.
- Successfully complete Instructor Preparation-Range and the Apprentice-Range program, as prescribed in section 3.2.2. [Instructor Training](#) and its subsections.
- Possess and provide proof of current First Aid certification or be willing to obtain First Aid certification (see section 2.2.5.1. regarding qualifications for First Aid certification) prior to attending Instructor Prep Range Training.
- Accept and follow Oregon State University conditions of employment.
- Sign and follow Team Oregon [Instructor Rules of Professional Conduct](#) (see section 3.1.4.1.) and comply with the [Standards for Recognized Instructors](#) (see section 3.1.4. and its subsection).

No instructor recognition shall be issued except to those applicants who meet or exceed these minimum requirements. See section 3.1.1. [Instructor Status Categories and Criteria](#) and its subsections for further details of recognition requirements.

3.1.3.1. Out-of-State Instructors

Certain out-of-state instructor credentials are acceptable for waiving some of the minimum requirements for Instructor Candidate status (see section 3.2.2. [Instructor Training](#) and its subsections); contact Team Oregon for approval. However, out-of-state instructors must successfully complete Team Oregon Instructor Preparation-Range and all requirements of the Apprentice-Range and Intern-Range programs to qualify for recognition as an “Active Instructor” for the Range; and must successfully complete Team Oregon Instructor Preparation-Classroom and all requirements of the Apprentice-Classroom program to qualify for recognition as a Classroom instructor.

3.1.4. Standards for Recognized Instructors

A recognized motorcycle instructor is an individual who has met all of the requirements for Team Oregon instructor recognition and OSU employment, has successfully completed Team Oregon Instructor Preparation, and has demonstrated the ability to perform to Team Oregon standards. To maintain “Active Instructor” recognition, an individual must maintain the minimum level of Team Oregon instructional activity and fully comply with OSU conditions of employment. (See section 3.1.7. [Maintaining and Renewing Instructor Recognition](#).)

Team Oregon-recognized instructors are held to the highest professional standards and are expected to conduct every rider training course in a manner that provides quality and consistent instruction in compliance with Team Oregon policy while maintaining student safety. Instructors must adhere to the [Team Oregon Core Values](#) (see section 1.4.3.1.) and [Instructor Rules of Professional Conduct](#) (see section 3.1.4.1. below). Conduct not in keeping with Team Oregon instructor standards and expectations and/or OSU employment policies may result in a loss of eligibility to receive teaching assignments.

3.1.4.1. Instructor Rules of Professional Conduct

The following are the Instructor Rules of Professional Conduct – minimum expectations for each Team Oregon-recognized instructor. (A sample [Instructor Rules of Professional Conduct](#) form is included in the Supplements chapter.) The rules of professional conduct for instructors ensure that courses are taught in a safe, efficient and professional manner. To assure the highest quality reputation, each Team Oregon instructor shall:

- Adhere to Team Oregon Core Values as prescribed in the Team Oregon Motorcycle Safety Program *Policy and Procedures Manual*.
- Conduct rider training courses that meet Team Oregon standards as prescribed in the Team Oregon Motorcycle Safety Program *Policy and Procedures Manual*.
- Correctly coach and evaluate student riding skills.
- Maintain riding skills sufficient to correctly demonstrate training course exercises.
- Maintain student safety to the highest degree possible.

- Conduct herself/himself in a professional manner on and off the riding range.
- Maintain a professional demeanor when interacting with students, instructors, and affiliated personnel.
- Remain attentive to and respectful of the needs and expectations of students.
- Provide no endorsements of products, services, or businesses during the conduct of a Team Oregon course.
- Comply with Team Oregon policies and procedures and Oregon State University employment requirements.
- Keep current contact information on file with Team Oregon.
- Maintain current Red Cross or equivalent First Aid certification.
- Teach a minimum of three courses totaling a minimum of 27 instructional hours of Team Oregon-approved courses every year.
- Complete instructor in-service training once every two years (as requested or required).
- Keep up-to-date on current motorcycle training instruction information.
- Currently own and/or operate a motorcycle.
- Wear proper protective gear whenever riding, at a minimum, to and from any event where you will represent yourself as an instructor.
- Ride free of alcohol and other drugs.
- Maintain a satisfactory driving record.
- Have no felony convictions.
- Seek prior Team Oregon approval before using the credibility of Team Oregon instructor recognition to take a public position on legislative or policy issues or in forums.

3.1.5. *Instructor Driving Record Requirements*

Team Oregon instructor standards require that instructors maintain a good driving record in order to maintain teaching eligibility. Team Oregon recognizes that instructors, while role models, are not perfect. To this end, the program uses the following standards to determine if instructors who receive convictions for traffic violations on their records are eligible to receive teaching assignments.

DMV notifies Team Oregon whenever an instructor's driving record is amended and includes a description of the violation. Team Oregon administrative staff review the record and notify the instructor as required.

First Offense: If the instructor's driving record is currently clear, Team Oregon will send the instructor a notification letter when a new conviction appears on his/her driving record. The letter will urge the instructor to be mindful of his/her driving records and the responsibilities of being a motorcycle safety instructor.

Second Offense: If the instructor receives a second conviction within 12 months of receiving the first conviction, the instructor will not be assigned to teach motorcycle safety courses for a period of 60 days from the date of notification by DMV to Team Oregon.

Three or More Offenses: If the instructor receives a third conviction within 18 months of receiving the first conviction, the instructor will not be assigned to teach motorcycle safety courses for a period of 180 days from the date of notification by DMV to Team Oregon. If the instructor receives a fourth conviction at any time during the period when they are not eligible to be assigned to teach motorcycle safety courses the instructor will not be given teaching assignments for a period of one year from the date of notification by DMV to Team Oregon.

Suspensions or Revocations: If the instructor's Driver License is suspended, revoked, or withdrawn, or if the instructor is enrolled or participating in a DUII diversion or driver improvement program in any jurisdiction, or if the instructor refuses and/or fails a breath or blood test in accordance with ORS 813.100, the instructor will not be assigned to teach motorcycle safety courses for a period of one year from the notification by DMV to Team Oregon. For the purpose of the rules, a hardship or probationary permit does not constitute valid driving privileges.

An instructor may also not be assigned to teach motorcycle safety courses for operation of a motor vehicle unbecoming to an instructor, including, but not limited to, flagrant speed violations, recklessly endangering another person, menacing, or criminal mischief resulting from the operation of a motor vehicle, failure to perform the duties of a driver to injured persons under ORS 811.705, fleeing or attempting to elude a police officer under ORS 811.540, or any of the grounds for revocation and suspension under ORS

809.409 and 809.411. The Director shall enforce all occasions when an instructor becomes ineligible to be assigned to teach motorcycle safety courses. Eligibility to receive teaching assignments will be restored when: (1) the instructor's Driver License or driving privilege is reinstated in full, and (2) the periods of ineligibility to receive assignments are completed. Opportunities for restoration of eligibility to receive teaching assignments and appeal shall be made through Team Oregon headquarters. Team Oregon may request additional information from an instructor who has been convicted of any of the violations listed above. Additional information may include, but is not limited to, documentation regarding the extenuating circumstances of the conviction. Team Oregon will determine if the extenuating circumstances of the conviction are such that the conviction does not affect the person's fitness to be an instructor.

Out-of-State Licenses: An instructor who has not held Oregon driving privileges for the three-year period preceding application, reinstatement of eligibility to receive teaching assignments, or recertification to become an instructor may be required to submit a certified driving record from any jurisdiction or foreign government that issued driving privileges during that period.

Instructor Recruits/Candidates: To be considered for Instructor Candidate status, Instructor Recruits must possess an acceptable driving record, with no suspensions, revocations, cancellations, or denials within the preceding three years. However, Instructor Recruits are granted one-time amnesty if their driving records reflect no more than two convictions within a concurrent 12-month period or no more than three convictions within a concurrent 18-month period. Instructor Candidates are allowed to continue to teach provided that no further violations are accrued. Additional violations will result in being ineligible to receive teaching assignments as described above.

Instructors who become ineligible to receive teaching assignments are expected to maintain other recognition requirements, such as maintaining First-Aid certification (see section 3.1.3. for recognition requirements).

3.1.6. *Instructor Uniform*

Team Oregon enjoys the services of instructors statewide – individuals who share a commitment to safer motorcycling. These riders come from all social, economic, educational, and ethnic backgrounds.

Team Oregon recognizes these instructors equally to represent Team Oregon for the purpose of course administration and delivery. Team Oregon expects all instructors to present themselves professionally, including:

- Good grooming – clean hair, clean body, clean clothes (no holes or patches). Clothing, hair, or jewelry should not present a distraction.
- Instructors wear/display their Team Oregon Instructor name tag.
- Instructors may not wear clothing advertising motorcycle-related dealers, organizations, products, services, or businesses.
- Instructors are expected to meet the same minimum requirements for appropriate dress as established for students any time an instructor is on a motorcycle:
 - Sturdy pants. Denim jeans are acceptable. Legs must be fully covered.
 - Long-sleeved shirt or jacket. Arms must be fully covered.
 - Low-heeled shoes/boots that cover the ankles.
 - Full-fingered leather (or equivalent) gloves. Hands must be fully covered.
 - Eye protection: faceshield, goggles, safety glasses, eyeglasses, and sunglasses are acceptable. Eyes must be protected during all riding demonstrations and any time an instructor is on a motorcycle.
 - Properly fitted United States Department of Transportation (DOT)-approved (FMVSS218) motorcycle helmet. Instructors who desire to use their own helmets may do so, as long as their helmets meet the requirements listed under [Helmet Standard](#) (section 2.3.13.1.).

Clothing for the Range: Team Oregon issues instructor uniforms. Instructors must wear these articles when conducting range instruction:

- Instructor name tag.
- Current long- or short-sleeved instructor shirt.
- Instructor hat, at instructor's discretion. If a ball cap is worn, it must be a Team Oregon-issued cap in good condition.
- All appropriate dress specified as minimum requirements (sturdy long pants, long-sleeved shirt or jacket, over-the-ankle shoes/boots, full-fingered gloves, eye protection, and DOT-approved helmet) must be worn any time an instructor is on a motorcycle.

- Appropriate outer clothing should be worn, as necessary, during periods of cold or inclement weather.

Clothing for the Classroom: Clothing must be clean and free of holes or patches. Pants should cover the legs (no shorts or cutoffs). Jeans are acceptable. Skirts are acceptable if they are long enough to maintain the instructor’s professional appearance. Team Oregon Instructor name tag should be worn/displayed.

3.1.7. Maintaining and Renewing Instructor Recognition

Instructor recognition is valid from the original date of achieving Intern-Instructor status until the end of their second training season. Instructor recognition is renewed yearly for those instructors who have taught a minimum of three courses totaling a minimum of 27 instructional hours of Team Oregon-approved courses during the preceding one-year recognition period, and have maintained all other minimum requirements (see section 3.1.3 for minimum requirements). The 27 instructional hours may be all range modules or a combination of range and classroom instructional activity in any Team Oregon-approved course. Qualifying modules may include work as a primary instructor or as an assistant instructor. Instruction claimed must be verifiable by Team Oregon records.

Instructors must be certified in basic First Aid. Approved certification from one of the following providers is considered acceptable: Red Cross (www.RedCross.org), National Safety Council (www.NSC.org), Professional Training Institute (www.PTItraining.net), and International CPR Institute (www.ICPRI.com). However, other types of certification will be considered on a case-by-case basis. First Aid certification courses may be either classroom hands-on training or only online training, providing that the training results in certification in basic First Aid. Active police officers and certified Emergency Medical Technicians who provide proper First Aid credentials are considered First Aid qualified and require no additional training. Instructors are responsible for providing verification of current First Aid training status. Team Oregon does not reimburse instructors for First Aid training but may offer periodic training courses.

See section 3.1.1.3. [Inactive Instructor](#) for details regarding the loss of “Active” status and requirements to return to “Active” status.

3.1.7.1. Automated Assignments and Maintaining Scheduling Eligibility

Team Oregon reserves the right to assign or not assign instructors at our discretion. Teaching assignments are distributed through an automated system which considers such factors as qualifications, given goal, region served, and instructor availability.

Each Wednesday the automated system distributes teaching assignments that are 90 days in the future. Instructors receive these course offerings by means of e-mail notifications. Action is required to accept or decline the assignment(s) by logging into the Team Oregon instructor website (<https://app.msi5.com/REMSDotNetI/Z/Login.aspx?DBID=0536>) then clicking on “Schedule” and then “Pending Assignments”.

Assignments not accepted within five days of the roll-out are withdrawn and the instructor’s calendar will be changed to show they are unavailable for that time period. The assignment is distributed to another eligible instructor. Repeated occurrences of withdrawn assignments may result in loss of teaching eligibility.

In order to be eligible to receive assignments instructors must meet the minimum requirements as follows:

- Instructors must have “Active” status. (See section 3.1.1.2 [Active Instructor](#), section 3.1.7 [Maintaining and Renewing Instructor Recognition](#), and section 3.1.4 [Standards for Recognized Instructors](#).)
- Instructors must ensure that information on their Instructor Dashboard is current. This information includes, but is not limited to:
 1. Preferences must be marked. These include AM or PM assignments, days of the week that are open to teach, and other preferences as they are available and applicable.
 2. The online calendar must be kept current. Dates that are open for teaching assignments should be identified. Dates that are not available should be “Blacked-out”.
 3. Desired goal.
- Failure of instructor(s) to keep their preferences and online calendar current may result in a loss of teaching eligibility.

3.1.8. Technical Assistance Visits (TAVs)

Technical Assistance Visits (TAVs) are a quality-control tool used to help instructors improve. A TAV is a low-key, informal visit by an [Instructor Trainer](#) or a member of the Leadership Council (LC), who works with the instructors during a regular course. The Trainer/LC member points out areas of good performance as well as making suggestions for potential improvements. Instructors also receive feedback from [Training Compliance Audits \(TCAs\)](#) (see section 2.5.1. and its subsections for TCA details).

3.2. INSTRUCTOR TRAINING REQUIREMENTS

Only Team Oregon-sponsored or Team Oregon-approved Instructor Preparation (IP) courses are used to train new Team Oregon-recognized instructors. Team Oregon is charged with organizing and implementing these courses in order to train new instructors.

3.2.1. Time and Location of Instructor Courses

Instructor Preparation course offerings are organized based on the needs of the training program. Instructor Preparation course schedule information may be obtained by calling the Team Oregon office at 800-545-9944 or 541-737-5476 or consulting the website at team-oregon.org.

3.2.2. Instructor Training

Instructor training is offered and supported by Team Oregon. Individuals seeking instructor training should first visit the Team Oregon website (team-oregon.org/becomeinstructor/) to obtain an application. Following an initial Instructor Recruit phase, Instructor Preparation-Range (IP) consists of multiple phases of training and practice to produce qualified personnel: IP-Range, Apprentice-Range, Intern-Range, IP-Classroom, and Apprentice-Classroom.

3.2.2.1. Instructor Recruit

An individual who has expressed interest in becoming an instructor is an Instructor Recruit. To attain Instructor Candidate status, an Instructor Recruit must meet the minimum requirements as follows:

- Must be 18 or older.
- Hold a valid Driver License with a motorcycle endorsement.
- Have street motorcycle riding experience, routinely riding two-wheeled motorcycles.
- Be physically and mentally able to safely operate a motorcycle and train others in safe motorcycle operation.
- Possess and maintain a satisfactory driving record, with no suspensions, revocations, cancellations, or denials within the preceding 36 months (see further information under Instructor Recruits/Candidates in section 3.1.5. [Instructor Driving Record Requirements](#)).
- Must be able to pass a Criminal History Check as appropriate for placement as an instructor.
- Read the information on becoming an instructor and submit a completed interest form on the Team Oregon website at team-oregon.org/becomeinstructor.
- Audit one basic course range session and submit a completed Instructor Recruit Course Audit 1 forms (available on the Team Oregon website). Recruits who completed a basic or intermediate course in the same calendar year, and former instructors returning to Team Oregon, may be excused from this requirement.
- Complete an interview to determine readiness.
- Be approved and receive formal acceptance into Instructor Preparation-Range by Team Oregon representative or designee.
- Submit Instructor Preparation course fee. The fee shall not exceed \$150 and shall be refunded after attaining “Active Instructor” status for range.
- Audit an entire basic course (all classroom and range sessions) and submit a completed Instructor Recruit Course Audit 2 form (available on the Team Oregon website). Former instructors returning to Team Oregon may be excused from this requirement.
- Successfully complete an on-cycle basic course Skill Test, scored in accordance with the Team Oregon [Skill Evaluation Form for Instructor Recruits](#). Instructor Candidates who fail the skill test may proceed to Instructor Preparation-Range and Apprenticeship, however, they may not provide demonstrations to students until successfully completing the Skill Test.
- Obtain First Aid certification prior to attending Instructor Preparation-Range.

Certain out-of-state instructor credentials are acceptable for waiving some of the above minimum requirements for Instructor Candidate status; contact Team Oregon for approval. However, out-of-state instructors must successfully complete Team Oregon Instructor Preparation-Range and all requirements of the Apprentice-Range and Intern-Range programs to qualify for recognition as an “Active Instructor” for the

Range; and must successfully complete Team Oregon Instructor Preparation-Classroom and all requirements of the Apprentice-Classroom program to qualify for recognition as a Classroom instructor.

3.2.2.2. Instructor Preparation-Range (IP-R)

An individual who completes the Instructor Recruit phase becomes an Instructor Candidate and is eligible to participate in IP-Range. IP-Range training consists of range theory, practice teaching, and knowledge testing. An Instructor Candidate who successfully completes IP-Range is required to complete an Apprentice and Intern period under the supervision of a Mentor Instructor.

IP-Range must include a minimum of 16 hours of instruction, practice, and testing.

3.2.2.3. Apprentice-Range Instructor

An individual who successfully completes IP-Range becomes an Apprentice-Range Instructor. The Apprentice-Range program provides practice teaching and proficiency evaluation under the direct supervision of a Mentor Instructor. Mentor Instructors grade proficiency and determine readiness by using the *Team Oregon New Instructor Training Logbook* (see the [Proficiency Log](#) in the Supplements chapter). An Apprentice-Range Instructor works side by side with a Mentor Instructor as a third instructor on the range. Individuals are not employed (paid) to teach courses until the Apprentice-Range phase is completed. The Apprentice-Range period shall not exceed three months after completion of IP-Range, and shall include no less than two BRT courses and no more than four BRT courses. Completion of the Apprentice-Range phase requires teaching at least two BRT courses and the recommendation of a Mentor Instructor. A rating of “Meets Standard” (per the [Proficiency Log](#)) in all categories must be achieved in the second or later range assignment.

The Apprentice-Range phase must include a minimum of 18 hours of practice teaching.

3.2.2.4. Intern-Range Instructor

An individual who successfully completes the Apprentice-Range phase becomes an Intern-Range Instructor. Intern-Range Instructors are fully recognized and are employed (paid) and assigned to deliver

training. The Intern-Range program provides practice teaching and proficiency evaluation with the supervision of a Mentor Instructor. Mentor Instructors grade proficiency and determine readiness by using the *Team Oregon New Instructor Training Logbook* (see the [Proficiency Log](#) in the Supplements chapter). An Intern-Range Instructor carries the full responsibility of an Active Instructor on the range, but must work with a Mentor Instructor’s supervision as a second instructor on the range. The Intern-Range period shall not exceed six training months (training months are February through October) after completion of the Apprentice-Range phase, and shall include no less than two BRT courses and no more than five BRT courses. Completion of the Intern-Range phase requires two consecutive BRT courses scored as “Meets Standard” (per the [Proficiency Log](#)) in all categories, and the recommendation of a Mentor Instructor.

The Intern-Range phase must include a minimum of 18 hours of practice teaching.

3.2.2.5. Instructor Preparation-Classroom (IP-C)

Instructors must have “Active Instructor” status on the range to be eligible to participate in IP-Classroom. IP-Classroom training consists of classroom content and presentation methods, practice teaching, and knowledge testing.

IP-Classroom must include a minimum of eight hours of classroom instruction, practice, and testing.

3.2.2.6. Apprentice-Classroom Instructor

An individual who successfully completes IP-Classroom becomes an Apprentice-Classroom Instructor. The Apprentice-Classroom program provides practice teaching and proficiency evaluation under the direct supervision of a Mentor Instructor. Mentor Instructors grade proficiency and determine readiness by using the *Team Oregon New Instructor Training Logbook* (see the [Proficiency Log](#) in the Supplements chapter). The Apprentice-Classroom period shall not exceed six training months (training months are February through October) after completion of IP-Classroom, and shall include no less than two BRT courses and no more than six BRT courses. Completion of the Apprentice-Classroom phase requires two consecutive BRT courses scored as “Meets Standard” (per the [Proficiency Log](#)) in all categories, and the recommendation of a Mentor Instructor.

The Apprentice-Classroom phase must include a minimum of 10-1/2 hours of practice teaching.

3.2.2.7. Criteria to Qualify for Active Instructor Status

As prescribed in section 3.1.1.1., an instructor-in-training must meet the following criteria to qualify for recognition as an Active Instructor:

- Review the overview of Team Oregon as found in the Policy and Procedures Manual section 1 [Introduction](#) and the subsections that follow.
- Review specific Team Oregon requirements for student eligibility and acceptance into training courses, etc.
- Review Team Oregon forms as found in the Policies and Procedures Manual section 6 [Supplements](#) and the subsections that follow.
- Review Team Oregon policies and procedures.
- Successfully complete all requirements of the Range apprenticeship and internship programs. (See section 3.2.2 and its subsections for details of [Instructor Training](#).)

The criteria listed above must be met within 12 calendar months after completion of Instructor Preparation-Range in order to maintain instructor recognition. (See also section 3.1.1.2. [Active Instructor](#) and section 3.1.7. [Maintaining and Renewing Instructor Recognition](#).)

3.2.2.8. Criteria to Qualify for Advanced Instructor Status

Active, experienced instructors with a strong teaching record can apply for advanced competency in ABC, ART, B3W, BCL, CCS, ONR, PMC, and RRT. Management may waive annual recertification requirements for instructors who only teach advanced courses.

As prescribed in section 3.2.2.7., an Active Instructor must meet the following criteria to qualify for recognition as an Advanced Instructor:

- Must have a minimum teaching experience of 4 calendar years and 32 classes.
- Should have taught at least 8 endorsement classes per year in the last 3 years.
- Should have at least one Training Compliance Audit (TCA).
 - The TCA should be within last 24 months.
- Must have no “needs improvement” items on a TCA within last 12 months.

- Must have no performance improvement plan or formal corrective discipline within the last 12 months.
- Should complete the class in which the competency is sought.
- Must complete 2 internship assignments with a mentor who also has that competency.

3.2.2.9. Intern-Advanced Instructor

To teach advanced or 3-wheel courses, active instructors must complete an internship. The skills and competencies in advanced and 3-wheel training are different from basic and intermediate training, and therefore require an internship. The Intern-Advanced program provides practice teaching with the supervision of a Mentor Instructor. Mentor Instructors grade proficiency and determine readiness by using Team Oregon advanced internship criteria. An Intern-Advanced Instructor carries the full responsibility of an Active Instructor on the range, but must work with a Mentor Instructor's supervision. Completion of the Intern-Advanced phase requires two consecutive advanced or 3-wheel courses scored as "Meets Standard" in all categories.

Instructors interested in earning advanced and/or 3-wheel competency should complete the course they want to teach and Contact Team Oregon for advanced internship criteria. The Training Manager selects Intern-Advanced Instructors based on Instructor interest, teaching history, student demand and available Instructors.

3.2.3. IP Course Curriculum and Passing Criteria

The Instructor Preparation (IP) course curriculum and instructional procedures are specified in Team Oregon's *Instructor Training Guide*. The course will be conducted by at least one Team Oregon Training Staff or Instructor Trainer. Individuals who have completed the Instructor Recruit phase continue with Instructor Preparation (IP). IP is a minimum of 70-1/2 hours of range and classroom instruction, practice, and testing conducted in five phases (IP-Range, Apprentice-Range, Intern-Range, IP-Classroom, and Apprentice-Classroom). In all, an individual must complete application and interview, participate in two course audits, pass on-cycle skill testing, engage in required instructional periods for Range, successfully

complete knowledge testing, and demonstrate proficiency on the Range; individuals who wish to continue their training may complete IP-Classroom, then engage in required instructional periods for Classroom, and must demonstrate proficiency in the Classroom. (Refer to the [Proficiency Log](#) in the Supplements chapter for a list of required instructor proficiencies for Range and Classroom.) The IP course fee is refunded after attaining “Active Instructor” status for Range.

3.2.4. IP Course Adjustments

All adjustments to the curriculum that are contained in this Policy and Procedures Manual shall be integrated into the curriculum of any Team Oregon-sponsored IP course.

3.2.5. IP Course Dropouts

A candidate who voluntarily drops out of an IP course may request entry into a subsequent course. If the request is approved, the candidate must start at the beginning of the new workshop and repeat the entire IP course.

3.2.6. Instructor Updates / In-Service Training

At least once a year, Team Oregon will provide an Instructor Update in an effort to achieve and/or maintain high-quality training standards. Updates and other in-service training may be conducted over a single day or weekend, or evening or online sessions may be held. When this training is voluntary, instructors will not be paid while attending this training. When this training is mandatory, instructors will be paid while attending this training.

4. TEAM OREGON-APPROVED MOTORCYCLE TRAINING COURSES

Team Oregon supports five approved course types: basic, intermediate, advanced, police advanced, and 3-wheel. These courses emphasize critical street skills and strategies for safer riding. Training courses must be conducted in accordance with current Team Oregon instructional guidelines. Course sponsors or instructors may not change, adjust, enhance, modify, personalize, or add to the content of any Team Oregon-approved course without prior Team Oregon written approval.

4.1. PRESENTING THE CLASSROOM AND RANGE

4.1.1. *Classroom Presentation*

Team Oregon's goal is to foster and promote the safe and responsible use of motorcycles through quality rider training and education programs. For students to understand and embrace this concept, the responsibility for their personal safety and acquisition of skills and knowledge must be student-owned. This starts in the classroom through student-centered activities and learning. Instructors must employ student-centered presentation methods to guide discussion and evaluate student understanding. Guided-discussion method requires the instructor to know the subject matter, understand the objectives of the learning session, and measure the students' understanding of that subject matter. This measurement is accomplished through a combination of questioning methods designed to evaluate the students' understanding of the subject. Lecture method is appropriate at certain times, but is not appropriate overall. Guided-discussion method and evaluation of student understanding through questioning must be actively employed to meet Team Oregon training standards.

4.1.2. *Conducting On-Cycle Training*

Team Oregon-recognized instructors are professional rider-training instructors and, as such, are required to conduct on-cycle training safely and responsibly. Student-centered presentation is necessary to encourage student ownership of skills and rider responsibility for safety. This is facilitated through an

understanding of exercise objectives, clear instructions, precise demonstrations, and questioning students to assure understanding. Learning occurs when wheels are in motion, and instructors must be empathetic to the stress that can be present when one is learning to ride or attempting to improve skills. Therefore, instructors must facilitate instructions to provide the most riding time possible. During this riding time, instructors must position themselves on the range in the approximate areas shown in the course *Range Guide* and offer coaching. Coaching should be positive and helpful, delivered in a friendly and encouraging manner. Care must be taken to not over-coach or overwhelm the students with too much information during practice time. Instructors should minimize voice commands and use hand signals to communicate. When voice commands are used, they should be delivered in a positive manner so that students don't feel they are being scolded or put down. At all times, treat students with dignity and respect.

4.2. BASIC COURSE: BASIC RIDER TRAINING (BRT)

See section 2.3.1.1. [Eligibility for the Basic Course](#) for course description and requirements.

The Team Oregon training curriculum and procedures for Basic Rider Training (BRT) are based on the most-recent editions of the Team Oregon Motorcycle Safety Program *Basic Rider Training Rider's Guide*, *Basic Rider Training Instructor's Guide*, and *Basic Rider Training Range Guide*. For Team Oregon purposes, the BRT requires a minimum of six hours of classroom instruction and eight hours of on-cycle range instruction and practice. The first nine units of the BRT classroom curriculum must be conducted in order. Range Exercises 1 through 19 must be conducted in the order and manner specified in the *BRT Range Guide*. Additional BRT modules may be conducted only under special circumstances as approved in advance by the Director.

Team Oregon structures the BRT to extend over a three-day period, usually one weekday evening plus Saturday and Sunday. The first day of range activity may not go beyond Exercise 11.

See section 4.12 and its subsections for details about [Conducting Student Testing](#) and section 4.13 and its subsections for details about [Completing A Course](#).

4.3. BASIC COURSE: ERIDER BASIC

See section 2.3.1.1. [Eligibility for the Basic Course](#) for course description and requirements.

The eRider Basic course uses an interactive, asynchronous online classroom in place of an in-person, instructor led classroom. The Team Oregon training curriculum and procedures for eRider Basic are based on the most-recent editions of the Team Oregon Motorcycle Safety Program eRider online classroom and *Basic Rider Training Range Guide*. For Team Oregon purposes, eRider Basic requires completion of the online classroom and a minimum of eight hours of on-cycle range instruction and practice. The online classroom can be completed before or after Range sessions, up to 60 days after the first Range session. Range Exercises 1 through 19 must be conducted in the order and manner specified in the *BRT Range Guide*. Additional basic course modules may be conducted only under special circumstances as approved in advance by the Director.

Team Oregon structures eRider Basic to extend over a two-day period, usually Saturday and Sunday. The first day of range activity may not go beyond Exercise 11.

See section 4.12 and its subsections for details about [Conducting Student Testing](#) and section 4.13 and its subsections for details about [Completing A Course](#).

4.4. INTERMEDIATE COURSE: INTERMEDIATE RIDER TRAINING (IRT)

See section 2.3.1.2. [Eligibility for the Intermediate Course](#) for course description and requirements.

The objective of the Intermediate Rider Training (IRT) course is to provide the intermediate rider with the skills and strategies that research has shown to be absent in accident-involved motorcyclists. The IRT course follows the instructional plan outlined in the most-recent editions of the Team Oregon Motorcycle Safety Program *Intermediate Rider Training Instructor's Guide* and *Intermediate Rider Training Range Guide*. The IRT course is eight hours long and consists of four hours of classroom instruction and four hours of on-cycle range instruction and practice.

See section 4.12 and its subsections for details about [Conducting Student Testing](#) and section 4.13 and its subsections for details about [Completing a Course](#).

4.5. INTERMEDIATE COURSE: ERIDER INTERMEDIATE

See section 2.3.1.2. [Eligibility for the Intermediate Course](#) for course description and requirements.

The objective of the eRider Intermediate course is to provide the intermediate rider with the skills and strategies that research has shown to be absent in accident-involved motorcyclists. The eRider Intermediate course uses the same interactive, asynchronous online classroom as eRider Basic. The eRider Intermediate course follows the instructional plan outlined in the most-recent editions of the Team Oregon Motorcycle Safety Program eRider online classroom and *Intermediate Rider Training Range Guide*. The eRider Intermediate course requires completion of the online classroom and four hours of on-cycle range instruction and practice. The online classroom can be completed before or after Range sessions, up to 60 days after the first Range session.

See section 4.12 and its subsections for details about [Conducting Student Testing](#) and section 4.13 and its subsections for details about [Completing a Course](#).

4.6. ADVANCED COURSE: ROAD RIDING TACTICS (RRT)

See section 2.3.1.3. [Eligibility for the Advanced Courses](#) for course description and requirements.

The course approved by Team Oregon for Road Riding Tactics (RRT) is based upon the most-recent editions of the Team Oregon Motorcycle Safety Program and *Road Riding Tactics Range Guide*. This program requires a range that can accommodate the basic course.

The RRT course requires a minimum 4 hours of discussion and on-cycle range instruction and practice. Instructors must conduct range Exercises 1 through 9 and facilitate multiple discussions between Exercises.

Instructors interested in teaching this course must complete an RRT internship and meet standard on two consecutive courses to qualify for RRT competency. Contact the Training Manager.

See section 4.13 and its subsections for details about [Completing a Course](#).

4.7. ADVANCED COURSE: BRAKING CLINIC (ABC)

See section 2.3.1.3. [Eligibility for the Advanced Courses](#) for course description and requirements.

The course approved by Team Oregon for the Braking Clinic is based upon the most recent edition of the Team Oregon Motorcycle Safety Program *Braking Clinic Range Guide*.

ABC, conducted at higher speeds than basic and intermediate courses, employs existing ranges for on-cycle instruction and practice. The curriculum focuses on refining braking and swerving skills in normal and emergency situations. ABC requires a minimum of 2.5 hours of on-cycle instruction and practice.

ABC High-Speed (BCL) is based upon the most recent edition of the Team Oregon Motorcycle Safety Program *Advanced Motors Training Track Guide*. This course, conducted at higher speeds than ABC, employs specialized ranges for on-cycle instruction and practice. The curriculum focuses on refining braking and swerving skills in normal and emergency situations. BCL requires a minimum of 1.5 hours of on-cycle instruction and practice.

Team Oregon instructors interested in teaching this course must first attend ABC. Instructors must be certified to teach ART or complete an ABC or BCL internship and meet standard on two consecutive courses to qualify for the competency. Contact the Training Manager.

See section 4.13 and its subsections for details about [Completing a Course](#).

4.8. ADVANCED COURSE: ADVANCED RIDING TECHNIQUES (ART)

See section 2.3.1.3. [Eligibility for the Advanced Courses](#) for course description and requirements.

The course approved by Team Oregon for Advanced Riding Techniques (ART) is based upon the most-recent editions of the Team Oregon Motorcycle Safety Program *Advanced Riding Techniques Instructor's Guide* and *Advanced Riding Techniques Track Guide*.

ART is unique in that it employs the use of a go-cart track for on-cycle instruction and practice. The curriculum focuses on refining skills through the application of constant and repetitive practice riding through a series of turns. ART requires a minimum of two hours of classroom review and instruction and four hours of on-cycle instruction and practice. Trikes and reverse trikes are allowed in ART; sidecar rigs are not.

Team Oregon instructors interested in teaching this course must first attend ART. Instructors must complete an ART internship to qualify for ART competency. Contact the Training Manager.

See section 4.13 and its subsections for details about [Completing a Course](#).

4.9. ADVANCED COURSE: PRECISION MANEUVERING CLINIC (PMC)

See section 2.3.1.3. [Eligibility for the Advanced Courses](#) for course description and requirements.

The course approved by Team Oregon for the Precision Maneuvering Clinic is based upon the most recent edition of the Team Oregon Motorcycle Safety Program *Precision Maneuvering Clinic Range Guide*.

PMC employs existing ranges for on-cycle instruction and practice. The curriculum focuses on refining low-speed turning, balance and control skills. PMC requires a minimum of 4.5 hours of on-cycle instruction and practice. A Level 2 PMC is available to PMC graduates, which further refines low-speed control as well as higher-speed weaving and braking.

Team Oregon instructors interested in teaching this course must first attend PMC. Instructors must pass a riding test, complete a PMC internship and meet standard on two consecutive courses to qualify for PMC competency. Contact the Training Manager.

See section 4.13 and its subsections for details about [Completing a Course](#).

4.10. ADVANCED COURSE: CORNERING CLINIC (CCS)

See section 2.3.1.3. [Eligibility for the Advanced Courses](#) for course description and requirements.

The course approved by Team Oregon for the Cornering Clinic is based upon the most recent edition of the Team Oregon Motorcycle Safety Program *Advanced Riding Techniques Track Guide*.

A shortened ART course, CCS employs the use of a go cart track for on-cycle instruction and practice. The curriculum focuses on refining cornering skills through the application of constant and repetitive practice riding through a series of turns. Trikes and reverse trikes are allowed in CCS; sidecar rigs are not. CCS requires a minimum of three hours of on-cycle instruction and practice.

Team Oregon instructors interested in teaching CCS must be certified to teach ART. Contact the Training Manager.

See section 4.13 and its subsections for details about [Completing a Course](#).

4.11. ADVANCED COURSE: ON-ROAD CLINIC (ONR)

See section 2.3.1.3. [Eligibility for the Advanced Courses](#) for course description and requirements.

The On-Road Clinic (ONR), is based upon the most-recent editions of the Team Oregon Motorcycle Safety Program *On-Road Clinic Instructor Guide*.

The ONR applies classroom principles and riding techniques to a public roadway. The curriculum focuses on safe group riding combined with practice in three or more riding techniques. The ONR course requires a minimum 4 hours of discussion and on-road practice. Trikes and reverse trikes are allowed in ONR; sidecar rigs are not.

Instructors interested in teaching this course must complete an ONR internship and meet standard on two consecutive courses to qualify for ONR competency. Contact the Training Manager.

See section 4.13 and its subsections for details about [Completing a Course](#).

4.12. POLICE ADVANCED COURSE: ADVANCED MOTORS TRAINING (AMT)

See section 2.3.1.4. [Eligibility for the Police Advanced Course](#) for course description and requirements.

The Police Advanced course, Advanced Motors Training (AMT), is based upon the most-recent editions of the Team Oregon Motorcycle Safety Program *Advanced Riding Techniques Instructor's Guide* and *Advanced Motors Training Track Guide*, and the 2004 version of the *High Speed Training* outline. These instructional outlines are approved by the Department of Public Safety Standards and Training (DPSST). This program is offered exclusively to police motorcycle officers who have completed formal rider training, including but not limited to: graduates of State-approved or agency-approved training.

Team Oregon instructors interested in teaching AMT must be certified to teach ART, complete an AMT internship and meet standard on two consecutive courses to qualify for AMT competency. Contact the Training Manager.

See section 4.13 and its subsections for details about [Completing a Course](#).

4.13. BASIC 3-WHEEL COURSE (B3W)

See section 2.3.1.5. [Eligibility for the 3-Wheel Course](#) for course description and requirements.

The Team Oregon training curriculum and procedures for Basic 3-Wheel (B3W) are based on the most recent editions of the Team Oregon Motorcycle Safety Program Basic 3-Wheel Training Range Guide and Track Guide. For Team Oregon purposes, B3W requires a minimum of three hours of on-cycle range instruction and practice. Range Exercises 1 through 11 (Range Guide) or Exercises 1 through 8 (Track Guide) must be conducted in the order and manner specified in the B3W Range Guides. The Instructors may delete Exercise 11 (Range Guide) and Exercise 8 (Track Guide) due to student fatigue. Additional B3W modules may be conducted under special circumstances as approved in advance by the Director.

Team Oregon instructors interested in teaching this course must first attend B3W. Instructors must complete a B3W internship and meet standard on two consecutive courses to qualify for B3W competency. Contact the Training Manager.

See section 4.14 and its subsections for details about [Completing A Course](#).

4.14. CONDUCTING STUDENT TESTING

To ensure compliance with the requirements of Team Oregon, the following procedures must be uniformly followed when conducting student testing.

4.14.1. BRT Knowledge Test

Securing the Testing Environment: Instructors are responsible for protecting the integrity of the Knowledge Test and of its administration. Instructors shall maintain visual awareness of the testing area during the testing period.

Cell phones and/or devices capable of capturing photographic images must be silenced and put away for the duration of this classroom session. Instructors shall inform students that having a cell phone or image capturing device out during this time will result in their testing session being terminated. The score will be marked as a "Fail".

Mark the score on the Knowledge Test Answer Sheet as a 0 (zero) and make a note that indicates this was because of a cell phone violation. Mark the student's status on the course roster as F (fail) and record their written Knowledge test score as 0 (zero).

It is permissible for a student to use his/her cell phone outside of the testing area. The student must put his/her cell phone away immediately upon re-entering the testing area.

Students are never allowed to remove the Knowledge Test or the Knowledge Test Answer Sheet from the testing area.

The BRT Knowledge Test is a closed book test. It is not permissible for students to have open Rider's Guides, confer with each other, look over another student's shoulder, or engage in any other activity that would be construed as an attempt to cheat on the test. Students guilty of such behavior shall be subject to the same sanctions as identified for cell phones above. Use the same procedure for recording the student's score and passing status. Make a notation on the bottom of the answer sheet describing the reason for the testing session being terminated.

Administering the Test: The following procedure shall be used for administering the Knowledge Test.

- The Knowledge Tests are individually numbered. Use test copies that are in sequential numerical order.
- Distribute to each student one copy each of the BRT Knowledge Test and Knowledge Test Answer Sheet.
- Instruct the students to mark their answers on the answer sheet. They are not to write on the test itself.
- Instruct the students to write the number from their copy of the test in the appropriate space at the top right corner of the answer sheet.
- When a student has completed their test they must bring both the Knowledge Test and the Knowledge Test Answer Sheet to the instructor.
- Once the instructor has the student's test and answer sheet in hand the student may leave the testing area while the other students are completing their tests.

Scoring the Test: All Knowledge Test Answer Sheets must be scored individually by Team Oregon recognized instructors. Scores may be shown by the number of correct answers or by the percentage correct. Under no circumstances may students exchange or score each other's answer sheets. Students must score 80% or greater (at least 40 correct answers) to pass.

Reviewing the Test: Once all of the tests have been scored the instructor must verify that the number of tests returned is equal to the number of tests distributed. Arrange the tests in sequential numerical order and take a physical count.

- Ensure that the K-test analysis has been completed.
- Complete a Knowledge Test Report for each student.
- Call the students back into the testing area.
- Distribute to each student his/her answer sheet and Knowledge Test Report. Students are not to be given copies of the Knowledge Test.
- Review the test by means of the appropriate transparencies. As each transparency is displayed draw attention to the questions that are represented on the K-test analysis as one of the 2-4 most missed. Allow opportunity for the students to ask about the questions they answered incorrectly.

- When the review is completed the instructor shall collect the answer sheets back from each individual student. Answer sheets shall not be collected by asking the students to pass them forward or toward the aisles.
- Verify that all of the answer sheets have been returned. Put the sheets in numerical order by test number and then take a physical count.
- Do not dismiss the students until the instructor has verified that all of the Knowledge Tests and Knowledge Test Answer Sheets have been returned.
- Note: Failure to maintain a secure testing environment or to collect all Knowledge Tests and Knowledge Test Answer Sheets may result in becoming ineligible to receive classroom assignments for a period of up to 120 days.

Students with Reading Disabilities: Students with reading disabilities, such as dyslexia, must be allowed to take the test orally, if requested. In such cases a recognized instructor shall administer the test.

Students with English Language Difficulties: Students with limited English language skills may have the Knowledge Test read to them by an interpreter, if requested. In such cases, the student must provide the interpreter, and the test must be administered in the presence of an instructor. (Care must be taken that the interpreter is only providing the questions and not suggesting answers.) See section 2.3.3. for more information regarding [Students with Special Needs](#).

Hearing-Impaired Students: As required by federal law, an interpreter shall be provided for all hearing-impaired students during the classroom and range portions of the course. The interpreter must be present during the Knowledge Test to assist student-instructor communication should a question need clarification. See section 2.3.3. for more information regarding [Students with Special Needs](#).

Retesting: BRT students who passed the Skill Test or Skill Retest but failed the BRT Knowledge Test will be issued an Alternate BRT completion card and must retest at DMV. Team Oregon does not conduct Knowledge Retests..

4.14.2. Basic and Intermediate Skill Test

Cones must be used for all evaluations as shown in the *BRT Range Guide*. Individual or group score sheets may be used during actual courses; however, a separate score sheet must be used for retest students who are joining a basic or intermediate course for the Skill Test only. See section 2.3.10.2. and its subsections for details about [Skill Test Retesting \(Skill Retest\)](#). Instructor Recruits may join a course Skill Test; the Instructor Recruit's Skill Test is evaluated using a more stringent scoring standard, and the Instructor Recruit is scored on an individual [Skill Evaluation Form for Instructor Recruits](#) (see section 2.4.8. for more information about Instructor Recruit testing).

The instructor reads the test overview and directions to the class and answers any questions. Instructor A evaluates and scores. Instructor B assists with measuring and timing. If there is any doubt whether a rider touched a line, hit a cone, etc., the rider is given the benefit of the doubt. The instructor scores only clear and unquestionable violations.

If during the conduct of a particular evaluation it is obvious that the rider did not understand the directions or an event occurs that is not in keeping with the spirit of the evaluation, the rider is given a second opportunity. No third run is allowed under any circumstances.

“Drops motorcycle during any evaluation” is scored from the moment a rider is signaled to begin an evaluation until the rider has returned to the line and has come to a complete stop. In the event of a dropped motorcycle or unsafe act, that rider's test is immediately terminated, the total score for the Skill Test is 21 points (the 21 points are not added to the rider's other points on the test), and the student is eligible for a retest if he/she completes the rest of the course (for the basic course this includes Exercise 19). A student who drops a motorcycle in the Basic Skill Test is allowed to participate in basic course Exercise 19, unless the instructor has safety concerns, or the fall produced an injury that prevents the student from continuing. Likewise, a student who does not achieve a passing score on the Basic Skill Test is allowed to participate in basic course Exercise 19. Do not withhold this training continuation because of the Skill Test results.

Immediately following the range session, both instructors shall review the Basic/Intermediate Skill Test Score Sheet for accuracy. Following this end-of-range session review, no scoring changes are permitted.

The instructor provides a Skill Test Report form to each student who completes a Skill Test. The instructor fills in the student's name, pass/fail status and Skill Test score converted to a percentage using the Skill Test Score Conversion Chart. A sample Skill Test Report and Skill Test Score Conversion Chart are included in the supplements chapter. The instructor debriefs students on their pass/fail status. Students who fail the Skill Test are referred to Retest Instructions on the back of the report form.

EVALUATION 1: OFFSET CONE WEAVE AND SWERVE

Students perform this maneuver one at a time in a circuit (offset cone weave, swerve, get back in line).

EVALUATION 1-A: OFFSET CONE WEAVE

- Hits cone

Assess penalty points if any part of the motorcycle touches a cone.

- Skips cone.

Both tires must round each cone in the offset weave pattern. Assess penalty points if only the front tire clears a cone.

- Puts foot down.

This is scored when any portion of the rider's foot contacts the ground while off the footrest. Scoring begins when the leading edge of the front tire reaches the first cone and ends when the trailing edge of the rear tire passes the last cone.

- Maximum penalty points allowed.

If the penalty points for this evaluation add up to more than 10, record only 10 for the total.

- Re-ride limit.

No re-rides allowed, except in those rare cases where it is obvious that the rider did not understand the directions. No third run is allowed under any circumstances.

EVALUATION 1-B: SWERVE

- Brakes during swerve maneuver.

Assess penalty points if the brake light illuminates from the time the front tire reaches the 13' swerve gate until the rear tire reaches the barrier line.

- Touches any line or cone.

Assess penalty points if any part of the motorcycle touches a line or hits a cone.

- Both tires cross obstacle line or boundary line.

Both tires must cross completely over an obstacle line or boundary line.

- Does not attain proper speed on 2nd attempt.

Timing is from the leading edge of the front tire.

Riders whose speed is too slow (slower than 12 mph: time over 2.51 seconds) or too fast (faster than 18 mph: time under 1.66 seconds) are given a second opportunity to run the evaluation.

Tell riders whose speed was too slow or too fast during the first attempt that they will be given a second attempt to perform the maneuver within the correct speed range. Instruct the student to start over but ride past the offset cone weave.

Riders who exceed 18 mph (time under 1.66 seconds) but successfully avoid the obstacle and path boundary meet the standard and do not repeat the evaluation.

- Swerves before 13' gate on 2nd attempt.

Swerving prior to the cue cones constitutes a rerun of the swerve only. Instruct the student to start over but ride past the offset cone weave and perform the swerve maneuver after passing between the last set of cones. Point out the cones.

- Maximum penalty points allowed.

If the penalty points for this evaluation add up to more than 10, record only 10 for the total.

- Re-ride limit.

A maximum of one re-ride is allowed in the swerve maneuver. No third run is allowed under any circumstances.

EVALUATION 2: QUICK STOP

The evaluating instructor's position for this evaluation is in line with the braking cue cone about 10 feet out, on the brake side of the motorcycle. The instructor conducting the timing should stand in the center of the timing zone about 20 feet out, also on the brake side of the motorcycle.

- Stops beyond standard (1 point per foot).

To measure stopping distance, use the foot marker nearest the leading edge of the front tire.

- Does not use both brakes.

Some riders may take their right foot off the brake pedal before coming to a complete stop (in order to put their right foot down first after stopping). No penalty points are assessed as long as both brakes were applied.

- Does not downshift to 1st gear.

The downshift is sometimes difficult to observe. After measuring the rider's stopping distance, listen as the rider pulls away for the downshift or evidence of motorcycle starting out in second gear. If unsure, give the rider the benefit of the doubt.

- Does not attain proper speed on 2nd attempt.

Timing is from the leading edge of the front tire.

Riders whose speed is too slow (slower than 12 mph: time over 2.51 seconds) or too fast (faster than 20 mph: time under 1.50 seconds) are given a second opportunity to run the evaluation.

Tell riders whose speed was too slow or too fast during the first attempt that they will be given a second attempt to perform the maneuver within the correct speed range.

Riders exceeding 20 mph (time under 1.50 seconds), but still stopping within the standard (23 feet or less), meet the standard and do not repeat the evaluation.

- Begins braking in timing zone on 2nd attempt.

Riders who begin braking prior to reaching the braking cone are given a second opportunity to run the evaluation. Indications of early braking shall be when evidence of fork compression occurs three or more feet from the braking cone (in the timing zone). Riders who brake slightly early (less than three feet from braking cone) should be scored and not re-run.

Inform the rider of the violation (braking too early) and tell the rider that a second attempt is allowed to perform the maneuver correctly. Remind the rider to wait to apply the brakes until the front tire reaches the braking cone marker.

- Maximum penalty points allowed.

If the penalty points for this evaluation add up to more than 10, record only 10 for the total.

- Re-ride limit.

A maximum of one re-ride is allowed in the quick stop maneuver. No third run is allowed under any circumstances.

EVALUATION 3: CORNERING PROFICIENCY

The timing position (for Instructor B) is at the point where lines drawn from the entrance cones and exit cones of the painted arcs would intersect. The evaluating position (for Instructor A) is to the left of the timing position.

- Does not use both brakes to slow.

Evaluate that both brakes are used before the turn. As long as both brakes are used, regardless of the intensity, no penalty points are assessed.

- Does not turn head to face exit.

Head turns need not be exaggerated. However, the rider's head must turn and face the exit of the turn prior to leaning the motorcycle. The rider must keep his/her head up with eyes looking through the turn from the execution of the head turn until the leading edge of the front tire reaches the end of the painted curve lines .

The exit of the turn is defined as the cue cones 20 feet beyond the painted arcs.

- Decelerates in curve.

Penalty points are assessed for initiating brakes any time after the leading edge of the front tire enters the painted path until the leading edge of the front tire exits the painted path. Penalty points are not assessed for throttle input in the curve. This includes throttle pick-up, roll-on, and roll-off.

- One tire touches or crosses boundary line.

Score path violations from the entry cones to the exit cones 20 feet beyond the painted arcs.

A tire must cover a portion of an inside line to be considered touching.

The paint of an outside line must show underneath a tire for the tire to be considered touching the boundary line.

When both tires are touching the same line, it is scored as one violation.

If any part of the motorcycle hits a cone, it is scored as a line hit.

- Both tires cross boundary line.

Score path violations from the entry cones to the exit cones 20 feet beyond the painted arcs.

Both tires must cross completely over a boundary line.

- Turns 1.8 – 1.9 (3 points) and Turns over 1.9 (5 points).

Timing is from the leading edge of the front tire.

Timing is from the front tire in to the front tire out of the painted curve.

Re-rides are not allowed. Riders not meeting the speed requirement are not given a second chance.

- Maximum penalty points allowed.

If the penalty points for this evaluation add up to more than 10, record only 10 for the total.

- Re-ride limit.

No re-rides allowed, except in those rare cases where it is obvious that the rider did not understand the directions. Students who get lost in the exercise and make the turn completely outside or completely inside the painted curve should be allowed a second run. No third run is allowed under any circumstances.

EVALUATION 4: SHARP TURN

- Does not turn head and look through turn.

The rider's head must turn and face the exit of the turn prior to turning the motorcycle, and must remain turned until the leading edge of the front tire is in line with the outside exit cone. During this period, the rider's eyes must be up and looking through the turn.

- Puts foot down.

This is scored when any portion of the rider's foot contacts the ground while off the footrest, during the period from when the front tire passes the first cone until the rear tire passes the last cone.

- One tire touches boundary or cone.

A tire must cover a portion of an inside line to be considered touching.

The paint of an outside line must show underneath a tire for the tire to be considered touching the boundary line.

When both tires are touching the same line, it is scored as one violation.

If any part of the motorcycle hits a cone, it is scored as a line hit.

- Both tires cross boundary line.

Both tires must cross completely over a boundary line.

- Maximum penalty points allowed.

If the penalty points for this evaluation add up to more than 10, record only 10 for the total.

- Re-ride limit.

No re-rides allowed, except in those rare cases where it is obvious that the rider did not understand the directions. No third run is allowed under any circumstances.

4.15. COMPLETING A COURSE

4.15.1. Online Course Surveys

All students receive an Online Survey shortly after the completion of formal instruction. Instructors should inform students that the surveys are used to improve the program and the results are confidential.

4.15.2. Completion Policy

Students who have paid the required course fee and have successfully completed the course are issued a Team Oregon Completion Card. See section 2.4.11. and its subsections for further information on [Completion Cards](#).

A student successfully completes the basic course after participating in all course modules and passing the Knowledge Test (a score of at least 80%) and passing the Skill Test (no more than 20 penalty points assessed) or completing all eRider online coursework and passing the Skill Test (no more than 20 penalty points assessed). Students who successfully complete a basic course have their DMV record updated and Completion Card issued by Team Oregon office staff within 72 hours of course completion. Basic course graduates do not need to present the Team Oregon Completion Card at a DMV Driver License office when applying for a motorcycle endorsement. DMV may waive the DMV Knowledge Test and Skill Test for BRT course graduates; DMV may waive the DMV Skill Test only for eRider Basic course graduates.

A student successfully completes the intermediate course after participating in all course modules and passing the Skill Test (no more than 20 penalty points assessed) or completing all eRider online coursework and passing the Skill Test (no more than 20 penalty points assessed). Students who successfully complete an intermediate course have their DMV record updated and Completion Card issued by Team Oregon office staff within 72 hours of course completion. Intermediate course graduates seeking a DMV skill test waiver do not need to present the Team Oregon Completion Card at a DMV Driver License office when applying for a motorcycle endorsement. DMV may waive the DMV Skill Test only for IRT and eRider Intermediate course graduates.

A student successfully completes an advanced or 3-wheel course after participating in all course modules. Students who successfully complete an advanced or 3-wheel course are not eligible for any license testing waiver (they must already have a motorcycle endorsement to be eligible for the course), but they are issued a Team Oregon Completion Card.

4.16. OTHER INSTRUCTIONAL INFORMATION

The following list is a compilation of Team Oregon training usage, ODOT policy, and Oregon law. Instructors should be familiar with these topics.

4.16.1. Range Practice Area – Defined

All practice riding must take place within 10 feet of the boundaries marked by the four outer corners, unless prior written approval has been granted by Team Oregon.

4.16.2. Range Riding During Inclement Weather

Safety of the students and instructional staff should be the final determining factor in deciding whether training will be conducted during inclement weather. Team Oregon takes the position that training not be conducted during a thunderstorm, snowstorm, windstorm, or with ice on the range, or if the instructors determine the safety of the students to be at risk. If a range riding session is cancelled due to weather, it will be rescheduled to allow the students to complete their training.

4.16.3. Riding Demonstrations

Every demonstration given by an instructor must accurately display the technique or skill under development and show the complete path of travel for the entire exercise, except that reversals are not demonstrated. Precise demonstrations are required. Speed, technique, and path of travel must correctly simulate desired student performance. It is very highly preferred that instructors use their own motorcycles for riding demonstrations in Intermediate courses.

4.16.3.1. Instructor Use of Personal Motorcycle

A personal motorcycle used by an instructor for riding course demonstrations must meet Oregon equipment and registration requirements and be in safe operating condition.

4.16.4. Starting and Staging Riders

To direct riders into staging area, one instructor should stand at the head of the staging T, facing the riders and perimeter. The instructor should signal stopping location to lead rider and present the stopping signal. As lead rider begins to stop, the instructor should step away from the POT, toward the inside of the range, and instruct lead student to shut off engine by using the engine cut-off switch. The instructor should

remain at the front of the line, provide the stop signal, and direct all riders to cut engine power immediately after coming to a safe and complete stop. Riders should turn the ignition off only after engine power has been shut off with the engine cut-off switch.

To direct riders out of staging, one instructor should stand ahead of lead rider, toward the outside of the range, facing the riders and perimeter. The instructor should be well outside a straight POT – do not wedge riders leaving staging. Ensure students are ready to go before sending from staging.

Controlled vs. overseen: On the first day of basic course range instruction, staging is controlled per instructions above. On the second day of basic course range instruction, staging is overseen; an instructor is present, but responsibility for staging is given to the students. For all other courses (intermediate and advanced), staging should be controlled for the first few exercises. After students reliably demonstrate movement into and out staging, instructors may oversee staging.

4.16.5. Working Alone

Instructors may teach alone (up to eight students) with approval from the Director or Training Manager.

4.16.6. Student Use of Video Cameras

Video cameras are allowed only with management approval during basic and intermediate courses. Instructors may allow student use of a video camera in advanced courses if doing so does not disrupt the learning environment or present a safety hazard. Still photography (e.g. snapshots, selfies) is allowed in all courses if the activity does not disrupt the learning environment or present a safety hazard. Other still photography may require management approval.

4.16.7. Motorscooters

Motorscooters can be integrated with motorcycles into Team Oregon-approved courses. However, Team Oregon is under no obligation to provide motorscooters. Students may elect to use their own motorcycle or motorscooter during the training. In order to qualify for use, personally-owned vehicles must

carry insurance in the minimum amount required by Oregon law (proof of insurance must be provided) and must be in good operating condition (must pass a safety inspection). Although course instructors do not certify the safe condition of any vehicle, they cannot permit students to ride vehicles with obvious safety defects, such as fuel or oil leaks, bent frames, missing parts, or bald tires, etc. Vehicles used for a basic course must be no smaller than 51 cc and no larger than 325 cc and must have a valid motorcycle license plate with an “M” prefix plus six characters. (See section 5.2.2. [Student-Owned Vehicles](#) for additional requirements and restrictions.)

4.16.7.1. Conducting Exercises with Motorscooters

Students riding motorscooters are required to complete all exercises, even those where shifting or clutch control is normally the primary objective, such as in Basic Exercises 2, 3, 6, and 7. All riding experience is valuable to the new rider. For example, when riding Basic Exercise 2, although the motorscooter rider is not learning how to use the friction zone, the rider gains valuable experience in throttle control.

4.16.7.2. Evaluation of Students Riding Motorscooters

Motorscooters and motorcycles are single-track vehicles and operate very similarly in terms of handling dynamics. Evaluation criteria are generally the same for all single-track vehicles. However, the following differences should be taken into consideration when evaluating student performance.

4.16.7.2.1. Differences with Motorscooters

The location of controls varies from model to model on motorscooters. For example, some motorscooters have rear brake pedals, while most newer motorscooters have levers that operate both front and rear brakes. Instructors are responsible for familiarizing themselves with any vehicles used in a specific course they teach. In BRT courses in which a student has reserved a motorscooter, instructors should briefly point out the differences in controls and control operation (during the “Primary Controls” and “Other Controls and Equipment” sections of BRT classroom Unit 4).

Due to the geometry of the machines, steering head angle, etc., motorscooters generally respond to rider steering input much more quickly than motorcycles. This is especially true when countersteering. Therefore, operators of motorscooters should be taught that countersteering requires little more than a gentle press to effect a substantial change in direction.

Most modern motorscooters have centrifugal clutches. At very low speeds the clutch disengages and the vehicle freewheels (coasts). In addition, the machine does not respond quickly to very low-speed throttle inputs. Consequently, when riding sharp turns (as in Basic Exercise 16 and Intermediate Exercise 6) the operator must enter the turn at a speed slightly higher than that of a motorcycle in order to provide enough momentum to freewheel (coast) through a sharp turn. Although the throttle is rolled on as usual, the delay in engine response often causes the vehicle to complete the turning maneuver before power is delivered to the rear wheel.

Note: The low-speed technique of keeping the clutch engaged by keeping the RPM up with the throttle while controlling speed with the rear brake should not be taught to novice riders.

Modern motorscooters are equipped with electric starters and will not start unless one of the brakes is applied. It is recommended that the motor be started with the motorscooter on the center stand.

Some motorscooters are equipped with leading link suspensions rather than telescopic forks. A leading link suspension does not compress when braking. When conducting braking exercises, the instructor must be aware of the type of suspension on the student's motorscooter.

Caution motorscooter riders to ride with both feet forward. If a motorscooter with a rear brake pedal is ridden with the operator's left foot back and a quick stop is necessary, the only thing preventing the rider from sliding rapidly forward is the right foot, which is compressing the rear brake pedal. This can result in overbraking and a loss of control.

4.16.8. Specialty Equipment

4.16.8.1. Trailers, Trikes, and Sidecars

Team Oregon does not support trailering or sidecar courses. Trailers and sidecars may not be used in motorcycle training courses. Trikes and reverse trikes, but not sidecar rigs, may be used in Advanced Riding Techniques courses and Cornering Clinics. For answers to questions on vehicle eligibility, contact Team Oregon.

4.16.8.2. Specially Modified Motorcycles

Motorcycles which have been extensively modified (e.g., choppers) may not be used during training without prior approval from Team Oregon.

If a student has a specially modified motorcycle to accommodate a special physical condition, the vehicle may be used during training only if it meets Team Oregon's limitations (Basic only), is insured in the minimum amount required by Oregon law (proof of insurance must be provided), and is in good operating condition (must pass a safety inspection). The vehicle must meet definitions of a motorcycle. Vehicles that have more than two wheels are not allowed in Basic or Intermediate training. Vehicles that have more than two wheels may be allowed in some advanced courses. In instances where Team Oregon is unsure of the vehicle definition, the person will be referred to the DMV. This allows the DMV to rule as to whether that vehicle is eligible to be registered as a motorcycle and the person to seek a Motorcycle Instruction Permit. See section 2.3.3. [Students with Special Needs](#) and section 5.2.2. [Student-Owned Vehicles](#).

For answers to questions on vehicle eligibility, contact Team Oregon.

CHAPTER 4 – TEAM OREGON APPROVED MOTORCYCLE TRAINING COURSES

5. TRAINING FACILITIES AND EQUIPMENT

5.1. TRAINING FACILITIES

The ideal course site has a large paved area (commonly called the range), a motorcycle storage area, and a classroom within 50 yards of each other. Range, storage area, and classroom standards are listed in the following sections of this chapter.

5.1.1. Team Oregon Approval of Training Facilities

Before a classroom or range may be used for Team Oregon training, it must be inspected to determine suitability, maximum student range load, and necessary exercise adjustments. Written approval from Team Oregon must be received in advance. Team Oregon is required to submit a copy of the approved range diagram to Oregon Risk Management before any training can occur. Consult with Team Oregon for necessary approvals.

5.1.2. Training Range Requirements

Team Oregon designs and installs the ranges for rider training courses. Training ranges should have approximately 200 feet by 300 feet of pavement with a minimum of obstacles, and should meet the following minimum requirements:

- The paved surface must be in good condition and free of gravel, dirt, or debris. The surface must be either concrete or asphalt.
- A minimum of 20 feet run-out room is required around the perimeter of the practice area and around any fixed object (pole, curbing, etc.).
- No pedestrian or vehicular traffic may be allowed to cross the range during instruction. No vehicles may be allowed to park on the range area during instruction.
- Safe access from the motorcycle storage area to the range area must be provided.
- Access to drinking water must be provided.
- The area needs to be far enough from neighbors to limit complaints of noise and activity.

5.1.2.1. Use of Nonstandard Range Facilities

A large paved area, approximately 200 feet by 300 feet, is not always available. In this case, Team Oregon must attempt to configure the space to determine suitability, instructor/student ratios, and necessary exercise adjustments. Advance approval is required. Contact Team Oregon for more information.

5.1.3. Motorcycle Storage Area Requirements

The motorcycle storage area should meet the following requirements:

- Hold the necessary motorcycles and equipment for the approved course(s) to be held at the site.
- Be secure, considering fire and theft protection.
- Provide safe access by which to remove and return motorcycles and equipment.
- Meet local fire and/or zoning codes, where applicable.
- Be within close proximity to the range but not infringing on the run-out room of the range.

5.1.4. Classroom Requirements

The classroom should include:

- Enough student seats and writing surfaces for the largest planned class size.
- A large table, teacher's desk, and/or podium.
- A chalkboard, whiteboard, or flip chart on which to write or draw.
- A television, DVD player, overhead projector, and screen.
- Reasonable heat, ventilation, air conditioning.
- Access to rest rooms (toilet facilities).
- Access to drinking water.

5.2. TRAINING EQUIPMENT REQUIREMENTS

5.2.1. *Training Motorcycles*

Team Oregon is responsible for obtaining training motorcycles that meet training standards, according to the following specifications:

- Engine size: No smaller than 51 cc, no larger than 325 cc.
- Seat height: No higher than 31.9 inches.
- Fuel capacity: No less than 2.0 gallons, no more than 3.5 gallons.
- Dry weight: No more than 330 pounds.
- Engine type: Four stroke, air cooled, electric start, 12-volt system.
- Transmission: Automatic or manual with clutch (wet sump).
- All equipment: Conforms to US DOT equipment standards for street use.

5.2.1.1. Use of Training Motorcycles

Training motorcycles are to be used exclusively by students and recognized instructors on Team Oregon-approved training ranges during the conduct of or in preparation for regularly scheduled Team Oregon courses, or other Team Oregon-approved activities. An Instructor Recruit may use a training motorcycle for the recruit's on-cycle skill evaluation. Any use of training motorcycles outside of an approved training or public-awareness activity is prohibited.

5.2.1.2. Care and Maintenance of Training Motorcycles

All motorcycles used in training must be maintained at a high level of appearance and operation by Team Oregon staff or designated authority. Maintenance records showing the dates and types of services must be maintained, by Vehicle Identification Number (VIN), for each motorcycle. At a minimum, maintenance must be as prescribed in the Owner's Manual. In addition, a complete service must be conducted annually, with safety checks conducted three times per training year. Machines damaged must be repaired promptly and thoroughly.

The following guidelines must be used when storing motorcycles:

- Store motorcycles without keys in ignitions. Keys must be secured in a locked container.
- Turn the fuel supply valves off (if so equipped).
- Arrange the motorcycles spaced far enough apart to prevent damage to bordering motorcycles from mirrors, levers, footrests, handlebars, and turn signals.

5.2.1.3. Inventory of Training Motorcycles

Any training motorcycle must be inventoried with Team Oregon by make, year, model and Vehicle Identification Number (VIN). These vehicles are insured by Oregon State University. Training motorcycles are subject to periodic inspection by authorized Team Oregon personnel.

5.2.2. Student-Owned Vehicles

Any vehicle used for a basic course must be no smaller than 51 cc but no larger than 325 cc (electric bikes are not allowed); however, there is no maximum size restriction for a personally-owned vehicle used for a retest. There is no maximum size restriction for a personally-owned vehicle used for intermediate, ABC, AMT, ART, B3W, BCL, CCS, ONR, PMC, and RRT courses. Student-owned vehicles must meet DMV specifications for motorcycles/motorscooters and bearing a valid motorcycle license plate with an “M” prefix plus six characters. Mopeds, pocket bikes, motor-assisted scooters, or any vehicles bearing a moped license plate with an “MP” prefix plus five characters are not allowed. Trailers and sidecars may not be used in motorcycle training courses. However, trikes and reverse trikes may be used in ART, CCS and ONR. See section 4.16.8.2. regarding [Specially Modified Motorcycles](#).

Student-owned vehicles used in Team Oregon rider courses must be insured in the minimum amount required by Oregon law (proof of insurance must be provided) and must be in good operating condition (must pass a safety inspection). Authorization to use a student-owned vehicle is granted only after proof of insurance for that vehicle is verified by the instructor. If using a borrowed vehicle, the student must present a permission note from the owner; the permission note must be sent in with the course file.

All student-owned vehicles must be inspected by course instructors for identification of any obvious safety defects. Although instructors cannot certify the safety of any vehicle, no student shall be permitted to ride a vehicle that has obvious defects, such as a bent frame, missing parts, or bald tires, etc. Two-wheeled motorcycles with car tires mounted are not allowed. A tire designed for motorcycle use will have the letters “M/C” included in the tire designation on the sidewall. The pre-ride inspection should verify the following:

- Motorcycle tires with adequate tread (1/8 inch or better) and proper inflation.
- Properly functioning front and rear brake, throttle, clutch, and shift lever.
- Working headlight, taillight with stop lamp, horn, and signals.
- No leaking or weeping fluids.

Instructors are encouraged to use their professional judgment in determining the safety of a vehicle. If in doubt, disqualify the vehicle. Likewise, if the instructor determines that the student may be exposed to greater risk using a personally-owned vehicle, deny the request and assign the student an appropriately-sized training motorcycle. Team Oregon training motorcycles are permitted for use in basic and intermediate courses, but are not permitted for use in ABC, AMT, ART, BCL, CCS, ONR, PMC, or RRT courses.

5.2.3. Other Required Equipment and Supplies

The following list includes additional minimum equipment and supply requirements for conducting rider training courses:

SPONSOR:

- DVD player and television.
- Overhead projector and screen.
- Chalkboard, whiteboard, or flip chart.
- Registration forms.

TEAM OREGON:

- Appropriate approved curriculum.
- Training motorcycles – for basic and intermediate courses.
- Student workbooks and forms.

- Policy and Procedures Manual.

TEAM OREGON FORMS

- Waiver and Disclaimer Forms.
- Accident / Incident Report Forms.
- Knowledge Tests (A and B) and Answer Sheets.
- Skill Test Score Sheets.
- Skill and Knowledge Test Report Forms.
- Tuition Assistance Verification Forms.
- Course Roster Forms (for scheduled courses and retests).

MATERIALS FOR RANGE INSTALLATION

- Templates.
- Spray paint/chalk.
- Lumberman crayon or paint stick.
- 300-foot tape and 300-foot string.
- Hammer and concrete nails.

ADDITIONAL REQUIREMENTS

- Loan helmets in a variety of sizes.
- Loan eye protectors.
- Stopwatches.
- Clipboards.
- First Aid kit.
- Fire extinguisher (class B type).
- Traffic cones for exercises:
 - Small (2”–6”), plain (suggested minimum: 75).
 - Large (14”–18”), “SLOW-STOP” (suggested minimum: 14).
- Supplies to cordon off range area: banner, pennants, tape, and/or large, plain traffic cones.
- Water supplies: minimum 5 gallons drinking water, drinking cups for all students and instructors.
- Gasoline: minimum 24 gallons.
- Oil: minimum 4 quarts.
- Battery-charging supplies: appropriate charging system lead for each motorcycle.
- Tire inflation supplies: appropriate means to inflate tires.

TOOL KIT

- Open-ended wrenches.
- Spark plug wrenches.
- Air pressure gauge.

CHAPTER 5 – TRAINING FACILITIES AND EQUIPMENT

- Screwdrivers.
- Pliers.

SUGGESTED SPARE PARTS

- Spark plugs.
- Levers.
- Mirrors.

CHAPTER 6 – SUPPLEMENTS

6. SUPPLEMENTS

The following pages contain Team Oregon contact information, a glossary of acronyms, and sample forms.

6.1. TEAM OREGON CONTACT INFORMATION

Headquarters/Office:

Phone – for instructors:	(888) 370-7990 x 1 or (541) 737-9967
Phone – for students and general public:	(800) 545-9944
FAX:	(541) 753-4014
E-mail – for students and general public:	team.oregon@oregonstate.edu
E-mail – direct contact for instructors:	Megan.Ryusaki@oregonstate.edu
Website address:	team-oregon.org
Mailing address:	Team Oregon Motorcycle Safety Program 3550 SW Deschutes St. Corvallis, OR 97333

Director:

Aria Minu-Sepehr	Aria.Minu-Sepehr@oregonstate.edu (888) 370-7990 x 4 or (541) 737-0004
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For questions regarding the following, you may directly contact the person responsible.

Instructor Training, Certification, and Hiring:

Michael Heinen, Training Manager	Michael.Heinen@oregonstate.edu (888) 370-7990 x 7 or (541) 737-3843
Megan Ryusaki	Megan.Ryusaki@oregonstate.edu (888) 370-7990 x 1 or (541) 737-9967

Business Services and Human Resources

Tami Schrock Business Manager	Tami.Schrock@oregonstate.edu (888) 370-7990 x 8 or (541) 737-8890
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CHAPTER 6 – SUPPLEMENTS

Advanced Training, Outreach and Engagement:

Pat Hahn,
Advanced Training and
Engagement Manager

Pat.Hahn@oregonstate.edu
(888) 370-7990 x 5 or (541) 737-9113

Operations:

Abe Drabkin,
Operations Manager
Brad Lawrie

Abraham.Drabkin@oregonstate.edu
(888) 370-7990 x 6 or (541) 737-5476
Bradley.Lawrie@oregonstate.edu
(541) 737-9115

Teaching Assignments and Payroll

Megan Ryusaki

Megan.Ryusaki@oregonstate.edu
(888) 370-7990 x 1 or (541) 737-9967

Training Support Unit, Student and Course Details:

Lindsey Kraayenbrink

Lindsey.Kraayenbrink@oregonstate.edu
(888) 370-7990 x 2 or (541) 737-0648

Rhonda McCormick

Rhonda.McCormick@oregonstate.edu
(541) 737-9660

Brandy Lawrie

Brandy.Lawrie@oregonstate.edu
(541) 737-9126

Karen Ehresman

Karen.Ehresman@oregonstate.edu
(541) 737-9077

Travel and A/P Information:

Lindsey Kraayenbrink

Lindsey.Kraayenbrink@oregonstate.edu
(888) 370-7990 x 2 or (541) 737-0648

6.2. GLOSSARY OF ACRONYMS

ABC	Braking Clinic
AMT	Advanced Motors Training
ART	Advanced Riding Techniques
BRT	Basic Rider Training
B3W	Basic 3-Wheel
CCS	Cornering Clinic (Student)
DMV	Driver and Motor Vehicles Division (Oregon)
DOT	Department of Transportation (United States)
DPSST	Department of Public Safety Standards and Training
GAC-MS	Governor’s Advisory Committee on Motorcycle Safety
IP	Instructor Preparation
IP-C	Instructor Preparation-Classroom
IP-R	Instructor Preparation-Range
IRT	Intermediate Rider Training
LC	Leadership Council
ODOT	Oregon Department of Transportation
ONR	On-Road Clinic
OSU	Oregon State University
OTSC	Oregon Traffic Safety Commission
PMC	Precision Maneuvering Clinic
POT	Path of Travel
RRT	Road Riding Tactics
SCA	Site Compliance Audit
SNAP	Supplemental Nutrition Assistance Program
TAV	Technical Assistance Visit
TCA	Training Compliance Audit
TSO	Transportation Safety Office
TSU	Training Support Unit
VIN	Vehicle Identification Number

6.3. SAMPLE FORMS

See section 2.4. (including all its subsections) for a description of required forms and reports, in the order in which they might be used for a training course. Section 2.4.15. [Course File Reporting Requirements](#) details the order in which the completed forms and reports should be assembled in the course file. The sample forms provided in this section follow. (Note: All student and instructor names on the sample forms are fictitious.)

Other training materials are available for viewing at the Team Oregon Instructor Resources website at: instructor.team-oregon.org. For published materials (e.g., Instructor Guides, Range Guides, Training Logbook, etc.), contact the Team Oregon office.

6.3.1. **Instructor Rules of Professional Conduct**

SAMPLE

Team Oregon Instructor Rules of Professional Conduct

The rules of professional conduct for instructors ensure that courses are taught in a safe, efficient, and professional manner. To assure the highest quality reputation, each Team Oregon instructor shall:

- Adhere to Team Oregon Core Values as prescribed in the Team Oregon Motorcycle Safety Program *Policy and Procedures Manual*.
- Conduct rider training courses that meet Team Oregon standards as prescribed in the Team Oregon Motorcycle Safety Program *Policy and Procedures Manual*.
- Correctly coach and evaluate student riding skills.
- Maintain riding skills sufficient to correctly demonstrate training course exercises.
- Maintain student safety to the highest degree possible.
- Conduct herself/himself in a professional manner on and off the riding range.
- Maintain a professional demeanor when interacting with students, instructors, and affiliated personnel.
- Remain attentive to and respectful of the needs and expectations of students.
- Provide no endorsements of products, services, or businesses during the conduct of a Team Oregon course.
- Comply with Team Oregon policies and procedures and Oregon State University employment requirements.
- Keep current contact information on file with Team Oregon.
- Maintain current Red Cross or equivalent First Aid certification.
- Teach a minimum of three courses totaling a minimum of 27 instructional hours of Team Oregon-approved courses every year.
- Complete instructor in-service training once every two years (as requested or required).
- Keep up-to-date on current motorcycle training instruction information.
- Currently own and/or operate a motorcycle.
- Wear proper protective gear whenever riding, at a minimum, to and from any event where you will represent yourself as an instructor.
- Ride free of alcohol and other drugs.
- Maintain a satisfactory driving record.
- Have no felony convictions.
- Seek prior Team Oregon approval before using the credibility of Team Oregon instructor recognition to take a public position on legislative or policy issues or in forums.

I agree to abide by the rules of professional conduct for Team Oregon instructors.


Name (print) _____

Signature _____

Date Signed _____

6.3.2. Student Consent to Release Information Form

SAMPLE



Oregon State University
College of Public Health
and Human Sciences

Team Oregon Motorcycle Safety Program
Oregon State University
3550 SW Deschutes St.
Corvallis, Oregon 97333
team-oregon.org

Team Oregon Student Consent to Release Information Form

The Family Educational Rights and Privacy Act (FERPA) of 1974 is a federal law designed to protect the privacy of a student's education records. Education records include all student records. These are considered confidential and will not be released without written consent from the student. In accordance with FERPA, it is necessary for Oregon State University to obtain written consent from the student in order to release any information to a third party.

This form specifically relates to Team Oregon records.

Student's Name: _____ **Driver's License #:** _____

I authorize the release of the following information (select all that apply):

- Enrollment information
- Course status
- Score detail

Purpose of release: _____

Release to:

Name: _____ Organization/Relationship: _____

Email records to: _____

I understand that this release covers all transactions from any date on my student record.

Student's Signature: _____ Date: _____

Updated 01/08/2019

6.3.3. Waiver and Disclaimer

SAMPLE

Course Name	Course Date(s)
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CONSENT TO RELEASE OSU TEAM OREGON FROM NEGLIGENCE CLAIMS

This form must be completed, signed and given to your instructor at the beginning of class. Participants under the age of 18 years must have the signed approval of a parent or legal guardian to enroll in this course.

This motorcycle rider course is provided by the Team Oregon Motorcycle Safety Program. The goal of the course is to expose riders to a wide range of motorcycle operations in order for the student to work towards proficiency as a motorcyclist. We do not assume responsibility for the safe operation of your motorcycle. It is your responsibility to stop training if you feel uncomfortable, unsafe, unable to concentrate, unable to follow directions, fatigued, or pushed beyond your limits.

Participation in this course requires motor coordination, mental alertness, and physical stamina. The undersigned hereby attests they have no known health-related reasons or problems, to include physical or mental limitations, that preclude or restrict their participation and during this course will not use any form of intoxicants that could impair their performance in this course. The undersigned attests they have the physical and mental preparedness to operate a motorcycle and are capable of sustaining physical and cognitive exertion over a period of five hours.

Gender <input type="checkbox"/> M <input type="checkbox"/> F <input type="checkbox"/> X	Last Name (must match driver license)	First Name (must match driver license)	Middle Initial
Mailing Address		City, State	ZIP
E-mail Address		Driver License Number	State
Phone Number (primary)		Phone Number (secondary)	
Emergency Contact Name		Emergency Contact Phone Number	

RELEASE, WAIVER AND INDEMNIFICATION

The undersigned participant and their legal guardian (if participant is under the age of 18) do hereby execute this release, waiver and indemnification for themselves and their heirs, successors, representatives and assigns, and hereby agrees to the following:

1. TO RELEASE, WAIVE, DISCHARGE AND COVENANT NOT TO SUE Oregon State University, Team Oregon Motorcycle Safety Program, State Of Oregon, Oregon Department Of Transportation, Course Sponsor(s), Property Owner(s), their board members, employees, agents, representatives and those governmental agencies and other organizations affiliated with this course, herein referred as "releasees," from any and all negligence claims and causes of action, liability for negligence and any related damage or costs, including but not limited to all bodily injuries, death, illness and property damage arising from participation in this motorcycle rider course.

2. TO INDEMNIFY, DEFEND AND HOLD HARMLESS the releasees and each of them from any loss, liability, damage, cost, claim, judgment or settlement which may be brought or entered against them as a result of the undersigned's participation in this motorcycle training course. This indemnification shall include attorneys' fees incurred and it is specifically agreed that the undersigned shall have the opportunity to consent to any such settlement, provided, however, that such consent shall not be unreasonably withheld.

3. TO ACKNOWLEDGE AND AGREE that motorcycle riding is dangerous and may involve severe bodily injury, death, illness, and property damage and further expressly agrees that the foregoing release, waiver, and indemnity agreement is intended to be as broad and inclusive as is permitted by the laws of the State of Oregon and that if any portion thereof is held invalid, it is agreed that the balance shall, notwithstanding, continue in full legal force and effect. This release, waiver and indemnity agreement shall be construed in accordance with the laws of the State of Oregon without regard to conflict of law or choice of law provisions. Any claim, suit or action (a "Claim") between the Parties that arises from or relates to this agreement shall be brought and conducted solely and exclusively within the jurisdiction of the Circuit Court of Benton County in the State of Oregon. In no event shall this Section be construed as a waiver by the State of Oregon or Oregon State University of any form of defense or immunity, whether sovereign immunity, governmental immunity, immunity based on the eleventh amendment to the Constitution of the United States or otherwise, from any Claim or from the jurisdiction of any court. Each Party hereby consents to the exclusive jurisdiction of such court, waives any objection to venue and waives any claim that such forum is an inconvenient forum.

4. TO AGREE AND ACCEPT to be responsible for their own medical, emergency, and transport expenses in the event of accident or illness that occurs during the course or is caused by the course.

I have carefully read this release and understand its contents. I verify that the information I have provided is true and correct. I voluntarily sign the waiver and assume the risks of riding in consideration for participation in the course.

Participant's Signature	Date
Parent/Legal Guardian's Signature (students under age 18)	Date
Parent/Legal Guardian's Name - Print (students under age 18)	

Revised December 9, 2021

6.3.3.1. Waiver and Disclaimer – With Instructions

SAMPLE

Course Name	Course Date(s)
-------------	----------------

CONSENT TO RELEASE OSU TEAM OREGON FROM NEGLIGENCE CLAIMS

This form must be completed, signed and given to your instructor at the beginning of class. Participants under the age of 18 years must have the signed approval of a parent or legal guardian to enroll in this course.

This motorcycle rider course is provided by the Team Oregon Motorcycle Safety Program. The goal of the course is to expose riders to a wide range of motorcycle operations in order for the student to work towards proficiency as a motorcyclist. We do not assume responsibility for the safe operation of your motorcycle. It is your responsibility to stop training if you feel uncomfortable, unsafe, unable to concentrate, unable to follow directions, fatigued, or pushed beyond your limits.

Participation in this course requires motor coordination, mental alertness, and physical stamina. The undersigned hereby attests they have no known health-related reasons or problems, to include physical or mental limitations, that preclude or restrict their participation and during this course will not use any form of intoxicants that could impair their performance in this course. The undersigned attests they have the physical and mental preparedness to operate a motorcycle and are capable of sustaining physical and cognitive exertion over a period of five hours.

1. Gender <input type="checkbox"/> M <input type="checkbox"/> F <input type="checkbox"/> X	Last Name (must match driver license)	First Name (must match driver license)	Middle Initial
Mailing Address		City, State	ZIP
E-mail Address		2. Driver License Number	State
		Expiration Date	Date of Birth
		Age	
Phone Number (primary)		Phone Number (secondary)	
Phone Number			

1. Ensure name on DL matches waiver. Ensure face matches picture.
 2. Ensure DL number and state matches waiver. Ensure license is not expired.
 3. Ensure student signed and dated form.
 4. Is the student 18 or over? If not, waiver needs signature of parent or guardian.
 5. If personal vehicle is being used, verify proof of insurance.
 6. Initial in upper-right corner when you have checked and approved items 1-5.

hereby execute this release, waiver and hereby agrees to the following:

University, Team Oregon Motorcycle Safety Program, (r(s), their board members, employees, agents, course, herein referred as "releasees," from any age or costs, including but not limited to all bodily course.

any loss, liability, damage, cost, claim, judgment participation in this motorcycle training course. The undersigned shall have the opportunity to ably withheld.

evere bodily injury, death, illness, and property ment is intended to be as broad and inclusive as is agreed that the balance shall, notwithstanding, construed in accordance with the laws of the State n (a "Claim") between the Parties that arises from jurisdiction of the Circuit Court of Benton County of Oregon or Oregon State University of any form of on the eleventh amendment to the Constitution of ty hereby consents to the exclusive jurisdiction of venient forum.

port expenses in the event of accident or illness

I voluntarily sign the waiver and assume the risks of riding in consideration for participation in the course. Information I have provided is true and correct.

3. Participant's Signature	Date
4. Parent/Legal Guardian's Signature (students under age 18)	Date
Parent/Legal Guardian's Name - Print (students under age 18)	

Revised December 9, 2021

6.3.5. Retesting Protocol

SAMPLE

TEAM OREGON RETESTING PROTOCOL



STUDENT VERIFICATION AND ELIGIBILITY

- Instructors are required to print an updated roster no earlier than the day prior to the retest.
 - Students and recruits must be registered for all retests (on course roster); no walk-ins may be tested.
 - Instructors must verify student identity by matching a photo ID with the roster.
 - If a student is not listed on an updated roster, contact On-Call to verify registration. If registration cannot be verified, dismiss the student and have them contact the office on Monday.
 - After eligibility and identity are verified, instructors must initial the retest roster next to each student's name.
 - Retest students are not required to complete waivers unless they are using their own vehicles.
 - Retest students must have an opportunity to warm-up by riding BRT Exercise 11 as described below.
 - Students who trained on a motorcycle must retest on a motorcycle. Students who trained on a motorscooter must retest on a motorscooter. If the information is not included on the roster, ask the student what they rode when they took the course, and assign a similar vehicle for the retest.
- Under no circumstances may a retest student join a class in progress except to participate in the warm-up activity and skill test.

STUDENT-OWNED MOTORCYCLES/MOTORSCOOTERS

Student-owned motorcycles/motorscooters may be used for retesting under the following conditions:

- The motorcycle/motorscooter must pass a safety inspection.
- Students must provide proof of current motorcycle/motorscooter insurance, complete and sign a waiver form.

CONDUCTING INSTRUCTOR RECRUIT TESTING

- Recruits must complete and sign a waiver form and present a valid driver license with motorcycle endorsement.
- Note that standards for each exercise and the passing score are different than they are for BRT/IRT students. Refer to the 'TEAM OREGON SKILL EVALUATION FORM FOR INSTRUCTOR RECRUITS' for scoring standards.
- Return the completed recruit score sheet with the course file. Do not record the recruit's score and completion status on the online roster.

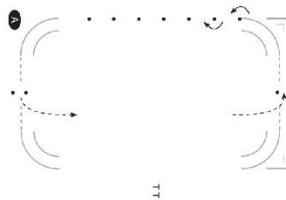
CONDUCTING GROUP SKILL RETESTS

- Warm-Up: Conduct BRT Exercise 11 as prescribed in the BRT Range Guide.
- Conduct the test as prescribed in the BRT Range Guide. Use a group Skill Test Score Sheet and circle "Retest" in the upper left corner.

CONDUCTING INDIVIDUAL SKILL RETESTS

- Warm-Up: Conduct BRT Exercise 11 during the break before the Skill Test. To eliminate potential conflicts with staged motorcycles, set the Exercise 11 cone weave only on the side opposite staging and set end gates. The instructor 'A' position moves to the corner facing the weave. No other activity is allowed on the range during the warm-up.
- Conduct the test as prescribed in the BRT Range Guide. Use a separate group Skill Test Score Sheet and circle "Retest" in the upper left corner.

Diagram for Individual Retest Warm-Up only



SAMPLE

RANGE MAXIMUM

- If the course is full, students will have to share motorcycles (consult the Site File for maximum range load).
- No more than two retest students may join the course skill test. If the course is full and a student brings his/her own motorcycle, contact the on-call staff member at: (888) 370-7990 ext. 9.
- No exceptions to the range maximum are allowed for retesting without prior staff approval and guidance.

TEST DEBRIEF

Upon completion of the skill test:

- Immediately compile the scores for the retest students.
- Enter student scores and completion status on the Course Roster.
- Notify students of their status and issue retest report forms.
- DMV records will be updated and completion cards sent from the Team Oregon office within 72 hours.
- Students who fail the skills retest are not given another retest opportunity. Advise them to take an additional training course to continue their skill development as needed to qualify for a motorcycle endorsement.

SCORE ENTRY

- Instructors are required to enter retest scores online by the end of the training day.
- After score entry, the retest file should be mailed back to the office either with the BRT course file or using the return envelope included in separate retest files.

TIMECARD

- Retests are set up with standardized instructor hours.
- For retests that run separately from the course, 2 hours will be assigned for skills retests.
- For retests that run with the BRT, no instructor hours will be given and no timecard will be included in the file.
- If special assistance is required and the TSU is notified in advance it will be noted on the course roster. If you have to provide student assistance, or complete other tasks that cause you to exceed the standardized time, record additional time with an explanation on your instructor hours on both the course roster and on your signed timecard. All adjustments to course hours will need to be approved by management so a detailed explanation is appreciated.

6.3.6. Knowledge Test Answer Sheet

SAMPLE

Test # _____

BRT KNOWLEDGE TEST

ANSWER SHEET

1.	A	B	C	D	26.	A	B	C	D
2.	A	B	C	D	27.	A	B	C	D
3.	A	B	C	D	28.	A	B	C	D
4.	A	B	C	D	29.	A	B	C	D
5.	A	B	C	D	30.	A	B	C	D
6.	A	B	C	D	31.	A	B	C	D
7.	A	B	C	D	32.	A	B	C	D
8.	A	B	C	D	33.	A	B	C	D
9.	A	B	C	D	34.	A	B	C	D
10.	A	B	C	D	35.	A	B	C	D
11.	A	B	C	D	36.	A	B	C	D
12.	A	B	C	D	37.	A	B	C	D
13.	A	B	C	D	38.	A	B	C	D
14.	A	B	C	D	39.	A	B	C	D
15.	A	B	C	D	40.	A	B	C	D
16.	A	B	C	D	41.	A	B	C	D
17.	A	B	C	D	42.	A	B	C	D
18.	A	B	C	D	43.	A	B	C	D
19.	A	B	C	D	44.	A	B	C	D
20.	A	B	C	D	45.	A	B	C	D
21.	A	B	C	D	46.	A	B	C	D
22.	A	B	C	D	47.	A	B	C	D
23.	A	B	C	D	48.	A	B	C	D
24.	A	B	C	D	49.	A	B	C	D
25.	A	B	C	D	50.	A	B	C	D

Name: _____ Score: _____

(80% = passing)

Revised 11 April 2013

6.3.7. Skill Test Score Sheet

SAMPLE

BRT / IRT Skill Test Score Sheet												
Date: 06/11/15	Name:	Name:	Name:	Name:	Name:	Name:	Name:	Name:	Name:	Name:	Name:	Name:
Site: Albany	<div style="display: flex; justify-content: space-between;"> <div style="width: 15%;"> 1 Peter Allen 2 Jon Berlogs </div> <div style="width: 85%; text-align: center;"> → </div> </div>											
Instructors: Flintstone, Rubble												
<input checked="" type="radio"/> (circle one) BRT IRT Retest												
1-A: Offset Cone Weave												
Hits cone	<input checked="" type="checkbox"/>	5	3	5	3	5	3	5	3	5	3	5
Skips cone	<input checked="" type="checkbox"/>	3	5	3	5	3	5	3	5	3	5	3
Puts foot down	<input checked="" type="checkbox"/>	3	5	3	5	3	5	3	5	3	5	3
Offset Cone Weave total (Max 10 points)	3	3										
1-B: Swerve												
Allowable Time: 1.66 – 2.51	Time:	1.79	1.82									
Brakes during swerve maneuver	<input checked="" type="checkbox"/>	5	5	5	5	5	5	5	5	5	5	5
Touches any line or cone	<input checked="" type="checkbox"/>	5	5	5	5	5	5	5	5	5	5	5
Both tires cross obstacle line or boundary line	<input checked="" type="checkbox"/>	10	10	10	10	10	10	10	10	10	10	10
Does not attain proper speed on 2nd attempt	<input checked="" type="checkbox"/>	10	10	10	10	10	10	10	10	10	10	10
Swerves before 13' gate on 2nd attempt	<input checked="" type="checkbox"/>	10	10	10	10	10	10	10	10	10	10	10
Swerve total (Max 10 points)	0	10										
2: Quick Stop												
	Time:	1.68	1.68									
	Standard:	18	18									
	Distance:	15	22									
Stops beyond standard (1 point per foot)	<input checked="" type="checkbox"/>	5	4									
Does not use both brakes	<input checked="" type="checkbox"/>	5	5	5	5	5	5	5	5	5	5	5
Does not downshift to 1st gear	<input checked="" type="checkbox"/>	3	3	3	3	3	3	3	3	3	3	3
Does not attain proper speed on 2nd attempt	<input checked="" type="checkbox"/>	10	10	10	10	10	10	10	10	10	10	10
Begins braking in timing zone on 2nd attempt	<input checked="" type="checkbox"/>	10	10	10	10	10	10	10	10	10	10	10
Quick Stop total (Max 10 points)	0	7										
3: Cornering Proficiency												
	Time:	1.82	1.81									
Does not use both brakes to slow	<input checked="" type="checkbox"/>	5	5	5	5	5	5	5	5	5	5	5
Does not turn head to face exit	<input checked="" type="checkbox"/>	5	5	5	5	5	5	5	5	5	5	5
Decelerates in curve	<input checked="" type="checkbox"/>	3	3	3	3	3	3	3	3	3	3	3
One tire touches or crosses boundary line	<input checked="" type="checkbox"/>	5	5	5	5	5	5	5	5	5	5	5
Both tires cross boundary line	<input checked="" type="checkbox"/>	10	10	10	10	10	10	10	10	10	10	10
Turns 1.8 – 1.9	<input checked="" type="checkbox"/>	3	3	3	3	3	3	3	3	3	3	3
Turns over 1.9	<input checked="" type="checkbox"/>	5	5	5	5	5	5	5	5	5	5	5
Cornering Proficiency total (Max 10 points)	6	5										
4: Sharp Turn												
Does not turn head and look through turn	<input checked="" type="checkbox"/>	5	5	5	5	5	5	5	5	5	5	5
Puts foot down	<input checked="" type="checkbox"/>	3	3	3	3	3	3	3	3	3	3	3
One tire touches boundary or cone	<input checked="" type="checkbox"/>	3	3	3	3	3	3	3	3	3	3	3
Both tires cross boundary line	<input checked="" type="checkbox"/>	10	10	10	10	10	10	10	10	10	10	10
Sharp Turn total (Max 10 points)	3	0										
Drops motorcycle during any evaluation	<input checked="" type="checkbox"/>	21	21	21	21	21	21	21	21	21	21	21
Commits unsafe act	<input checked="" type="checkbox"/>	21	21	21	21	21	21	21	21	21	21	21
TOTAL SCORE (Passing = 20 or less)	12	25										

score-sheet-618-test-irt-rt-retest.docm
Revised: 29 Apr 2015

6.3.8. Skill Evaluation Form for Instructor Recruits – With Instructions

SAMPLE

TEAM OREGON SKILL EVALUATION FORM FOR INSTRUCTOR RECRUITS

John Doe is scheduled for a Skill Evaluation on 5/09/09 3:30pm at Bend
Name Date & Time Location

<p>Evaluation 1-A: Offset Cone Weave POINTS</p> <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="text-align: right;">Once / More</td> <td style="text-align: center;">POINTS</td> </tr> <tr> <td>Hits cone</td> <td style="text-align: center;">3 5</td> </tr> <tr> <td>Skips cone</td> <td style="text-align: center;">3 5</td> </tr> <tr> <td>Puts foot down</td> <td style="text-align: center;">3 5</td> </tr> <tr> <td></td> <td style="text-align: center; border-top: 1px solid black;"><u>0</u></td> </tr> </table> <p style="text-align: center; font-size: 8pt;"><i>Instructor Recruit score greater than 8 = Fail</i></p>	Once / More	POINTS	Hits cone	3 5	Skips cone	3 5	Puts foot down	3 5		<u>0</u>	<p>Evaluation 3: Cornering Proficiency POINTS</p> <p>Time: <u>1.65</u></p> <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="text-align: right;">Does not use both brakes to slow</td> <td style="text-align: center;">5</td> </tr> <tr> <td style="text-align: right;">Does not turn head to face exit</td> <td style="text-align: center;">5</td> </tr> <tr> <td></td> <td style="text-align: center; border-top: 1px solid black;"><u>10</u></td> </tr> <tr> <td></td> <td style="text-align: center;">3</td> </tr> <tr> <td></td> <td style="text-align: center;">5</td> </tr> <tr> <td></td> <td style="text-align: center; border-top: 1px solid black;"><u>13</u></td> </tr> </table> <p style="text-align: center; font-size: 8pt;"><i>Instructor Recruit score greater than 8 = Fail</i></p>	Does not use both brakes to slow	5	Does not turn head to face exit	5		<u>10</u>		3		5		<u>13</u>
Once / More	POINTS																						
Hits cone	3 5																						
Skips cone	3 5																						
Puts foot down	3 5																						
	<u>0</u>																						
Does not use both brakes to slow	5																						
Does not turn head to face exit	5																						
	<u>10</u>																						
	3																						
	5																						
	<u>13</u>																						
<p>Evaluation 1-B: Swerve POINTS</p> <p>Time: <u>1.68</u> (Allowable Time: 1.66–2.51 seconds)</p> <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="text-align: right;">Brakes during swerve maneuver</td> <td style="text-align: center;">5</td> </tr> <tr> <td style="text-align: right;">Touches any line or cone</td> <td style="text-align: center;">5</td> </tr> <tr> <td style="text-align: right;">Both tires cross obstacle line or boundary line</td> <td style="text-align: center;">10</td> </tr> <tr> <td style="text-align: right;">Does not attain proper speed on 2nd attempt</td> <td style="text-align: center;">10</td> </tr> <tr> <td style="text-align: right;">Swerves before 13' gate on 2nd attempt</td> <td style="text-align: center;">10</td> </tr> <tr> <td></td> <td style="text-align: center; border-top: 1px solid black;"><u>0</u></td> </tr> </table> <p style="text-align: center; font-size: 8pt;"><i>Instructor Recruit score greater than 8 = Fail</i></p>	Brakes during swerve maneuver	5	Touches any line or cone	5	Both tires cross obstacle line or boundary line	10	Does not attain proper speed on 2nd attempt	10	Swerves before 13' gate on 2nd attempt	10		<u>0</u>	<p>Evaluation 4: Sharp Turn POINTS</p> <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="text-align: right;">Does not turn head and look through turn</td> <td style="text-align: center;">5</td> </tr> <tr> <td style="text-align: right;">Puts foot down</td> <td style="text-align: center;">3</td> </tr> <tr> <td style="text-align: right;">One tire touches boundary or cone</td> <td style="text-align: center;">3</td> </tr> <tr> <td style="text-align: right;">Both tires cross boundary line</td> <td style="text-align: center;">10</td> </tr> <tr> <td></td> <td style="text-align: center; border-top: 1px solid black;"><u>0</u></td> </tr> </table> <p style="text-align: center; font-size: 8pt;"><i>Instructor Recruit score greater than 8 = Fail</i></p>	Does not turn head and look through turn	5	Puts foot down	3	One tire touches boundary or cone	3	Both tires cross boundary line	10		<u>0</u>
Brakes during swerve maneuver	5																						
Touches any line or cone	5																						
Both tires cross obstacle line or boundary line	10																						
Does not attain proper speed on 2nd attempt	10																						
Swerves before 13' gate on 2nd attempt	10																						
	<u>0</u>																						
Does not turn head and look through turn	5																						
Puts foot down	3																						
One tire touches boundary or cone	3																						
Both tires cross boundary line	10																						
	<u>0</u>																						
<p>TIMING CHART: 44-Foot Timing Zone</p> <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="text-align: left;">Seconds</td> <td style="text-align: center;">POINTS</td> </tr> <tr> <td>1.50 – 1.57</td> <td style="text-align: center;">16</td> </tr> <tr> <td>1.58 – 1.66</td> <td style="text-align: center;">16</td> </tr> <tr> <td>1.67 – 1.76</td> <td style="text-align: center;">16</td> </tr> <tr> <td>1.77 – 1.87</td> <td style="text-align: center;">0</td> </tr> <tr> <td>1.88 – 1.99</td> <td style="text-align: center;">0</td> </tr> <tr> <td>2.00 – 2.14</td> <td style="text-align: center;">0</td> </tr> <tr> <td>2.15 – 2.30</td> <td style="text-align: center;">0</td> </tr> <tr> <td>2.31 – 2.50</td> <td style="text-align: center;">0</td> </tr> <tr> <td>2.51</td> <td style="text-align: center; border-top: 1px solid black;"><u>9</u></td> </tr> </table>	Seconds	POINTS	1.50 – 1.57	16	1.58 – 1.66	16	1.67 – 1.76	16	1.77 – 1.87	0	1.88 – 1.99	0	2.00 – 2.14	0	2.15 – 2.30	0	2.31 – 2.50	0	2.51	<u>9</u>	<p>TOTAL COMBINED PENALTY POINTS: <u>14</u></p> <p>Passing Standard – Instructor Recruit Meets standard = 15 points or less Does not meet standard = 16 points or more No more than 8 points in any one evaluation</p>		
Seconds	POINTS																						
1.50 – 1.57	16																						
1.58 – 1.66	16																						
1.67 – 1.76	16																						
1.77 – 1.87	0																						
1.88 – 1.99	0																						
2.00 – 2.14	0																						
2.15 – 2.30	0																						
2.31 – 2.50	0																						
2.51	<u>9</u>																						
<p>Evaluation 2: Quick Stop POINTS</p> <p>Time: <u>1.52</u></p> <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="text-align: right;">Standard:</td> <td style="text-align: center;"><u>23</u></td> </tr> <tr> <td style="text-align: right;">Distance:</td> <td style="text-align: center;"><u>24</u></td> </tr> </table> <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="text-align: right;">Stops beyond standard (1 point per foot)</td> <td style="text-align: center;"><u>1</u></td> </tr> <tr> <td style="text-align: right;">Does not use both brakes</td> <td style="text-align: center;">5</td> </tr> <tr> <td style="text-align: right;">Does not downshift to 1st gear</td> <td style="text-align: center;">3</td> </tr> <tr> <td style="text-align: right;">Does not attain proper speed on 2nd attempt</td> <td style="text-align: center;">10</td> </tr> <tr> <td style="text-align: right;">Begins braking in timing zone on 2nd attempt</td> <td style="text-align: center;">10</td> </tr> <tr> <td></td> <td style="text-align: center; border-top: 1px solid black;"><u>1</u></td> </tr> </table> <p style="text-align: center; font-size: 8pt;"><i>Instructor Recruit score greater than 8 = Fail</i></p>	Standard:	<u>23</u>	Distance:	<u>24</u>	Stops beyond standard (1 point per foot)	<u>1</u>	Does not use both brakes	5	Does not downshift to 1st gear	3	Does not attain proper speed on 2nd attempt	10	Begins braking in timing zone on 2nd attempt	10		<u>1</u>	<p style="text-align: center; font-weight: bold; margin-top: 20px;">Wilma Flintstone</p> <hr/> <p style="text-align: center; font-size: 8pt;">INSTRUCTOR NAME: (PRINTED)</p> <p style="text-align: center; font-weight: bold; margin-top: 5px;">Wilma Flintstone</p> <hr/> <p style="text-align: center; font-size: 8pt;">INSTRUCTOR SIGNATURE</p> <p style="text-align: center; font-weight: bold; margin-top: 5px;">1234567</p> <hr/> <p style="text-align: center; font-size: 8pt;">INST #</p>						
Standard:	<u>23</u>																						
Distance:	<u>24</u>																						
Stops beyond standard (1 point per foot)	<u>1</u>																						
Does not use both brakes	5																						
Does not downshift to 1st gear	3																						
Does not attain proper speed on 2nd attempt	10																						
Begins braking in timing zone on 2nd attempt	10																						
	<u>1</u>																						

This recruit scored 13 "actual" points on Eval 3. Score greater than 8 = Fail.

This recruit's total combined penalty points = 14, which would meet standard on total points, but since he scored more than 8 in one evaluation, he "does not meet standard" for this test.

Instructors: Return this completed form with the course file.
See Instructions on Reverse

Revised: 29 May 2013

SAMPLE

TEAM OREGON SKILL EVALUATION FOR INSTRUCTOR RECRUITS

Instructions

- Prior to taking the on-cycle skill test, instructor recruits must present a valid driver license with motorcycle endorsement and complete and sign a Waiver and Disclaimer form. Instructor Recruits may use a training motorcycle or a personally-owned motorcycle for the test. If a personal motorcycle is used, proof of insurance must be provided and confirmed on the Waiver and Disclaimer form. The motorcycle must be inspected and approved.
- Prior to taking the on-cycle skill test, Instructor Recruits are allowed a warm-up; course instructors must follow the warm-up procedures specified below:
 - o If the recruit is joining a BRT or IRT skill test:
 - During the break before the Skill Test, set up and conduct BRT Exercise 11 according to the *BRT Range Guide*, including: time, coaching, and staging, with the following modifications:
 - Set cone weave only on the side away from staging; Set end gates;
 - Instructor position 'A' moves from corner of range to center of range, beside end gate;
 - POT (path of travel) - Recruits ride cone weave, through end gate, down center of range, through end gate, back to cone weave.
 - No other activity is allowed on the range during the warm-up activity.
 - o If the recruit is joining a Group Retest, the recruit should warm up with the group of retest students, using the group warm-up activity (BRT Exercise 11).
- The scores for this individual must be recorded on this form; Do not record the recruit's score and completion status on the on-line roster.
- When compiling the scores, note the more stringent scoring standard for an Instructor Recruit.
 - o No more than 8 points in any one evaluation. If more than 8 points are scored on one evaluation, recruit did not meet the instructor recruit skill evaluation criteria
 - o Passing standard: 15 points or less provided the above criteria is met
- Debriefing:
 - o If the recruit received a passing score, his/her file will be noted as having met the skill evaluation criteria
 - o If the recruit did not receive a passing score, he/she should contact Team Oregon Training Department for a second opportunity.
- Return this completed form with the course file, along with the Recruit's Waiver and Disclaimer form.

Revised: 20 November 2017

6.3.10. Completion Cards

SAMPLE

GRADUATE K S

BASIC RIDER TRAINING

NAME: _____ DATE: _____

TRAINING LOCATION: _____ CARD # _____

INSTRUCTOR: _____ INSTE. # _____

 The person named above has successfully completed the Basic Rider Training Course conducted by the Team Oregon Motorcycle Safety Program under the approval of the Oregon Department of Transportation.

TEAM OREGON MOTORCYCLE SAFETY PROGRAM

GRADUATE S

INTERMEDIATE RIDER TRAINING

NAME: _____ DATE: _____

TRAINING LOCATION: _____ CARD # _____

INSTRUCTOR: _____ INSTE. # _____

 The person named above has successfully completed the Intermediate Rider Training Course conducted by the Team Oregon Motorcycle Safety Program under the approval of the Oregon Department of Transportation.

TEAM OREGON MOTORCYCLE SAFETY PROGRAM

GRADUATE S

eRIDER® BASIC

NAME: _____ DATE: _____

TRAINING LOCATION: _____ CARD # _____

INSTRUCTOR: _____ INSTE. # _____

 The person named above has successfully completed the eRider Basic Course conducted by the Team Oregon Motorcycle Safety Program under the approval of the Oregon Department of Transportation.

TEAM OREGON MOTORCYCLE SAFETY PROGRAM

GRADUATE S

eRIDER® INTERMEDIATE

NAME: _____ DATE: _____

TRAINING LOCATION: _____ CARD # _____

INSTRUCTOR: _____ INSTE. # _____

 The person named above has successfully completed the eRider Intermediate Course conducted by the Team Oregon Motorcycle Safety Program under the approval of the Oregon Department of Transportation.

TEAM OREGON MOTORCYCLE SAFETY PROGRAM

ALTERNATE S

BASIC RIDER TRAINING

NAME: _____ DATE: _____

TRAINING LOCATION: _____ CARD # _____

INSTRUCTOR: _____ INSTE. # _____

 The person named above has completed the Basic Rider Training Course and passed the riding test conducted by the Team Oregon Motorcycle Safety Program under the approval of the Oregon Department of Transportation.

TEAM OREGON MOTORCYCLE SAFETY PROGRAM

GRADUATE S

BASIC 3-WHEEL TRAINING

NAME: _____ DATE: _____

TRAINING LOCATION: _____ CARD # _____

INSTRUCTOR: _____ INSTE. # _____

 The person named above has successfully completed the Basic 3-Wheel Training course conducted by the Team Oregon Motorcycle Safety Program.


TEAM OREGON MOTORCYCLE SAFETY PROGRAM

CHAPTER 6 – SUPPLEMENTS

SAMPLE

GRADUATE
RIDER SKILLS PRACTICE


NAME: _____ DATE: _____
TRAINING LOCATION: _____ CARD #: _____
INSTRUCTOR: _____ INSTR. #: _____

 The person named above has successfully completed the Rider Skills Practice course conducted by the Team Oregon Motorcycle Safety Program.

TEAM OREGON MOTORCYCLE SAFETY PROGRAM

GRADUATE
BRAKING CLINIC

NAME: _____ DATE: _____
TRAINING LOCATION: _____ CARD #: _____
INSTRUCTOR: _____ INSTR. #: _____

 The person named above has successfully completed the Braking Clinic conducted by the Team Oregon Motorcycle Safety Program.

TEAM OREGON MOTORCYCLE SAFETY PROGRAM

GRADUATE
PRECISION MANEUVERING - LEVEL 1

NAME: _____ DATE: _____
TRAINING LOCATION: _____ CARD #: _____
INSTRUCTOR: _____ INSTR. #: _____

 The person named above has successfully completed the Precision Maneuvering Clinic conducted by the Team Oregon Motorcycle Safety Program.

TEAM OREGON MOTORCYCLE SAFETY PROGRAM

GRADUATE
PRECISION MANEUVERING - LEVEL 2

NAME: _____ DATE: _____
TRAINING LOCATION: _____ CARD #: _____
INSTRUCTOR: _____ INSTR. #: _____

 The person named above has successfully completed the Level 2 Precision Maneuvering Clinic conducted by the Team Oregon Motorcycle Safety Program.

TEAM OREGON MOTORCYCLE SAFETY PROGRAM

GRADUATE
ADVANCED RIDING TECHNIQUES

NAME: _____ DATE: _____
TRAINING LOCATION: _____ CARD #: _____
INSTRUCTOR: _____ INSTR. #: _____

 The person named above has successfully completed the Advanced Riding Techniques course conducted by the Team Oregon Motorcycle Safety Program.

TEAM OREGON MOTORCYCLE SAFETY PROGRAM

GRADUATE
CORNERING CLINIC

NAME: _____ DATE: _____
TRAINING LOCATION: _____ CARD #: _____
INSTRUCTOR: _____ INSTR. #: _____

 The person named above has successfully completed the Cornering Clinic conducted by the Team Oregon Motorcycle Safety Program.

TEAM OREGON MOTORCYCLE SAFETY PROGRAM


6.3.11. Skill Test Report Form, Retest Instructions, Conversion Chart

SAMPLE

Skill Test Report

Student Name _____

Pass Fail



THIS FORM IS NOT YOUR COMPLETION CARD

BRT - Basic Course Students

- Complete the classroom portion and pass the knowledge test if you have not done so already.
- Allow 72 hours for your completion card to arrive and your DMV record to be updated.
- Check with DMV for ID and fee requirements.
- Visit DMV and apply for your endorsement.

100% - 60%

IRT - Intermediate Course Students

- Allow 72 hours for your completion card to arrive and your DMV record to be updated.
- Check with DMV for ID and fee requirements.
- Pass the DMV knowledge test and apply for your endorsement.

100% - 60%

ONB/ONI - Basic and Intermediate Students

- Complete the online classroom, if you have not done so already.
- Allow 72 hours for your completion card to arrive and your DMV record to be updated.
- Check with DMV for ID and fee requirements.
- Pass the DMV knowledge test and apply for your endorsement.

100% - 60%

Score indicates more training is needed

- You are eligible for a skill retest. See back for instructions.
- Scores in this range indicate significant shortcomings in required skills. We strongly recommend taking another course for additional practice and riding time.

Below 60%

SAMPLE

Retest Instructions

Advance registration is required.

Instructions:

1. Call 800-545-9944.
 2. Register and pay \$25 retest fee.
 3. Attend retest with photo ID.
- You must register for the retest within 14 days of the original course.
 - You must complete the retest within 60 days of the original course.

Notes:

If you have failed the skill evaluation, you are eligible for one retest.

You are welcome to use a Team Oregon vehicle for the retest. You may also use your own motorcycle or scooter. There is no size restriction, but the shifting style of the vehicle used for the retest must be the same as the one used in training.

There is no guarantee of retest completion or graduation. If you fail to demonstrate a minimum level of skill and ability to complete the test safely, you will be dismissed.

CAUTION:

A score below 60% means a student has not shown proficiency in minimum required skills. A retest is not the best option. We strongly recommend more training in a safe environment.

Questions? Call us at 800-545-9944.

Revised 11.15.22

SAMPLE

Skill Test Score Conversion Chart

Pass

Skill Test Score	%
0	100
1	98
2	96
3	94
4	92
5	90
6	88
7	86
8	84
9	82
10	80
11	78
12	76
13	74
14	72
15	70
16	68
17	66
18	64
19	62
20	60

Fail

Skill Test Score	%
21	58
22	56
23	54
24	52
25	50
26	48
27	46
28	44
29	42
30	40
31	38
32	36
33	34
34	32
35	30
36	28
37	26
38	24
39	22
40	20
41	18
42	16
43	14
44	12
45	10
46	8
47	6
48	4
49	2
50	0

Formula: Multiply skill test score by 2; subtract total from 100

Rev. 8/21

6.3.12. Skill Retest Report Form

SAMPLE

Skill Retest Report



Student
Name

Pass

Fail

THIS FORM IS NOT YOUR COMPLETION CARD

Next steps

- Allow 72 hours for your completion card to arrive and your DMV record to be updated.
 - ▶ Basic and Intermediate students (ONB/ONI) who chose online classroom must complete the online classroom before the card is issued and your record updated.
- Check with DMV for ID and fee requirements.
- Visit DMV and apply for your endorsement.
 - ▶ Intermediate (IRT) students and those who chose online classroom (ONB/ONI) must pass the DMV knowledge test before applying for the endorsement.



100% - 60%

Next steps

- Scores in this range indicate significant shortcomings in required skills. Take another course and finish with a passing score to fulfill Oregon's mandatory training requirement.



Below 60%

Revised 11.15.22


6.3.13. Knowledge Test Report

SAMPLE

Knowledge Test Report

Student Name _____

Pass Fail



THIS FORM IS NOT YOUR COMPLETION CARD

Next steps

- Pass your skills test, if you have not done so already.
- Allow 72 hours for your completion card to arrive and your DMV record to be updated.
- Check with DMV for ID and fee requirements.
- Visit DMV and apply for your endorsement.

100% - 80%

Next steps

- You are eligible to take the knowledge test at DMV.
- See back for instructions.

Below 80%

Questions? Call us at 800-545-9944.

Revised 11/8/23

SAMPLE

DMV Knowledge Testing

If you passed the Team Oregon riding test but failed the knowledge test, you can get your motorcycle endorsement by passing the knowledge test at DMV.

Next steps

1. Study the DMV Motorcycle & Moped Manual.

- View the manual at:
www.oregon.gov/odot/DMV/Pages/Online_Motorcycle_Moped_Manual/Table_of_Contents.aspx
or
- Visit DMV to pick up a copy of the manual.

2. Allow 72 hours for your completion card to arrive and your DMV record to be updated.

3. Take the DMV knowledge test.

- If you require special accommodations, please seek assistance at your local DMV office.

4. Pass the DMV knowledge test.

- The test has 25 multiple-choice questions.
- You must get 20 answers correct (80%) to pass.

5. Apply for your motorcycle endorsement at DMV.

- Bring proper ID. See specific requirements at:
<http://www.oregon.gov/ODOT/DMV/Pages/DriverID/IDProof.aspx>.
 - Pay the fees.
-

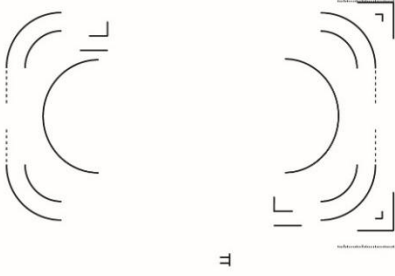
When these steps are complete, DMV will add the endorsement to your driver's license.

Questions? Call DMV at 503-945-5000.

6.3.14. Accident / Incident Report

SAMPLE

TEAM OREGON MOTORCYCLE SAFETY PROGRAM
ACCIDENT/INCIDENT REPORT

DATE OF ACCIDENT	SITE OR CITY	COURSE TYPE <input type="checkbox"/> BRT <input type="checkbox"/> IRT <input type="checkbox"/> ONB <input type="checkbox"/> ONI <input type="checkbox"/> Retest <input type="checkbox"/> Other: _____	RANGE TIME <input type="checkbox"/> AM Range <input type="checkbox"/> PM Range																																						
PERSON IN ACCIDENT <input type="checkbox"/> Student <input type="checkbox"/> Instructor	PERSON'S NAME (Last, First, Middle)	DRIVER LICENSE # <hr/> PHONE #																																							
COURSE INSTRUCTORS 1. _____ 2. _____ <i>(Name of instructor completing this form) (Name of second instructor on file)</i>																																									
EXERCISE # (Circle one) <table style="width: 100%; text-align: center; border-collapse: collapse;"> <tr> <td>1</td><td>2</td><td>3</td><td>4</td><td>5</td><td>6</td><td>7</td><td>8</td><td>9</td><td>10</td><td>11</td><td>12</td><td>13</td><td>14</td><td>15</td><td>16</td><td>17</td><td>18</td><td>19</td> </tr> <tr> <td colspan="3">Eval 1A</td> <td colspan="3">Eval 1B</td> <td colspan="3">Eval 2</td> <td colspan="3">Eval 3</td> <td colspan="3">Eval 4</td> <td colspan="2">Staging</td> <td colspan="2">Retest Wam-Up</td> </tr> </table>				1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	Eval 1A			Eval 1B			Eval 2			Eval 3			Eval 4			Staging		Retest Wam-Up	
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19																							
Eval 1A			Eval 1B			Eval 2			Eval 3			Eval 4			Staging		Retest Wam-Up																								
NATURE OF INJURY (Check all that apply) <input type="checkbox"/> Complaint of pain <input type="checkbox"/> Abrasion/bruise <input type="checkbox"/> Cut/puncture <input type="checkbox"/> Sprain/strain <input type="checkbox"/> Heat exhaustion <input type="checkbox"/> Burn <input type="checkbox"/> Other (specify): _____																																									
INITIAL CAUSE (Check all that apply) <input type="checkbox"/> Over application/abrupt use of front brake <input type="checkbox"/> Poor clutch/throttle use <input type="checkbox"/> Fell over/lost balance <input type="checkbox"/> Other (specify): _____		RESPONSE (Check all that apply) <input type="checkbox"/> On-site first aid <input type="checkbox"/> EMS contacted <input type="checkbox"/> Continued training <input type="checkbox"/> EMS transported* <input type="checkbox"/> Discontinued training <input type="checkbox"/> Personal transport/left site* <input type="checkbox"/> Other (specify): _____																																							
MOTORCYCLE(S) INVOLVED (e.g. TW 2045) Training bike ID _____ Training bike ID _____ Training bike ID _____ If student-owned bike: Last four digits of VIN _____ Make, Model _____		MARK LOCATION OF INCIDENT 																																							
*Immediately notify the on-call staff member at 888-370-7990 ext. 9 if the injured person is transported to a care facility by a privately owned vehicle or ambulance.																																									

report-accident-incident
COMPLETE REVERSE SIDE
Revised: December 3, 2018

SAMPLE

DETAILS OF INCIDENT (Be precise)

Describe the incident.

Describe the extent of injury and condition of the person(s) involved.

What steps did the instructors take in response?

REPORTED BY

Instructor Signature _____ Instructor ID # _____

RETURN COMPLETED FORM WITH COURSE FILE

6.3.15. Tuition Assistance Verification Form

SAMPLE



SHOW THIS FORM AND YOUR OREGON TRAIL CARD TO THE INSTRUCTOR

SNAP participants may qualify for a \$25 refund when they complete a Team Oregon endorsement course. Students must present a valid Oregon Trail card at the time of their course. Students who do not present a card will not be eligible for the refund. After the course, Team Oregon will issue the \$25 refund in 5-7 business days to qualified students.



Student Legal Name: _____ Oregon Driver's License #: _____

Course Date: _____ Course Location: _____


For Instructor Use Only:

- Verified SNAP Card and Oregon Driver's License
- Unable to verify required documents

Instructor Name: _____ Instructor Signature: _____

6.3.16. Proficiency Log

SAMPLE



APPRENTICE-RANGE INSTRUCTOR

- ▶ Apprenticeship provides the opportunity to learn the techniques and skills presented in the IP-Range course.
- ▶ The Apprentice will work side by side with a Mentor as a third instructor on the range. The Apprentice is expected to work as an instructor for the students while the Mentor provides assistance and guidance as necessary.
- ▶ The Apprentice should expect to carry out all responsibilities of an instructor including: read instructions, provide demo narration, ride demos, conduct static practice, help set the range, manage the range, track time, and coach.
- ▶ Apprenticeship will be no less than two (2) basic courses and no more than four (4) basic courses.
- ▶ Apprenticeship expires three (3) months after completion of IP-Range course.
- ▶ Apprenticeship is complete when "Meets Standard" ratings have been achieved in all categories during the second or later range assignment.

4

SAMPLE

COMPLETION/EXPIRATION DATES

IP-Range Course Completion Date:
Month Day Year

Apprentice-Range Expiration Date:
Month Day Year

Trainer's Signature

Inst. #

5

APPRENTICE-RANGE SIGN-OFF

Apprentice Name has taught a minimum of two (2) complete range assignments, and has achieved "Meets Standard" ratings in all categories during the second or later range assignment. Based on this performance, his/her status is changed to INTERN.

Mentor's Signature

Inst. #

Month Day Year

**Mentor note: Record this date on page 17.*

Return completed **white copy** of form with course file. Yellow copy to remain in logbook.

11

CHAPTER 6 – SUPPLEMENTS

SAMPLE

APPRENTICE-RANGE
Proficiency Log

Date: _____
Mentor: _____

Meets Standard: Y / N

Course
1

Course score of "Meets Standard" is obtained only if all areas are scored "Meets Standard."
* Must obtain 3 for sign-off.

Needs Improvement		Meets Standard	
Poor - 1	Fair - 2	Good - 3	

Range Management Section Rating

____ * Range Control

____ * Staging

____ Instructor Positions

8 or greater - Meets Standard

TOTAL	MEETS STD.	NEEDS IMP.

Instructions/Demo Section Rating

____ Reads Cards

____ Demo/Narration Per Cards

____ Static Practice

6 or greater - Meets Standard

TOTAL	MEETS STD.	NEEDS IMP.

Coaching Section Rating

____ Simulated Coaching

____ Accurate

____ * Supportive/Encouraging/Non-Threatening

7 or greater - Meets Standard

TOTAL	MEETS STD.	NEEDS IMP.

Course Management Section Rating

____ Time Management

____ Equipment Management

____ Course Administration

6 or greater - Meets Standard

TOTAL	MEETS STD.	NEEDS IMP.

Coaching

6

APPRENTICE-RANGE
Proficiency Log

Date: _____
Mentor: _____

Meets Standard: Y / N

Course
2

Course score of "Meets Standard" is obtained only if all areas are scored "Meets Standard."
* Must obtain 3 for sign-off.

Needs Improvement		Meets Standard	
Poor - 1	Fair - 2	Good - 3	

Range Management Section Rating

____ * Range Control

____ * Staging

____ Instructor Positions

8 or greater - Meets Standard

TOTAL	MEETS STD.	NEEDS IMP.

Instructions/Demo Section Rating

____ Reads Cards

____ Demo/Narration Per Cards

____ Static Practice

6 or greater - Meets Standard

TOTAL	MEETS STD.	NEEDS IMP.

Coaching Section Rating

____ Simulated Coaching

____ Accurate

____ * Supportive/Encouraging/Non-Threatening

7 or greater - Meets Standard

TOTAL	MEETS STD.	NEEDS IMP.

Course Management Section Rating

____ Time Management

____ Equipment Management

____ Course Administration

6 or greater - Meets Standard

TOTAL	MEETS STD.	NEEDS IMP.

Coaching

7

SAMPLE

INTERN-RANGE INSTRUCTOR

- ▶ Internship provides the opportunity to hone and become proficient in the techniques and skills learned as an Apprentice-Range Instructor.
- ▶ An Intern carries the full responsibility of an Active Instructor on the range, but must work with the supervision of a Mentor.
- ▶ Internship will be no fewer than two (2) basic courses and no more than five (5) basic courses.
- ▶ Internship expires six (6) training months after completion of the Apprentice-Range phase.
- ▶ Internship completion requires two (2) consecutive basic courses scored as "Meets Standard."

16

COMPLETION/EXPIRATION DATES

Apprentice-Range Sign-Off Date:
Month Day Year

Intern-Range Expiration Date:
Month Day Year

Apprentice/Intern Program Training Month Sign-Off Chart

Training months are February through October.
 November through January are excluded due to the limited number of courses available.

Sign-Off Month	January	February	March	April	May	June
Expiration Month	July	August	September	October	February	March

Sign-Off Month	July	August	September	October	November	December
Expiration Month	April	May	June	July	July	July

17

CHAPTER 6 – SUPPLEMENTS

SAMPLE

INTERN-RANGE Proficiency Log **Course score of "Meets Standard" is obtained only if all areas are scored "Meets Standard."**
(Score of 1 on any item = "Needs Improvement" for that section.)
* Must obtain 3 or greater to meet standard.

Range Control and Safety Section Rating

No Runners Behind
 Situational Awareness
 Reversals
 P.O.T. Managed
 Instructor Positions
 Takes Initiative

Score lower than 3 on any one item = Needs Improvement for entire section

Simulated Ooahing Section Rating

Large
 Smooth
 Timing
 Appropriate Per Cards
11 or greater=Meets Standard

Staging Section Rating

Load/Unload Controlled
 No Runners Behind
 No Surprises
8 or greater=Meets Standard

Verbal Ooahing Section Rating

Accurate and Timely
 As Needed
 Brief/Concise
 * Supportive/Encouraging/Non-Threatening
11 or greater=Meets Standard

Equipment Managed Section Rating

Cold-Starting Procedures
 Shutdown/Storage Procedures
 Problems Noted
8 or greater=Meets Standard

Stallo Practice Section Rating

Follows Process
 Coaches Students As Needed
 Enough Reps To See All Succeed
8 or greater=Meets Standard

Ooahing: _____

18

Date: _____ Mentor: _____

Needs Improvement		Meets Standard	
Poor - 1	Fair - 2	Good - 3	Excellent - 4

Meets Standard: Y / N

Course 1

Exercise Instruction Section Rating

Reads Cards
 Inflection
 Encourages Student Attention
8 or greater=Meets Standard

Time Management Section Rating

Promotes Riding Time/Limits L.I.M.
 Stays On Time
 Breaks
8 or greater=Meets Standard

Demo/Narration Section Rating

Speed
 P.O.T.
 Technique
 Limited Narration
11 or greater=Meets Standard

Course Completion Section Rating

Students Properly Debriefed
 Paperwork Organized
 Course Roster Completed
 Problems/Shortages Noted
11 or greater=Meets Standard

Constant Improvement Section Rating

*Team Player
 *Seeks To Improve Knowledge and Skill
6 or greater=Meets Standard

Ooahing: _____

19

SAMPLE

APPRENTICE-CLASSROOM INSTRUCTOR

- ▶ Classroom Apprenticeship provides the opportunity to hone and become proficient in the techniques and skills presented in the IP-Classroom course, with the guidance and assistance of a Mentor.
- ▶ The Apprentice is expected to teach all classroom units.
 - The Apprentice and Mentor may co-teach, but the Apprentice must teach at least half of the classroom units. These courses will not count towards sign-off but can help the Apprentice gain valuable experience.
- ▶ The Apprentice is expected to complete and organize all course paperwork.
- ▶ Apprenticeship will be no less than two (2) basic courses and no more than six (6) basic courses.
- ▶ Apprenticeship expires six (6) training months after completion of IP-Classroom course.
- ▶ Apprenticeship completion requires two (2) consecutive basic courses scored as "Meets Standard."

34

COMPLETION/EXPIRATION DATES

IP-Classroom Course Completion Date: / /
Month Day Year

Apprentice-Classroom Expiration Date: / /
Month Day Year

Trainer's Signature Inst. #

Apprentice/Intern Program Training Month Sign-Off Chart

Training months are February through October.
 November through January are excluded due to the limited number of courses available.

IP-C Month	January	February	March	April	May	June
Expiration Month	July	August	September	October	February	March
IP-C Month	July	August	September	October	November	December
Expiration Month	April	May	June	July	July	July

35

CHAPTER 6 – SUPPLEMENTS

SAMPLE

**APPRENTICE-
CLASSROOM
Proficiency Log**

Course score of **"Meets Standard"** is obtained only if all areas are scored **"Meets Standard."**
(Score of 1 on any item = "Needs Improvement" for that section.)

Date: _____
Mentor: _____

Achieves Unit Objectives	Section Rating		
____ Unit 1		TOTAL	MEETS STD. NEEDS IMP.
____ Unit 2			
____ Unit 3			
____ Unit 4			
____ Unit 5			
____ Unit 6			
____ Unit 7			
____ Unit 8			
____ Unit 9			
____ Wrap-up			
Score lower than 3 on any one item = Needs Improvement for entire section			

Evaluates Understanding	Section Rating		
____ Asks Questions		TOTAL	MEETS STD. NEEDS IMP.
____ Uses Direct and Indirect Questions			
____ Question Closure			
8 or greater=Meets Standard			

Guided Discussion	Section Rating		
____ Controls Discussion		TOTAL	MEETS STD. NEEDS IMP.
____ Limits Noise			
____ Involves All Students			
8 or greater=Meets Standard			

Coaching:

36

Needs Improvement		Meets Standard	
Poor - 1	Fair - 2	Good - 3	Excellent - 4

Meets Standard: Y / N

Course
1

Delivery/Content	Section Rating		
____ Presents Accurate Info		TOTAL	MEETS STD. NEEDS IMP.
____ Covers All IG Bullets			
____ References Rider's Guide			
8 or greater=Meets Standard			

Time Management	Section Rating		
____ Unit Times		TOTAL	MEETS STD. NEEDS IMP.
____ Breaks			
5 or greater=Meets Standard			

Instructional Support	Section Rating		
____ Whiteboard Use		TOTAL	MEETS STD. NEEDS IMP.
____ Audio/Visual Use			
5 or greater=Meets Standard			

Course Administration	Section Rating		
____ Paperwork Organized		TOTAL	MEETS STD. NEEDS IMP.
____ Course Roster Completed			
____ K-Test Analysis Completed			
____ Problems/Shortages Noted			
11 or greater=Meets Standard			

Coaching:

37

SAMPLE

APPRENTICE-RANGE INSTRUCTOR PROFICIENCY GLOSSARY

Range Management

Range Control

- Demonstrates basic ability to control the range. Has awareness of other instructor and all students in area of responsibility. Takes initiative to fix problems/needs identified. No running motorcycle(s) behind the Apprentice except momentarily as required in specific exercises.

Staging

- Basic ability to load and unload staging while maintaining safety. Signals are given early - no surprises. No running motorcycle(s) behind the Apprentice.

Instructor Positions

- Uses correct positions and orientation to the range.

Coaching

Simulated Coaching

- Demonstrates basic ability to provide signals that are relatively large, smooth and consistent. Signals provide direction for students rather than responding to students. Signals provide adequate time for students to respond. Simulated coaching is used when appropriate.

Accurate

- Coaching is relatively brief and is relevant to "WHAT TO COACH".

Supportive/Encouraging/Non-Threatening

- Uses positive correction (telling what to do, rather than what not to do). Limited to one or two items per pass. Includes a lot of "well done." Limits coaching remarks to 3 - 5 seconds. Avoids verbiage and tones that are demeaning, condescending, harsh, etc.

58

Instructions/Demo

Reads Cards

- Reads cards without adding information. Reads in such a way as to emphasize and provide meaning as appropriate.

Demo/Narration Per Cards

- Provides demonstrations that show correct techniques. Speed in the range specified for each exercise. Path Of Travel (P.O.T.) correct and complete. All riding gear is worn anytime Apprentice is on a motorcycle.
- Narration limited to stating "things to watch for" and answering students' questions regarding technique or the demo. Otherwise students are allowed to observe in silence.

Static Practice

- Follows the process outlined in the cards (Static Practice pp. 50-51 and Range Principles pp.52-53).
- Provides coaching as appropriate.

Course Management

Time Management

- Exercise time includes range setup, directions, demo, exercise, staging and briefs. Exercises are run to time, and finished on time. Breaks are completed on time. Training day is completed on schedule.

Equipment Management

- Basic understanding and ability to: (A) prepare bikes and equipment for the training day, (B) store bikes and equipment properly at end of training day.

Course Administration

- Basic understanding and ability to complete course paperwork, including: Skill Test Score Sheet, Course Roster.

59

SAMPLE

INTERN-RANGE INSTRUCTOR PROFICIENCY GLOSSARY

Range Control and Safety

No Runners Behind
 • Except for very brief period defined in specific exercises, the instructor ensures bikes that are running are in front of the instructor.

Situational Awareness
 • The instructor is aware of where students are and what they are doing at all times. Continually ensures appropriate riding gear. The instructor is also aware of where the other instructor is and what his/her needs might be.

Reversals
 • Uses reversals defined for each exercise. Uses reversal procedures outlined in cards (Reversals pp. 54-55).

Path Of Travel (P.O.T.) Managed
 • Based on Situational Awareness, instructor corrects students who stray from the P.O.T.
 • Ensures safety and controls students at all times.

Instructor Positions
 • Utilizes positions and orientation that afford control, evaluation and coaching as defined by the range cards.

Takes Initiative
 • Prepares range, bikes and responds to students' needs without waiting for direction.

Staging
Load/Unload Controlled

- Day one
 - Directs each rider out of staging.
 - In position to catch each rider.
- Day two
 - Oversees staging to ensure safety.

No Runners Behind
 • Ensures each bike's engine is off before moving past.

No Surprises
 • Signals/direction given early. Does not give students last-minute signals/direction (even if student would be in an incorrect place).

60

INTERN-RANGE INSTRUCTOR PROFICIENCY GLOSSARY

Equipment Managed

Cold-Starting Procedures
 • Understands/able to drain carbs
 • Able to change spark plugs
 • Jump/push start techniques

Shutdown/Storage Procedures
 • Tanks filled
 • Fuel valves off
 • Keys in Key Box
 • Plugged into charger
 • Name plates clean
 • Bikes not touching
 • Trash taken out
 • Helmets disinfected

Problems Noted
 • Bike maintenance problems noted on back number plate and in course file.

Simulated Coaching

Large
 • Signals are big enough to be seen clearly from the far end of the range.

Smooth
 • Signal motion is smooth, the same way we want to see the students use the controls.
 • Avoids abrupt motions that could startle students or cause them to over-control.

Timing
 • Simulated signals given early enough for students to respond.

Appropriate Per Cards
 • Uses signals relevant to "WHAT TO COACH" and/or safety.
 • Doesn't give "slow" signal when "brake" is prescribed.

61

SAMPLE

INTERN-RANGE INSTRUCTOR PROFICIENCY GLOSSARY

Verbal Coaching

Accurate and Timely

- Coaching based on student's current performance and correctly identifies how the student can improve/correct technique.

As Needed

- Verbal coaching reflects and is limited to safety and "WHAT TO COACH" items.

Brief/Concise

- Limited to one or two items.
- Uses as few words as possible.
- Word/phrases that are very specific.

Supportive/Encouraging/Non-Threatening

- Uses positive correction (telling what to do, rather than what not to do).
- Gives recognition for good or improved performance.
- Coaching is friendly, avoiding verbiage and tones that are demeaning, condescending, harsh, etc.

Static Practice

Follows Process

- Group is split evenly so each instructor is responsible for half.
- Follows the process for static practice in cards (Static Practice pp. 50-51 and Range Principles pp.52-53).

Coaches Students As Needed

- Watches for errors in student technique and makes appropriate corrections.
- Coaching is provided while all students practice.

Enough Reps To See All Succeed

- Repeat Static Practice several times.
- Ensure each student has succeeded at least once.

Exercise Instruction

Reads Cards

- Reads the cards without adding information.
- Points out locations on range as appropriate.
- Pace is prompt but not too fast. Students learn by doing - economizes talk time to provide more riding time.

62

INTERN-RANGE INSTRUCTOR PROFICIENCY GLOSSARY

Inflection

- Reads in such a way as to emphasize and provide meaning as appropriate.

Encourages Student Attention

- Keeps students in relatively small group.
- Positions group in an area that allows students to see demo, but out of P.O.T.
- Keeps students' attention and focus during instructions and demo.

Demo/Narration

Speed

- Demo Speed in the range specified for each exercise.

Path Of Travel (P.O.T.)

- Exercise P.O.T. is complete and correct.
- Instructor demonstrates only paths the students will travel.

Technique

- Technique for each exercise is clearly and correctly demonstrated.
- Timing of techniques is correct and early enough as to be recognizable to students.

Limited Narration

- Narration is limited to 'things to watch for' and answering questions regarding technique or the demo. Otherwise students are allowed to observe in silence.

Constant Improvement

Team Player

- Treats students and instructors with respect.
- Willing to discuss and/or point out topics related to the course or its conduct regardless of other instructor's tenure or title.
- Follows Team Oregon guidelines as written in course materials and Policy and Procedures Manual.

Seeks To Improve Knowledge and Skill

- Asks for feedback regarding their performance from those they work with.
- Open to coaching that is offered from other instructors regardless of tenure or title.
- Seeks information on skills, techniques and/or strategies not fully understood.

63

CHAPTER 6 – SUPPLEMENTS

SAMPLE

INTERN-RANGE INSTRUCTOR PROFICIENCY GLOSSARY

Time Management

Promotes Riding Time/Limits L.I.M. (Lips In Motion)

- Limits discussion during and between parts of exercises (i.e., directions, demo, static practice, eval, staging, debrief).

Stays On Time

- Tracks time (complete exercises, breaks, etc.) throughout the day to ensure range day ends on time.

Breaks

- End on time, with students ready for next exercise.

Course Completion

Students Properly Debriefed

- Group end-of-course debrief completed.
- All students given individual debrief and end-of course form(s).

Paperwork Organized

- Like items are grouped together and organized as requested on the course file.
- All items are attached to binder clips.
- Small items are placed in the appropriate small envelope attached to binder clips.

Course Roster Completed

- Knowledge Test and Skill Test scores completed.
- Pass/Fail/DNF/No-Show completed.
- Instructor hours adjusted (as appropriate).

Problems/Shortages Noted

- Needed bike repairs noted in appropriate places.
- Supplies/forms that need replenishing noted on course file.
- Other site needs noted on course file.

64

APPRENTICE-CLASSROOM INSTRUCTOR PROFICIENCY GLOSSARY

Achieves Unit Objectives

- Apprentice facilitated students' success.
- All objectives were met in each unit.

Evaluates Understanding

Asks Questions

- Course information is presented in the form of questions, evaluating the students' understanding of the material.
- Lecture is not used.

Uses Direct and Indirect Questions

- Uses a combination of direct and indirect questions to keep students engaged.
 - Direct-question delivery includes asking the question first then directing to a specific student.
 - Indirect questions are asked to all students.
- Questions asked by students are turned back to the class giving them the opportunity to be the source of information.
- Doesn't ask easy questions, get easy answers, then provide detailed information.
- Allows sufficient time for students to answer questions; doesn't answer own questions.

Question Closure

- Questions and answers that came from the students are repeated so that all in the room can hear.
- When answers are repeated back to the class, minor adjustments are made to make the answer "most correct".
- If an answer is wrong, class is told so in a polite manner.

Guided Discussion

Controls Discussion

- Uses direct questions as needed to limit number of responses.
- Uses direct questions to take back control from an overly enthusiastic student.
- Politely stops off-topic discussions.
- Politely defers questions that will be covered in future units.
- Stops/discourages students from telling personal stories.

Limits Noise

- Sticks to topics and information in the IG and Rider's Guide without adding.
- Does not tell personal stories.
- Avoids information irrelevant to current topic.

66

SAMPLE

APPRENTICE-CLASSROOM INSTRUCTOR PROFICIENCY GLOSSARY

Involves All Students

- Ensures all students are engaged in discussions.
- Keeps enthusiastic students from answering all questions.

Delivery/Content

Presents Accurate Information

- Information presented is technically accurate.
- If Apprentice isn't sure of an answer, doesn't make up something, tells class they'll find out and get back to them.

Covers All IG Bullets

- Stays on the left page of the Instructor's Guide.
- Using appropriate presentation technique, covers all IG headings, bullets and sub-bullets.

References Rider's Guide

- Keeps students aware as the course progresses through the Rider's Guide so they can participate in discussions.

Instructional Support

Whiteboard Use

- Supplements information in the course with the whiteboard as appropriate.
- Writing is large and legible.

Audio/Visual Use

- Displays the correct slides at the appropriate times.
- Does not leave slides up after topic has been covered.
- Turns off projector when it is no longer relevant.

Time Management

Unit Times

- Engages class for full allotted time.
- Doesn't allow unit to run over time.

Breaks

- Breaks are not cut short.
- Students are ready to go when break is completed.

67

APPRENTICE-CLASSROOM INSTRUCTOR PROFICIENCY GLOSSARY

Course Administration

Paperwork Organized

- Like items are grouped together and organized as requested on the course file.
- All items are attached to binder clips.
- Small items are placed in the appropriate small envelope attached to binder clips.

Records Site Needs, As Appropriate

- Supplies and forms that need replenishing noted on course file.
- Needed bike repairs listed on course file.
- Other site needs noted on course file.

Course Roster Completed

- Knowledge Test and Skill Test scores are completed.
- Pass/Fail/DNF/No-Show completed.
- Walk-in students listed, with scores and completion status.
- Adjustments to teaching hours made (as appropriate).

K-Test Analysis Completed

- Instructor name
- Date
- Location
- Group: Group A (AM) or Group B (PM)
- List of all questions missed.
- How many times each question was missed.

Instructor Zone Reporting

- Student scores entered online.
- Site needs entered in Site Needs tool.

68