

# **APPENDIX N**

## **POLICIES AND PROCEDURES 6-2017**



# **pennsylvania**

## **MOTORCYCLE SAFETY PROGRAM**

### **Policies and Procedures**

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## CHAPTER 1 THE PENNSYLVANIA MOTORCYCLE SAFETY PROGRAM

### SECTION 1.1 INTRODUCTION OF THE MOTORCYCLE SAFETY PROGRAM

The Pennsylvania Department of Transportation Motorcycle Safety Program, (MSP), was created as the result of legislation enacted in 1984 amending the Pennsylvania Vehicle Code requiring establishment of a Commonwealth motorcycle safety education program codifying the administration of the program within the Pennsylvania Department of Transportation (PennDOT). PennDOT's responsibilities include creation and implementation of rules and regulations governing the program and the certification of instructors using uniform training requirements. While day-to-day operation of the Motorcycle Safety Program is a contracted function, PennDOT maintains an active role in oversight and guidance of the program. Since the first training classes were held in 1985, close to 502,000 students have been trained. The MSP is committed to improving motorcycle driver training and education whether for new riders or experienced to advanced riders who share the Commonwealth's roadways and to those with whom they "Share the Road."

The focus of the Motorcycle Safety Program is to provide training and education to develop motorcycle driver's basic safety skills and proper attitudes for motorcycle operations. The MSP offers five levels of motorcycle training: a Pre-basic course, an Introductory course, an Intermediate course, Advanced course and a 3 Wheel Introductory course.

The MSP administers Pennsylvania's motorcycle training and licensing programs at multiple training sites conveniently located throughout the Commonwealth. The MSP education services are offered continuously throughout the year and skills training courses are offered seasonally, typically beginning in March.

### SECTION 1.2 MSP ORGANIZATION

Delivering quality learning experiences for Pennsylvania's motorcyclists, our Instructors are the heart and soul of the MSP. The program relies on an administrative team working behind-the-scenes to keep Pennsylvania's exceptional program in a state of constant improvement and refinement .

## MSP Personnel

**Project Manager** – Responsible for overall functions of the Motorcycle Safety Program.

**Assistant Project Manager** – Assists the Program Manager with the overall functions of the Motorcycle Safety Program.

**Regional Managers** – Responsible for oversight of regions consisting of Western, Central, and Eastern, personal sites and equipment within each region.

**Quality Assurance Manager** – Responsible for the Quality Assurance Program within the Motorcycle Safety Program.

**Training Coordinator** – Responsible for the Instructor Training Program within the Motorcycle Safety Program.

**Site Coordinators** – Responsible for numerous sites within each region.

**Community Relations Coordinator** – Promotes courses and motorcycle safety to groups, dealers, and students as a goal to public safety.

**Instructors** – Responsible for teaching motorcycle safety courses.

**Administrative Office Staff** – Responsible for the daily administrative needs of the program office.

**Customer Service Representatives** – Schedules motorcycle safety courses via telephone.

**Mechanics** – Responsible for maintenance of fleet of motorcycles.

### Section 1.3 Policies and Procedures

The Policy and Procedure manual provides guidance to MSP Instructors and staff.

These Policies and Procedures supplement approved MSP courseware.

MSP Policies and Procedures supplement employer's Policies and Procedures and courseware guides. The MSP Policies and Procedures supersedes courseware guidance whenever there are contradictions with training, education, and operations. Always ask a Regional Manager or Program Management Office if you have questions regarding MSP Policies and Procedures.

From time to time, there may be changes needed to the Policies and Procedures. The Program Management Office will provide changes via electronic means.

MSP personnel shall remain current with the Policies and Procedures at all times.

## CHAPTER 2 SAFETY AND RANGE CONDUCT

Safety violations and potential safety hazards must be reported to the MSP Program Office.

MSP personnel shall conduct themselves in a manner (both on and off-duty) that is consistent with PennDOT's safety messages and teachings. These include acting in a legal, ethical, and moral way to include, but not limited to respecting traffic laws and wearing proper protective gear.

### SECTION 2.1. PROTECTIVE GEAR

Protective gear is required when teaching on the range. Protective gear is required on the range for MSP Personnel. Protective gear includes all of the following items:

- Long-sleeved shirts or jackets that covers the arms
- Pant legs that cover the entire leg
- Sturdy, over the ankle footwear such as riding boots or work boots
- Protective eyewear or face shields
- Full fingered gloves
- A DOT compliant helmet;( ¾ or full-faced helmets required for all basic level courses)

### SECTION 2.2 RANGE SAFETY

MSP personnel are responsible for the following:

- Ensuring all courses are conducted in a safe environment.
- Observing all conditions on and around the range and riding area.
- The safety of the physical environment and the equipment used.
- Conducting a pre-class check of all facilities and equipment. Any deficiencies must be corrected and should be reported to the MSP office.
- Using discretion as to whether range activity should continue in inclement weather conditions. Range activity shall not be conducted when lightning is present. The students should be directed to the nearest safe facility and other course activities conducted if appropriate. Other weather conditions may require that the range activities cease if the riding environment becomes unsafe or when conditions are unsuitable for student learning.
- Ensuring the range training area has the emergency point of contact information and emergency procedures clearly posted, a first aid kit, and a fire extinguisher readily available. Ensure gas cans are stored properly, the shed is organized, and a copy of the Policies and Procedures are available.
- Maintaining range control; departing the range during training is prohibited.
- Ensuring students do not operate a motorcycle unless the student is under the direct supervision of an Instructor.



- Restricting cell phone usage near or around motorcycle re-fueling, fuel containers or motorcycles.
- Enforcing site-host tobacco use or prohibition policies.
- Ensuring that gasoline is transported and stored in the appropriate container(s). Gasoline containers should be transported in an open vehicle or the bed of a truck. Transporting gasoline in the trunk of a car or in a closed vehicle could result in an explosion. Gasoline containers should be placed on the ground when filling to prevent a static electricity induced explosion. In the event of a substantial fuel spill, report the incident to the fire department and seek direction.

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#### VISITORS TO THE RANGE OR CLASSROOM

Visitors to the range must be advised to keep well outside the range (including run-off areas) while motorcycles are in motion. Visitor vehicles shall park beyond the range safety boundary to prevent interference with the ongoing class.

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#### INCIDENTS AND ACCIDENTS

PennDOT strives to limit the number of workplace incidents and accidents that occur, however, when they do occur, proper reporting procedures must be followed. Please follow the reporting procedures based on the direction from the MSP Program Office.

In the case of serious injury or illness on the job requiring immediate medical attention, the MSP Project Manager must be immediately notified of the incident with basic information about the injury and the status of all involved.

In the case of an injury on the job not requiring immediate attention, the MSP Project Manager must be notified upon occurrence.

An employee shall fill out an incident report as soon as practicable and forward the report to the MSP Project Manager by the close of business, but no later than 24 hours after the incident.

#### INJURY TO ANY MSP PERSONNEL TYPE OR COURSE PARTICIPANT WHILE IN THE CLASSROOM OR ON THE RANGE

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Please refer to Section 5.8 for procedures related to injury in the classroom or on the range.

## SECTION 2.3 SPECIAL STUDENT CONDITIONS OR NEEDS

Instructors must ask whether any student has any special circumstances or medical conditions that may affect their classroom or range activities. Appropriate accommodations can be made. Instructors must afford students the opportunity to divulge the information in private.

## SECTION 2.4 APPEARANCE

MSP personnel should maintain a professional appearance.

Dress, grooming, and personal cleanliness standards contribute to the morale of all personnel and affect the business image the program presents to clients and visitors. Personnel are expected to present a clean and neat appearance and to dress according to the requirements of their positions.

If you have any requests for accommodation to this dress code policy based on religious reasons, please submit your request in writing to a Program Management Office.

Consult a District Coordinator, the program office, if you have questions as to what constitutes appropriate attire.

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### RANGE ATTIRE

For Range sessions, personnel must wear:

- Long pants with no holes (jeans or other sturdy pants are preferable)
- Long-sleeved shirt or jacket
- Over the ankle sturdy footwear or boots
- Eye Protection
- Full-fingered gloves (motorcycle gloves are preferred)
- D.O.T compliant helmet

Instructors may wear generic long sleeve shirts or riding jackets on the training range as long as they are clean and without holes. Non-uniform wear will not have demeaning, racial, or unprofessional pictures or statements. Brand-neutral items are recommended but motorcycle manufacturer logo wear is acceptable.

## SECTION 2.5 SMOKING

In keeping with PennDOT's intent to provide a safe and healthful work environment, smoking in the workplace is prohibited except in designated outdoor areas only. The area must be well kept and maintained free of cigarette butts and remnants, or smoking privileges can and will be revoked.

No smoking is allowed within 25 feet of students who are non-smokers, storage containers on the range, or within close proximity of any motorcycle or stored fuel. This applies to Instructors as well as the students. If an Instructor must smoke, it should be done during the normal course break schedule. Instructors must not give additional breaks to alleviate their own need to smoke.

MSP personnel must comply with any postings, or site specific requirements regarding smoking on a worksite's property.

## SECTION 2.6 CELL PHONES

During class and while conducting range exercises, student cell phones should be turned off or placed on vibrate to prevent distraction.

Instructors use of communication devices must not detract from classroom or riding activities.

## SECTION 2.7 GENERAL BEHAVIOR

MSP personnel will conduct themselves in a professional manner.

- Yelling, screaming, cursing, reprimanding, or talking to a student, or visitor, in a demeaning manner is unacceptable, strictly prohibited, and may result in disciplinary action including immediate dismissal.
- Inappropriate touching of a course participant or student is prohibited.
- Identifying students by other than their preferred name is also another area of extreme sensitivity. Using terms which indicate endearment, or any other terms which may be interpreted as being derogatory, sexist, or racist is unacceptable, strictly prohibited, and may result in disciplinary action.
- Inappropriate references or jokes referring to sex, religion, gender, nationality, race, political preference, sexuality, etc. is prohibited.
- Arguments or disagreements between employees, Instructors, students, or observers must be avoided. Tactfully diffuse situations by agreeing to discuss the matter in private out of earshot of any other students or after class has concluded.

- All course visitors are treated with the same respect and dignity as students. Guest who become disruptive may be politely asked to leave the area and shall be extended all professional courtesies and handled with proper decorum.
- Negative comments and/or negative discussions about a course participant or another Instructor is unacceptable.

## SECTION 2.8 QUESTIONS CONCERNING CURRICULUM AND ENGAGING VENDOR SERVICES

Any personnel having questions or concerns regarding the delivery of any of the MSP courses or curriculum should address their questions or concerns through their direct chain of command. If an Instructor's concerns are not addressed in a timely manner then it is appropriate to go to the next level in your direct chain of command.

Issues or concerns with MSP or service providers, including site vendors, software, maintenance, or other vendors, should be addressed directly with the MSP Management Office. Under no circumstances should an Instructor engage or otherwise procure services to be provided on behalf of MSP, without MSP Management Office approval.

Under no circumstances may MSP personnel contact a courseware provider or its agents (i.e. NMI, MTI, MSF, SVIA, NSC) directly with regard to any issue concerning the MSP. The MSP Management Office will coordinate communication with all external organizations.

### Questions from the Press or Public

Should Instructors receive requests from the press or public regarding the program, training statistics, or other information not readily available on the PennDOT or MSP website, Instructors shall direct the inquiries to the MSP Program Office.

## CHAPTER 3 MSP INSTRUCTORS

### SECTION 3.1 INSTRUCTOR

#### Chapter 3 –MSP Instructors

#### Certification Requirements

The champion of motorcycle safety and education, and the MSP Program Office, is the Instructor. Instructors interact directly with the public in the classroom and on the range and uphold PennDOT's mission of improving motorcycle driver training and education for new riders or experienced to advanced riders who shared the Commonwealth's roadways and to those whom they "Share the Road".

The MSP shall utilize Instructors that are certified to conduct approved curriculum.

To retain an active Instructor status with MSP, Instructors must teach a minimum of three sessions between 1 January through 31 December of the same year.

#### Annual Professional Development Workshop

Instructors must attend the annual MSP Professional Development Workshop. Failure to adhere to the Professional Development Workshop requirement may result in loss of active status with the MSP.

#### Instructor Conduct

Expectations of conduct are not limited to training sessions but extend to any event which could reflect negatively on the program. Failure to comply with the responsibilities of the position may result in the suspension from training activities.

Instructors must follow all MSP licensing procedures.

Instructors must cooperate with all auditing, monitoring and inspection activities initiated by MSP administration, whether announced or unannounced.

Instructors are required to demonstrate safe riding habits by always wearing full protective gear when riding to, from and during rider training activities. Ideally, Instructors wear full protective gear at all times when riding.

#### Coaching in the Classroom

Coaching in the classroom must- at all times- comply with the approved curriculum. Major curriculum violations may result in loss of active status with the MSP.

Instructors must arrive at the training site 30 minutes prior to the start of classroom or at a time set forth by the MSP Program Office based upon the needs of the site, to ensure that the classroom is ready for students.

Instructors understand the rules of the training site and ensure students adhere to all site sponsor rules.

Instructors are responsible for ensuring a positive learning environment that adheres to the approved curriculum being facilitated.

Instructors shall encourage students with reading comprehension problems to discuss them with an Instructor prior to the start of class. Instructors shall accommodate any interpreter for the hearing impaired provided by the MSP Program Office or language interpreter brought by the student.

Instructors must show respect for their students and adherence to the curriculum by taking all reasonable steps to ensure that the classroom ends at or near the scheduled ending time.

Classroom instructors are responsible for ensuring all paperwork containing student information is kept secure and confidential at all times.

Instructors must honor the staff to student ratio for teach the classroom curriculum.

#### Coaching on the Range

Instructors must arrive at the training site 30 minutes prior to the scheduled range start, or at a time set forth by the MSP Office, based on the needs of the site.

Instructors must ensure all students have completed the necessary waiver and have a valid Class M license or permit before participating on the range.

Instructors are responsible for the condition of the range including removing debris that may obstruct the range exercises.

Instructors may leave the training site only after the training motorcycles and facilities are secure. Keys must be stored in a designated key lock box while in storage, or as otherwise designated by the MSP Program Office.

MSP motorcycles shall only be filled with regular-grade (87 octane) gasoline only.

Instructors must ensure that students do not ride outside of approved range areas.

Instructors must honor the staff to student ratio for each curriculum.

#### Reporting issues with the classroom or range

Any issues with the classroom or range, including range condition or maintenance, classroom equipment, necessary supplies, or any other material needs or concerns with a site should be reported to the MSP Program Office or the Regional Manager.

## SECTION 3.4 INSTRUCTOR CANDIDATE ELIGIBILITY

In order to be eligible to become a certified Instructor, a candidate should satisfy each of the following:

- Candidate must be 18 years old or older and possess a valid Class M license.
- Maintain a criminal history and driving record that is consistent with the goals of the program, i.e., no theft or fraudulent activities. The criminal history and driving record must reflect that within the last five years the applicant did not have any problems with violence, major traffic violations, or driver's license suspensions. In addition, within the last seven years, an applicant cannot have any driver's license revocations or alcohol related driving convictions.
- Have a minimum of two years riding experience.
- Successful completion of a rider education course.
- Successful completion of the Instructor Certification Program
- Possess excellent communication and customer service skills
- Possess a valid certification in CPR and First Aid.

Instructors may refer interested candidates to submit their resume to [msp-info@pa.gov](mailto:msp-info@pa.gov).

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#### SECTION 3.4.B. OUT-OF-STATE INSTRUCTORS MOVING TO PENNSYLVANIA

Out-of-state Instructors interested in coaching in Pennsylvania should contact the MSP Program Office at 800-874-8900 or email [msp-info@pa.gov](mailto:msp-info@pa.gov).

## CHAPTER 4 MSP CLASSROOM AND RANGE REQUIREMENTS

### SECTION 4.1 CLASSROOM REQUIREMENTS

#### SECTION 4.1.A. EQUIPMENT REQUIRED

Instructors assigned to teach a class are responsible to ensure that the following equipment is available:

- Roster Student roster
- Student materials
- PennDOT DL-402MSP and DL-180C forms
- Waiver of Liability forms
- TV and DVD Player or Screen and Projector
- Training Aids
- Pens
- Highlighters
- Name tags

#### SECTION 4.1.B. CLASSROOM LOGISTICS

Instructors are responsible for handling the following logistics:

- Arrive 30 minutes prior to the scheduled start time
- Arrange classroom seating in small groups (return chairs and tables to their original positions before leaving)
- Check equipment operation
- Organize MSP forms and student materials
- Have extra copies of all forms and handouts

#### SECTION 4.1.C. CHECK-IN PROCEDURE FOR CLASSROOMS

##### WALK-INS

Provide a sign-in sheet for walk-ins to establish the order in which they arrived. Designate a comfortable waiting area for walk-ins. Ensure walk-ins are not registered students or stand-bys. (Registered Stand-By students receive first priority over walk in students not registered). Avoid disputes by seating students from the walk-in list in the order in which they arrived for class when open seats are available.



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## REGISTERED STUDENTS AND STAND-BY STUDENTS

Check the licenses and permits of all registered, stand-by, and walk-in students. Match each photo to the student. An original update card may be accepted as proof of Class M endorsement.

Write, or have the students write their information on Part B of the DL- 402 from the license and permit. Students must maintain valid permits throughout the entire course. As necessary, advise students to obtain new permits to satisfy this requirement. **A new permit cannot be obtained from Penn DOT until after the current permit expires.**

Registered students without a valid Class M permit or license surrender their class seat to stand-by or walk-ins who have a valid Class M permit or license. If there are seats available at the close of registration, Instructors may permit students with invalid Class M permits or licenses to stay for the classroom provided they obtain a valid Class M permit before they take a riding session. If a student ultimately fails to provide a valid Class M permit, they will not be permitted to participate in range activities.

Registered students (including stand-bys) who fail to report for the first class or who report with an invalid Class M permit are “No Shows.”

Individuals with walk-in or stand-by status at the time of their registration may end up as a registered student with a seat by the time the class starts, due to the cancellation of another student. When this occurs, ensure the individual understands that he or she has a confirmed spot in the class and is no longer a walk-in or stand-by prior to dismissing anyone at the close of registration.

Instructors must collect checks for any student with an out of state license that is not Active Duty Military. If an out of state student does not come to class the first night with a tuition check, they are not permitted to attend any segment of the course.

Students with an expired driver’s license may not complete the course until their license has been renewed.

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## SECTION 4.1.D. FILLING VACANT SPOTS ON THE ROSTER

Allow a 10-minute grace period for registered students, walk-in and stand-by students to arrive. Close registration at the end of the 10-minute grace period. Fill vacancies in each section with stand-bys in the order listed on the class roster. Note that a stand-by has priority over a walk-in. After filling vacancies with stand-bys, offer vacancies to walk-ins in the order they arrived.

Obtain the data from the licenses and permits of any walk-ins as necessary to complete the Roster forms.

Stand by or walk-in students do not have to be dismissed if classroom space permits. They may stay and complete the classroom sections, if space permits, understanding that range space is limited and they must return to another class to complete the range. These students must complete the waiver and DL-402.

SECTION 4.1.E. COMPLETING PAPERWORK


Thoroughly complete the paperwork process described below.

PENNDOT DL-402MSP FORM

DL-402MSP (3-12)

### REPORT OF DRIVER'S MOTORCYCLE EXAMINATION

PLEASE TYPE OR PRINT IN BLUE OR BLACK INK ALL INFORMATION



<b>A Customer Completes Section A Only</b>						
LAST NAME:			FIRST NAME:		MIDDLE INITIAL:	
DATE OF BIRTH:	MONTH	DAY	YEAR	DAYTIME TELEPHONE NUMBER: ( ) ( ) ( )		
I Currently hold a valid (check appropriate boxes) <input type="checkbox"/> Commercial Driver's License (CDL) <input type="checkbox"/> Motorcycle License (Class M)						
CUSTOMER'S SIGNATURE <b>SIGN HERE</b>						
<b>B TO BE COMPLETED BY EXAMINER</b> <i>Be sure information matches Class List AND Information Sheet</i>						
LICENSE/PERMIT NO. (8 Digit #):		LICENSE EXPIRATION:		PERMIT EXPIRATION:		
ELIGIBILITY DATE (16 & 17 year olds):		EXAM LOCATION (5 Digit # Only):		EXAM DATE (Last Day of Class):		
ADD DELETE <input type="checkbox"/> <input type="checkbox"/> Restricted to a motor-driven cycle (Body Type on Registration Card "MODC") - Code 8 <input type="checkbox"/> <input type="checkbox"/> Restricted from operating a 2-wheeled motorcycle - Code 9						
<b>C OTHER OPTIONS, IF APPLICABLE:</b>						
OUT-OF-STATE _____		LICENSE NUMBER:		Pass <input type="checkbox"/>		
STATE: _____		PERMIT NUMBER:		Fail <input type="checkbox"/>		
<b>D ADDRESS CHANGE OR CORRECTION ONLY:</b> A Post Office Box may be used in addition to the actual residence address, but cannot be used as the only address.						
STREET ADDRESS		CITY		STATE	ZIP CODE	
				PA		
OUT-OF-STATE ADDRESS. We may not issue driver license products to an out-of-state address, except in the case of an employee of federal or state government, armed forces personnel, or their families, whose workplace is located outside of Pennsylvania. If this exception applies to you, please check the appropriate box and include documentation of your status with this application. Attach a letter from your employer on their letterhead to document your status, or attach a copy of your current Photo ID issued by your employer. If you are the immediate family of a person meeting one of the allowable exceptions, attach the documentation of the person employed. Additionally, you must indicate your relationship to that person. I certify that my workplace is located out of state and I am employed by, or am the immediate family of a person employed by: <input type="checkbox"/> US Armed Forces <input type="checkbox"/> Federal Government <input type="checkbox"/> Pennsylvania State Government Relationship to person meeting exemption (check one): <input type="checkbox"/> Spouse <input type="checkbox"/> Dependent Child						
<b>E LICENSING: Check appropriate box and/or indicate failure code</b> <input type="checkbox"/> Duplicate						
PERMIT	BRC KNOWLEDGE TEST	BRC SKILL TEST	BRC2 SKILL TEST	3WBRC KNOWLEDGE TEST	3WBRC SKILL TEST	FAILURE CODE
	Pass <input type="checkbox"/>	Pass <input type="checkbox"/>	Pass <input type="checkbox"/>	Pass <input type="checkbox"/>	Pass <input type="checkbox"/>	
	Fail <input type="checkbox"/>	Fail <input type="checkbox"/>	Fail <input type="checkbox"/>	Fail <input type="checkbox"/>	Fail <input type="checkbox"/>	
	DNT <input type="checkbox"/>	DNT <input type="checkbox"/>	DNT <input type="checkbox"/>	DNT <input type="checkbox"/>	DNT <input type="checkbox"/>	
TRAINING ONLY	NOT ELIGIBLE 16/17-PERMIT	BRC CLASS M LICENSE	BRC2 CLASS M LICENSE	3WBRC CLASS M LICENSE	ARC CLASS M LICENSE	FAILURE CODE
	Pass <input type="checkbox"/>	Pass <input type="checkbox"/>	Pass <input type="checkbox"/>	Pass <input type="checkbox"/>	Pass <input type="checkbox"/>	
	Fail <input type="checkbox"/>	Fail <input type="checkbox"/>	Fail <input type="checkbox"/>	Fail <input type="checkbox"/>	Fail <input type="checkbox"/>	
	Fail <input type="checkbox"/>	Fail <input type="checkbox"/>	Fail <input type="checkbox"/>	Fail <input type="checkbox"/>	Fail <input type="checkbox"/>	
<b>SIGN HERE</b>			EXAMINER'S SIGNATURE			
			EXAMINER'S NUMBER (3 Digit #)			

- **Instructors and Students shall not write anything on the top margin or back side of the DL-402 MSP.**
- Section A: Students must complete Section A only using black or blue ink.
  - Ensure students accurately record whether they hold a class CDL and/or Class M motorcycle license, if applicable.
  - Ensure student signs the form in Section A.
- Section B: The Instructor should complete Section B.
- Section C: The Instructor should complete Section C for Out-of-State student. The Instructor completing the final riding evaluation for the out-of-state student will complete the appropriate Pass/Fail checkbox. If a student is an out-of-state resident, they must pay the tuition fee to participate in the MSP course.
- Section D: Students who need to report changes of address to PennDOT must complete Section D. Students may only report a change of address within the state of Pennsylvania. PennDOT is unable to forward update cards to non-Pennsylvania addresses.
- Section E: The Instructor who conducted the skill evaluation must complete the appropriate check boxes in Section E, sign the form and include their Examiner Number.
- The Instructor completing and signing the DL-402 is responsible for mailing the paperwork packet to the office within 5 days. This packet includes: Completed and signed DL-402's, Student signed waivers, Roster forms and the skills evaluation sheet.
- Failure Code: Fill in the F Code.
- Waiver of Liability Form Students must read the entire form.
- Students must sign both parts of the Waiver of Liability form before any training is conducted.
- Students or Instructors must write the applicable class code in the top right corner.
- The parent or guardian of a 16-year-old or a 17-year-old minor student must sign both parts of the Waiver of Liability form, and the signed form must be submitted prior to the start of the skills training session. A student without the parental signed Waiver of Liability form shall not participate in any range activity and shall be sent home.
- For minor students that do not return the Waiver of Liability, mark the minor student as an DNT on the DL 402MSP, as appropriate, and excuse the student from class.
- The Waiver of Liability form consists of two separate agreements. Instructor may explain that:
  - Part I is the student's understanding that they cannot sue PennDOT's Motorcycle Safety Program or their respective employees or agents.
  - Part II is the student's understanding that they hold harmless PennDOT's Motorcycle Safety Program and their respective employees or agents from lawsuits brought by others.

Instructors should bring attention to the following section of the Waiver of Liability Form:



## SECTION 4.2 CLASSROOM SELF ASSESSMENT

### SECTION 4.2.A. CLASSROOM SELF ASSESSMENT

Enrolled students have met licensing knowledge requirements through the DMV knowledge testing procedures. The MSP classroom knowledge test is a student self-assessment and Instructors shall allow students to self-correct their classroom knowledge tests. Knowledge tests are administered with all student materials available (open book and open note). Upon completion of the knowledge test, the instructor reviews each question with the entire class, students self-score their test, and are allowed to self-correct their answers. The instructor shall guide a discussion, with the students, regarding the correct answer to the knowledge assessment (test). Students learn through self-assessment, review, and discussion of the correct answers.

### SECTION 4.2.B. ACCOMMODATING STUDENTS WITH READING DIFFICULTIES OR LANGUAGE DIFFERENCES

Instructors shall allow students with language difficulties to bring a language interpreter to the test to translate for the student. This is not a MSP provided service.

Spanish version of the handbooks and test shall be kept on site. Additional copies are available from the MSP Program Office, and should be requested as needed.

## SECTION 4.3 RANGE SKILL EVALUATION

### SECTION 4.3.A. AVOIDING CONFLICTS OF INTEREST

Instructors must remain mindful at all times of the Motorcycle Safety Program's role as a motor vehicle licensing agent of PennDOT. Instructors are prohibited from administering the range skill evaluation to family members or other individuals with whom they have a close personal relationship. When in doubt, Instructors must err on the side of caution by arranging for another Instructor to administer the skill evaluation.

### SECTION 4.3.B. LICENSING PROCEDURES

The Instructor must collect Class M permits prior to the start of the skill evaluation. If a student does not have a valid Class M permit in hand, they may not participate. Mark the student as a DNT on the exam portion of the DL-402 MSP and inform the student they must return to another

class with the appropriate credentials. Instructors may allow the student to call someone to bring their permit to the site.

Instructors shall inform students of their respective results on an individual basis. (If the entire class passed, this fact may be reported to the entire group.) Instructors should also identify areas of needed improvement as observed during the administration of the skill evaluation.

When a student with a Class M permit successfully completes the range skill evaluation and completed relevant classroom sessions, Instructors shall stamp the student's Class M permit on the front of the major side under "Driver Exam." The Instructor shall date and sign the stamped portion where indicated. The Instructor shall also issue a Completion Card to the student. "Training Only" students who successfully complete the BRC, BRC2, 3WBRC or ARC will receive Completion Cards only.

When a BRC student with a Class M permit fails the skill evaluation, the Instructor shall enter:

- (a) "PennDOT MSP Skill Test" under "Driver Exam" on the Class M permit, along with the date of the skill evaluation and
- (b) "PennDOT MSP Knowledge Test," along with the date of the knowledge self-assessment

The Instructor shall check the appropriate "pass/fail" box for the knowledge self-assessment and the skill evaluation.

The Instructor shall also enter their examiner number.

An examiner is responsible for making sure that a student is only completing one exam per day. If a student fails the morning exam, per PennDOT rules students are not permitted to stay and retest in the evening class.

**SECTION 4.3.C. MARKING THE PERMIT**

**Permit Sample  
Student passes the BRC (or BRC2)**

Valid for the following exam(s):			Valid for the following exam(s):		
	Failures	Pass		Failures	Pass
01	<input type="checkbox"/>	<input type="checkbox"/>	13	<input type="checkbox"/>	<input type="checkbox"/>
02	<input type="checkbox"/>	<input type="checkbox"/>	14	<input type="checkbox"/>	<input type="checkbox"/>
03	<input type="checkbox"/>	<input type="checkbox"/>	15	<input type="checkbox"/>	<input type="checkbox"/>
04	<input type="checkbox"/>	<input type="checkbox"/>	16	<input type="checkbox"/>	<input type="checkbox"/>
05	<input type="checkbox"/>	<input type="checkbox"/>	17	<input type="checkbox"/>	<input type="checkbox"/>
06	<input type="checkbox"/>	<input type="checkbox"/>	18	<input type="checkbox"/>	<input type="checkbox"/>
07	<input type="checkbox"/>	<input type="checkbox"/>	19	<input type="checkbox"/>	<input type="checkbox"/>
08	<input type="checkbox"/>	<input type="checkbox"/>	20	<input type="checkbox"/>	<input type="checkbox"/>
09	<input type="checkbox"/>	<input type="checkbox"/>	21	<input type="checkbox"/>	<input type="checkbox"/>
10	<input type="checkbox"/>	<input type="checkbox"/>	22	<input type="checkbox"/>	<input type="checkbox"/>
11	<input type="checkbox"/>	<input type="checkbox"/>	23	<input type="checkbox"/>	<input type="checkbox"/>
12	<input type="checkbox"/>	<input type="checkbox"/>	24	<input type="checkbox"/>	<input type="checkbox"/>

THIS DRIVER HAS PASSED THE MSP AND IS AUTHORIZED TO OPERATE A CLASS M MOTOR VEHICLE. THIS PERMIT IS VALID FOR 120 DAYS FROM DATE PASSED.

DATE 5/3/2015 SECRETARY OF TRANSPORTATION

COORDINATOR Sully Coordinator

VALID WHEN SIGNED ON DASHED LINE

*James M Penndot 3rd*  
SIGNATURE

**Pennsylvania** 000000  
**LEARNER'S PERMIT**

**JAMES M PENNDOT 3RD**  
1101 S FRONT ST  
HARRISBURG PA 17104  
14336-7367-59641-9-002

DRIVER / ID NUMBER	SEX	HEIGHT	EYES
89 832 346	M	5 09	BLU
BIRTH DATE	ISSUE DATE	EXPIRATION DATE	
06 11 38	12 02 14	12 02 15	
CLASSES	ENDORSEMENTS	COMMERCIAL / MEDICAL RESTRICTIONS	
M	-----	*/Z	

**Permit Sample**  
**Student completes Knowledge Assessment, fails Skill Test**

Valid for the following exam(s)		Failures	Pass	Valid for the following exam(s)		Failures	Pass
DRIVER EXAM	21	<input type="checkbox"/>	<input checked="" type="checkbox"/>		23	<input type="checkbox"/>	<input type="checkbox"/>
Know. Test MSP 5/1/15 263							
Skill Test MSP 5/3/15 263	22	<input checked="" type="checkbox"/>	<input type="checkbox"/>		24	<input type="checkbox"/>	<input type="checkbox"/>
	25	<input type="checkbox"/>	<input type="checkbox"/>		26	<input type="checkbox"/>	<input type="checkbox"/>
	27	<input type="checkbox"/>	<input type="checkbox"/>		28	<input type="checkbox"/>	<input type="checkbox"/>
	29	<input type="checkbox"/>	<input type="checkbox"/>		30	<input type="checkbox"/>	<input type="checkbox"/>
	31	<input type="checkbox"/>	<input type="checkbox"/>		32	<input type="checkbox"/>	<input type="checkbox"/>
	33	<input type="checkbox"/>	<input type="checkbox"/>		34	<input type="checkbox"/>	<input type="checkbox"/>
	35	<input type="checkbox"/>	<input type="checkbox"/>		36	<input type="checkbox"/>	<input type="checkbox"/>
	37	<input type="checkbox"/>	<input type="checkbox"/>		38	<input type="checkbox"/>	<input type="checkbox"/>
	39	<input type="checkbox"/>	<input type="checkbox"/>		40	<input type="checkbox"/>	<input type="checkbox"/>
	41	<input type="checkbox"/>	<input type="checkbox"/>		42	<input type="checkbox"/>	<input type="checkbox"/>
	43	<input type="checkbox"/>	<input type="checkbox"/>		44	<input type="checkbox"/>	<input type="checkbox"/>
	45	<input type="checkbox"/>	<input type="checkbox"/>		46	<input type="checkbox"/>	<input type="checkbox"/>
	47	<input type="checkbox"/>	<input type="checkbox"/>		48	<input type="checkbox"/>	<input type="checkbox"/>
	49	<input type="checkbox"/>	<input type="checkbox"/>		50	<input type="checkbox"/>	<input type="checkbox"/>
	51	<input type="checkbox"/>	<input type="checkbox"/>		52	<input type="checkbox"/>	<input type="checkbox"/>
	53	<input type="checkbox"/>	<input type="checkbox"/>		54	<input type="checkbox"/>	<input type="checkbox"/>
	55	<input type="checkbox"/>	<input type="checkbox"/>		56	<input type="checkbox"/>	<input type="checkbox"/>
	57	<input type="checkbox"/>	<input type="checkbox"/>		58	<input type="checkbox"/>	<input type="checkbox"/>
	59	<input type="checkbox"/>	<input type="checkbox"/>		60	<input type="checkbox"/>	<input type="checkbox"/>
	61	<input type="checkbox"/>	<input type="checkbox"/>		62	<input type="checkbox"/>	<input type="checkbox"/>
	63	<input type="checkbox"/>	<input type="checkbox"/>		64	<input type="checkbox"/>	<input type="checkbox"/>
	65	<input type="checkbox"/>	<input type="checkbox"/>		66	<input type="checkbox"/>	<input type="checkbox"/>
	67	<input type="checkbox"/>	<input type="checkbox"/>		68	<input type="checkbox"/>	<input type="checkbox"/>
	69	<input type="checkbox"/>	<input type="checkbox"/>		70	<input type="checkbox"/>	<input type="checkbox"/>
	71	<input type="checkbox"/>	<input type="checkbox"/>		72	<input type="checkbox"/>	<input type="checkbox"/>
	73	<input type="checkbox"/>	<input type="checkbox"/>		74	<input type="checkbox"/>	<input type="checkbox"/>
	75	<input type="checkbox"/>	<input type="checkbox"/>		76	<input type="checkbox"/>	<input type="checkbox"/>
	77	<input type="checkbox"/>	<input type="checkbox"/>		78	<input type="checkbox"/>	<input type="checkbox"/>
	79	<input type="checkbox"/>	<input type="checkbox"/>		80	<input type="checkbox"/>	<input type="checkbox"/>
	81	<input type="checkbox"/>	<input type="checkbox"/>		82	<input type="checkbox"/>	<input type="checkbox"/>
	83	<input type="checkbox"/>	<input type="checkbox"/>		84	<input type="checkbox"/>	<input type="checkbox"/>
	85	<input type="checkbox"/>	<input type="checkbox"/>		86	<input type="checkbox"/>	<input type="checkbox"/>
	87	<input type="checkbox"/>	<input type="checkbox"/>		88	<input type="checkbox"/>	<input type="checkbox"/>
	89	<input type="checkbox"/>	<input type="checkbox"/>		90	<input type="checkbox"/>	<input type="checkbox"/>
	91	<input type="checkbox"/>	<input type="checkbox"/>		92	<input type="checkbox"/>	<input type="checkbox"/>
	93	<input type="checkbox"/>	<input type="checkbox"/>		94	<input type="checkbox"/>	<input type="checkbox"/>
	95	<input type="checkbox"/>	<input type="checkbox"/>		96	<input type="checkbox"/>	<input type="checkbox"/>
	97	<input type="checkbox"/>	<input type="checkbox"/>		98	<input type="checkbox"/>	<input type="checkbox"/>
	99	<input type="checkbox"/>	<input type="checkbox"/>		100	<input type="checkbox"/>	<input type="checkbox"/>

*James M Penndot 3rd*

SIGNATURE

**Pennsylvania** 000000  
**LEARNER'S PERMIT**

**JAMES M PENNDOT 3RD**  
**1101 S FRONT ST**  
**HARRISBURG PA 17104**  
**14336-7367-59641-9-002**

DRIVER / ID NUMBER	SEX	HEIGHT	EYES
89 832 346	M	5 09	BLU
BIRTH DATE	ISSUE DATE	EXPIRATION DATE	
06 11 38	120214	12 02 15	
CLASSES	ENDORSEMENTS	COMMERCIAL / MEDICAL RESTRICTIONS	
M	-----	*/Z	

**Permit Sample**  
**Minor Student completes Knowledge Assessment, fails Skill Test**

Valid for the following exam(s)		Failures	Pass	Valid for the following exam(s)		Failures	Pass
Know. Test Pass 5/1/16 263	01	<input type="checkbox"/>	<input checked="" type="checkbox"/>		05	<input type="checkbox"/>	<input type="checkbox"/>
Skill Test Fail 5/3/16 263	02	<input checked="" type="checkbox"/>	<input type="checkbox"/>		06	<input type="checkbox"/>	<input type="checkbox"/>
	03	<input type="checkbox"/>	<input type="checkbox"/>		07	<input type="checkbox"/>	<input type="checkbox"/>
	04	<input type="checkbox"/>	<input type="checkbox"/>		08	<input type="checkbox"/>	<input type="checkbox"/>

*Bob Penndot*

SIGNATURE

**Pennsylvania** 000000  
**JUNIOR LEARNERS PERMIT**  
**AGE 21 ON JUL 04 2019**

**BOB PENNDOT**  
**1101 FRONT STREET**  
**EGOV TEST RECORD**  
**HARRISBURG PA 17104**  
**14337-7366-37446-3-002**

DRIVER / ID NUMBER	SEX	HEIGHT	EYES
26 486 238	M	5 11	BLU
BIRTH DATE	ISSUE DATE	EXPIRATION DATE	
07 04 98	120314	07 05 16	
CLASSES	ENDORSEMENTS	COMMERCIAL / MEDICAL RESTRICTIONS	
M	-----	*/Z	

**DRIVER TEST ELIGIBILITY DATE 06/03/2016**

**UNDER 18 - FORM 8611 REQUIRED  
IF ORGAN DONOR REQUESTED**

### Permit Sample Minor Student passes

Valid for the following exam(s):	Failures	Pass	Valid for the following exam(s):	Failures	Pass
DOT	01	<input type="checkbox"/>	DOT	05	<input type="checkbox"/>
DOT	02	<input type="checkbox"/>	DOT	06	<input type="checkbox"/>
DOT	03	<input type="checkbox"/>	DOT	07	<input type="checkbox"/>
DOT	04	<input type="checkbox"/>	DOT	08	<input type="checkbox"/>

THIS DRIVER HAS PASSED THE MSP AND IS AUTHORIZED TO OPERATE A CLASS M MOTOR VEHICLE. THIS PERMIT IS VALID FOR 120 DAYS FROM DATE PASSED.  
 SECRETARY OF TRANSPORTATION  
 DATE 06/08/16 263  
 COORDINATOR Suzzy Coordinator

**DRIVER TEST ELIGIBILITY DATE 06/03/2016**

**UNDER 18 - FORM 8611 REQUIRED  
IF ORGAN DONOR REQUESTED**

*Bob Penndot*  
SIGNATURE

**VALID WHEN SIGNED ON DASHED LINE.**  
**Pennsylvania 000000**  
**JUNIOR LEARNERS PERMIT**  
**AGE 21 ON JUL 04 2019**  
**BOB PENNDOT**  
**1101 FRONT STREET**  
**EGOV TEST RECORD**  
**HARRISBURG PA 17104**  
**14337-7366-37446-3-002**

DRIVER / ID NUMBER	SEX	HEIGHT	EYES
26 486 238	M	5 11	BLU
BIRTH DATE	ISSUE DATE	EXPIRATION DATE	
07 04 98	120314	12 05 16	
CLASSES	ENDORSEMENTS	COMMERCIAL / MEDICAL RESTRICTIONS	
M	-----	*/Z	

### Permit Sample Student passes with Code 8 Restriction

Valid for the following exam(s):	Failures	Pass	Valid for the following exam(s):	Failures	Pass
DRIVER EXAM	01	<input type="checkbox"/>	DOT	13	<input type="checkbox"/>
DOT	02	<input type="checkbox"/>	DOT	14	<input type="checkbox"/>
DOT	03	<input type="checkbox"/>	DOT	15	<input type="checkbox"/>
DOT	04	<input type="checkbox"/>	DOT	16	<input type="checkbox"/>
DOT	05	<input type="checkbox"/>	DOT	17	<input type="checkbox"/>
DOT	06	<input type="checkbox"/>	DOT	18	<input type="checkbox"/>
DOT	07	<input type="checkbox"/>	DOT	19	<input type="checkbox"/>
DOT	08	<input type="checkbox"/>	DOT	20	<input type="checkbox"/>
DOT	09	<input type="checkbox"/>	DOT	21	<input type="checkbox"/>
DOT	10	<input type="checkbox"/>	DOT	22	<input type="checkbox"/>
DOT	11	<input type="checkbox"/>	DOT	23	<input type="checkbox"/>
DOT	12	<input type="checkbox"/>	DOT	24	<input type="checkbox"/>

THIS DRIVER HAS PASSED THE MSP AND IS AUTHORIZED TO OPERATE A CLASS M MOTOR VEHICLE. THIS PERMIT IS VALID FOR 120 DAYS FROM DATE PASSED.  
 SECRETARY OF TRANSPORTATION  
 DATE 5/3/2015 253  
 COORDINATOR Suzzy Coordinator

*James M Penndot 3rd*  
SIGNATURE

**VALID WHEN SIGNED ON DASHED LINE.**  
**Pennsylvania 000000**  
**LEARNER'S PERMIT**  
**JAMES M PENNDOT 3RD**  
**1101 S FRONT ST**  
**HARRISBURG PA 17104**  
**14336-7367-59641-9-002**

DRIVER / ID NUMBER	SEX	HEIGHT	EYES
89 832 346	M	5 09	BLU
BIRTH DATE	ISSUE DATE	EXPIRATION DATE	
06 11 38	120214	12 02 15	
CLASSES	ENDORSEMENTS	COMMERCIAL / MEDICAL RESTRICTIONS	
M	-----	*/Z <span style="border: 1px solid red; border-radius: 50%; padding: 2px;">8</span>	



## Permit Sample Student Passes with Code 9 Restriction

Valid for the following exam(s):			Valid for the following exam(s):		
Failure	Pass		Failure	Pass	
<input type="checkbox"/>	<input type="checkbox"/>	01	<input type="checkbox"/>	<input type="checkbox"/>	13
<input type="checkbox"/>	<input type="checkbox"/>	02	<input type="checkbox"/>	<input type="checkbox"/>	14
<input type="checkbox"/>	<input type="checkbox"/>	03	<input type="checkbox"/>	<input type="checkbox"/>	15
<input type="checkbox"/>	<input type="checkbox"/>	04	<input type="checkbox"/>	<input type="checkbox"/>	16
<input type="checkbox"/>	<input type="checkbox"/>	05	<input type="checkbox"/>	<input type="checkbox"/>	17
<input type="checkbox"/>	<input type="checkbox"/>	06	<input type="checkbox"/>	<input type="checkbox"/>	18
<input type="checkbox"/>	<input type="checkbox"/>	07	<input type="checkbox"/>	<input type="checkbox"/>	19
<input type="checkbox"/>	<input type="checkbox"/>	08	<input type="checkbox"/>	<input type="checkbox"/>	20
<input type="checkbox"/>	<input type="checkbox"/>	09	<input type="checkbox"/>	<input type="checkbox"/>	21
<input type="checkbox"/>	<input type="checkbox"/>	10	<input type="checkbox"/>	<input type="checkbox"/>	22
<input type="checkbox"/>	<input type="checkbox"/>	11	<input type="checkbox"/>	<input type="checkbox"/>	23
<input type="checkbox"/>	<input type="checkbox"/>	12	<input type="checkbox"/>	<input type="checkbox"/>	24

THIS DRIVER HAS PASSED THE WSP AND IS AUTHORIZED TO OPERATE A CLASS M MOTOR VEHICLE. THIS PERMIT IS VALID FOR 120 DAYS FROM DATE PASSED.

SECRETARY OF TRANSPORTATION

DATE 5/3/2015 233

COORDINATOR Suzanne Coordinator

VALID WHEN SIGNED ON DASHED LINE

*James M Penndot 3rd*  
SIGNATURE

**Pennsylvania** 000000  
**LEARNER'S PERMIT**

**JAMES M PENNDOT 3RD**  
1101 S FRONT ST  
HARRISBURG PA 17104  
14336-7367-59641-9-002

DRIVER / ID NUMBER	SEX	HEIGHT	EYES
89 832 346	M	5 09	BLU
BIRTH DATE	ISSUE DATE	EXPIRATION DATE	
06 11 38	12 02 14	12 02 15	
CLASSES	ENDORSEMENTS	COMMERCIAL / MEDICAL	RESTRICTIONS
M	-----	* / Z	(9)

Note: Circles around Code 8 and Code 9 are for reference only. Please only write 8 or 9 in this area as applicable.

### ADDITIONAL RIDING COURSE AND RETESTING OPPORTUNITIES FOR BRC STUDENTS

Instructors may discuss re-enrollment procedures with all BRC students who failed to achieve a passing score on the skill evaluation or who express interest in more practice time.

Additional riding and re-testing opportunities may be available to these students.

Students interested in additional riding or repeating the skill exam must register at [pamsp.com](http://pamsp.com) or call the MSP registration line to register. Instructors shall direct students for a repeat skill exam to the registration line.

The MSP Program Office will attempt to fill range vacancies with students who failed to achieve

### SECTION 4.4 LICENSING

Instructors may not change a skill evaluation date on any DL-402MSP form for any reason. Intentionally misrepresenting a skill evaluation date to accommodate a Class M permit/license expiration date, or testing a student with an expired Class M permit/license, constitute violations of PennDOT's licensing standards.

The MSP Project Manager may immediately terminate Instructors found to have engaged in misrepresentations of this nature.

A student with an expired Class M permit must acquire a new Class M permit prior to participating in any range activity.

---

#### SECTION 4.4.A. PAPERWORK FOR RETURNING STUDENTS

All students returning to repeat either the classroom or range must complete a new set of all required paperwork including a Waiver of Liability form, and a new DL-402MSP form.

Instructors must include all returning students on a Roster if not already registered for the class.

---

#### SECTION 4.4.B. STUDENTS MUST COMPLETE THE CLASSROOM AND SUCCESSFULLY PASS THE SKILL EXAM WITHIN A YEAR (WITHIN THE NEXT 365 DAYS)

Students who complete only one part of the BRC (i.e. either the classroom or the range) must successfully complete the other part of the BRC within 1 year of the date completed in order to obtain a Class M endorsement. Note: the student must have a valid learner's permit or motorcycle license.

Any student who fails to complete the course within a year must re-enroll and participate in an entire BRC.

---

#### THE CLASS M PERMIT IS AUTOMATICALLY INVALIDATED AFTER THREE (3) SKILL EVALUATION FAILURES

Students who are unsuccessful in three attempts to pass the BRC, BRC2, or 3WBRC skill evaluation on a single Class M permit must obtain a new permit in order to participate in additional BRC or BRC2 training and to take the skill evaluation. Instructors should review the permit for prior failures before stamping a permit.

---

### SECTION 4.5 ELIGIBILITY REQUIREMENTS FOR LICENSING

Instructors should be familiar with the eligibility requirements as they apply to the categories of students included below.

---

#### SECTION 4.5.A. STUDENTS WITH CLASS M PERMITS

Students must have a valid Class M permit throughout the duration of the BRC, BRC2 and 3WBRC. The Instructor handling registration is responsible for checking permit expiration dates. The Instructor shall advise students regarding their Class M permit expiration. Should the Class M

permit expire prior to the last day of class, the student shall reapply for a new permit immediately after the current permit expires and have the newly issued permit in hand for the next class.

In order to obtain a valid Class M permit, the student must take a completed Motorcycle Learner's Permit Application (DL-5) and the applicable fee to a Driver's License Center for processing. PennDOT does not accept applications through the mail. A Driver's License Examiner will administer the PennDOT Motorcycle Knowledge Test. If the student passes, PennDOT will credit the Motorcycle Knowledge Test results to the student's driving record, process the student's application and fee, and issue a Class M permit.

Instructors shall not instruct students on the range with expired Class M permits. These students shall not perform any range activities.

---

#### SECTION 4.5.B. STUDENTS WITH CLASS M LICENSES

The Class M license must remain valid throughout the duration of the class.

For the purposes of completing the DL-402MSP, students with Class M licenses are "Training Only."

Passing or failing the BRC, BRC2 or 3WBRC has no effect on the student's Class M license. Instructors shall mark the appropriate Pass/Fail entry in the "Training Only" portion of the DL-402MSP form.

---

#### SECTION 4.5.C. STUDENTS UNDER THE AGE OF 18

Students under the age of 18 are minors and are required by law to successfully complete the Pennsylvania Motorcycle Safety Training Program's BRC in order to become Class M licensed.

Minor students must present a Waiver of Liability form, signed by the minor student's parent or guardian (as defined on the DL-180C) prior to the start of the first riding session.

Minor students are eligible for Class M licensing through the BRC only upon satisfaction of two criteria:

- (1) the minor student must remain on a Class M learners permit for six (6) months (six-month skill building period), and
- (2) the minor student must complete a minimum of 65 hours of riding under the supervision of a licensed motorcycle operator and the 15 hour BRC. (as certified by the minor student's parent or guardian on the DL-180C Parent or Guardian Certification Form).

Minor students must complete 65 hours of supervised riding by a licensed motorcycle operator as verified by the Parent or Guardian Certification Form (DL-180C). Successful completion of the 15 hour BRC is required by law for minor students and the hours count as 15 hours toward the 65-hour requirement.

Note: The 65-hour requirement applies to each type of permit for which a minor student applies.

The minor student's parent or guardian should sign the Parent or Guardian Certification form (DL-180C) in the presence of a MSP Instructor or the form must be notarized.

Minor students who fail to satisfy either or both of the required criteria are eligible to complete the course as training only, and cannot be licensed. The Instructor will record nothing on the student's permit.

If a minor student that did not satisfy the eligibility criteria successfully completes the BRC, the Instructor will issue a Completion Card, and the student's DL-402MSP shall be marked to indicate that the student successfully completed the BRC as "Training Only". The student's permit should not be marked in any way.

If a minor student successfully passes the "Training Only" class and desires to obtain a Class M license after either turning age 18 or satisfying the two required criteria, and they opt not to test at a PennDOT Driver's License Center, they may schedule to take the test in a BRC with a valid Class M permit, or successfully complete a BRC2 course. The BRC skill test or BRC2 may occur at any time up to and including one year after the date the student originally tested and passed but was ineligible.

Should a minor student with a Class M permit be a walk-in for a BRC2, the Instructor must verify that the minor student has passed the BRC. The only form of acceptable verification is a BRC Completion Card.

In the event the minor student fails to complete the class or range, they must repeat the final portion of either the classroom or the range to fulfill their training requirements.

---

## ELIGIBILITY DATE

PennDOT includes an Eligibility Date on each minor student's permit. The Eligibility Date is six months from the date which PennDOT issued the permit. The Eligibility Date appears on the white section of each minor student's Class M permit.

When an Eligibility Date and Issue date are the same, Instructors should continue to refer to the Eligibility Date to confirm the minor students status.

For questions on the Eligibility Date, please contact the MSP Program Office.

---

### THE SIX-MONTH SKILL BUILDING PERIOD

Minor students must complete six months of skill building. On the Eligibility Date (or anytime thereafter) the student is eligible for licensing.

If a minor student turns 18 before the student’s Eligibility Date, the student’s birth date becomes the student’s Eligibility Date. In this case, the permit will list the eighteenth birthday as the eligibility date.

---

### SECTION 4.5.D. OUT-OF-STATE STUDENTS

The MSP cannot issue Class M licenses to Out-of-State students.

Out-of-State students participate in MSP classes as “Training Only.”

Out-of-State students are required to pay a training fee prior to the start of classes.

The current class fees for Out-of-State students are:

\$250 for the BRC

\$150 for the BRC2

\$200 for the 3WBRC

\$100 for the ARC

Out-of-State students that successfully pass the knowledge test and the skill evaluation shall be issued a Completion Card.

---

### COMPLETING THE DL-402MSP FOR OUT-OF-STATE STUDENTS

Instructors shall complete Section C “Other Options, If Applicable” of the DL-402 MSP for Out-of-State Students.

C OTHER OPTIONS, IF APPLICABLE:		
OUT-OF-STATE _____	LICENSE NUMBER:	Pass <input type="checkbox"/> Fail <input type="checkbox"/>
STATE:	PERMIT NUMBER:	

In the box labeled “Out-Of-State” , place a check mark.

Complete the boxes for the License number, Permit number if applicable, and the State which the student is licensed.

Check the Pass or Fail box.

---

#### SECTION 4.5.E. OUT-OF-STATE STUDENTS EMPLOYED BY US ARMED FORCES, FEDERAL GOVERNMENT, OR PENNSYLVANIA STATE GOVERNMENT

The MSP shall issue Pennsylvania Class M license to students that possess Pennsylvania licenses with Out-of-State addresses, if the student

- (a) is an employee of the federal or state government, or
- (b) serves in the armed forces and the Out-of-State students' workplaces are outside of Pennsylvania.

Out-of-State students who are family members of individuals who qualify under either (a) or (b) are also eligible for Class M licensure.

PennDOT requires that the Out-of-State students certify their eligibility under these limited exceptions. This certification is found in Section D of the DL-402MSP form.

#### SECTION 4.6 STUDENT OWNED MOTORCYCLES

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##### SECTION 4.6.A. STUDENTS WITH SCOOTERS

Students may take the BRC or the BRC2 on a student-owned or student-borrowed scooter.

In order to use a scooter in the BRC or BRC2, the student:

- must provide proof of insurance.
- must provide proof of current registration.
- must provide an Authorization Letter from the owner of the scooter if it is a borrowed vehicle.
- the scooter must have a current inspection sticker.

The Instructors shall inform students that PennDOT's insurance does not cover damage to, or injury caused by, a student-owned or student-borrowed motorcycle or scooter. The student using a student-owned or student-borrowed motorcycle or scooter must have insurance and provide proof of insurance prior to the start of range exercises.

Permit holders passing the course on a motor driven cycle or scooter that has MODC as the body type on the owners' registration card, (typically 50 cc or less) will get a Code 8 Restriction on their license, which prohibits the student from operating a conventional motorcycle. Students wishing to have the Code 8 Restriction removed from their license at a later date must contact PennDOT's Special Driver Programs Unit at 717-787-6453. Instructors shall mark the appropriate box on the DL-402MSP indicating any restriction applicable to the student's scooter and note the restriction on the Class Roster.

---

#### SECTION 4.6.B. STUDENTS WITH MOTORCYCLES

Students may use student-owned or student-borrowed motorcycles during the BRC.

In order to use a student-owned or student-borrowed motorcycle in the BRC, the student:

- must provide proof of insurance
- must provide proof of current registration
- must provide an Authorization Letter from the owner of the motorcycle if it is a borrowed vehicle
- the motorcycle must have a current inspection sticker.

Instructors shall mark the appropriate box on the DL-402MSP indicating the restriction applicable to the student's motorcycle, if any.

Size limitations applicable to MSP-provided training motorcycles do not apply to student-owned or student-borrowed motorcycles.

BRC students who elect to use student-owned or student-borrowed motorcycles will use the skill evaluation's U-turn box regardless of motorcycle size.

The Instructors shall inform students that PennDOT insurance does not cover damage to, or injury caused by, a student-owned or student-borrowed motorcycle or scooter. The student using a student-owned or student-borrowed motorcycle or scooter must have insurance and provide proof of insurance prior to the start of range exercises.

## SECTION 4.7 COUNSELING OUT

The BRC is designed and intended for students with little or no prior experience operating a motorcycle. The length of the BRC is based on training an average novice student. Instructors must use their professional judgment and training to adapt to the unique needs of each novice student.

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### SECTION 4.7.A. COUNSELING-OUT AND RESCHEDULING

Counseling-out and rescheduling is available when the student becomes a hazard or fatigued.

MSP expects Instructors to encourage the student to re-schedule in another class for additional practice with the basic riding skills emphasized in the early BRC range exercises.

Instructors must use counseling out and/or rescheduling as courteously and considerately as possible.

---

### SECTION 4.7.B. COUNSELING-OUT GUIDELINES

1. Discuss the student's progress and performance with the other Instructor, if available.
2. Ask the student self-assessment questions such as:
  - Are you comfortable with your progress?
  - Do you feel like you are "getting it"?
  - Are you enjoying yourself?
3. Allow the student to self-evaluate.
4. After listening to the student's self-assessment, attempt to steer the conversation toward the areas of perceived concern.
  - Emphasize student comfort levels.
  - Highlight exercises where the student struggled to meet the objectives.
5. Maintain the student's self-esteem by emphasizing successes. Encourage the student to expect greater success next time.
6. Provide appropriate follow-up procedures. Make sure that the student understands the options for continuing in class.



## CHAPTER 5 PAPERWORK

### SECTION 5.1 BRC PAPERWORK

Instructors with questions regarding paperwork should call their Regional Manager or the MSP Program Office.

Instructors are not permitted to make copies of the paperwork before sending it in to the MSP Office.

If student information or class paperwork is lost or compromised whereby others may have access to the personal information of students, Instructors **MUST** contact the MSP office immediately.

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#### COMPLETING THE DL-402 MSP

Accurately completed DL-402MSP forms shall contain:

- Student's name
- Student's date of birth
- Student's daytime telephone number
- Student has accurately checked CDL and/or Class M license
- Signature of student
- License and/or permit number (these numbers are the same in Pennsylvania)
- Expiration dates for driver's license and motorcycle permit
- In the case of a 16 or 17 year old student, the student's eligibility date
- Exam location number (five-digit PennDOT site number)
- Exam date
- Check Add or Delete Restriction 8 or 9, if applicable
- A checkmark indicating "pass" if classroom was completed
- For the skill test, a checkmark indicating "pass", "fail" or "DNT" (did not test). If "fail" or "DNT" is checked for a student, a failure code must be included in the appropriate column of Section E – Training Only
- Signature of Instructor who administered the skill evaluation
- Instructor's three-digit PennDOT instructor number.

DL-402MSP forms are required for all students including those repeating a course.

**Follow the guide below for completing the DL-402 MSP Section E**

<b>E</b>	LICENSING: Check appropriate box and/or indicate failure code <input type="checkbox"/> Duplicate					
<b>PERMIT</b>	BRC KNOWLEDGE TEST	BRC SKILL TEST	BRC2 SKILL TEST	3WBRC KNOWLEDGE TEST	3WBRC SKILL TEST	FAILURE CODE
	Pass <input type="checkbox"/>	Pass <input type="checkbox"/>	Pass <input type="checkbox"/>	Pass <input type="checkbox"/>	Pass <input type="checkbox"/>	F-_____
	Fail <input type="checkbox"/>	Fail <input type="checkbox"/>	Fail <input type="checkbox"/>	Fail <input type="checkbox"/>	Fail <input type="checkbox"/>	
	DNT <input type="checkbox"/>	DNT <input type="checkbox"/>	DNT <input type="checkbox"/>	DNT <input type="checkbox"/>	DNT <input type="checkbox"/>	
<b>TRAINING ONLY</b>	NOT ELIGIBLE 16/17-PERMIT	BRC CLASS M LICENSE	BRC2 CLASS M LICENSE	3WBRC CLASS M LICENSE	ARC CLASS M LICENSE	FAILURE CODE
	Pass <input type="checkbox"/>	Pass <input type="checkbox"/>	Pass <input type="checkbox"/>	Pass <input type="checkbox"/>	Pass <input type="checkbox"/>	F-_____
	Fail <input type="checkbox"/>	Fail <input type="checkbox"/>	Fail <input type="checkbox"/>	Fail <input type="checkbox"/>	Fail <input type="checkbox"/>	

**Complete Section E as follows for all students with a Class M Permit, this does not include eligible minor students.**

BRC Knowledge Test/3WBRC Knowledge Test	BRC Skill Test/3WBRC Skill Test	
Pass	Pass	Student completes all classroom requirements and passes skill test
Pass	Fail	Student completes classroom requirement and fails skill test
Pass	DNT	Student completes classroom requirements, does not complete range sessions or elects not to take skill test
DNT	Pass	Student does not complete classroom requirements, passes skill test
DNT	Fail	Student does not complete classroom requirements, fails skill test
DNT	DNT	Student does not complete classroom, does not complete range session or elects not to take skill test

BRC2 Skill Test	
Pass	Student passes skill test
Fail	Student fails skill test
DNT	Student does not complete session or elects not to take skill test

Should a student pass any test with a MODC restriction, check the appropriate box in Section B.

Complete Section E as follows for all minor eligible students with a permit:

BRC Knowledge Test/3WBRC Knowledge Test	BRC Skill Test/3WBRC Skill Test	Fail Code	
Pass	Pass		Student completes all classroom requirements and passes skill test
Pass	Fail	F20	Student completes classroom requirement and fails skill test
Pass	DNT	F20	Student completes classroom requirements, does not complete range sessions or elects not to take skill test
DNT	Pass	F10	Student does not complete classroom requirements, passes skill test
DNT	Fail	F30	Student does not complete classroom requirements, fails skill test
DNT	DNT	F30	Student does not complete classroom, does not complete range session or elects not to take skill test

BRC2 Skill Test	Fail Code	
Pass		Eligible minor passes skill test
Fail	F20	Eligible minor fails skill test
DNT	F20	Eligible minor student does not complete session or elects not to take skill test

**Complete Section TRAINING ONLY as follows for Non-Eligible Minor students**

<b>Not Eligible 16/17 Permit</b>	<b>Fail Code</b>	
Pass		Not-eligible minor student passes BRC
Fail	F-10	Not-eligible minor student does not complete BRC knowledge and passes BRC skill
Fail	F-20	Not-eligible minor student completes BRC class and fails BRC skill
Fail	F-30	Not-eligible minor does not complete BRC class or skill

**Complete Section TRAINING ONLY as follows for non-minor Class M Licensed students**

<b>BRC Class M License</b>	<b>BRC2 Class M License</b>	<b>3WBRC Class M License</b>	<b>ARC Class M License</b>	
Pass	Pass	Pass	Pass	Student passes course
Fail	Fail	Fail	Fail	Student fails skill exam or does not complete classroom

## SECTION 5.2 PARENT OR GUARDIAN CERTIFICATION FORMS (DL-180C)

The DL-180C form serves as evidence that minor students have completed their required practical driving experience towards their Class M endorsement.

For DL-180C forms that are not notarized, follow the steps below:

1. Ask the parent or guardian to sign the form in your presence.
2. Verify the parent/guardian's signature by requesting the parent's Driver's License or other form of identification to confirm signature is valid. Verification may be completed by the Instructor conducting the classroom.
3. The Instructor completes the form by entering "MSP" and then the five-digit PennDOT training site number in the space next to "Exam Center."
  - o The Instructor administering the skill evaluation shall enter their PennDOT licensing stamp number in the space next to "Instructor".

For DL-180C forms that are notarized, follow the steps below:

1. The Instructor must complete the form by entering "MSP" and then the five-digit PennDOT training site number in the space next to "Exam Center."
  - o The Instructor administering the skill evaluation shall enter their PennDOT licensing stamp number in the space next to "Instructor".

## SECTION 5.3 IMPORTANT REMINDERS FOR COMPLETING PAPERWORK

This information is applicable to all courses.

- Ensure the information contained on the DL-402 MSP is accurate.
- Returning students are treated as new students and must complete all paperwork
- Every student must complete a waiver the first night of class. All waivers and DL-402 forms must be submitted to the office even if the student dropped out after the first class.
- Instructors may not maintain any hard copies of rosters, DL-402 MSP forms, phone numbers, emails or any other personal information of any students.

All paperwork will be evaluated for accuracy by MSP Program Office staff prior to entry into the PennDOT system. Any errors or feedback on the accuracy of paperwork will be provided to the Regional Manager. Should any Instructor require any additional training on paperwork, please contact the Program Office to arrange training.

## SECTION 5.4 BRC2 PAPERWORK

### SECTION 5.4.A. STUDENT ELIGIBILITY

Any student (regardless of minor status) with a valid Class M endorsement is eligible to take the BRC2 as training only.

Students 18 years or older are eligible to be licensed through the BRC2 if they possess a valid Class M permit.

Minor students are eligible to be licensed through the BRC2 if they have successfully completed a BRC and have met their eligibility date.

The MSP suggests that students have successfully completed the BRC, or have sufficient riding skills and experiences to operate a motorcycle with basic proficiency, before taking the BRC2.

In addition to satisfying the eligibility criteria, BRC2 students must satisfy the following criteria:

- Current registration card.
- Current proof of insurance card.
- The student must wear full protective gear during the BRC2.
- The student's motorcycle must satisfy minimum safety requirements, as determined by the judgment of the Instructor.
- The motorcycle must have a current state inspection sticker, if applicable.
- Sufficient fuel to complete the BRC2.
- An authorization letter for use of the motorcycle, should the student be using another person's motorcycle.

Should a student have expired insurance, registration, inspection, or mechanical motorcycle failure, the student may be offered to ride a MSP training motorcycle.

Passengers may ride with eligible BRC2 students who possess valid Class M license, subject to the following conditions:

- Passengers must be at least 16 years of age
- Passengers must wear full protective gear
- Passengers are not permitted during BRC2 Exercise 1 (Control at Low Speed).

### SECTION 5.4.B. SPECIAL INSTRUCTIONS FOR BRC2 PAPERWORK

## WAIVER OF LIABILITY

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Passengers must complete a Waiver of Liability.

## INSURANCE AND REGISTRATION INFORMATION FORM

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Information provided on the Insurance and Registration Information Form must be verified by the Instructor. Students presenting new registration paperwork, (pink MV-1, otherwise known as a window registration form, and a new license plate), will use the date of issuance of the MV-1 form plus 90 days as the registration expiration date on the information sheet. An authorization letter for a non-student owned bike must be submitted with the Insurance and Registration Information Form.

## DL-402MSP

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Passengers do not complete DL-402MSP forms.

## ROSTERS

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Instructors shall collect passenger name, address, driver's license number, phone number and list this information on the Roster. Instructor shall write "passenger" on the email line of the Roster for each Passenger.

## BRC2 PERMIT

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Instructor shall stamp the student's Class M permit if a student completes all exercises and achieves a passing score on the skill evaluation. The stamp shall be placed on the front of the major side under "Driver Exam." The Instructor shall date and sign the stamped portion where indicated. Leave the Pass/Fail portion blank for the Knowledge Test.

The Instructor shall issue a BRC2 Completion Card to the student.

At the request of students that participate as passengers during the entire BRC2 (other than Exercise 1), Instructors may issue Completion Cards. When issuing Completion Cards to passengers, the word "PASSENGER" shall be written on the face of the Completion Card.

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## OPTIONS FOR STUDENTS WHO FAIL THE BRC2

Students who fail the BRC2 Skill Evaluation have the following options:

- Call the PennDOT Call Center to schedule a driving test at the local PennDOT Driver's License Center. Driving tests may be scheduled by calling 1-800-423-5542.

- Re-register for another BRC2.
- Register for the complete BRC.

## SECTION 5.5 ARC PAPERWORK

### STUDENT ELIGIBILITY FOR ADVANCED RIDERCOURSE (ARC)

The MSP does not impose any minimum level of prior experience as a prerequisite for participating in the ARC.

Passengers are prohibited from participating in an ARC.

In addition to satisfying the eligibility criteria set forth above, ARC students must satisfy the following criteria:

- Students must possess a valid driver's license with a Class M
- Current registration card
- Current proof of insurance
- A letter of authorization for use of the motorcycle, should the student be using another person's vehicle
- The student must wear full protective gear during the ARC
- The student's motorcycle must satisfy minimum safety requirements, as determined by the professional judgment of the Instructor
- The motorcycle must have a current state inspection sticker, if applicable
- Sufficient fuel to complete the ARC.

### DL- 402 MSP

Instructors will record only a grade of "P" for class completion or "F" if class was not completed by the student.

### SUCCESSFUL COMPLETION OF THE ARC

The knowledge test associated with the ARC is to be used as an indicator of the students' knowledge of the course curriculum and is not meant as a pass/fail indicator. Upon course



## SECTION 5.6 3WBRC PAPERWORK

### STUDENT ELIGIBILITY FOR THE 3 WHEEL BASIC RIDERCOURSE (3WBRC)

The MSP does not impose any minimum level of prior experience as a prerequisite for participating in the 3WBRC.

Passengers are prohibited from participating in the 3WBRC

Students using their own three-wheeled motorcycle (or a borrowed three-wheeled motorcycle) must satisfy the following criteria:

- At a minimum, students must possess a valid motorcycle driver's license or a valid Class M permit
- Current registration card
- Current proof of insurance
- A letter of authorization for use of the three-wheeled motorcycle, should the student be using a borrowed motorcycle
- The student must wear full protective gear during the 3WBRC
- The student's three-wheeled motorcycle must satisfy minimum safety requirements, as determined by the judgment of the Instructor
- The three-wheeled motorcycle must have a current state inspection sticker, if applicable
- Sufficient fuel to complete the 3WBRC.
- No "Autocycles".

Although not included with the MSF 3WBRC Curriculum, motorcycles with a sidecar or a detachable trike kit are permitted in the 3WBRC course. Instructors shall explain to students with a sidecar or detachable trike kit that this course is not specifically designed for their type of motorcycle, and certain skills, techniques and lessons related to the 3WBRC may not be applicable to their bike style or may be dangerous to perform.

### SPECIAL INSTRUCTIONS FOR 3WBRC PAPERWORK

#### DL-402MSP

Check the appropriate box in Section B of the DL-402MSP for the Code 9 Restriction.

### SUCCESSFUL COMPLETION OF THE 3WBRC

If a student satisfactorily completes the classroom knowledge assessment and achieves a passing score on the skill evaluation, Instructors will stamp the student's Class M permit, if applicable, on the front of the major side under "Driver Exam." Under "restrictions" in the lower right-hand corner of the student's permit, the Instructor will write the number 9.

The Instructor will date and sign the stamped portion of the permit where indicated. The Instructors will also issue a Completion Card to the student.

Students licensed through the 3WBRC will receive a Code 9 Restriction on their license, which prohibits the student from operating a conventional two-wheeled motorcycle.

To remove a Code 9 Restriction, the student must contact PennDOT's Special Driver Programs

## SECTION 5.7 INCIDENT REPORTS

Instructors are responsible for reporting all incidents that occur during the training session. Incidents must be reported using an Incident Report.

If an incident occurs which results in an injury, Instructors must render immediate first aid as capable and take steps to minimize the extent of the injury. If the severity of the injury or suspected injury is questionable, the Instructor must seek emergency assistance.

Instructors must have prominently displayed at the training site, clear directions emergency instructions at each training site in the event of an emergency, and shall also post the contact information for the MSP Program Manager and office. Instructors must follow these posted instructions in the event of an injury.

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### SECTION 5.7.A. INCIDENT REPORT

Circumstances on the range constitute an incident if any one of the following two events occurs:

- (1) a person sustains any injury, or
- (2) a motorcycle sustains damage that would render it unsafe for use.

In the event of an incident, Instructors must complete an Incident Report. An Incident Report must be completed accurately and in its entirety.

### EXAMPLES

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The student brakes too fast and the motorcycle falls over onto the student. When the student tries to stand, they are complaining of ankle pain and limp to the staging area. This warrants an Incident Report.

The student is practicing an exercise and the motorcycle falls over. The student sustains brush burns on their elbow and scrapes on their knee but the motorcycle is undamaged. This warrants an Incident Report.

The student is performing an exercise and loses control of the motorcycle and drives into the fencing outside of the range perimeter. The student is uninjured but the motorcycle has dented gas tank, bent handlebars, and broken clutch lever. This warrants an Incident Report.

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### COMPLETING INCIDENT REPORTS

If any person on the range (student, passenger or Instructor) sustains any type of injury as described on the Incident Report, and/or the motorcycle sustains damage, the Instructor must complete an Incident Report accurately and in its entirety.

The Instructor having range management responsibility for the injured person at the time of the incident or the Instructor who observed the incident should complete the Incident Report.

The Instructor shall test drive any motorcycle deemed to have minor damage prior to allowing a student to ride the motorcycle. An adequate test drive may include using the motorcycle in a demonstration.

The Instructor is responsible to ensure that all blank spaces are accurately completed in the Incident Report, including vehicle identification numbers (VINs), when, where, and how the incident occurred, and which students and Instructors observed the incident. Make, model, engine size and VIN must be included if a student owned motorcycle is involved in the incident.

Incident Reports must include the Instructors written account of the facts and must not include conjecture.

The participant involved (injured or not injured) in the incident shall complete the line provided on the Incident Report noting their version of what caused the incident to occur. The participant should sign or initial at the conclusion of the statement. Should a student refuse to complete this section, or is unable to complete this due to the extent of injury, leave this section blank.

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### REQUIRED FOLLOW-UP (AFTER ANY EMERGENCY IS OVER)

The Instructor will report all motorcycle damage using the MSP Program Office, or directly to a MSP mechanic as soon as possible.

Should the Instructor receive an email or phone call directly from the injured student, the Instructor must document the resulting conversation with the injured party, including the time and date of the discussion, and provide their documented conversation to MSP Program Office. Any electronic communications should be forwarded to the MSP Program Office email address (MSP-INFO@pa.gov).

Instructors must refrain from various forms of communication such as phone calls, emails, and discussion about the incident with anyone other than MSP Administration. Should an Instructor be contacted by an insurance company, hospital, attorney, the student or a student's family member or friend inquiring about the incident, direct the student to contact the MSP Program Manager.

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## SECTION 5.7.B. WHAT TO DO WHEN AN INJURY OCCURS

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### SERIOUS INJURY

A serious injury is defined as an injury that involves a broken bone, a major laceration, broken teeth, loss of consciousness, life threatening, or other injury that may require admission to a hospital or emergency care center.

The Instructor must report a serious injury via phone call to their Regional Manager immediately after the injured person is placed in professional medical care.

The Instructor must fax (1-717-787-5233) or email MSP-INFO@pa.gov the Incident Report along with a copy of the student's Waiver of Liability form to the MSP office within 12 hours.

The Incident Report must be filled out accurately and completely. The original copy of the Incident Report must be included with the class packet mailed into the MSP Program Office.

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### ALL OTHER INJURIES

An original Incident Report which involves a non-serious (all other) injury, or damage to a motorcycle, shall be submitted with the class packet.

Failure to comply with incident reporting procedures will result in disciplinary action up to and including suspension from training activities. Any intentional non-reporting or falsifying of Incident Reports will result in immediate suspension from training activities of all parties involved.

## CHAPTER 6 – PROCEDURE FOR LOADING AND UNLOADING MOTORCYCLES

### PURPOSE

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The purpose of this procedure is to demonstrate safe methods and acceptable practices for loading and unloading motorcycles for various types of transport and storage vehicles encountered by personnel during typical duties in the Motorcycle Safety Program.

### SCOPE

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The details, processes, and procedures herein shall be utilized by MSP personnel when engaged in the movement of motorcycles, whether for transportation or storage. Utilizing proper safety practices is a vital part of maintaining the physical health and well-being of MSP personnel and is helpful in teaching safe practices to others.

## SECTION 6.1. GENERAL SAFETY PRACTICES

### CLEAN ENVIRONMENT

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The area, where loading and off-loading activities are conducted, shall be clean and free of obstructions and tripping hazards.

### PERSONAL SAFETY

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Follow good general safety principles: Wear appropriate clothing and sturdy closed toes footwear.

For pushing and loading a motorcycle, the usual protective gear required for motorcycle riding is acceptable (helmet not necessary). However, some riding boots and general footwear with a smooth bottom may not be ideal for traction.

Lift with legs and keep your back straight. Make sure to properly use the side stand when parking bikes. Take the necessary time to observe basic safety rules.

Look where you are going.

Using gloves is recommended.

## SAFETY DEVICES ON EQUIPMENT

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Use the safety chains and stabilize the ramp. If the chains do not provide sufficient stability, consider adding motorcycle type tie-downs to ensure the ramp does not slip or fall.

A front wheel chock is recommended when transporting to enable stability.

## GET HELP

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Do not attempt to load/off-load a motorcycle alone if the height difference between the bike and the ground is greater than 12 inches. Even small trainer bikes can weigh over 400 pounds.

Do not attempt to ride motorcycles into or out of the back of a pick-up bed, even if the rate of ascent or decent is extremely mild.

## SECTION 6.2. EQUIPMENT NEEDED

### RAMP(S)

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Ramps must always be fastened securely to loading platform or truck bed and should be wide enough to allow a person to walk beside bike being unloaded or loaded if heights cause an overextension of upper body. Ensure a non-slip/skid material is securely attached to ramps to prevent any possibility of slip and fall. Homemade wood planks or slick metal ramps are not to be used to load or unload training bikes.

### PICTURES OF VARIOUS TYPES OF RAMPS

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#### Excellent



#### Acceptable



#### Unacceptable\*



\*These lightweight aluminum ramps are commonly seen; however, they are not permitted due to instability and flexibility issues. They also do not allow a walk beside during loading and unloading.

## TIE-DOWN STRAPS

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How to securely connect ramp to transport vehicle via either safety chain or tie-down straps.

Correct Straps – Taut



Incorrect – Chains too loose



## TYPES OF TIE-DOWN STRAPS

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Friction lock – Best



Ratchet – OK



Damaged - Prohibited



Friction Style (also known as Cam Type) – These straps are preferred, and must be in good condition, no frayed material.

Canyon Dancer – Special bar harness ideal for securing bikes during transport when used in conjunction with authorized tie-down straps.



Ratchet style – Straps can be used but extra care must be taken to avoid over tightening to tie down points and straps. Over tightening the straps can possibly damage suspension parts and bend frames or handlebars during transportation.

Damaged or Worn – These straps shall not be used under any circumstance.

## SUITABLE TRANSPORT VEHICLE

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Motorized Transport/tow vehicle must be capable of carrying intended load. It must be in good, safe condition and provide secure tie-down points.

Never attempt to overload a truck or transport vehicle with excessive weight. More than one large motorcycle in a small truck can easily exceed the vehicle's payload capacity.

Be sure to follow the vehicle's manufacturer recommended tow and load limits in the owner's manual or other reliable source prior to conducting any bike movement.

## TRAILERS

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Use caution, avoid overloading small trailers. Depending on the trailer type some have a weight limit of approximately 1000 lbs., or less.

All trailers must have tail and brake lights, hitch-ball locks, and safety chains.

Refer to the tow vehicle owner's manual for load limits and do not exceed the manufacturer's recommendation.





## SECTION 6.3. LOADING PROCEDURES

### STORAGE UNIT (CONEX/SHIPPING CONTAINER/SHED)

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For threshold entrances with transitions six (6) inches high (or more), it is recommended that a wooden ramp (with traction grip) or steel ramp (with traction) be used.

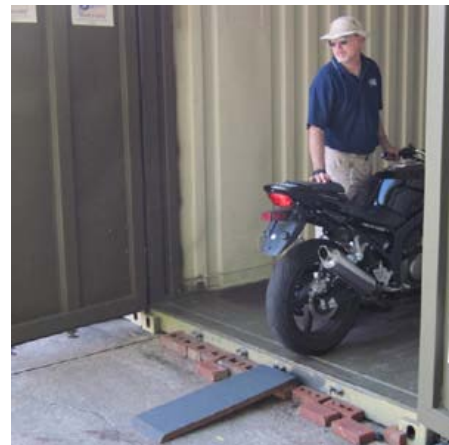
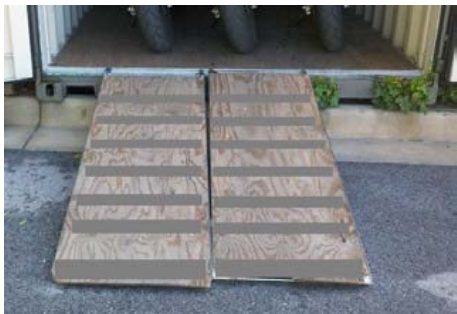
Always ensure the side stand is properly set to the floor when bikes are parked.

Push a motorcycle using safe technique and store them with removing them in mind.

Place motorcycles in the storage unit with the thought of taking them out. Leave adequate space between them as well as beside them to gain sufficient access to the motorcycle without strain.

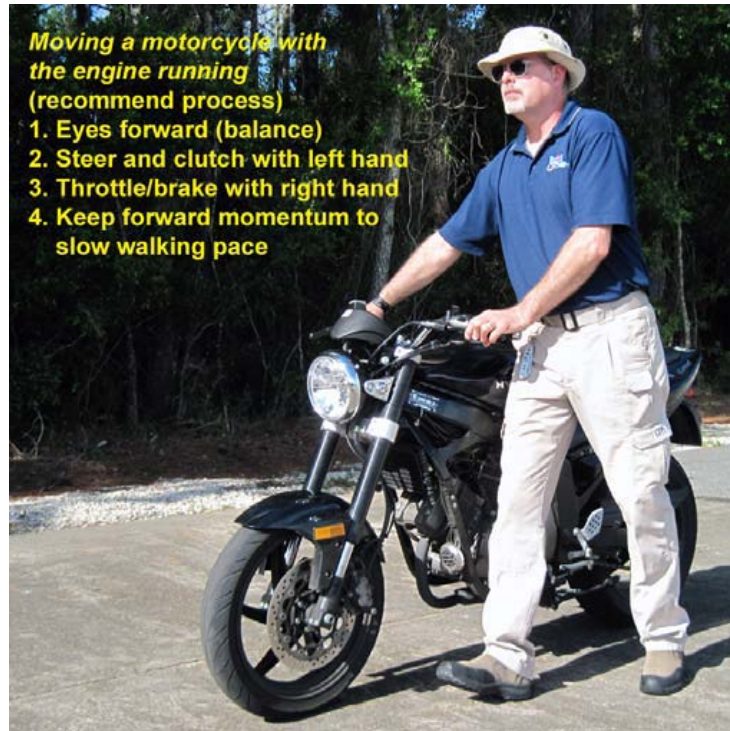
Avoid reaching over other bikes to move them. Move the bike with easiest access first to avoid falling or dropping a motorcycle.

Even if the surface is low (six (6) inches or less), always consider using a small ramp or something equivalent to allow the wheel to roll across the threshold more easily.

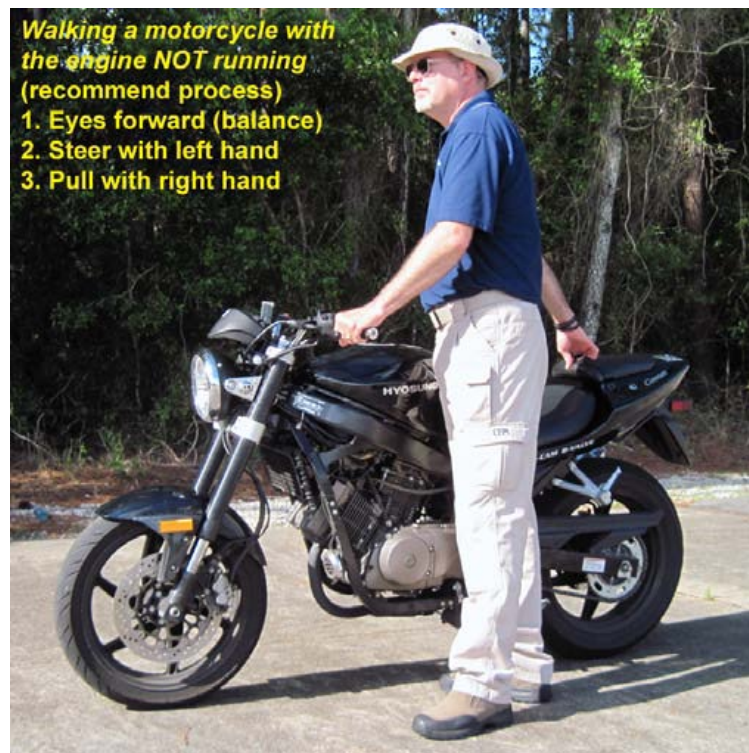


Walking a motorcycle is similar to riding it. Keep your head up and eyes looking where you are going, and not down at the motorcycle.

If the engine is running follow these simple steps listed in the following picture.



If the motorcycle is not running, use the same guidelines and follow these simple steps as listed in the below picture.

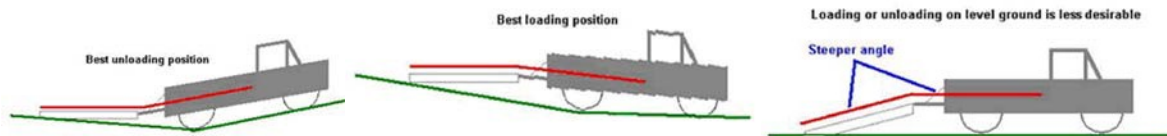


Remember, if you are riding a motorcycle; wear all the protective gear.

## PICK-UP OR OTHER TRUCK/VEHICLE

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When loading on level ground, be aware of the acute angle of the ramp. Better alternative including using a slope, curb or rain gutter along the pavement to minimize the height difference between the surrounding surface and the height of the transport vehicle.



For example: backing the rear wheels of the transport vehicle into a gutter or curb area to lower the tailgate height.



As an added safety measure, it is best to have two people loading and unloading.

For a tailgate height difference greater than 12 inches (one (1) foot), using two people to load and unload is a requirement.

Have tie-down straps pre-positioned for stabilizing the motorcycle in the bed and ready to use.

## TECHNIQUES FOR LOADING AND TRANSPORTING WITH A TRAILER

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Trailers are often lower in height than the carrying surface. Getting motorcycles on or off a trailer is usually easier on a small trailer than a truck.

It is recommended that loading and unloading of trailers is accomplished on even ground – preferably pavement.



#### OFF-LOADING PROCEDURE

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Rolling a motorcycle backwards off a truck or trailer can be an awkward and difficult maneuver. You must have a competent helper. Never attempt to unload a motorcycle alone if the height difference between the motorcycle and the ground is greater than 12 inches.

Consider putting the motorcycle into 1<sup>st</sup> gear and squeezing the clutch lever. Guide the bike with the handlebars using the front brake to control the speed of roll.

Look where you are going.

If the front wheel begins to slide, ease the clutch lever out as needed, using the friction zone to slow the motorcycle.

Releasing the clutch lever completely, while the motorcycle is stationary, can act as an emergency brake to hold the motorcycle in place momentarily.

Coordinate use of front brake and clutch lever to keep momentum of motorcycle under control at all times.

#### SECURING MOTORCYCLES IN TRANSPORT VEHICLES

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When available, a front wheel chock is recommended along with placing the bike in 1<sup>st</sup> gear to increase stability and prevent it from rolling during transport.

When transporting, refer to the vehicles/trailers owner's manual for load limits and do not exceed overall weight and tongue limits. When transporting two or more motorcycles, the load should be balanced with each bike spaced equally from each other as well as the sides of the transport vehicle.

## SECURING STRAPS TO AVOID DAMAGE

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There are techniques for securing straps to avoid damage to motorcycle fork seals and handlebar switches.

Cam type or friction lock motorcycle tie-down straps should be connected to a sturdy area on the motorcycle such as the handlebars or upper steering/suspension component (i.e. 'Triple clam', upper fork tube, etc.). Care must be taken to ensure the connection point will bear the load of a 400 lb. machine during transportation.

Do not attach straps to the switches or mirror stems on the handlebars, as those are almost always plastic and cannot support the stress.

Canyon Dancer handlebar harnesses make strapping the bike to the transport vehicles a cinch. This particular supplemental handlebar strap properly utilizes the hand grips as an outside secure point for tie down hooks.

When tightening straps, it is not a good idea to tighten them to the point where motorcycle suspension travel is fully compressed. Over tightening straps may result in damaging handlebar risers, other bent parts, and damaged fork seals. Tighten only until there is approximately one to two inches of suspension travel remaining.

With Ratchet type tie-downs (paragraph 4.II) damage to suspension components is even more likely because it is easy to apply too much pressure. Be careful, proceed slowly, and watch what is happening.

Connect the other end of the tie-down strap to a rigid, metal tie-down point on the transport vehicle, such as a purpose made tie-down point affixed to the truck or trailer (bolted or welded).

All straps should be checked regularly during transport (e.g. at a rest or gas stop) as they may loosen with normal movement of the truck and trailer.

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## SUMMARY

Lifting, pushing or moving a two-wheeled vehicle weighing 400 or more pounds is a physically demanding undertaking. If done improperly, injury or damage to people or property can result. Care and caution must be exercised at all times when moving motorcycles into and out of storage, and when transporting to other locations. Please observe all safety precautions.