



# Program Manual

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Department of Public Safety

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# DEFINITIONS

Administrator – The person appointed by the Director to carry out the Program.

Advanced RiderCourse (ARC) – The MSF Advanced RiderCourse targeting riders with a license for further skills development.

Accident Scene Management, Inc (ASMI) – A company that offers Bystander Assistance Training Programs

Basic RiderCourse (BRC) – The MSF Basic RiderCourse. A motorcyclist safety course for beginner riders with goals of attaining physical and mental riding techniques and licensure.

Basic RiderCourse 2 (BRC2) – The MSF Basic RiderCourse 2. A motorcyclist safety course for experienced riders, which includes two versions.

BRC2-LW – The MSF Basic RiderCourse 2 – License Waiver. A motorcyclist safety course for riders who have previous experience riding with goals of attaining physical and mental riding techniques and licensure.

BRC2-SP – THE MSF Basic RiderCourse 2 – Skills Practice. A motorcyclist safety course for riders to improve their skills.

Counseling Out/On – Student leaving the course prior to its conclusion, either by student choice or by the instructor’s decision, i.e., dismissing the student.

Damage – Defined as “physical harm caused to something in such a way as to impair its value, usefulness, or normal function”. Examples would be bent or broken levers and pedals, scratches, etc.

Department – The Nevada Department of Public Safety

Department of Public Safety (DPS) – A State of Nevada Department that houses traffic safety, law enforcement, fire protection, investigations, etc.

DMV – The Nevada Department of Motor Vehicles

eCourse – The on-line portion of a Rider Course taken by students. The eCourse is offered and created by the Motorcycle Safety Foundation (MSF), currently offering four versions: Basic, Street Strategies, ePackage 1, and ePackage 2.

Incident – Defined as any occurrence that results in injury, possible injury and/or property damage. An incident can be crash related or could be an occurrence in a classroom or anywhere on or adjacent to the Provider’s facility.

Instructor – A DPS licensed MSF RiderCoach

Instructor Trainer – A certified MSF RiderCoach who has been MSF certified as a RiderCoach Trainer (RCT) and is contracted with DPS.

Interlocal Agreement – A contract with the Department of Public Safety.

Motorcycle Safety Foundation (MSF) – A non-profit, motorcyclist safety curricula developer.

Nevada Administrative Code (NAC) – These Regulations further define statutes (NRS).

Nevada Department of Transportation (NDOT) – A Nevada Department responsible for planning, construction, operation, and maintenance of Nevada’s state highway system.

National Highway Traffic Safety Administration (NHTSA) – A federal agency responsible for keeping people safe on America’s roadways.

Nevada Revised Statutes (NRS) – Written laws passed by the Nevada Legislature.

On-cycle Instruction – The portion of a course taught through the actual operation of a motorcycle.

Office of Traffic Safety (OTS) – An agency within Nevada DPS

Professional Development Workshop (PDW) – A motorcyclist safety curriculum-based event with the purpose of improvement of understanding and delivery of the curriculum.

Program – The Nevada Rider Motorcycle Safety Program, dedicated to the education and safety of Nevada motorcyclists.

Provider – The Department or an entity contracted with the Department to provide courses of instruction to the public.

Quality Assurance Specialist (QAS) – A certification available from the MSF.

Quality Improvement and Assurance Visit (QIAV) – An event to monitor Provider and instructors and to provide technical assistance.

Range – See Training Site.

Rider Education Recognition Program (RERP) – MSF’s Rider Education Recognition Program allows for the use of MSF curricula for new and experienced riders. Provides training standards for RiderCoaches and course completion standards.

RiderCoach (RC) – A certified MSF RiderCoach.

RiderCoach Guide (RCG) – MSF RiderCoach Guide

RiderCoach Prep (RCP) – MSF RiderCoach Preparation Course. A course to train and certify new MSF RiderCoaches.

RiderCoach Trainer (RCT) – A certified MSF RiderCoach Trainer, also known as Instructor Trainer.

RiderCourse Enrollment System (RES) – An MSF product for on-line registration and/or to issue eCourse links to students.

T-CLOCS – A motorcycle pre-ride inspection prescribed by the MSF.

Training Range – A portion of a Training Site where the hands-on motorcycle operation training occurs.

Training Site – An appropriate location where motorcycle operation training occurs.

# PROGRAM

## INTRODUCTION

In response to the public's demand for affordable motorcycle rider education and the need to address motorcyclist safety, the State of Nevada enacted legislation in 1991 charging the Department of Public Safety (DPS) with the responsibility for developing and implementing the Program for the Education of Motorcyclists. The Department of Public Safety Director has selected the Office of Traffic Safety to develop, administer, and manage the overall program.

The Program for the Education of Motorcycle Riders is known to the public as the Nevada Rider Motorcycle Safety Program.

This Program Manual is intended to define rules and regulations and are separated into differing role perspectives, some of which may overlap. Each section is written from the viewpoint of the section role.

[Program](#)  
[Providers](#)  
[Instructors](#)

## AUTHORITY

The statutes that pertain to the Program are found in NRS Chapters [486.363 through 375](#).

The Director of the Department of Public Safety has the authority and responsibility to adopt rules and regulations pursuant to [NRS Chapter 486.372](#).

Regulations for the Program are found in the Nevada Administrative Code (NAC) Chapters [486.301 through 395](#).

The Director of the Department of Public Safety has the authority and responsibility to adopt standards and procedures for the licensing of instructors for the Program pursuant to NRS Chapter [486.375.3](#).

This document describes the program in terms of the Rules, Regulations, Standards, and Procedures used in program operation. Compliance with the statutes, regulations, any contracts with the Department and this document is required.

The Director may contract for the provision of services necessary for the Program (NRS Chapter [486.372](#)).

Providers are regulated by NAC Chapter 486 sections [301](#) through [395](#).

Providers are subject to the terms and conditions within a contract or interlocal agreements made with the Department.

Providers must comply with terms and conditions of the MSF agreements (RERP and eCourse, if applicable), the applicable sections of [NAC 486.350-365](#), the interlocal agreement and the policies and standards in this publication. If at any time violations occur that cannot be rectified the Program may revoke the authorization to be a Provider for the Program as outlined in the interlocal agreement. [NAC 486.360](#)

## MISSION STATEMENT

To eliminate motorcyclist deaths, crashes, and injuries by providing motorcycle rider education, training, support, and assistance to the public, State agencies and government.

## VISION STATEMENT

To model, encourage, and maintain a sense of public shared responsibility to reach our goal of zero motorcyclist fatalities so every rider arrives home safely.

## STATEMENT OF THE PROGRAM

To plan and administer a comprehensive motorcyclist safety program aimed towards educating/training motorcyclists, educating other roadway users to be aware of motorcycles, and promote motorcyclist safety throughout the State.

## PROGRAM MANAGEMENT

The Program is staffed by an Administrator and Program Assistant. The Administrator reports to the Division Administrator of the Office of Traffic Safety.

Regional Coordinators, Instructors, Instructor Trainers, Outreach staff, and Quality Assurance Specialists are employed by the Program through a temporary staffing company.

## FUNDING

The Program is funded by a \$6 motorcycle safety fee on street motorcycle registrations. DMV collects the fee and transfers the money into the Program account within the general fund. The Program also may apply for a federal grant through the National Highway Transportation Safety Administration (NHTSA).

## PROGRAM ACTIVITIES AND RESPONSIBILITIES

### [NAC 486.335](#)

1. Inspect providers, other than the Department, to ensure that the provider:
  - a. Adheres to the requirements of the Program;
  - b. Provides instruction using curriculum developed by a curriculum organization; and
  - c. Adheres to any requirements of the contract between the provider and the Department;
2. Provide technical assistance to a provider;
3. Compile statistics on motorcyclist safety and make such information publicly available on an Internet website maintained by the Department;
4. Apply for and manage grants for motorcyclist safety;
5. Periodically provide training events to instructors licensed pursuant to [NRS 486.375](#) and notify instructors of any required training event;
6. Encourage cooperation between public agencies, private persons and businesses who have an interest in promoting motorcyclist safety;
7. Prepare or distribute, or both, publications to improve motorcyclist safety;
8. Implement media campaigns and conduct media outreach events to improve motorcyclist safety; and



9. Participate in statewide traffic safety meetings and activities to promote motorcyclist safety.

## APPROVED CURRICULUM ORGANIZATION, EVENTS, AND COURSES/PROGRAMS OF INSTRUCTION

The Director of the Department of Public Safety has the authority to approve the curriculum developer and courses of instruction used by the Program ([NRS 486.372](#) and [486.374](#)).

The approved curriculum organization is the Motorcycle Safety Foundation for motorcycle rider training. The Program adopts the educational, safety, and RiderCoach standards, by reference, of the most current versions of the Motorcycle Safety Foundation (MSF) curriculum, including eCourses where applicable. The approved courses, training programs, and events are listed below.

Providers may offer any of the Program approved versions of MSF courses and must follow MSF guidelines unless specifically stated in this Program Manual.

1. Basic RiderCourse (BRC): The approved basic motorcyclist safety course. This course is intended to be a two-day course. There are three approved variants.
  - a. The eP1 x 11 – consisting of five hours of student home study (eCourse) within ten hours of on-cycle training and one hour of eCourse concept review, eHandbooks are optional.
  - b. The e3 x 5 x 10 – consisting of three hours of student home study (eCourse), five hours of Level 2 classroom and ten hours of on-cycle training, eHandbooks are optional.
  - c. The 5 x 5 x 10 – which consists of ten hours of instructor led Level 1 and Level 2 classroom, and ten hours of on-cycle training, eHandbooks are required.
2. Basic RiderCourse 2 (BRC2): The approved experienced motorcyclist safety course is the BRC2. This course is intended to be a one-day course. Two versions exist for which only the License Waiver (LW) version can result in licensure. There are four approved license waiver variants.
  - a. BRC2 – LW:
    - i. The eP2 x 6 course – consisting of four hours of student home study (ePackage 2 eCourse) and five hours of on-cycle practice and one hour of eCourse concept review, eHandbooks are optional.
    - ii. The e2 x 3 x 5 course – consisting of two hours of student home study (Street Strategies eCourse), three hours of formal classroom and five hours of on-cycle practice, eHandbooks are optional.
    - iii. An e3 x 3 x 5 course – consisting of three hours of online Basic eCourse, three hours of instructor led classroom, and five hours of on cycle instruction, eHandbooks are optional.
    - iv. A 3 x 3 x 5 course – approximately six hours of instructor led classroom, a BRC2 knowledge test, and five hours of on cycle instruction, eHandbooks are required.

b. BRC2 – SP:

- i. Skills Practice – a nominal five hours of on-cycle practice. An eCourse may be used.
3. Advanced RiderCourse (ARC): The approved advanced motorcyclist safety course is the ARC. The course is intended to be a one-day course consisting of a nominal two hours of safety discussions and five hours of on-cycle riding practice without the outcome of licensure.
4. Rider Skills Lab (RSL): This approved advanced safety training program is a customizable selection of on-cycle curriculum that is tailored to each class depending on the needs of the class without the outcome of licensure.
5. Introduction to Motorcycle Experience (IME): The approved safety event is the IME. This course is intended to be a half-day, introductory course without the outcome of licensure. This includes future versions of this introductory event, experience, or course.
6. Ride Day: The approved safety event has two components; Moto Intro, which is a first ride experience intended to inspire riders to enroll in a license-waiver course; and Skills Check, meant for riders with a permit/license and is an engaging and positive skills awareness practice event meant to encourage and inspire riders to enroll in additional courses.
7. RiderCoach Preparation Course (RCP): The approved motorcyclist instructor training course is the RCP. It includes a minimum of 56 hours of core curriculum instruction.

The only courses that may be used as a knowledge and riding testing license waiver for the Department of Motor Vehicles are the BRC and the BRC2 – LW.

The Program may adopt state-specific enhancements to any approved curricula. Such enhancements will be documented in a RiderCoach-focused addendum. This addendum is an extension of the Program policy and procedure manual and carries the same force and effect as does this manual.

## COURSE PRICING

Providers contracted with the Department are allowed to charge no more than \$150 for an approved course. ([NRS 486.373](#))

No added fees shall be charged to students resulting in the total cost to be in excess of \$150.

## QUALITY IMPROVEMENT AND ASSURANCE

The Program employs MSF certified Quality Assurance Specialists (QAS) ensure to Providers adhere to the curriculum standards, and to provide feedback for instructor improvement, document observations, and make recommendations regarding requirements of the Program.

Program quality assurance is conducted through a Quality Improvement and Assurance Visit (QIAV) or by using the Secret Shopper Program. This review process is a tool used to verify that sites are in compliance with the Program and MSF standards. These reviews are also utilized to improve the Program as well as provide valuable technical assistance. Providers must allow Program representatives access to their sites and instructors for such visits.

There are two types of Quality Improvement and Assurance Visits.

A “Site” QIAV encompasses all aspects of a site’s operation and administration. The QIAV will review the range, storage and classroom, inventory of state-owned equipment, student satisfaction surveys and curriculum delivery. Instructors are also observed during the presentation of a scheduled course and are evaluated on providing consistent, current, safe curriculum that meets the Program standards. A Site QIAV may be conducted by an instructor trainer certified as a Quality Assurance Specialist, a Program approved Instructor certified as a Quality Assurance Specialist, or the Program Administrator.

An “Instructor” QIAV is used to observe and evaluate instructors in both classroom and range activities. The purpose of an instructor review is equally to offer mentoring feedback to improve understanding and curriculum content/delivery and to evaluate the instructors; site deficiencies may also be noted when appropriate.

## OTHER PROGRAM POSITIONS

The Program employs instructors who have earned specialized certifications from the Motorcycle Safety Foundation (MSF).

### RIDERCOACH/INSTRUCTOR TRAINER

#### QUALIFICATIONS

Successful completion of the MSF RiderCoach Trainer (RCT) certification course

RiderCoach Trainers (RCTs) must be certified by the MSF as RCTs.

RCTs must maintain their MSF RiderCoach certification including requirements of a DPS licensed motorcyclist safety instructor.

Approved by the Program Administrator.

#### RESPONSIBILITIES

All responsibilities of instructors

Assist in preparing topics for and conducting Professional Development Workshops (PDWs).

Interview prospective instructor candidates prior to selection to participate in a RiderCoach Prep (RCP).

Conduct instructor preparation courses; submit required reports to the MSF and Program office.

Provide technical assistance to instructors upon request.

#### REQUALIFICATION

All requalification requirements for instructors

All re-certification requirements from the Motorcycle Safety Foundation (MSF)

Teach a minimum of one instructor training course every two years or satisfy a combination of experience, training, and testing requirements sufficient to demonstrate proficiency to the satisfaction of the Program.

Attend all required MSF RiderCoach Trainer courses, meetings and update seminars or professional development workshops for instructor trainers.

Requalification requirements are subject to change.

## QUALITY IMPROVEMENT AND ASSURANCE SPECIALIST

### QUALIFICATIONS

Successful completion of an MSF Quality Assurance Specialist (QAS) certification course

Specialists must maintain their MSF RiderCoach certification including requirements of a DPS licensed Motorcyclist Safety Instructor.

Approved by the Program Administrator

### RESPONSIBILITIES

Visiting Training Providers to conduct Quality Improvement and Assurance Visits

Ensure curriculum delivery and site meet or exceed Program standards

Provide technical assistance, feedback, and act as a mentor to the instructors

Identify and correct/advise of any unsafe conditions

Record observations in the online MSF QA module

### REQUALIFICATION

All requalification requirements for instructors

All re-certification requirements from the Motorcycle Safety Foundation

All requalification requirements for MSF RiderCoaches

Conduct a minimum of two Quality Improvement and Assurance Visits (QIAV) during each calendar year.

Attend all required Quality Improvement and Assurance meetings, update seminars or professional development workshops for Quality Assurance Specialists.

Requalification requirements are subject to change.

# PROVIDERS

## INTRODUCTION

This section describes the responsibilities of contracted Providers for the Program.

## AUTHORITY

The Director may contract for the provision of services necessary for the Program (NRS Chapter [486.372](#)).

Providers are regulated by NAC Chapter 486 sections [350](#) through [365](#).

Providers are subject to the terms and conditions within a contract or interlocal agreements made with the Department.

Providers must comply with terms and conditions of the MSF agreements, the applicable sections of NAC 486, the interlocal agreement and the policies and standards in this publication. If at any time violations occur that cannot be rectified, the Program may revoke the authorization to be a Provider for the Program as outlined in [NAC 486.360](#).

## QUALIFICATION, APPLICATION AND PROCESS

Public or private entities may apply to the Department for approval as a provider. It is recommended that the entity contact the Program office prior to completing an application.

The process and information can be found in [NAC 486.350 – 365](#). [Supplement A, New Provider Application](#) can be found in the supplemental section of this document.

The Provider must have a current, signed interlocal agreement with the Department and must have a current, signed agreement with the Motorcycle Safety Foundation, including the RERP and eCourse agreements, where appropriate.

## PROGRAM SUPPORT

Providers provide a valuable role in meeting the demand for low cost, motorcycle rider training for the public. To provide training at a reasonable price to residents of the State, it is necessary for the Program to support the Providers in several different ways.

Nevada Rider provides technical assistance for activities such as:

- Training range painting and approval
  - Quality Improvement and Assurance Visits
  - Instructor Professional Development Workshops
  - Serialized MSF course completion cards
  - Issuing replacement completion cards
  - Lists of licensed instructors
- For a complete list, see interlocal agreement.

The Program may provide financial assistance to qualified Providers which can take the form of per student reimbursements and/or loan of training motorcycles. ([NAC 486.350](#)).

To qualify for a per student reimbursement, qualified Providers must prove their need by submitting a revenue/expense report and projections on an annual basis to the Program office. Any reimbursement is contingent on the availability of funds and authorization by the legislature.

The Program may also assist qualified Providers by loaning training motorcycles. Typically, a motorcycle is loaned to a Provider for the useable life of 10 years. The availability of motorcycles is dependent on Program funding and authorization by the legislature.

## COURSE PRICING

[See Program section.](#)

## COURSE ADMINISTRATION

### INSTRUCTORS

Providers must only use DPS Licensed – motorcyclist safety instructors with the appropriate MSF qualifications to teach DPS approved courses offered for motorcycle operation.

Providers must ensure their instructors meet DPS licensing requirements to include:

- Maintaining first aid and CPR certifications

- Attend required in-service training (PDWs)

- If applicable, ensuring an instructor is eligible to teach solo

Instructors must make decisions to ensure the students, motorcycles, and facilities are safe to conduct classes per curriculum, Program, and Provider policy standards. Instructors should communicate any issues to the Provider per the Provider's policy.

### STUDENT/INSTRUCTOR RATIO

#### Classroom

The maximum number of students that can be taught in the classroom is 36 students.

#### Training Range

If instructors are team teaching, the maximum number of students that can be taught on an approved full-size range is twelve students. When team teaching, both instructors must always be present on the range while students are seated on or operating the motorcycles.

When teaching solo, the instructor must always be present on the range while students are seated on or operating the motorcycles.

The maximum number of students that can be taught by one instructor on an approved full-size or modified range is six students.

The maximum number of students on MSF approved modified and compact ranges are reduced based on MSF standards.

If a training range is an MSF approved “compact” range, one instructor can teach up to eight students.

One instructor teaching separate groups, one group at a time, on the range is not allowed.

#### TEACHING SOLO CLASSES

Instructors may teach solo, on-cycle instruction if:

The instructor has previously team taught as the instructor of record for a minimum of eight classes, counted by submitted class completion reports and,

has been monitored and approved by a Program Instructor Trainer, Program Administrator, or a Program approved Quality Assurance Specialist and,

There are not more than six students on an approved full-size or modified training range or,

There are not more than eight students on an approved compact range.

#### DISMISSING/COUNSELING STUDENTS

Instructors are responsible to determine if a student is not meeting on-cycle exercise skill objectives and to determine if a student is a danger to themselves or others.

Students who are not physically or mentally able to ride safely should be dismissed. This includes students who appear to be substance impaired.

To assist the Provider, it is recommended that the instructor documents and informs the Provider of the incidents that lead to the decision to release a student.

Rescheduling dismissed students is left to the policy of the Provider.

#### RANGE AIDES/VOLUNTEERS

Provider policy determines if volunteers or range aids can be used.

If volunteers or range aids are used, they must not provide any instruction or coaching. They are allowed to ride exercise demonstrations provided they have been instructed on and can perform the correct technique and path of travel. Other common and acceptable uses for volunteers and range aids are promotion, registration, equipment maintenance, and limited range use. Examples of range aid use are moving cones, starting and moving motorcycles, etc.

Providers should verify that range aides/volunteers are permitted per internal policy and to check if there are any special insurance carrier requirements. They must also sign an MSF Waiver and Indemnification Form for each class they are assisting.

#### STUDENT ELIGIBILITY

A resident of this State who holds a driver’s license, a motorcycle driver’s license or a motorcycle endorsement to a driver’s license or who is eligible to apply for such a license or endorsement, or a nonresident who is a member of the Armed Forces of the United States, a reserve component thereof or the National Guard and who is stationed at a military installation located in Nevada, may enroll in the Program. ([NRS 486.373](#)). Students must be at least 15 ½ years old unless specified.

Introduction to Motorcycle Experience (IME) - This course is a “first experience” course designed for students to decide whether to pursue motorcycling, further training, and licensure. This is not a license waiver course.

Basic Rider Course (BRC) - It is important that the students have a prerequisite knowledge of the basic rules of the road. Students must also possess the ability to balance and ride a bicycle. eCourse and/or classroom component required. This is a license waiver course.

Basic Rider Course 2 (BRC2) - This course is designed for those students who have basic operational skills to maneuver a motorcycle and who are currently (actively) riding. This course is not for a novice rider who is learning to ride for the first time and includes two variations.

License Waiver (BRC2-LW). It is important that the students have a prerequisite knowledge of the basic rules of the road. Students must furnish their own motorcycle with proof of insurance, ownership, and registration. This is a license waiver course.

Skills Practice (BRC2-SP). Students must possess a valid motorcycle driver’s license. Students must furnish their own motorcycle with proof of insurance, ownership, and registration. This is not a license waiver course.

Advanced RiderCourse (ARC). Students must have a valid motorcycle driver’s license. Students must furnish their own motorcycle with proof of insurance, registration, and notarized permission to use if borrowed. This is not a license waiver course.

Rider Skills Lab (RSL) – Students must have a valid motorcycle driver’s license. Students must furnish their own motorcycle with proof of insurance, registration, and notarized permission to use if borrowed. This is not a license waiver event.

## LATE ARRIVING STUDENTS

Since locating a specific training site and classroom can sometimes be challenging for a student unfamiliar with the area, students sometimes arrive after the published start time. The Program recommends that each Provider have a policy in place to determine how late a student can be, as long as curriculum is not missed, before the student is dismissed from the class.

## WAIVERS

All students participating in a course must read and sign the Program approved-[MSF Waiver and Indemnification Agreement Form, supplement K](#), at the start of any approved class.

Students under the age of 18 must have the form signed by a parent or legal guardian before participating in any approved class. The parent or legal guardian may sign the document in front of the instructor or Provider manager or, if the parent or guardian is not present at the start of the class, may sign the waiver and a jurat in front of a notary public and give to the minor student to deliver to the instructor or Provider manager at or prior to the start of the course.

The Program recommends that Providers include the Waiver and Indemnification Agreement Form with course confirmation materials, so students have time to read through it thoroughly ahead of the class.



## INCIDENT REPORTS

Instructors are responsible for completing incident reports. Providers must submit incident reports to the Program office within 72 hours unless there is a serious life threatening injury, in which case the report must be submitted within 24 hours. Providers should also submit incident reports to their risk management office and/or insurance provider per requirements.

All fields on the report should be completed per the incident report instructions. No section can be blank, using “N/A” is required if the field is not applicable to the incident.

An incident report shall be submitted to the Motorcycle Safety Foundation (MSF) if MSF insurance is used, if there is a death of a participant/instructor, or if MSF is named in litigation in connection to the incident. A Provider may elect to submit an incident report to MSF for any other reason.

Providers should ensure their instructors are supplied with the Program approved version of the incident report form.

If an incident results in damage to a motorcycle, i.e. bent levers, cracked lenses, scrapes, dents, etc.; an incident report is required. If other property is also damaged from the incident, i.e. storage containers (conex), fences, motorcycle storage trailers, vehicles (state or personal), adjacent buildings, etc.; an incident report is required. If there is visible or non-visible injury to a student (limping, internal injuries, cuts, scrapes, etc.), or student claims injury; an incident report is required. MSF policy is that any damage to a motorcycle must have an incident report.

Instructors are cautioned to only write factual information in the narrative section. Opinions and guesses are not appropriate in the narrative.

The incident reports shall not be discussed with any individual other than authorized Program/Provider personnel, insurance provider, or MSF legal counsel.

## FACILITIES REQUIREMENTS

### CLASSROOM

If a classroom is necessary, the Provider will provide a suitable, comfortable classroom for use that is not inside a home. The classroom should have access to restrooms. The classroom must have a chair for each student along with a writing surface.

Supplies and equipment that may be required include but are not limited to: MSF site kit (including MSF required posters), technology sufficient to display media for all students at once, white board, writing instruments, knowledge testing materials, completion cards, rosters, etc. Student Handbooks may be supplied electronically via online access codes, an eReader, or by print – subject to MSF curriculum offerings and policies.

### TRAINING RANGE

Training ranges must comply with MSF standards and be approved by the MSF. The Program and Program Administrator must also approve the training range for suitability and safety of students.

Each range has a maximum allowed number of students. Standard-sized training ranges have a capacity of twelve students.

Other size training ranges are designated as “alternate”, “modified”, or “compact”; and these range diagrams have been digitally generated and pre-approved by MSF. The number of students that can be safely taught on these ranges is determined by MSF standards and MSF approval.

Training ranges must be kept free from pedestrian and vehicle access. The pavement surface should be suitable for riding maneuvers such as sharp turns and stopping quickly and should be free of debris that may cause reduced traction.

If a training range is ever found to be unsuitable for training, the Program will notify the Provider. Continued use without remedy may result in revocation of agreement and support. [NAC 486.360](#)

## RANGE EQUIPMENT

The Provider will ensure the following required equipment is available on all training ranges.

- Telephone or other means of rapid emergency communications available within a reasonable distance. An instructor owned cell phone is acceptable.
- Cones, large and small
- Blank forms and testing materials (i.e., score sheets, incident reports, post class evaluations, etc.) – may be instructor supplied
- First aid kit
- Fire extinguisher. Minimum of a 5-pound UL Rated 2A:10B:C
- Tire pump/air compressor and tire pressure gauge
- Student loaner helmets: minimum of ¾ face required; full face/modular recommended
- Sanitary helmet liners and disinfectant spray
- Emergency instructions (See [Supplement L – Emergency Instructions](#)) and contact list

Other considerations (recommended):

- Motorcycle parts and supplies (i.e. spark plugs, levers, oil, fuel, tools to change parts)
- Range materials (clip boards, stopwatch, writing instruments, etc.) – may be instructor supplied
- Inclement weather structures and devices
- Drinking water

Other supplies and equipment to ensure safe and effective on-cycle training are encouraged.

## CURRICULUM COMPONENTS ECOURSE MANAGEMENT

Students must be given access to take an MSF eCourse for the BRC and BRC2-LW courses. An eCourse agreement with MSF must be signed before a Provider can issue and pay for eCourse links.

The Provider must contract with the MSF in order to gain access to the RiderCourse Enrollment System (RES) in order to manage student links.

The Provider provides MSF links to the students to use when logging in to the eCourse so no fee is charged to the student. The Program may opt to provide eCourse links to the Provider.

The eCourse completion date must be within thirty (30) days prior to the course and no later than seven (7) days after to be considered valid for class completion and receiving a class completion card. An exception can be granted by the Program for special circumstances on a case-by-case basis. A formal written request must be submitted within three (3) days of the course completion date, by the Provider to the Program, for consideration.

If no eCourse is available and no Program exception granted, appropriate Level 1 and 2 classroom content must be covered, and knowledge testing requirements fulfilled.

#### APPROVED COURSES, EVENTS, AND PROGRAMS OF INSTRUCTION

##### [Detailed in the Program section](#)

- Basic RiderCourse (BRC)
- Basic RiderCourse 2 (BRC2)
- Advanced RiderCourse (ARC)
- Rider Skills Lab (RSL)
- Introductory Motorcycle Experience (IME)
- Ride Day
- RiderCoach Prep (RCP) – Program conducted certification courses

#### KNOWLEDGE TESTING

An approved eCourse for any license waiver course serves as proof of passing the knowledge test, however the appropriate eCourse for the offered course must be taken. If the eCourse is unavailable, appropriate instructor led classroom sessions shall be covered, and knowledge test administered. Knowledge testing via either the eCourse or after instructor led classroom sessions are a required component for receiving a completion card.

Any curriculum approved knowledge test given must be passed with an 80% or greater score.

An alternative to knowledge testing is for students to complete and submit answers to the 175 questions from the Rider Handbook (pre- or post- course) and completes instructor led formal Level 2 classroom instruction. Questions shall be graded with a minimum passing score of 80% (140 questions correct). This alternative should be used in rare cases where the eCourse is unavailable. Note each student that completed this version of the knowledge testing on the course completion form for Program records.

## PROTECTIVE RIDING EQUIPMENT

Students participating in a course, instructors teaching a course, volunteers and range aides must, at a minimum, wear the following protective equipment while participating in any on-cycle instruction ([NAC 486.355](#)):

Helmet – minimum of three-quarter face is required; full face, or modular are recommended, which is certified by its manufacturer to meet US DOT Federal Motor Vehicle Safety Standard No. 218 and is in good condition (i.e., no novelty, ½ face, 5/8 face. 2-in-1 or 3-in-1 helmets may only be used if the removable components state they offer protection to be at least a ¾ face helmet or greater (check the manufacturer’s website to ensure compliance).

Eye protection – face shield, goggles, or glasses

Jacket or shirt – long-sleeved that fully covers the arms

Gloves – leather or other abrasion-resistant, full-fingered gloves

Pants – Sturdy, long pants that fully cover the legs (i.e., without holes/destruction)

Footwear –sturdy, over-the-ankle shoes or boots

Providers are required to offer loaner helmets for students attending classes. All helmets must be US DOT compliant motorcycle helmets.

Providers must disinfect student worn helmets after classes and have a sanitary liner available for the student’s use. Such liners are available commercially.

## MOTORCYCLES

Training Providers are required to provide suitable training motorcycles for student use in a BRC. A Provider may be qualified for a loan of State-owned motorcycles dependent on inventory and budgetary constraints.

State-owned training motorcycles may only be used in a IME, BRC, RCP, PDW, at the request of the Program, and authorized Rider Coach practice; however one may be used in a BRC2 in rare circumstances where a student’s personally owned/loaned motorcycle is deemed unsafe or breaks down during their scheduled class if Provider’s policy allows for and insurance policy covers liability for these uses, for a sanctioned Program class, and not for any other purpose such as riding on public streets. Any unauthorized use of State-owned motorcycles is cause for the forfeit of such motorcycles.

Providers that have State-owned motorcycles are responsible for the maintenance, overall condition and if necessary, the replacement of a motorcycle if a loss is incurred while the motorcycle is in the care of the Providers. Providers are additionally required to insure the motorcycles against damage and loss.

## MOTORCYCLE STORAGE

The motorcycle storage area must protect State-owned motorcycles and equipment from theft, fire, the environment; the assets must be out of public view. The storage area should be located close to the range area but must not infringe on the run-off area of the range. The area must provide safe access by which to remove/return motorcycles and equipment.

The Program recommends that motorcycles should be moved in and out of the storage area by instructors only. Provider insurance may not cover student injury in the storage area and insurance claim investigators have shown that former students are primarily responsible for the theft of training motorcycles as they know the security precautions used and how to defeat those measures.

## MOTORCYCLES IN CLASSES

Two students sharing one motorcycle on a training range is not allowed. This is commonly referred to as “hot biking”, except for courses/events that allow for shared use, e.g., the IME, as outlined in the MSF curriculum.

Motorcycles used in IME and BRC classes must be manufactured for on-highway use, two-wheeled motorcycles and must meet two of the following three criteria:

- An engine displacement of 500cc or less (or electric motor of 30kW or less)

- An unladen curb/wet weight of 440 pounds or less

- A seat height of 30 inches or less

Motorcycles that have been modified or that have aftermarket equipment added to conform to these criteria are not allowed to be used as training motorcycles. This does not apply to participant-owned motorcycles, which may be of any displacement, kW, weight, and seat height. Instructors must determine the suitability of a motorcycle for purposes of the course and for rider safety. See [Supplement D, Motorcycle Standards](#) for additional details.

## STUDENT-OWNED MOTORCYCLES IN THE BRC

If a Provider’s policy allows student-owned motorcycles, mopeds and scooters may be used in the BRC, the vehicle must be in safe operating condition and be street legal. Instructors have the responsibility to determine if the vehicle is safe by conducting a T-CLOCS inspection.

Students are required to show the Nevada Proof of Insurance card as well as proof of ownership. If the motorcycle is borrowed, the rider must present notarized written permission from the owner prior to the instructor allowing that student to participate in range activities. If the motorcycle is registered out-of-state, the student must furnish satisfactory proof that the motorcycle has current insurance covering the student and record their insurance policy company and policy number on any blank area on their signed Waiver or Provider specified form.

## MOTORCYCLES IN BRC2/ARC CLASSES

Motorcycles used in the BRC2 and ARC must be student-owned or borrowed with the owner’s notarized permission and must be well maintained and in proper operating condition. An exception for using a state-owned motorcycle in the BRC2 is allowed as detailed in the [Motorcycles](#) section.

Instructors are required to inspect each motorcycle for suitability and should use the T-CLOCS procedure to determine if the motorcycle is safe. A motorcycle may be deemed unsafe because of modification, damage, lack of maintenance, non-standard configuration, or any other substantial safety reason.

Motorcycles that have been modified or that have aftermarket equipment added may be permitted as long as there are no detrimental effects regarding safety and learning. Modifications such as extended forks and overly loud exhaust ([NAC 484d.150](#)) are not permitted for use during the courses.

Students are required to show the Nevada Proof of Insurance form as well as proof of ownership. If the motorcycle is borrowed or rented, the rider must present notarized written permission, verbal in-person permission, or a rental contract from the owner prior to the instructor allowing use of their motorcycle to the person granted permission to use it. If the motorcycle is registered out of state, the student must furnish satisfactory proof that the motorcycle has current insurance. Students are also required to record their insurance information on the Waiver or Provider specified form.

## MAINTENANCE AND REPAIRS

Motorcycles must be maintained in safe and sound mechanical condition and a cosmetic condition that does not detract from the professionalism of the course. Any motorcycle damage that affects safety shall be repaired prior to use. Levers broken during class can be temporarily put back in service with a Lever Saver or like device. Levers should be replaced at the next opportunity and before the next class. See [Supplement D, Motorcycle Standards](#) for all in-service motorcycle condition standards.

Providers determine their own policy for who is responsible for motorcycle repairs and maintenance. Provider maintenance must be done in accordance with and at a minimum interval as outlined in the motorcycle service manual per model of motorcycle.

If the instructors are responsible for minor motorcycle repairs, they should possess the required skills to perform the work. If instructors are the responsible party to perform minor maintenance and repairs, they should either log the repair into the maintenance log (if on-site) or report the repair to the Provider manager or Provider mechanic.

A maintenance log must be kept for all motorcycles in the Providers possession (see [Supplement E, Motorcycle Maintenance and Repair Log template](#)). The log must reflect all maintenance and repairs including minor repairs such as lever replacement. Copies of the log(s) must annually be sent to the Program office or updated in the online live Motorcycle Maintenance and Repair template. Contact the Program office for access.

## COMPLETION CARDS

The Provider must not issue a course completion card to a student who does not successfully complete the entire course of instruction, nor shall the Provider issue a course completion card that is different from the course indicated on the completion card. See [Supplement C, Completion Card Order Form](#).

## MOPED/SCOOTER RESTRICTIONS

It is difficult to assess whether what a student considers a moped is actually a low-speed motorcycle. Some manufacturers make less than 50cc vehicles that do not qualify as mopeds per the statutory definition found in [NRS 486.038](#).

For purposes of the Program and the type of completion card to give a student, the policy is simply based on the size of the engine or wattage. If a student successfully passes the class while testing on an under 50cc vehicle or not more than 1500 watts of final output, the completion card should include bold writing that says, “Q Only”. If a student successfully passes a class while testing on an under 90cc and over 50cc engine sized vehicle, the completion card should include bold writing that says, “U Only”. There is no current language to distinguish the equivalent wattage cap for a 90cc vehicle.

## ADMINISTRATIVE STANDARDS AND REPORTING

Providers must have current agreements (RERP and if needed, eCourse) with the Motorcycle Safety Foundation (MSF) and a current Interlocal agreement with the Department.

Insurance is required and is detailed in each Provider’s interlocal agreement.

Submit any planned changes to the range facilities to MSF prior to use. Changes may not be implemented unless approved in writing by MSF. Send copies of any Provider policy and MSF range change request forms to the Program for reference.

Submit any proposed changes to standards differing from the Program Manual to the Program in writing for approval. Changes must be approved prior to implementation.

Completion cards must be ordered through the Program office. Please allow 30 days for processing and delivery.

Reporting requirements include:

End of course to include completion report (see [Supplement B, Course Completion Report](#)) on Monthly or Quarterly basis.

Incident reports involving serious, life threatening personal injury must be reported within 24 hours; incident reports involving property damage only, within 72 hours.

Annual class statistics shall include – class date, class type (IME, BRC, BRC2, etc.), class ID, participant gender, passed, failed, dropped early, dropped late, no-show, and incomplete. These are required by the Program to be reported to MSF.

Annual reporting requirements specified in the interlocal agreement are:

- Motorcycle Inventory
- Motorcycle Repair and Maintenance log
- Income and expense statement and projections

Document retention policies are specified in the interlocal agreement.

## QUALITY IMPROVEMENT AND ASSURANCE VISITS

The Provider should regularly monitor courses to ensure the instructors are following MSF standards and Program policies.

The Program contracts with MSF certified Quality Assurance Specialists (QAS) to ensure Providers adhere to the curriculum standards and to provide feedback for instructor improvement; along with documenting, making recommendations and reporting on requirements of the Program and interlocal agreement.

Program quality improvement and assurance is conducted through a Quality Improvement and Assurance Visit (QIAV) or by using a Secret Shopper Program. This review process is a tool used to verify that sites are in compliance with the Program and MSF standards and to provide mentoring opportunities to assist in the improvement of instructors. These reviews also are utilized to improve the Program as well as provide valuable technical assistance. Providers must allow Program representatives access to their sites and instructors for such visits.

There are two types of Quality Improvement and Assurance Visits and may be announced ahead of the visit or may be impromptu.

A “Site” QIAV encompasses a Provider’s operation and administration. The QIAV will review the range, storage and classroom, inventory of state-owned equipment, and student satisfaction surveys. A Site QIAV is pre-scheduled may be conducted by an instructor trainer certified as a Quality Assurance Specialist (QAS), a Program approved Instructor certified as a QAS, or the Program Administrator.

An “Instructor” QIAV is used to observe and evaluate instructors in both classroom and range activities. Although the purpose of an instructor review is primarily to evaluate and improve an instructor, site deficiencies may also be noted when appropriate. The instructor QIAV is typically pre-scheduled, but it may also be impromptu. It is important that the Specialist also provides technical assistance to the instructor to improve the instructor’s facilitation of the curriculum.

Specialists submit their findings and recommendations via the MSF Quality Assurance module. After reports are reviewed by the Administrator they are forwarded to the Provider and Instructors who were reviewed.

The Provider will be notified of any issues that require immediate attention. The Provider must correct the deficiency and notify the Administrator in writing that the issue has been corrected.

The QIAV process has some limitations. The Specialist observes only a portion of the instructor’s teaching activity during selected parts of the class. Although the intent of the QIAV is to improve the quality of the training and to assure compliance on the day of the visit, the process does not guarantee continued compliance with MSF and Program standards.



# INSTRUCTORS

## INTRODUCTION

The purpose of this section is to describe the responsibilities of DPS Licensed Instructors. The section is written for the perspective of an MSF certified RiderCoach.

## LICENSING

Nevada law prescribes the qualifications to be a DPS licensed motorcyclist safety instructor for the Program ([NRS 486.375](#))

Regulations pertaining to instructor licensing are found in [NAC 486.370 - 395](#).

The license is a qualification to be able to teach motorcycle rider safety classes for Providers but is not a guarantee of employment.

## DPS LICENSURE

### QUALIFICATION

Must be a current MSF certified RiderCoach.

Must hold a Nevada motorcycle driver's license or a motorcycle endorsement to a driver's license or be eligible to apply for such a license or endorsement, may enroll in the Program. [NRS 486.375](#)

Must comply with rules of conduct found in [NAC 486.395](#).

### Background check

All instructors may be subject to a Background Investigation pursuant to [NAC 486.370](#). Your Provider may require a background check prior to your employment. Contact the Program office for the required forms if the Program requests a background check.

Must be physically and mentally fit to be a DPS licensed instructor [NAC 486.370](#)

Teaching students to ride requires a certain level of mental and physical fitness to ensure a quality training experience and to ensure safety for everyone on the training range.

Instructors must self-certify that they can meet the essential functions of the position found in [Supplement I, Instructor Essential Functions](#).

### Driving Record

Instructors must not have more than two demerit points on their driving record per [NRS 486.375](#). The Program office verifies instructor's DMV driving history each quarter.

### Certifications Required

First Aid and Cardiopulmonary Resuscitation (CPR), conforming to the 2020 American Heart Association (AHA)/American Red Cross Guidelines or newer. The Accident Scene Management (ASM)– Level 1 A Crash Course for the Motorcyclist, or advanced level ASM courses are acceptable in lieu of first aid. Both initial and recertification training standards shall include a deliberate practice component as per OSHA guidelines<sup>4</sup>.

### LICENSE APPLICATION PROCESS

Review the qualifications found in the NRS Chapter [486.375](#) and NAC [486.370-395](#) and submit an application to the Program office (see website – [NevadaRider.com/become-an-instructor/](http://NevadaRider.com/become-an-instructor/))

Obtain your MSF certification; certification by the MSF is not a guarantee of licensure.

An instructor license is valid for two years.

If an out-of-state MSF RiderCoach moves to Nevada and communicates a desire to become a DPS licensed motorcyclist safety instructor, that person must submit an application, obtain a Nevada Driver's license, maintain CPR/First Aid certifications, be evaluated by a Program authorized representative, and must provide a letter of recommendation from the previous out-of-state motorcycle safety training provider.

### LICENSE RENEWAL

Review qualifications and requirements in [NAC 486.375](#) and [486.380](#).

Complete and submit a DPS provided renewal form; in a two-year period, teach a minimum of four complete BRC or equivalent classes, attend any required training events, have on file or sign the most current document version attesting to following [NAC 486.395](#) rules of conduct, and submit proof of current CPR/First Aid certification before the DPS license expiration date ([see Supplement G, DPS Instructor License Renewal form](#)).

Required training includes completing at least one state sponsored or approved curriculum related training event and at least one learning activity as a student during every two-year recertification cycle.

### SUBMITTING LICENSURE DOCUMENTATION

Submit required application/renewal documents and certifications through email to [NVRider@dps.state.nv.us](mailto:NVRider@dps.state.nv.us) or a postal service to the Program office:

Nevada Rider Motorcycle Safety Program  
107 Jacobsen Way, Bldg. B  
Carson City, NV 89711

## LICENSE REVOCATION AND/OR SUSPENSION

The Department may suspend, revoke or refuse to renew a DPS motorcyclist safety instructor license. [NAC 386.385 - 390](#) details the reasons and process.

## EMPLOYMENT

DPS licensed motorcyclist safety instructors are eligible to work for any Provider or directly for the Program. There are additional training requirements to work directly for the Program. Please contact the Program office for details.

Each Provider determines the legal employment status of their workers such as an employee, independent contractor, etc.

Staffing levels, scheduling decisions, hiring criteria and wage decisions are made by each Provider. Providers may have differing requirements such as background checks and additional training such as sexual harassment prevention, ethics, etc.

## INSTRUCTOR DECISIONS

Instructors have an enormous responsibility to conduct safe and effective courses. Instructors have the responsibilities to make decisions on:

Ensuring motorcycles are safe to operate in a class.

Ensuring a student “fits” the motorcycle, meaning their feet safely support the motorcycle when stopped, hands are able to reach and operate the handlebars and hand controls, does not exceed manufacturer GVWR limits, and no safety concerns for the student are evident.

Deciding if and when a student should be counselled out / on of a class.

Decide and notify Provider if range conditions are not safe to conduct class, i.e. deteriorated surface conditions, unsafe weather conditions, obstacles, etc.

Determining if and how much remedial coaching needs to be done with a student.

Ensuring a student’s riding gear complies with the minimum standards.

Ensuring students complete every portion of the course, have submitted all the required materials, and successfully pass all testing before being issued a completion card.

Completing and submitting an incident report when required.

Determining if emergency services should be called and contacting these services in a timely fashion in the event of a serious injury.

Determining if a student-owned motorcycle is safe to operate and whether any vehicle modifications are unsafe or are detrimental to learning.

Determining if a student supplied motorcycle to be used in class has the required documents such as insurance, proof of ownership, notarized permission to use affidavit, registration, etc. Final decision should comply with Provider's policy.

## DISMISSING/COUNSELING STUDENTS

Instructors are responsible to determine if a student is not meeting on-cycle exercise skill objectives and to determine if a student is a danger to themselves or others. Students who are unable to achieve minimum exercise skill objectives in a timely manner may be dismissed or counseled out / on of the current class.

Instructors should use diligent observational skills to identify missing skill components and coach the student to success if possible. Remedial coaching (per the RCG) may be required. If the instructor determines the student still has inadequate skills / aptitude; counseling out / on is warranted. It is important for instructors to communicate any potential issues honestly and with sincere empathy before the decision to dismiss.

Students who are a danger to themselves or others and are not physically or mentally able to ride safely should be dismissed. This includes students who are or who appear to be substance impaired.

When dismissing a student is necessary, instructors should ideally lead the student to decide for themselves.

If team teaching, both instructors should confer privately before reaching such a decision to stop a student's on-cycle practice. Once the decision has been made to dismiss a student from class, it must be final. Instructors should privately dismiss the student, acknowledging the student's successes, and identifying what skills could not be developed and recommend possible next steps. Depending on the Provider's policy, the instructor may encourage/invite the student to continue with classroom work even though the student will not pass the class.

It is recommended that the instructor documents and informs the Provider of the details that led to the decision to release the student.

Any decisions on rescheduling dismissed students and decisions on future fees are left to the Provider.

## INSTRUCTOR DOCUMENTATION

Ensuring proper documentation is completed correctly per instructions, collected, and timely submitted to Provider to include eCourse certificate evidence, all appropriate DPS approved waivers and indemnification forms, riding evaluations, class completion forms, completion cards, and if applicable: course evaluations, completed knowledge tests, and incident reports.

Students participating during the on-range sessions should not be permitted to do so until the waivers and indemnification forms have been completed.

Instructors should maintain and/or have ready access to a stocked library of current Provider and DPS approved MSF forms, to include but not limited to liability waivers,

group and individual riding scoring sheets, incident reports, course related knowledge test questions, knowledge test answer key, and blank knowledge test answer sheets.

## COURSE FACILITATION

See [Supplement H, Instructor Duties](#) for a description of instructor duties.

Instructors must adhere to all standards and content found in the MSF RiderCoach Guide (RCG) as well as specific enhancements created by the Program.

Instructors must only teach approved courses for which they have a current MSF certification.

## CLASSROOM FACILITATION

Notify students that the course is sponsored in part by the Department of Public Safety – Nevada Rider Motorcycle Safety Program.

Read [Supplement J, Course Expectations and Waiver Statement](#) to students when addressing waivers in the classroom. Ensure students are given enough time to read the waiver. Students should be asked for any questions.

## ECOURSE

The student who has not completed the eCourse by the first day of class may complete the eCourse anytime during the class or up to 7 days after the class has concluded. An exception to the post-class extension deadline may be granted due to unforeseen circumstances. Contact your Provider manager for more information.

If a student arrives to class without having completed their eCourse, they should be handled per the Provider's policy and may be allowed to participate in the class.

The eCourse serves as evidence for completing the knowledge test, therefore a student must not be presented with a completion card unless the student passes the skills test and presents proof of completing the correct eCourse– see [Knowledge Test section](#).

## LEVEL 2 ACTIVITIES

The Level 2 activities, which focus on Human Factors (behaviors and choices), are arguably one of the most important parts of the BRC. Using the activities to address decision making and using good judgment are important elements that can keep riders safer when riding.

Instructors should continue to improve their understanding of the objectives of each activity and strive to develop their skills in facilitating the activities.

## KNOWLEDGE TEST

Approved eCourse completion certificates serve as evidence of passing the knowledge test. An eCourse completion certificate copy, including the unique completion number and date, shall be filed with the course completion documents as evidence. If the eCourse is unavailable, the appropriate classroom content and knowledge test matching the curriculum requirements for the course taken will serve as the knowledge testing requirement. Ensure your Provider is aware and document the knowledge test score on the class completion report.

Approved MSF eCourse or combined eCourse/classroom to serve as knowledge test waivers are:

- BRC eP1 x 11 – ePackage 1 eCourse covering Level 1 and 2 content
- BRC e3 x 5 x 10 – Basic (Level 1) eCourse with Instructor led Level 2 classroom
- BRC2 eP2 x 6 – ePackage 2 eCourse covering Level 1 and 2 content
- BRC2 e2 x 3 x 5 – Street Strategies (Level 1) eCourse with Instructor led Level 2 classroom
- BRC2 e3 x 3 x 5 – Basic (Level 1) eCourse with Instructor led Level 2 classroom

Approved license waiver knowledge tests

- BRC – One of either the BRC Level I or II knowledge tests
- BRC2 – LW – One of either the BRC Level I or II, or BRC2 knowledge tests

Knowledge tests should be given in cases where an eCourse is not available or feasible and after appropriate content has been covered. Knowledge test administration rules follow.

The closed book knowledge test is administered by the instructor. One instructor should be present in the room while the test is being conducted.

The Program recommends instructors review test results to determine if any questions were commonly missed.

The knowledge test may be administered a second time to a student during the course if the student fails the first time. If the knowledge test is given a second time, the entire knowledge test must be administered.

Reading the knowledge test questions and possible answers to a student who has limited English reading skills is allowed. While administering the test, the instructor must ensure that no indication is given to the student on which answer is correct.

Scoring should include the number of correct answers, (i.e., student missing 2 out of 25 would be a score of 23 [25-2 = 23]). A passing score is an 80% score or above.

An alternative to knowledge testing is for students to complete and submit answers for the 175 questions from the Rider Handbook (pre- or post-

course) and should be used in rare cases where the eCourse is unavailable and Level 2 classroom is covered. Questions shall be graded with a minimum passing score of 80% (140 questions correct or greater). Note each student that completed this version of the knowledge testing on the course completion form for Provider and Program records.

## RANGE FACILITATION

The first four range exercises are considered foundational. The instructors should be prepared to spend additional time on these first four exercises to ensure students understand operation of the controls, the friction zone, throttle/clutch coordination, how to brake, and how to shift gears; especially if a student has not completed the eCourse prior to the first range day.

Students may not share motorcycles. An instructor may not alternate groups of students in the same exercise due to lack of a second instructor or lack of motorcycles.

If team teaching in excess of six students on a full-size training range, both instructors must be on the training range when the students are seated on or operating a motorcycle.

Instructors must ensure students are matched to appropriately fitting motorcycles, per [Instructor Decisions](#) section. Some controls such as pedals and levers may be adjusted to aid fitment.

Passengers are only allowed in the BRC2 – SP and LW classes. Providers may decline to allow passengers. The driver must be riding their own motorcycle and must demonstrate proficiency in Exercise 1, prior to a passenger riding subsequent exercises. Passengers must also sign their own waiver and indemnification form.

## SKILLS EVALUATION

The testing conducted in the BRC and BRC2-LW is accepted by the DMV for motorcycle license applicants. It is critical that all testing is conducted fairly and accurately without any prejudice for or against the student irrespective of the student's riding performance during the class exercises.

If a student fails the skills evaluation, the student has failed the entire course and may not be administered a second skills evaluation.

The instructor should communicate the Provider's policy on student re-enrollment and direct the student to contact the Provider to discuss options.

For motorcycles with 600 cc or larger engines, the U-turn dimensions in the skills evaluation shall be 15'x24' dimensions. For motorcycles with less than 600 cc engines, use 15'x20' U-turn box dimensions.

## COMPLETION CARDS

Before issuing a BRC or BRC2-LW completion card, the student must have completed either the eCourse or participated in the instructor led classroom sessions and pass the knowledge test, must attend all portions of the course, and must pass the skills evaluation.

Measured from the day the classroom content was completed, either in-person or by eCourse, this content is valid for 30 days, therefore a student retaking a class within that 30-day window is not required to refresh the classroom content/eCourse until this window has passed.

Names recorded on the completion cards should match the graduates' Driver's License. At a minimum, a completion card should include the graduate's first name, middle initial, and last name.

Since the Nevada DMV accepts BRC and BRC2-LW cards for licensing it is imperative that all testing, both knowledge, where necessary, and skills, is conducted accurately and within exact standards prescribed in the Range Cards and the RiderCoach Guide.

#### MOPED AND SCOOTER RESTRICTIONS

It is difficult to assess whether a less than 50cc two-wheel vehicle is a moped or a low-powered motorcycle. Some manufacturers make less than 50cc vehicles that do not qualify as mopeds per the statutory definition found in [NRS 486.038](#).

A DMV motorcycle driver's license can be granted with a restriction based on the engine size the applicant tests on.

If a student successfully passes the class and uses an under 50cc moped, or not more than 1500 watts of final output, ([NRS 483.088](#)) the completion card should include bold writing that says "Q Only".

If a student successfully passes a class with between a 50cc/1501 watt and 90cc/6.5 horsepower motorcycle, the completion card should include bold writing that says "U Only". There is no current language to distinguish the equivalent wattage cap for a 90cc vehicle, ([NAC 483.110](#)) so the basis of this restriction is solely on the engine size of between 50cc and 90cc.

Because the Program does not have access to moped horsepower data or speed data used to determine whether a less than 50cc vehicle fits the exact definition of a moped, the Program policy is that the restriction listed on the completion card will only be based on the size of the engine.

#### SOLO TEACHING

Instructors are eligible to teach solo, on-cycle instruction if:

The instructor has previously team taught as an instructor of record, for a minimum of eight classes, counted by submitted class completion reports, and, has been



monitored, evaluated, and approved by a Program RiderCoach Trainer, Program Administrator, or a Program approved Quality Assurance Specialist and,

There are not more than six students permitted on an approved full-size or modified training range or,

There are not more than eight students permitted on an approved compact range.

## INCIDENTS

An Incident is defined as any occurrence that results in injury, possible injury and/or damage to a motorcycle or other property. An incident can be crash related or could be an occurrence in a classroom or anywhere on the Provider's property.

If an incident results in damage to a motorcycle, i.e. bent levers, cracked lenses, scrapes, dents, etc.; an incident report is required. If other property is also damaged in the incident, i.e. storage containers (conex), fences, motorcycle storage trailers, vehicles (state or personal), adjacent buildings, etc.; an incident report is required. If there is visible or non-visible injury to a student (limping, internal injuries, cuts, scrapes, etc.), or student claims injury; an incident report is required. MSF policy is that any damage to a motorcycle must have an incident report.

It is the instructor's responsibility to complete incident reports and ensure they are delivered to the Provider per the Provider's policy timeframe.

All incidents must be documented on the Program approved Incident report.

All fields on the report must be completed per the incident report instructions. No section can be blank, using "N/A" is required if the field is not applicable to the incident.

If a repair is made as a result of an incident, then an incident report is required.

Instructors are cautioned to only write factual information in the narrative section. Opinions and guesses are not appropriate in a narrative.

The incident reports shall not be discussed with any individual other than authorized Program/Provider personnel, insurance provider, or MSF legal counsel.

If the instructor is questioning whether the incident report should be written, the report should be completed.

In the event of a serious incident or crash, the instructor must act with prudence and dispatch in dealing with the immediate medical needs of the injured party. This includes the administration of first aid and calling for emergency medical services, if necessary. The Provider and Program should be notified as soon as possible.

## MOTORCYCLES

Instructors are responsible to make sure motorcycles are safe before using them in a class. Performing initial class T-CLOCS and tire pressure checks; and riding each motorcycle to check for proper operation each class day, prior to student operation, meets this requirement.

Instructors are responsible to ensure that students' feet can reach the ground and support the weight of the motorcycles. Controls such as levers and pedals may offer adjustments to help students reach and properly operate controls.

## MAINTENANCE

Provider policy determines who is responsible for motorcycle repairs and maintenance.

If the instructors are responsible for minor motorcycle repairs, they should possess the required skills to perform the work. If instructors perform minor maintenance and repairs, they should either log the repair into the maintenance log (if on-site) or report the repair to the Provider manager or Provider mechanic.

The Provider is responsible for keeping a maintenance and repair log for motorcycles no matter who makes the repair.

## MOTORCYCLES IN CLASSES

Instructors must ensure motorcycles used in classes are in safe operating condition and are street legal, whether they are State-owned, Provider owned, or student owned. It's recommended that a T-CLOCS be performed on each motorcycle prior to each class.

Each student must have their own assigned motorcycle. "Hot biking" is not allowed except in the specific events allowed, i.e., the IME, as outlined in the MSF curriculum.

If an incident occurs on a State- or Provider-owned motorcycle, the instructor should verify the motorcycle is operating correctly and safely.

Motorcycles used in the BRC2 and ARC must be student-owned. An exception may be allowed for a State or Provider owned motorcycle to be used in the BRC2 if the student owned motorcycle is deemed unsafe or has broken down during the course. Provider's policies and insurance coverage must accommodate such use. Instructors are required to inspect each motorcycle for suitability and should use the T-CLOCS procedure to determine if the motorcycle is in safe operating condition. Students are required to show the Nevada Proof of Insurance form as well as proof of ownership. If the motorcycle is borrowed or rented, the rider must present notarized written permission, verbal in-person permission, or a rental contract from the owner prior to the instructor allowing use of that motorcycle to the student. If the motorcycle is registered out of state, the student must furnish satisfactory proof that the motorcycle has current

insurance. Students are also required to record their insurance information on the Waiver or Provider specified form, in all cases.

## PERSONAL PROTECTIVE EQUIPMENT

Instructors, range aides, volunteers, and students must wear a minimum of the following protective gear when operating a motorcycle on the training range. The requirements are found in [NAC 486.355](#) and [NAC 486.395](#)

- Helmet – minimum of three-quarter face is required; full face, or modular helmets are recommended, which is certified by its manufacturer to meet US DOT Federal Motor Vehicle Safety Standard No. 218 and is in good condition (i.e., novelty, ½ face, 5/8 face helmets are not permitted). 2-in-1 or 3-in-1 helmets may only be used if the removable components state they offer crash impact protection to be the equivalent of a ¾ face helmet or greater (check the manufacturer’s website to ensure compliance).
- Eye protection – face shield, goggles, or glasses
- Jacket or shirt – long-sleeved that fully covers the arms
- Gloves – leather or other abrasion-resistant, full-fingered gloves
- Pants – Sturdy, long pants that fully cover the legs, (i.e., without holes/destruction)
- Footwear –sturdy, over-the-ankle shoes or boots

Instructors shall wear at least the minimum required protective gear whenever they could be seen as representing the Program, including but not limited to riding to, from, or during class; supporting outreach events, etc.

It is recommended that instructors exceed the minimum requirements at all times. This could include the addition of hi-visibility apparel, armored riding gear, e.g. jacket and riding pants, and a full-face or modular helmet. Instructors should always be mindful of their influence as role models in their choice of gear and riding behaviors.

## RANGE AIDES/VOLUNTEERS

The use of volunteers or range aides is the decision of each Provider.

If volunteers or range aids are utilized, they shall not provide any instruction or coaching. They are allowed to ride exercise demonstrations provided they can perform the correct technique and path of travel. Other common and acceptable uses for volunteers and range aids include promotion, registration, equipment maintenance, setting cones, starting and moving motorcycles, etc.

A Provider may have policies or insurance requirements governing the presence of individuals not enrolled in the class. Instructors should always gain Provider approval before allowing non-student personnel on the range or in the classroom.

#### QUALITY IMPROVEMENT AND ASSURANCE VISITS

The purpose of Quality Improvement and Assurance Visit (QIAV) is to provide feedback for instructor development; document adherence (or lack thereof) to curriculum standards, and to make recommendations for instructor and provider improvement. Program quality improvement and assurance is conducted via a Quality Improvement and Assurance Visit's (QIAV's) or by using a Secret Shopper Program.

There are two types of QIAV's and may be announced ahead of the visit or may be impromptu.

A "Site" QIAV encompasses a Provider's operation and administration. The QIAV will review the range, storage and classroom, inventory of state-owned equipment, and student satisfaction surveys. A Site QIAV can either be pre-scheduled or impromptu and will be conducted by an instructor trainer certified as a Quality Assurance Specialist (QAS), a Program approved Instructor certified as a QAS, or the Program Administrator.

An "Instructor" QIAV is used to observe and evaluate instructors in both classroom and range activities. Although the purpose of an instructor review is primarily to evaluate and improve an instructor, site deficiencies may also be noted when appropriate. The instructor QIAV is typically pre-scheduled, but it may also be impromptu. It is important that the Specialist also provides technical assistance to the instructor to improve the instructor's facilitation of the curriculum.

Specialists submit their findings and recommendations via the MSF Quality Assurance module. After reports are reviewed by the Administrator they are forwarded to the Provider and instructors who were reviewed.

#### END OF COURSE REPORTING

After completion of a class, instructors are responsible for documenting the class. The required documentation includes:

- Class Completion report
  - Identifies each student's name, gender (male, female, or non-binary), address, and zip code
  - Documents student completion status
    - Pass - A student who passed will have their completion card number transcribed in the appropriate box.
    - Fail – Failed either the Knowledge Test or Skills Evaluation

- Dropped Early – Student either notified Provider prior to class start indicating they would not be attending or left the course during Level I range exercises.
  - Dropped Late – Student left the course during Level II range exercises.
  - Counseled Out – Student left the course prior to its conclusion by the Instructor’s decision.
  - No-Show – Student was registered but failed to attend the course and no contact was made.
- All test records
    - Knowledge Test answer sheet or course eCourse completion certificates
    - Skill Evaluation score sheets, either group or individual
  - All student course evaluations
  - Incident Reports
  - Signed waiver and indemnification forms, (supplement K) for all students participating in the course.

The class completion package must be submitted to the Provider manager for subsequent processing.

## SOCIAL NETWORKING POLICY

### 1. PURPOSE AND SCOPE

This policy is intended to address issues associated with instructor use of social and professional networking sites and to provide guidelines for the regulation and balancing of instructor speech and expression with the legitimate needs of the Program.

Nothing in this policy is intended to prohibit or infringe upon any instructor’s communication, speech or expression that has been clearly established as protected or privileged.

### 2. APPLICABILITY

This policy applies to all forms of communication including, but not limited to: film, video, print media, public or private speech, use of all Internet services, including the World Wide Web, e-mail, file transfer, remote computer access, news services, social networking, social media, instant messaging, blogs, forums, video and other file-sharing sites.

### 3. POLICY

DPS Licensed motorcyclist safety instructors occupy a trusted position in the community, and thus, their statements have the potential to contravene the policies and performance of the Program. To achieve its mission and efficiently provide service to the public, the Nevada Rider Motorcycle Safety Program will carefully balance the individual instructor’s rights against the Program’s needs and interests when exercising a reasonable degree of control over its instructor’s speech and expression. Any violation of this policy may be met with administrative action up to and including the de-certification of the instructor involved. [NAC 486.385](#)

#### 4. SAFETY

Instructors should consider carefully the implications of their speech or any other form of expression when using the internet. Speech and expression that may negatively affect the safety of other instructors or Program employees, such as posting personal information in a public forum, can result in compromising an instructor's home address or family ties. Instructors should therefore not disseminate or post any information on any forum or medium that could reasonably be anticipated to compromise the safety or privacy of any instructor, and instructor's family, students, associates, or Program employees.

#### 5. PROHIBITED SPEECH, EXPRESSION AND CONDUCT

To meet the Program's safety, performance and public-trust needs, the following is prohibited:

- (a) Speech or expression made pursuant to an official duty that tends to compromise or damage the mission, function, reputation or professionalism of the Nevada Rider Motorcycle Safety Program, its employees or instructors.
- (b) Speech or expression that, while not made pursuant to official duties, is significantly linked to, or related to, the Nevada Rider Motorcycle Safety Program and tends to compromise or damage the mission, function, reputation or professionalism of the Nevada Rider Motorcycle Safety Program or its employees and instructors.
- (c) Posting, transmitting or disseminating any photographs, video or audio recordings, likenesses or images of Program logos, marked vehicles, equipment or other material that specifically identifies the Nevada Rider Motorcycle Safety Program on any personal or social networking or other website or web page, without the express written permission of the Program Administrator.
- (d) Failure to take reasonable and prompt action to remove any content that is in violation of this policy and/or posted by others from any web page or website maintained by the employee (e.g., social or personal website).

#### 6. PRIVACY EXPECTATION

Employees and RiderCoaches forfeit any expectation of privacy with regard to anything published or maintained through file-sharing software or any Internet site open to public view.

# SUPPLEMENT

- A. NEW PROVIDER APPLICATION
  - 1. MSF RERP APPLICATION
  - 2. MSF RERP CHECKLIST
  - 3. ADDING A TRAINING RANGE CHECKLIST
  - 4. RANGE INFORMATION FORM (RIF)
  - 5. RANGE PHOTO GUIDELINES
  - 6. MSF BRCU ADDENDUM FORM
  - 7. MSF IME ADDENDUM FORM
- B. COURSE COMPLETION REPORT
- C. COMPLETION CARD ORDER FORM
- D. MOTORCYCLE STANDARDS
- E. MAINTENANCE AND REPAIR LOG TEMPLATE
- F. APPLICATION FORM – DPS INSTRUCTOR LICENSE
- G. RENEWAL FORM – DPS INSTRUCTOR LICENSE
- H. INSTRUCTOR DUTIES
- I. ESSENTIAL FUNCTIONS – INSTRUCTORS
- J. COURSE EXPECTATIONS AND WAIVER STATEMENT
- K. WAIVER AND INDEMNIFICATION AGREEMENT FORM
- L. EMERGENCY INSTRUCTIONS

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