



MOTORCYCLE OHIO

Policy and Procedure Manual (Supplement to Administrative Rule 4501-53)

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**OHIO DEPARTMENT OF PUBLIC SAFETY
Kenneth L. Morckel, Director**

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I. PROGRAM BACKGROUND

Amended House Bill 291, which passed in March 1987, required that a motorcycle safety and education program be established within the Ohio Department of Public Safety (ODPS). In addition to establishing the program, the Bill required 16 and 17 year olds to complete a motorcycle safety and education course to be eligible to receive a motorcycle endorsement or license to operate a motorcycle. The Bill also required that \$4.00 from each annual motorcycle registration fee be deposited in the Motorcycle Safety and Education Fund to support the operations of the program; this fee was later increased to \$6.00 per motorcycle registration.

Within its Administrative Division, the Department established the Ohio Motorcyclist Enrichment Program (OMEPE). In 1998, the program name was changed to Motorcycle Ohio (MO). This section, which is responsible for the administration of a statewide motorcycle safety and education program, reports to the Administrator of the Office of the Governor's Highway Safety Representative.

Training was first made available to the public in September 1988. While aimed at providing training for the minors required to complete the course to be eligible to receive a license, the program is available to all ages. The basic course has proven to be valuable to novice and experienced riders alike. A course for experienced riders was added in 1992; in 1993 experienced course participants could take the course "2-Up" (with a passenger). A \$25.00 fee is charged for participants in the Basic or Experienced course. The fee is waived for minors in the Basic Course only. An Instructor preparation course is also available for motorcyclists interested in becoming Ohio approved motorcycle safety Instructors.

In addition to the program's training effort, public information and education campaigns promote the rider education program, and also focus on motorcycle licensing, motorist awareness, impaired riding and protective gear usage.

In 1990, MO established the Speakers Bureau. The purpose of the bureau is to promote safe motorcycling by publicly addressing various groups on such topics as the safety and education program, motorist awareness of motorcyclists, the value of protective gear and conspicuity, safe riding strategies and the dangers of alcohol and drugs when riding.

Also in 1990, the "Saved by the Helmet" program was initiated. The purpose of this program is to increase public awareness concerning the value of motorcycle helmets in significantly reducing serious head injuries by publicly recognizing individuals who survive serious traffic crashes while wearing a helmet.

Senate Bill 271, which passed the legislature in July of 2000, provided for a Skill Test Waiver for students who successfully complete the Basic Course. This waiver began in January of 2001 within the Motorcycle Ohio program.

In July 2003, the legislature passed HB 95 allowing for private providers to conduct motorcycle education courses under the approval of the Director of the Department of Public Safety.

II. PROGRAM STAFF

A. Ohio Department of Public Safety Administrative Staff

State Coordinator - The State Coordinator is the administrator of the motorcycle program and is responsible for overall program operations. These include, but are not limited to: establishment and revision of program goals and direction; fiscal matters; policy and procedure formulation; training; program monitoring and evaluation; public relations/promotions/awareness activity development and implementation; staff training and supervision; equipment and material acquisition; and program liaison with departmental, national, state and local government personnel. This position reports directly to the Administrator of the Governor's Highway Safety Office.

Administrative Assistant – Business Coordinator - The Business Services Coordinator provides support to the program staff. Responsibilities include but are not limited to: payroll; contracts; processing invoices and other fiscal matters; desktop publishing and design; responding to public telephone inquiries and requests; typing; material dissemination; arranging for staff travel; and assisting with meeting planning. This position reports directly to the State Coordinator.

Administrative Assistant – Site Coordinator - The Site Coordinator provides support to the program. Responsibilities include but are not limited to: overseeing the mobile training program and the local site (ODPS) program, scheduling Instructors, organizing program displays at statewide events, locating and contracting additional mobile training sites as needed, and serves as the back-up program driver of equipment to mobile sites. This position reports directly to the State Coordinator.

Clerk 3-Data Entry – The Clerk 3-Data Entry person provides program support and is responsible for public telephone inquiries and requests, course registration, data entry, filing, and material dissemination. This position reports directly to the State Coordinator.

Mechanic/Driver - The Mechanic/Driver is responsible for moving course equipment and materials to mobile training locations, general maintenance, up-keep and repair of program equipment, and maintaining stock of instructional supplies in mobile training units. The Mechanic/Driver provides additional assistance to the program as needed. This position reports to the State Coordinator.

B. Local Community Program Support

1. Training Agencies

State Sponsors

State Sponsors (Sponsors) are under contract with ODPS to provide training at “fixed” training sites. These Sponsors provide the facilities for training courses, register students, promote the program locally, hire Instructors, conduct the rider training courses according to program standards and guidelines, and report to ODPS following established guidelines.

“Mobile” program Sponsors provide facilities for instruction and may assist with local promotion for courses offered through MO’s mobile program. The mobile program Sponsors are not under contract with ODPS, with the exception of the agreements entered into for facility usage. MO schedules the courses and Instructors, reimburses the Instructors and registers students at mobile sites.

Private Providers

Private Providers (Providers) are any private agency, organization or corporation approved by the ODPS to train the general public in motorcycle safety and education. These Providers are not reimbursed by the state for training.

2. Instructors

Instructors are independent contractors who agree to comply with program standards developed by the ODPS and who contract with a Private Provider, Sponsor or ODPS to instruct motorcycle courses. Instructors are trained on program standards, which they must comply with, in order to become an Instructor certified to teach in Ohio. It is the Training Agency's responsibility to hire the Instructors who will be employed in their program from the Ohio certified Instructor list. Compensation and/or benefits for teaching motorcycle safety courses will be established between the Training Agency and the Instructor, or the ODPS and Instructor in the case of the mobile program or local ODPS program site.

Instructors contract to teach the established curriculum, both classroom and range, and to handle the planned and unexpected details which may arise during the teaching of a course. The Training Agency may designate, for each course, one Instructor who is responsible for rendering decisions concerning course operation with the approval of the Training Agency and in consultation with any other Instructors. The Training Agency is required to ensure that the Instructor be responsible for completing course paperwork correctly and forwarding the paperwork to the Training Agency within a reasonable time period, but in any case not longer than seven days from the end date of the course.

Other responsibilities for Instructors include, but are not limited to:

- Maintaining a learning environment free of safety hazards;
- Confirming arrangements with the Training Agency for access to course motorcycles, equipment and supplies for the assigned course;
- Arriving at the course site early enough to inspect the range, inspect the motorcycles, set up the course, prepare media equipment and in general be prepared to start the session on time and make the best use of instructional time;
- Safely securing equipment and other materials at the end of each course session;
- Informing MO staff by phone of the circumstances concerning any crash resulting in emergency medical attention for the student no later than 24 hours after the occurrence of the crash (State Sponsors, Mobile or ODPS programs).

III. CURRICULUM

A. Basic Rider Course (BRC) – See more detail in Administrative Rule 4501-53

Course Completion Requirements (BRC)

Following are course completion requirements for all BRC students. All State Sponsors in the MO program must follow these course completion requirements.

Knowledge Test - The standard 50-question knowledge test from the Instructor Guide, or a MO knowledge test if provided, must be administered to all students as an open book test. Students must have a score of 48 or more correct answers in order to pass the knowledge test. Training Agencies shall require that the Instructors give an oral examination if it is determined that a student has a reading difficulty sufficient to cause them to fail a written exam. If time permits, the Instructor may score the knowledge test and return it to the student to correct wrong responses. The student can then resubmit the test for scoring.

Private Providers may issue an in-class test that would require a minimum of 40 correct responses to pass the test.

F/K recorded on the student report form indicates the student failed the knowledge test.

Skill Test - The riding skills of each student will be tested during the evaluation using the "blue" Instructor range cards. This evaluation is also located on pages 84-91 of the Instructor Guide. Training Agencies and/or MO will provide Instructors with a copy of the score sheet. Twenty points or less constitute a passing score. Twenty-one points or more constitute a failing score. Students will automatically fail for dropping the motorcycle during any of the Level II evaluation exercises. Students dropping a motorcycle while waiting in line or when riding to designated points between evaluations shall not be penalized, unless the dropping occurred while committing an unsafe act.

F/S recorded on the Student Report Form indicates the student failed the skill test.

Re-Test: Students who fail the skill test may retake the test one time per the following re-test policy:

All students shall be allowed two opportunities to meet the standard in the novice BRC skill test. The second opportunity will only be offered if their original test score is more than 20 points and less than 31 points.

If a student fails the initial skill test with a score of more than 20 and less than 31 points, they shall be advised to contact the site sponsor to schedule a re-test, if desired. The site sponsor will advise them of the date and time for the re-test. For the Mobile Program, students will re-test at the completion of the scheduled large or double mobile course.

Re-tests will be scheduled by the site sponsor and should be concluded within 30 days of taking the basic course. Site sponsors may deviate from the 30 days but must conclude re-testing within 45 days of the student taking the course.

No student shall be offered a re-test who scored more than 30 points on the initial skill test.

Instructors should mark "Re-Test" on a new Skill Test Score Sheet. If the re-test is offered at the completion of the class, the re-test score should be recorded on the original Student Report Form. If the re-test is completed at a later date, all students taking the re-test shall be required to sign a new Waiver Form and a new Student Signature Roster Form. A new Student Report Form shall be used to report the re-test scores.

Attendance - All students must attend 100% of the course in order to pass the basic course. Students who arrive after the Instructor has begun to teach the curriculum are considered in violation of the attendance policy.

F/A recorded on the student report form indicates the student did not attend the entire course.

Failure - Students who fail the course or any part of the course must retake and pass the entire course in order to receive a completion card. The only exception is that if a student fails the initial skill test, the student may be allowed to take the test a second time per the re-test policy.

Errant behavior - Errant behavior is defined as deliberate operation of the motorcycle in a manner which endangers or is likely to endanger the operator, other persons or property; or exhibition of an unsafe attitude in the classroom or on the range. The student should be

informed of the reason for the dismissal. This information must be recorded on the back of the Student Report Form.

F/E recorded on the student report form indicates dismissal as a result of errant behavior.

Dismissing Students - The Instructor should exercise sound judgment in determining that a student should be dismissed from class. If an Instructor feels that a student has fallen behind and consistently cannot meet the objectives of the exercises with the rest of the class, or when a student becomes unsafe to themselves or other students, the Instructor may choose to dismiss that student. This dismissal should be done privately with compassion to avoid undue embarrassment. The student should be informed of the reason for the dismissal. This information must be recorded on the back of the Student Report Form.

F/D recorded on the Student Report Form indicates a dismissal by the Instructor.

Student Make-up and Completion Policy - Students who miss any part of a course may not continue in that course. If the absence was due to an emergency as determined by the Instructor in consultation with the Training Agency, such as illness, the student may be enrolled in another course to complete the remaining modules. The second course must be conducted within two weeks of the first course, and all the following criteria must be met:

1. The reason for missing the course must be a bonafide emergency (over-sleeping, missing a ride, tardiness etc., are not acceptable reasons).
2. There must be a space in the second course for the student so student:teacher ratios are not violated.
3. The Training Agency and all Instructors involved in both courses must agree that it is acceptable for the student to make-up the units/exercises missed.
4. The student may enter the course after the last completed classroom unit or range exercise. Any classroom unit or range exercise which was only partially completed must be repeated by the student.
5. The student must sign another Waiver for the second course and must sign a separate Student Signature Roster. This paperwork, along with information regarding test results and student status, must be recorded on the Student Report Form from the original course.

B. Experienced Rider Course (ERC)

The curriculum material used to teach the program's Experienced Rider Course shall be the Motorcycle Safety Foundation's Experienced Rider Course (ERC) curriculum as amended by ODPS. The ERC has been developed as a complete course of instruction for street riders.

In Ohio, the ERC will consist of a minimum of five hours of classroom and/or range exercises. Material is not to be taught out of sequence or modified by Instructors unless there are serious weather considerations. These weather considerations are discussed under Section VIII of this manual. Courses will be monitored to insure that the curriculum is taught as described in this manual. Failure to teach the curriculum as designated may lead to an Instructor's removal from the approved list to teach the ERC Curriculum and/or cancellation of a Training Agency's contract to provide ERC training.

Course Completion Requirements (ERC)

Following are course completion requirements for all Experienced Rider Course students. All Training Agencies must follow course completion requirements in order to participate in the MO ERC program.

Attendance - Students must attend 100% of the course in order to pass.

F/A recorded on the Student Report Form indicates the student did not attend the entire course.

Failure - Students who fail the skill test portion of the course may be given one re-test immediately following the class, and must pass the re-test in order to receive a course completion card.

Errant behavior - Errant behavior is defined as deliberate operation of the motorcycle in a manner which endangers or is likely to endanger the operator, other persons or property; or exhibition of an unsafe attitude in the classroom or the range.

F/E recorded on the Student Report Form indicates dismissal as a result of errant behavior.

Dismissing Students - If an Instructor feels that a student has fallen behind and consistently cannot meet the objectives of the exercises with the rest of the class, the Instructor may choose to dismiss that student. This dismissal should be done privately with compassion to avoid undue embarrassment. The student should be informed of the reason for the dismissal, and encouraged to sign up for another class.

F/D recorded on the Student Report Form indicates a dismissal by the Instructor.

C. Optional Curriculum

The Training Agency may be able to contract with ODPS for training information and materials, which may be offered at the discretion of ODPS, to address special riding populations. This material is discretionary on the part of the ODPS to offer as an optional curriculum to existing courses.

IV. PILOT PROJECTS

In the event that ODPS determines that new instruction and/or course materials should be offered in the form of a pilot project, it may be included in the standard course offerings. The information contained in the pilot project may or may not become a permanent part of the course.

If the pilot project is included in the basic course curriculum, students shall be required to complete the pilot in addition to the standard course curriculum to be eligible for the certificate of completion.

If the pilot project is offered in place of the BRC standard curriculum, all registered students in the course where the pilot project is offered must successfully complete the pilot course in order to be eligible for the certificate of completion.

The ODPS may also elect to pilot test additional curricula addressing motorcycle issues not taught in the current course offerings. In no case will any such course be eligible for certification that results in the waiver of the on-cycle skill test for licensure. This could include, but is not limited to, trike, trailering and sidecar training.

V. PROFESSIONAL DEVELOPMENT FOR INSTRUCTORS

Peer Observers - The Peer Observer Program is a resource provided to motorcycle safety Instructors. It provides a link in creating and maintaining a quality rider education program by assisting each individual Instructor in developing exceptional teaching capabilities.

The purpose of the program is to: A) identify the Instructor's teaching strengths and encourage their continued use to benefit the students; B) identify areas needing improvement to enhance the Instructor's capabilities; C) provide the observer, as well as the Instructor, with opportunities for professional growth; and D) improve the Instructors and the program through shared experiences and constructive feedback.

Peer Observers are active Motorcycle Ohio motorcycle safety Instructors who are trained in peer observer techniques and guidelines. Peer Observers must be on the certified list of Motorcycle Ohio Instructors.

Assisting with an IPC as needed - Motorcycle Ohio certified Instructors volunteer and are selected by MO to assist the Chief Instructors with Instructor prep courses. This experience helps to strengthen the Instructors' knowledge and teaching skills by performing demonstrations and model teaching to the Instructor candidates and teaching the basic course during the student teaching weekend.

Chief Instructor Evaluation - Chief Instructors are available to assist MO in performing evaluations with Instructors that are experiencing difficulty in teaching either the classroom or range. The goal of the Chief Instructor, on any visit to a course, is to help MO Instructors correct problem areas and enhance the Instructor's capabilities.

Specialized Workshops - Upon occasion, Motorcycle Ohio may make workshops available to address topics of interest or areas of concern for Instructors. These workshops may be regional or statewide in scope. The purpose of the workshops is to provide a better understanding of program services and course instruction.

VI. INSTRUCTOR CONDUCT

Instructors are expected to set an example for students and other motorcyclists by "practicing what they preach" at all times. Training Agencies should question the professional integrity and suitability of Instructors who fail to wear proper protective gear or who demonstrate unsafe riding habits or attitudes. Conduct of an Instructor that is not in compliance with MO standards may jeopardize the Training Agency's contract with ODPS. Training Agencies should also be aware of potential liability from students who exhibit the same unsafe practices due to their Instructor's example.

The ODPS has authority to remove an Instructor from the list of those certified to teach in the MO program if the Instructor is found to be in violation of program standards.

VII. STATE SPONSORS UNDER CONTRACT WITH ODPS

ODPS will contract with high schools, colleges, universities, vocational schools, police or sheriff departments, park and recreation departments, safety councils and other qualified entities (as determined by ODPS) to provide the motorcycle safety and education courses in their local community.

State Sponsors offering the BRC and the ERC are providing a much needed community service. By offering these courses, the sponsoring agencies also benefit from public recognition

and enhanced working relations with local businesses as well as civic organizations, government agencies and community members.

ODPS has targeted certain areas of the state for training locations based upon crash statistics, population density, motorcycle registrations, demographics, interest and need. Interested and qualified entities must submit a proposal and be accepted to secure program sponsorship.

Contracts – State Sponsors (for “permanent” training sites) enter into a contractual agreement with the ODPS. This agreement allows the Sponsor to be reimbursed by ODPS for each basic course completed, with separate Sponsor fees for course of 8-12 students and courses of 16-24 students. Selected Sponsors may also be reimbursed a per student fee for experienced rider courses. One-time costs associated with operating the program are also reimbursable. These “actual” costs include, but are not limited to: design, layout and painting of the riding area, Sponsor meeting travel, equipment acquisition, local promotion and motorcycle repair. The total amount of the contract is based upon the number of courses offered and the actual costs incurred.

Contract Amendments - The number of courses a Sponsor may offer during a contract period may be underestimated due to increased student demand. In this event, the Sponsor may be eligible for an amendment to the contract increasing the dollar amount to cover the cost of additional courses. Other amendments may be offered as deemed necessary by ODPS and/or requested by the Sponsor. The Sponsor shall not receive reimbursement beyond the amount specified in the original contract, unless amended.

The Sponsor shall not provide training without an amendment in conformity with the guidelines developed for the MO program, the Sponsor and the State Controlling Board (if necessary), and fully executed as a part of the contract.

Facilities - In the contractual agreement, the Sponsor agrees to provide adequate facilities to accommodate the basic course and/or ERC, as well as adequate storage for the motorcycles and equipment. The range area must comply with the guidelines developed for the MO program. The Sponsor shall have the range area approved by the ODPS Motorcycle Ohio program coordinator prior to use in the MO program. The classroom and range should be as close together as possible.

Classroom - The classroom should comfortably seat the course participants at tables and chairs, to work in small groups. The classroom should also have adequate ventilation and be able to be darkened for audio/visual presentations. Basic classroom equipment must include a chalkboard or white board, a VHS or DVD video player and monitor.

Range - The riding range area should be either asphalt or concrete, approximately 200' X 300' in size. The range area should be free from obstructions, loose gravel and debris. It should have the capability of being blocked off from all vehicular and pedestrian traffic. The range must be marked; range markings should provide a clear path of travel for the students and visible cone positions for the Instructor. Equipment for the range activity will include the following:

- Motorcycles,
- Motorcycle helmets,
- Four-inch traffic cones,
- Fire extinguisher, and
- First aid kit

Emergency Phone - In the event that emergency medical help, police or the fire department are required during a course, Instructors must have access to a private or public telephone within reasonable proximity to the range area. Instructors should be informed by the Sponsor of the appropriate phone number to reach emergency help.

Comfort Facilities - Arrangements for comfort facilities (rest rooms, break areas, etc.) should be made to insure that they are open during class hours. These facilities should be within a reasonable distance from the classroom or range.

Storage - Motorcycles used in the BRC should be stored in an enclosed, secured building in reasonable proximity to the range. The storage facility should be large enough so the motorcycles will not be scratched or damaged when parked. The facility should be locked and the motorcycle keys kept in a secure place, preferably away from the motorcycles.

Materials - Most of the materials necessary to teach the BRC will be supplied to the Sponsors by MO. Replacement supplies may be obtained by calling the MO office at 1-800-83-RIDER. Instructors and Sponsors are authorized to photocopy any of the forms and materials with the exception of those starred below:

- Sample Course Schedules (Appendix A)
- Instructor License Application (Appendix B)
- Student Report Form (Appendix C)
- Student Signature Roster (Appendix D)
- * Release and Waiver (Appendix E)
- * Completion Card (Appendix F)
- Skill Test Score Sheet(s) (Appendix G)
- Incident Report Form (Appendix H)
- Motorcycle Damage Report Form (Appendix I)
- Physicians Statement (Appendix J)
- Medical Waiver (Appendix K)
- Motorcycle Inspection Report Form (Appendix L)
- Course Satisfaction Survey (Appendix M)
- Joint Inspection Report (Appendix N)
- T-Clock Inspection Form (Appendix O)
- ODPS/Mobile Invoice Forms (Appendix P)
- Receipt Affidavit (Appendix Q)
- Instructor Check-off list (Appendix R)
- Student Workbook

Scheduling Courses - There are several variables to consider when establishing a course schedule, including Instructor availability, facility availability, and the proximity of the range to the classroom. Sponsors should consult the MO office when establishing a schedule. MO encourages the Sponsors to offer a variety of schedules and limit the use of the Friday, Saturday, Sunday weekend class because a highly compressed schedule is extremely fatiguing to both students and Instructors. See Appendix A for a sample schedule.

Instructor to Student Ratio - In the classroom, one Instructor may teach a maximum of 24 students. Larger class sizes tend to inhibit student participation, which is desirable to maximize the effectiveness of the class. A BRC class of fewer than eight students is not cost-effective and is not reimbursable under the ODPS contract, although the minimum course size for the mobile program is five students due to the limited availability of the program. Minimum course sizes for the ERC are up to each individual Sponsor.

To be considered enrolled in a course, students must be present for the entire first two units and complete the proper paperwork, including the waiver and signature roster. Students who leave

without attending the entire first two units and completing the proper paperwork are dropped from the class roster, and their names cannot be used when determining class size for reimbursement purposes.

On the range, one Instructor may instruct no more than seven students on motorcycles in the BRC and no more than 6 students in the ERC. In the BRC, a motorcycle must be provided to each student; “doubling up” is not allowed. The maximum capacity for on-cycle instruction is twelve students on motorcycles with two Instructors. In the ERC, students provide their own motorcycles; operators may not “double up”. The maximum capacity for on-cycle instruction in the ERC is twelve operators and twelve co-riders (passengers) on motorcycles with two Instructors. Switching riding responsibilities between the operator and co-rider is prohibited.

MO reserves the right to reduce the student:teacher ratio when the riding area is of unique design or configuration, or when special circumstances exist – in such cases, the required modifications will be given to site Training Agencies to be disseminated to Instructors at their site.

VIII. PROGRAM EVALUATION

The ODPS, at its discretion, may initiate inquiries of students, former students or employees in any course in order to evaluate the effectiveness of the course or investigate information concerning problems or complaints. Additionally, MO may conduct training facility and Instructor evaluations. Evaluation visits may be announced or unannounced.

IX. SAFETY

When teaching the BRC and/or ERC, Instructors must remember that the safety of their students is their primary consideration. All range exercises are to be conducted considering rider safety above all else.

Motorcycles must be inspected prior to each week’s riding session. Motorcycles found with defects prohibiting safe operation must not be used. Training Agencies should be informed so appropriate repairs may be made.

There should be sufficient run-off room for all exercises. Instructors should check the range area for such things as gravel or broken glass and insure that these are swept off or removed before the riding session. If an exercise is painted or chalked down, cones should be used only to mark exit and entry areas. Four-inch or shorter cones are supplied to all Sponsors by MO and must be used wherever appropriate.

Each training site must have a first aid kit and fire extinguisher in the immediate vicinity of the range during the riding sessions, and a telephone within easy access to the classroom and range. If any of these items are damaged or missing, Instructors should contact the Training Agency for replacement.

It is at the Instructor’s discretion to postpone a session or dismiss a group because of weather conditions. The basic guidelines for safety purposes are to dismiss the students and reschedule the session in the event of: lightning in the immediate vicinity, tornado warning, hail, severe rain, snow or wind, or severe heat or cold. The session will be rescheduled based upon the Training Agency’s policies, the Instructor’s schedule, the schedules of the majority of students, and the availability of the facility and motorcycles.

Because fatigue in some cases can be a factor in a student's ability to control the motorcycle, and in other cases may hamper a student's ability to learn, Instructors must be sensitive to their students' needs and schedule appropriate breaks. Scheduled breaks are part of the curriculum plan and shall not be eliminated. See the sample curriculum format in the Instructor Guide for recommended breaks.

Instructors must monitor the progress of their students and be alert to potential problems. If an Instructor feels a student cannot sufficiently control the motorcycle and may be a danger to the class or himself/herself, the student must be taken aside and privately dismissed in a compassionate manner.

Another important aspect of safety is good communication. Instructors should foster an atmosphere in which students feel comfortable to ask questions. On the range, strict adherence to the range rules is required. Instructors should insure that students understand an exercise before riding it.

X. MOTORCYCLES

Dealer Loan Motorcycles

Some motorcycles used by MO are supplied by local motorcycle dealers in cooperation with motorcycle manufacturers. These are loaned to the Sponsor at no cost for a period of time that is determined by the manufacturer and the dealer. The other motorcycles used in the BRC are owned by the State of Ohio. No dealer-loaned or state-owned motorcycles are to be used in the Experienced Rider Course. All motorcycles used in the BRC are not licensed to operate on public streets and are not intended for any use other than motorcycle rider education. Unauthorized use of course motorcycles can result in immediate termination of the Sponsor's contract and/or removal of an Instructor from the Ohio certified list.

Suggested Rider Education Motorcycle Loan Agreement Form - This form is a multi-part form, which must be completed and signed by the Sponsor and dealer.

Dealer and Sponsor Responsibilities - These responsibilities are outlined in the Suggested Rider Education Motorcycle Loan Agreement Form. It may be advisable for the Sponsor to initiate an additional agreement with the dealer stipulating exactly what repairs or services will be provided and who will be responsible for such expense.

Pre-acceptance Inspection - It is necessary to inspect the motorcycle prior to accepting delivery from the dealer. Any damage should be noted on the Joint Inspection Report Form. Copies of this form should be provided to the dealer and kept on file by the Sponsor.

Pre-Return Inspection - The motorcycles must be inspected jointly by representatives of the Sponsor and the dealer using the Joint Inspection Report Forms that were completed at the beginning of the loan period. Dealer and Sponsor representatives must agree exactly on the amount of damage to each motorcycle at the time the motorcycles are returned.

Motorcycle Return/Exchange - At the end of the loan period, the motorcycles must be returned to the dealer. All motorcycles must be cleaned, and minor damage, such as bent levers, repaired prior to the return. The return date should be anticipated and a new loan agreement form completed prior to the expiration of each loan agreement. If the exchange is planned properly, Sponsors will ensure continuous availability of loan motorcycles.

Program and Dealer Loan Motorcycles

Motorcycle Maintenance - Proper maintenance is necessary to insure that the motorcycles are in safe condition and good running order. A capable person should be assigned by the Sponsor to insure that the dealer loaned motorcycles are inspected when picked up or returned to the dealer.

Motorcycle Storage Requirements - Motorcycles must be stored in a secure area, as near the riding area as possible. Storage must also provide protection enough for all motorcycles without crowding, plus other range equipment such as helmets and cones.

Instructor Responsibilities - Prior to the week's riding session, the Instructor, or another designated person by the site Sponsor, should inspect the motorcycles and check the following:

1. Oil and lubricants - Check for proper levels and unusual colors.
2. Chain - Check for correct tension and unusual wear on the chain and sprocket.
3. Cables - Check for smoothness of operation and adjust if necessary.
4. Tires - Check for proper inflation and wear.
5. Levers - Check for broken or bent levers, and smoothness of operation.
6. Spark Plugs - Check for fouled plugs and clean or replace as necessary.
7. Nuts and bolts - Check for tightness and replace if necessary.
8. Battery - Check the water level and start the motorcycle to test the charge.

These items are part of the Motorcycle Inspection Report Form, and are recorded on that form for liability purposes. This form must be included with all course paperwork.

Damage Repair Estimates - Estimates totaling less than \$200.00 per motorcycle should be paid out of Cost Category E funds from the Sponsor's contract. If a Sponsor has any questions concerning any estimates, the MO office should be consulted. MO must be informed of any estimates totaling \$200.00 or more, whether the motorcycles are state-owned or dealer loaned prior to having any work completed by a dealer or the Sponsor.

Insurance Claims - MO must be consulted by the Sponsor on any motorcycle that is in need of an insurance claim due to extensive damage. MO will initiate any claim with the insurance company after the motorcycle has been evaluated by the MO service center.

Student Owned Motorcycles - Student owned motorcycles or scooters may be used in the BRC only when prior written approval is received from MO. Any motorcycle/scooter model manufactured for on-highway use that meets the first criteria below and any one of the other two (as published by the original equipment manufacturer/distributor) may be used. They will be inspected by the Instructor using the T-clock form (see Appendix O). The student's motorcycle may be used after inspection and approval by one of MO's Instructors:

1. Engine displacement of 500cc or less
2. Un-laden weight of 400 pounds or less
3. Seat height of 30 inches or less

Motorcycles must be street-legal, currently licensed and insured. Motorcycles that have been modified or that have after-market equipment added to conform to meet these criteria are not allowed to be used as training motorcycles. Scooters must be over 100cc in engine displacement.

Motorcycles used in the ERC must be student owned; dealer loan and state-owned motorcycles may not be used. Scooters, over 100cc, can be used in the ERC. Motorcycles in the ERC must

be street legal and currently licensed and insured. They will be inspected prior to the riding session by the Instructor using the T-clock form (see Appendix O). ERC participants riding with a passenger must have a motorcycle that is equipped to ride passengers.

XI. FORMS AND PAPERWORK FOR STATE SPONSORS

Copies of all forms for both the BRC and the ERC must be kept on file by the Sponsor, along with the request for reimbursement (if applicable), for three years following the completion date of the course. Reimbursement for courses will not be made unless accompanied by all required forms properly completed. Following is an explanation of all forms used by MO. Those marked with an asterisk (*) are required documentation for reimbursement for a course, and must accompany the request for reimbursement.

* Student Report Form (Appendix C) - This form lists all students enrolled in a course. To be enrolled, a student must attend, as a minimum, the first two units of the course and complete the proper paperwork, including the waiver and student signature roster. The following details specific guidelines for this form:

1. The form should be printed or typed by the Instructor, not passed around to students. (All requested information is available on the waiver form.)
2. Names should be in alphabetical order, last name first.
3. Course dates should show the first/last dates of the course, including year.
4. Location is the sponsoring agency name and numeric code. Sponsors using more than one training site should show the site name and numeric code.
5. The box for BRC or ERC should be checked. All ERC passengers should be listed on a separate student report form.
6. Addresses should include city/zip code and the state if other than Ohio.
7. Phone numbers should include area code.
8. Birth date and driver's license number (or permit number) must be included for every student.
9. Test scores should be actual points off or number incorrect. Scores should not be expressed as percentages.
10. Under status code, Failures must be coded to express the reason for failure, such as F/A, failure for attendance.
11. Errant behavior is defined as deliberate operation of the motorcycle in a manner which endangers or is likely to endanger the operator, other persons, or property or exhibition of an unsafe attitude. If a student is failed for errant behavior, it is recorded on the student report form as F/E, and the Instructor must describe the circumstances leading to the student's dismissal on the back of the form.
12. Students who are dismissed (F/D) by the instructor should be listed on the back of the student report form with a description of the circumstances leading to the dismissal.
13. Instructor name(s) should be recorded on the form. (Signature not required.)
14. **The form must be signed and dated by the sponsor.** The signature indicates that the form has been checked and is correct.

* Student Signature Roster (Appendix D) - On this form, the students should sign their legal name in ink and print their name. This form must be completed for each day the course is in session.

* Waiver (Appendix E) - This form must be read by all students, including those participating in an ERC as a passenger, and all blanks must be filled in. It is to be signed and dated in ink. The signature of the parent or legal guardian is required for all participants under 18 years of

age. The student retains the pink copy, the sponsor retains the yellow copy, and the white copy is sent to MO.

Completion Card (Appendix F) - This card is filled out and signed by the Instructor/or MO Office, and presented to every student who successfully completes and passes the course. The MO office will assign completion card numbers for each training location for security reasons. Passengers (Co-Riders) in the ERC that participate in on-cycle activities and the classroom activities receive an "ERC Co-Rider" card while those who do not ride the exercises are given an "ERC Co-Rider Attendee" card.

* Skill Test Score Sheet (Appendix G -1, 5) - This form is used by the Instructor while conducting the skill test, to record the riding test scores, and must be kept on file by the Sponsor. The score sheets for the basic course and experienced course are provided in the Appendix.

* Incident Report Form (Appendix H) - This form is filled out as completely as possible and is signed by the Instructor. All crashes and other incidents involving injury to the student, however minor, or damage to the motorcycle or other property, must be reported on this form. The Sponsor shall report to MO as soon as possible, but in no event later than 24 hours, any crashes requiring professional medical assistance.

* Motorcycle Damage Report Form (Appendix I) - This form is to be filled out by the Instructor in the event a motorcycle is damaged in any way.

* Physician's Statement (Appendix J -1,2,3) - If a student indicates a medical problem which may interfere with his/her ability to safely participate in a course, the student is required to have a physician fill out and sign this form and provide it to the Sponsor.

* Medical Waiver (Appendix K) - Any student presenting the Physician's Statement must also sign a special medical waiver, in addition to the regular waiver form.

* Motorcycle Inspection Report Form (Appendix L) - This form is to be filled out by the Instructor/Maintenance Person before each riding week. Copies of this form must be mailed to MO by the Sponsor with the course paperwork.

Course Satisfaction Survey (Appendix M) - This form is to be completed by the students on the last day of class and given to the Instructor or mailed to the MO office.

Joint Inspection Report (Appendix N) - This form is to be completed jointly by the Sponsor and dealer upon acceptance of delivery of a dealer-loaned motorcycle, and upon the return of the motorcycle back to the dealer.

T-Clock Inspection Form (Appendix O) - This form is to be sent to Experienced Rider Course enrollees for use in inspecting their motorcycle prior to the start of class. Instructors may also use this form to inspect motorcycles prior to allowing their use in the course.

Mobile Instructor Invoices (Appendix P) - This form is used by Instructors to be reimbursed for instructional services and/or travel reimbursements if the Instructor worked for the mobile program only.

Receipt Affidavit (Appendix Q) - This form is used by the sponsors to verify that a copy of any receipt is true and correct with no erasures or alterations. This form is to be used if the original receipt cannot be sent to the ODPS.

Instructor Check-Off List (Appendix R) – This form is used by Instructors as an aid in completing the paperwork for the sponsor.

XII. INVOICING FOR REIMBURSEMENT

A. State Sponsors - Invoicing for Payment

ODPS must be billed via an invoice to reimburse the State Sponsor for expenditures related to the Motorcycle Ohio program. Invoices should be mailed to the ODPS Fiscal Office for processing: ODPS, Motorcycle Ohio, 1970 W. Broad St., P.O.Box 182081, Columbus, Ohio 43218-2081.

Invoices for payment for all MO courses and/or actual cost expenditures must include the following information:

- Name of institution and address
- Invoice number
- Invoice date
- Federal tax identification number
- State purchase order number
- Quantity (items/classes)
- Description of product or service
- Course dates (if applicable)
- Unit price (course reimbursement fee)
- Total amount

The following verbiage is suggested under the description section:

“For services rendered under Purchase Order #____ to provide motorcycle safety and education courses in ____ County. Reimbursement is requested under expense category _____.” (B is for classes of 8-12 students, C is for classes of 16-24 students, D is for Experienced Rider Courses and E is for actual cost items).

The description of the item(s), quantity, unit price and total price must follow, with the total invoice amount listed at the bottom.

Invoicing For Courses Conducted

The following supporting course documentation (copies found in Appendix) must be received by the MO office before the accompanying invoice can be processed:

Student Report Form

Student Signature Rosters

Waiver

Motorcycle Inspection Report

*Incident Report Forms

*Motorcycle Damage Report Forms

*Physician’s Statements

*Medical waivers

(Asterisked items (*) are returned to MO only if actually used in the course.)

One invoice can cover more than one course, as long as course dates and expense categories are listed. MO will not reimburse for courses lacking any of the required paperwork documentation. MO will not reimburse for classes of fewer than seven students, or more than the number of students stated in the contract. Money from space reservation fees must be

reported on invoices used for course reimbursement and deducted from the course reimbursement fee.

Invoicing For Actual Cost Items

For actual cost items, each item should be listed separately, with quantity, unit price, total amount and cost category detailed. A sample invoice may be found in Appendix Q. Sponsors may choose to use their own institution's invoice, or photocopy the one in the Appendix. Sponsor-use documentation on any item (except parts) and support documentation consisting of receipts, or photocopies of receipts accompanied by an affidavit (see Appendix Q) must be provided as required for all actual cost (category E) items.

B. Mobile Program Instructor - Invoicing For Payment

ODPS must be billed via an invoice to reimburse the Instructor for expenditures related to the Motorcycle Ohio program. Invoices should be mailed to the ODPS/Motorcycle Ohio for processing: ODPS/MO, 1970 W. Broad St., P.O. Box 182081, Columbus, Ohio 43218-2081. (See Appendix P-1)

Invoices for payment for all MO courses and/or actual cost expenditures must include the following information:

- Name of Instructor and address
- Invoice number
- Invoice date
- Social Security or Employee number
- Description of product or service
- Course dates and locations
- Total amount

One invoice can cover more than one course, as long as course dates, location and costs are listed separately.

XIII. GENERAL POLICIES – Private Providers and State Sponsors

Adjusted (Modified) Ranges - The general principles for utilizing a full-size Basic Rider Course range apply to adjusted ranges, with the following additions:

1. The number of riders is limited to a space sufficient enough for safety and positive learning.
2. Decisions as to number of riders per range activity and combined configurations of range exercises should be made with safety and positive learning as priorities.
3. Exercise dimensions should be adhered to as much as possible.
4. Exercise adjustments should not detract from a participant achieving exercise and course objectives.
5. The lead-in space, the buffer space, and the run-off space must be considered.
6. Where possible, exercises should be similar to the Basic Rider Course using a full-size range. Although Basic Rider Course exercises should not be combined, some skills can be combined for efficient use of the paths of travel available. The skill sequence is as follows:

- (a) Motorcycle familiarization;
- (b) Using the friction zone;
- (c) Starting and stopping drill;
- (d) Shifting and stopping;
- (e) Adjusting speed and turning;
- (f) Control-skills practice;
- (g) Cornering;
- (h) Matching gears to speed;
- (i) Stopping quickly;

- (j) Limited-space maneuvers;
- (k) Pressing to initiate lean;
- (l) Cornering judgment;
- (m) Negotiating curves;
- (n) Stopping quickly in a curve;
- (o) Obstacles and lane changes;
- (p) Avoiding hazards;
- (q) Skills practice;
- (r) Skill test.

Community Relations - Maintaining good community relations is essential to the continued success of the program. Instructors should be friendly and courteous with all local motorcycle dealers, school officials, media personnel, and other visitors.

Crashes - Training Agencies must provide Instructors with the location of the nearest phone and the proper number to reach emergency help. If a crash occurs while conducting a range session, all riding must be stopped immediately. The primary concern of the Instructor is the safety and welfare of the crash victim. If emergency help must be summoned, one Instructor shall stay with the injured student while the other Instructor or range aide calls the paramedics. Visitors or other students should be discouraged from taking the injured student to the hospital; professional help should be called. Riding may continue only after the needs of the injured student have been addressed and the damaged cycle has been removed from the riding area.

(State Sponsors: Any crash involving injury or damage to facilities or equipment must be written in clear detail on an Incident Report Form (Appendix H). If professional medical help was consulted, the crash must be reported to the MO office, 1-800-83-RIDER within 24 hours.)

Eligibility for Course - The BRC is open to any Ohio resident age 15½ and over with a valid motorcycle permit or endorsement. Out-of-state students must have the proper motorcycle permit or endorsement for the state in which they reside.

(State Sponsors: All participants will be charged a fee of \$25.00 except for students under 18 years of age, who will be free.)

Students enrolling as an operator in an ERC must have a valid motorcycle license or endorsement, provide his or her own street-legal, properly registered motorcycle or scooter (100cc or more), show proof of insurance, and should have a minimum of six months' riding experience. Cost for all participants is \$25.00 each.

Students enrolling as a passenger (Co-Rider) in the ERC must be at least 16 years old and be able to touch the passenger foot pegs when sitting astride the motorcycle.

Fire Extinguisher - A ten-pound, class ABC fire extinguisher shall be in the immediate proximity of the range at all times when students are riding.

First Aid Kit - An industrial-sized first aid kit shall be in the immediate proximity of the range at all times when students are riding. First Aid kits should be restocked whenever necessary to insure that supplies will be available when needed. It is strongly recommended that surgical gloves and a breathing mouthpiece be included in each kit.

Fuel - The Training Agency is responsible for arranging for gasoline to fuel the training motorcycles. Motorcycles are not to be refueled while students are sitting on them. Caution should be taken if motorcycles are hot. At no time should Instructors, students and others be smoking in the immediate proximity of the motorcycles or gas cans.

Improperly Licensed Operators - A valid temporary motorcycle permit or a valid operator's or commercial drivers license with a motorcycle endorsement is required to enroll in the BRC and a valid operator's or commercial drivers license with a motorcycle endorsement is required to enroll in the ERC. Students should be notified the first night of class that riding improperly licensed is not responsible or appropriate behavior.

Motorcycle Care - It is important that care is taken when storing motorcycles so that motorcycle parts are not gouged or scratched. Instructors should repair as much minor damage as possible, taping any dangling turn signals and removing any broken mirrors. Instructors should inform Training Agencies when parts such as levers or foot peg rubbers are needed. Motorcycles should be washed periodically.

Parking - No vehicles will be parked on the range during sessions, including those owned by Instructors or students. Every effort should be made to have parked vehicles removed by their owners. If the vehicles cannot be removed, range exercises may be run provided that the path of travel of any exercise comes no closer than 40 feet to the parked vehicle. If this is not possible, Instructors should try to use a different parking lot and mark the exercises using four-inch cones. If no other lot is available, the Instructors must reschedule the range session. Student safety must not be compromised!

Pedestrian And Vehicle Traffic - If pedestrians, vehicles and other moving obstacles inadvertently stray on the range, the Instructors should stop the exercise in a safe manner and request the persons involved to leave the range. The exercise can begin again when the range is clear.

Protective Gear - All Instructors, staff and students must wear full protective gear while sitting astride the motorcycle whether or not the engine is running, or while in preparation for immediately mounting the motorcycle. Full protective gear is defined as a DOT-Approved helmet, eye protection, long sleeved shirt or jacket, long pants, full-fingered gloves and sturdy boots or shoes that cover the ankles.

Publicity - Whenever speaking with the press, Instructors should be courteous, but must remember that their primary responsibility is to their students. They should explain their responsibility to the teaching task, and offer to discuss the program before or after the class or during breaks. If questions are brought up that the Instructor feels are sensitive or which cannot be authoritatively addressed, the Instructor should refer the media person to the MO office. Instructors must be accurate in any answers to questions or comments, since they may be quoted directly. Personal observations and opinions on controversial issues should be avoided. Instructors must know how the program is funded and set up. Local dealers and hosting schools should be mentioned.

Generally, press contacts and press releases are handled by MO on a statewide basis, but it is advantageous for the local program personnel to use their contacts with local media to get articles into print or onto the air. Some local newspapers are reluctant to publish articles if they see no local significance; local program contact and familiarity with local papers can help minimize that feeling.

Purchasing Supplies – State Sponsors should set their own internal policies regarding the purchasing of needed supplies. MO will only reimburse sponsors for items specified in the contract. Any item not in the Sponsor's contract over \$100.00 must have written permission from MO to purchase.

Range Standards - All ranges used for motorcycle safety and education courses must be in compliance with the BRC Instructor Guide. MO will provide assistance in laying out the exercises for painting, and in designing modifications for unique configurations and circumstances.

Range Demonstrations - Instructors must demonstrate all exercises specified in the curriculum to be demonstrated to the students. The proper procedure for every exercise is for an Instructor to introduce the exercise, read the objective, read or paraphrase the directions, and then begin the demonstration and read the evaluation points, coordinating the evaluation points to what the rider is actually doing. Students should be given the opportunity to ask questions before riding the exercise. Provide simulated practice per range cards.

During demonstrations, the Instructor's skill is being observed. Therefore, the Instructor must practice to insure that all exercises are demonstrated smoothly and correctly. An exercise should be demonstrated in the same way the student is expected to perform that exercise; this is not "show-off" time for the Instructor. If an exercise is demonstrated incorrectly, the Instructor teaching the exercise should explain to the students what was incorrect, and then have the exercise demonstrated again. If the demo Instructor still cannot demonstrate correctly, the second Instructor teaching that particular exercise must ride the demonstration.

Demonstrating gives the rider an opportunity to "test ride" the layout. Cones may need repositioning, or gravel may need to be kept out of the path of travel. All adjustments should be made before the students ride the exercise.

Remedial Instruction - Instructors may, if they choose, work with students having problems before or after scheduled range sessions at the training site. Instructors do not receive extra compensation for this service and are not required to remediate students outside of class time. Students are never to practice without the direct supervision of an Instructor.

Reversing Directions: The process of reversal must be explained and demonstrated to the students prior to the first reversal of the day. For subsequent exercises involving the reversal, demonstration of the reversal process is at Instructor's discretion. The reversal must be conducted with student safety as the primary concern. Attention should be paid to path of travel and the timing of the last bike in line to avoid colliding with the first bike on the reversal. Instructors should never pick students who are having difficulty with the course maneuvers to lead a reversal.

Registration Procedures (State Sponsors) – All State Sponsors make the decisions regarding registration procedures for their site.

In addition to registering available slots, it is suggested that Sponsors also register alternates. These students may be enrolled in the class if a pre-registered student does not show up. Walk-ins, persons who are not registered but who show up the first night, should also be encouraged. Instructors should register alternates and walk-ins after the designated start time of the course if a pre-registered student is not present. Alternates are first registered, and then walk-ins under the age of 18 are given first preference to register if a pre-registered student does not show for class. If this registration policy is utilized, pre-registered students must be informed at the time of their registration that they may lose their place in class if they are not on time for the first class session.

The ODPS highly recommends that minors receive high priority for space reservation in courses. Ideally, no minor should have to wait more than 30 days for instruction.

The basic course has a fee of \$25.00 for all students except those under 18 years of age, for whom there is no fee. Out-of-state students who wish to register must also be charged \$25.00

for the course. All students must have a valid temporary permit for the state that is designated on their driver's license or a motorcycle endorsement or a motorcycle-only license.

Smoking, Eating, Drinking - Smoking by students, other course participants, visitors and Instructors is allowed only during break time, and away from the classroom, motorcycles and storage area. Eating and drinking is permissible only during break time. Instructors should be aware of their students' needs and schedule breaks accordingly. Instructors should comply with any of the Training Agency's requirements with regard to smoking, eating or drinking on the training site premises.

Spectators - Spectators are not allowed on the range during instruction but may observe from a safe distance. Brochures should be available for people inquiring about the course, and Instructors should be polite, but brief, when speaking to them. The Instructor's primary concern is the safety of the students in the class.

Storage (State Sponsors) - Sponsors should try to return loaned motorcycles to the dealers in near-showroom condition. Therefore, Instructors must take meticulous care when storing or removing the motorcycles from storage. Instructors and staff must not ride the motorcycles in or out of the storage building or container. Students should not move the motorcycles in or out of the storage area. No part of a motorcycle should touch the painted part to another when stored. Special care must be taken with state-owned motorcycles to keep them in as good condition as possible.

Substitute Instructors - Each Training Agency is responsible for establishing a substitute Instructor policy for their site. All substitutes must be on the most current list of Instructors certified to teach in the MO program.

Visitors - Visitors are allowed to attend classroom sessions and may receive handout materials provided that the materials are returned at the end of the class session. Visitors are not allowed on the range but may observe from a safe distance.

Visiting Instructors - Visiting Instructors should not be used in any instruction. Visiting Instructors should be cautioned that, since they are not an "Instructor-of-Record" for that particular course, they might not be covered under the liability policy of the providing agency. Also, Training Agencies should be cautioned that unauthorized Instructors providing instruction may jeopardize the insurance coverage for that particular class.

Warm-Up Exercises - Warm-up exercises are a good practice if time permits. They are especially useful for students returning after a few days without riding practice. Basic exercises should be used, such as riding the perimeter, riding slowly, or weaving. Exercises from the curriculum must be used for warm-up.