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Dear Applicant:

Thank you for your interest in becoming a part of the motorcycle operator training program in Texas. We are looking for dedicated individuals to teach and assist with basic and advanced motorcycle operator training courses. Dedication is necessary because the title of RiderCoach carries with it many responsibilities. RiderCoaches are expected to develop professional facilitation skills along with evaluation and coaching abilities, set an example for your course participants and other riders, keep up to date on rider skill training techniques and maintain a high level of professionalism and riding proficiency.

Please review the minimum requirements below to verify you are eligible for consideration to become a Texas approved RiderCoach. Requirements must be met at time of application.

Letter of Recommendation

___☐ letter of recommendation on letterhead from current State or Military Program Coordinator

Verify you meet the minimum requirements as outlined in excerpts of the Texas Administrative Rules, Section 31.3:

___☐ be a high school graduate or possess a valid GED
Include copy of High School diploma, GED certificate or College Degree with application.

___☐ possess a current valid motorcycle license for at least two years

___☐ be free from addiction to alcoholic beverages or drugs

___☐ be physically able and mentally competent to conduct correct classroom and on-cycle instruction, including technically correct riding demonstrations

___☐ hands-on CPR training from a nationally recognized provider
Include copy of CPR and First Aid certificate with application.

___☐ hands-on Basic First Aid or Trauma First Aid training from a nationally recognized provider
Include copy of CPR and First Aid certificate with application.

Note: CPR and First Aid training courses must be attended in person and provide hands-on skills practice. Certification will only be accepted from Providers that meet or exceed the curriculum standards of American Red Cross, American Heart Association, DOT or NHTSA. If you are a medical professional and cannot provide a certificate for CPR or First Aid, please contact our office.

Review the websites below to determine if you meet the driving record and criminal history minimum requirements as outlined in the Texas Administrative Rules, Section 31.2 (b).

___☐ Driving offenses: No more than 9 points in the last 3 years DRIVING RECORD EVALUATION
If you do not have a Texas driver license, or have had a Texas motorcycle license for less than two years, submit with your application a copy of your out of state driving record and a letter/document from your previous state of residence showing the date you received your motorcycle endorsement.

___☐ Criminal offenses: Criminal history search includes felonies, criminal offenses involving moral turpitude, tampering with governmental records, driving while intoxicated or under the influence of drugs, or an offense committed as a result of criminally negligent operation of a motor vehicle. MORAL TURPITUDE

If you meet the minimum requirements above:

___☐ Mail a completed application with copies of the necessary documentation and a signed Rules of Professional Conduct. Submission does not guarantee Texas approval. If you do not maintain contact with the MSU on your progress or are not approved within 90 days of application received, you will need to submit a new application.

___☐ Print a F.A.S.T. Pass form prior to making your fingerprint appointment. Enter your MSF# as the MS# requested on the form. A copy of the F.A.S.T Pass form does not need to be submitted with your application.

TEXAS DEPARTMENT OF PUBLIC SAFETY
MOTORCYCLE SAFETY UNIT APPLICATION
Out of State RiderCoach

Personal Information:

Full Name (First, Middle, Last): _____

Maiden Name/Any Other Names Used: _____

Mailing/Street Address: _____

City, State, Zip + 4: _____

Home Phone: _____ Work Phone: _____

Mobile Phone: _____ Preferred Daytime: ___ Home ___ Work ___ Mobile

Primary Email Address: _____

Date of Birth: _____ Sex: _____ Race: _____ Shirt Size: _____

Occupation: _____

Employer: _____

Work Address:_____

_____

Requesting approval for seasonal use? Yes ☐ No ☐

If seasonal, in what city will you be temporarily residing: _____

General Information:

Where and/or for whom will you work for upon Texas approval? _____

_____

Educational Background:

High School Graduate / GED / College Degree: Yes ☐ No ☐

If yes, list major field of study. _____

List other educational institutions you have attended or any specialized training you have received.

Be sure to identify any certificates or advanced degrees you have received. _____

_____

_____

Teaching Experience: Yes ☐ No ☐

If yes, please explain: _____

_____

_____

Driving Record Information:

Driver License #:_____ State: _____ Exp. Date: _____

Do you have a Motorcycle License? Yes ☐_____ No ☐_____ Issue Date:_____

Has your driver license ever been revoked or suspended? Yes ☐_____ No ☐_____

If yes, explain (When, Where, Why) _____

_____

_____

Criminal History Information:

Have you ever been arrested, convicted or placed on probation, deferred adjudication, deferred prosecution, withheld adjudication or community supervision for:

a. a felony Yes ☐_____ No ☐_____

b. any offense involving moral turpitude Yes ☐_____ No ☐_____

c. tampering with governmental records, driving while intoxicated or under the influence of drugs, or an offense committed as a result of criminally negligent operation of a motor vehicle Yes ☐_____ No ☐_____

If yes, please give a detailed explanation of the facts including all dates and outcomes (use the back of the page if necessary). _____

_____

_____

CPR and First Aid Information:

CPR Expiration Date _____ Curriculum Provider _____

First Aid Expiration Date _____ Curriculum Provider _____

Motorcycling Information:

Do you currently own and regularly operate a motorcycle? Yes ☐_____ No ☐_____

How many years have you operated a motorcycle? _____

What type of motorcycle do you own? _____

How many miles did you ride last year? _____

What type of riding are you currently doing? (Check all that apply)

Dirt ☐__ Touring ☐__ Commuting ☐__ Sport ☐__

Have you ever been involved in competitive motorcycle racing? Yes ☐_____ No ☐_____

If yes, what type? Motocross ☐__ Enduro ☐__ Flat Track ☐__ Trials ☐__ Road ☐_____

Motorcycle Safety RiderCoach Data:

MSF RiderCoach #: _____ Expiration Date:_____

RiderCoach Preparation Course: Date: _____ Location: _____

Number of classes taught in the last three years (total classes per year):

Year	BRC	3WBRC	BRC2	NRC	SRC
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____

Year	ARC	MSRC	BBBRC	UBBRC	Other Courses (names only)
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____

Include copies of certifications for anything other than BRC/BRC2 as applicable

Read the following statements before signing this application.

I understand that submission of this application **DOES NOT** guarantee me Texas approval.

I authorize the Texas Department of Public Safety Motorcycle Safety Unit (MSU) to access my Texas driving record and Texas and Federal criminal history record information.

If approved, I authorize the MSU to review my driving record and criminal history throughout each certification period. I understand that if I do not meet the minimum requirements that are current at any time I will lose my approval to teach in Texas.

I have read the Public Disclosure Restriction document and understand that any information given to the MSU is subject to open record requests with the exception of my home address and personal email. If I meet the criteria for withholding specific information I am including the completed Public Disclosure Restriction form with this application.

By signing this application, I certify that all information stated in this application, to the best of my knowledge, is true and correct.

_____	_____	_____
Printed Name	**Signature**	**Date**

APPLICATION MUST BE MAILED; FAXES AND EMAILS WILL NOT BE ACCEPTED

ATTN: Applications
Texas Department of Public Safety
Motorcycle Safety Unit
PO Box 4087
Austin, TX 78773-0257

Texas Department of Public Safety
Motorcycle Operator Training Program
Texas Instructor Rules of Professional Conduct

Instructors must adhere to all Department-approved standards and guidelines to maintain approval for teaching which can be found in the Administrative Guide. All Instructors are required to:

1) Abide by Rules of Professional conduct of approved curriculum and maintain Texas Instructor approval.

2) Will cooperate fully with all Department inquires and/or investigations.

3) Be physically competent to conduct classroom and on-cycle instruction, including technically correct riding demonstrations; Administrative Guide, Section II – 31.3 (1f).

4) Abide by curriculum standards and Texas guidelines when conducting all approved courses.

5) Meet and maintain minimum qualification requirements for Texas Instructor approval.
   a) Maintain a driving record using evaluation standards established by the DPS for school bus drivers pursuant to Texas Transportation Code 521.022; Administrative Guide, Section II – 31.3 (1d). In the event of any changes in the driving record, Sponsor is responsible to notify the Motorcycle Safety Unit.
   b) Maintain a clean criminal record; Administrative Guide, Section II - 31.2 (2-4). In the event of any changes in the criminal record, Sponsor is responsible to notify the Motorcycle Safety Unit.
   c) Must be of good reputation, character, and moral conduct and deal honestly with members of the public; Administrative Guide, Section II – 31.2 (2i). The department has adopted the moral turpitude standards of the Texas State Board of Public Accountancy; Texas Administrative Code Title 22, Part 22, Chapter 519, Subchapter A, Rule 519.7.
   d) Maintain CPR and First Aid training by a nationally recognized provider that meets the standards of one or more of the following: American Red Cross, American Heart Association, First Responder, United States Department of Transportation National Highway Traffic Safety Administration and United States Department of Health and Human Services. Administrative Guide, Section II - 31.3 (b)(7)

6) Wear full protective equipment whenever riding. Protective equipment provides comfort and protection to the rider by wearing it when they ride. Instructors are expected to set an example by practicing what they teach.

7) Project a professional appearance and attitude whenever before the public representing motorcycle operator training. This includes teaching a motorcycle operator training course, during recreational riding, visiting motorcycle dealerships or meeting with motorcycle organization members.

8) Possess up-to-date technical knowledge. This knowledge may be received from several sources such as motorcycle-related publications, Motorcycle Safety Unit Newsletters, and the MSF Safe Cycling magazine. Being an Instructor requires continuous learning about motorcycling. This will help in answering questions from course students and the general public.

9) Report all incidents, no matter how minor, to the sponsor. An incident is any instance where anything other than the tires or side stand touches the ground or other object. Incident report forms must be completely and accurately filled out and returned to the sponsor with all other course paperwork.

10) Maintain contact with the Motorcycle Safety Unit and update Instructor Zone whenever there has been a change in address, phone number or email address.

11) MSF specific curriculum:
   a) Abide by department's approved MSF Basic RiderCourse schedules.
   b) Abide by state student/Instructor ratio. Administrative Guide, Section II – 31.6 (3b,c).
   c) Maintain a record of classes taught and any professional development programs attended.
   d) Supervise Department approved Candidate(s), Range Assistant, and other personnel assigned to the range in accordance with Department guidelines.

I agree to abide by the Texas Instructor Rules of Professional Conduct. Non-compliance of any rule is cause for suspension of Texas Instructor approval.

_____	_____	_____
Printed Name	Signature	Date

DPS Use Only (submit with application):

RiderCoach: _____ MSF#: _____

Application Received: Date _____

Verified Active in RETSORG Date _____

Microfilm: Date _____

Class M: Date _____

Driving Record Date _____

F.A.S.T. Date _____

CPR Date _____

First Aid Date _____

Assigned to Training Officer: _____ Date _____

General notes/concerns on application: _____

_____

_____

Curriculum certificate upon final approval:

BRC / BRC2 / HDNRC / HDSRC / 3WBRC / ARC / MSRC / BBBRC / UBBRC / GWRRA / Other_____

Letter 1 – Application Received: Date _____

Letter 2 - Basic Requirements: Date _____

Letter of Observation received: Date _____

Letter 3 – Texas Approval and CoA: Date _____

RiderCoach added to REMS: Date _____