

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 assist with basic and advanced motorcycle operator training courses. Dedication is necessary because the title of Range Assistant carries with it many responsibilities. Range Assistants are expected to set an example for course participants and other riders and maintain a high level of professionalism.

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

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 (Range Assistants must be 18 years old at time of application) ***Include copy of High School diploma, GED certificate or College Degree with application.***

_____ be free from addiction to alcoholic beverages or drugs

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 along with the appropriate addendum, 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.

_____ Call the Motorcycle Safety Unit at (512) 424-2021 to request your F.A.S.T. Application ID number. Print a F.A.S.T. Pass form prior to making your fingerprint appointment; 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
Range Assistant**

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: _____

General Information:

Do you have any future interest to become a RiderCoach? If so, describe the purpose for becoming a Range Assistant. Be as specific as possible. Use additional paper if necessary. _____

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). _____

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 Background:

Have you ever attended a Motorcycle Safety Course? Yes _____ No _____

If yes, identify each course and give a brief description. _____

Have you completed the BRC? Yes _____ No _____

Where and Where did you complete the BRC? _____

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 Range Assistant Rules of Professional Conduct**

Range Assistants must adhere to all Department-approved standards and guidelines to maintain approval for assisting with motorcycle safety courses which can be found in the Administrative Guide. All Range Assistants are required to:

- 1) Abide by Rules of Professional conduct and maintain Texas Range Assistant approval.
- 2) Will cooperate fully with all Department inquires and/or investigations.
- 3) Meet and maintain minimum qualification requirements for Texas Range Assistant 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.
- 4) Wear full protective equipment whenever riding. Protective equipment provides comfort and protection to the rider by wearing it when they ride. Range Assistants are expected to set an example of safety.
- 5) Project a professional appearance and attitude whenever before the public representing motorcycle operator training. This includes assisting with motorcycle operator training courses, during recreational riding, visiting motorcycle dealerships or meeting with motorcycle organization members.
- 6) Maintain contact with the Motorcycle Safety Unit and update Instructor Zone whenever there has been a change in address, phone number or email address.

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

Printed Name

Signature

Date

DPS Use Only (submit with application):

Range Assistant: _____

F.A.S.T. Number: _____

Sponsor: _____

Application Received: Date _____

Entered in RA tracking list: Date _____

ROC: Date _____

Driving Record printed Date _____

F.A.S.T. Date _____

Class M Date _____

Assigned to Training Officer: _____ Date _____

General notes/concerns on application: _____

Letter 1 – Application Received: Date _____

Letter 2 – Texas Approval sent to RA: Date _____

Range Assistant added to tracking sheet and REMS: Date _____