

State of Illinois

Cycle Rider Safety Training Program Manual
for the Administration of “The Cycle Rider Safety Training Act”



Illinois Department of Transportation
Cycle Rider Safety Training Program
2018

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Any questions or comments about this manual should be directed to the following:

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Section I

Introduction

1.0 History

The Illinois Department of Transportation established a motorcycle rider training program through selected state universities in 1976. It was supported solely with Federal Highway Safety Funds. Effective January 1, 1982, the Cycle Rider Safety Training Act was created. (625 ILCS 35/1 et seq.; Public Act 82-649). This Act also amended Section 2-119 and 3-806 of the Illinois Vehicle Code to assure continuous funding of this Illinois program. Public Act 83-820 (effective January 1, 1984) required any person under the age of 18 to complete a training course and examination before receiving a license with a class "M" endorsement. Public Act 86-1005 (effective December 28, 1989) increased the Cycle Rider Safety Training Fund's portion of the annual motorcycle registration fees. Public Act 87-838 (effective January 24, 1992) allows transfer of excess funds to the general revenue fund. Public Act 87-1217 (effective January 1, 1993) changed the Cycle Rider Safety Training Fund to a trust fund outside the State treasury and allowed the Illinois Department of Transportation to accept any federal, State, or private monies for the program. Public Act 90-622 (effective January 1, 1999) changed the dollar amount of motorcycle registration fees to a percentage and created a fee for original and renewal of drivers' licenses with a class "M" or "L" endorsement, which shall be deposited into the Cycle Rider Safety Training Fund.

2.0 Legal Authority

2.1 The Cycle Rider Safety Training Act, 625 ILCS 35/1 et seq., hereinafter referred to as the "Act", states:

- Sec. 1. This Act shall be known and may be cited as the "Cycle Rider Safety Training Act." It is the policy of this State to promote safety for persons and property connected with the use and operation of motorcycles, motor driven cycles and mopeds.
- Sec. 2. As used in this Act, the terms specified in Sections 2.01 through 2.06 have the meanings ascribed to them in those Sections unless the context clearly requires a different meaning.
- Sec. 2.01 "Cycle" means a motorcycle, motor driven cycle or moped, as defined in the Illinois Vehicle Code.
- Sec. 2.02 "Cycle Rider" means every person who rides and is in actual physical control of a cycle.
- Sec. 2.03 "Cycle Rider Safety Training Courses" and "Courses" means courses of instruction in the use and operation of cycles, including instruction in the safe on-road operation of cycles, the rules of the road and the laws of this State relating to motor vehicles, which courses meet the minimum requirements of this Act and the rules and regulations issued hereunder by the Department and which have been approved by the Department as meeting such requirements.
- Sec. 2.04 "Department" means the Illinois Department of Transportation.
- Sec. 2.05 "Driver's License" means any license or permit to operate a motor vehicle under the laws of this State.
- Sec. 2.06 "Person" means every person, firm, partnership or corporation.
- Sec. 3. The Department shall have the power, duty and authority to administer this Act.

- Sec. 4. Any State or community college, State university or community agency designated by the Department may organize a Regional Cycle Rider Safety Training Center and may offer Cycle Rider Safety Training Courses through such Training Centers which it operates.

The curriculum and accreditation for the courses, and the geographic areas in which each Training Center may offer courses, shall be provided for by rules and regulations of the Department. Instructors of such courses shall meet the qualification and certification requirements of the regulations of the Department and the college, university or community agency offering the program and may be employed on a calendar year rather than a school year basis. Such courses shall be open to all residents of the State who hold a currently valid driver's license and who have reached their 16th birthday without regard to whether such person is enrolled in any other course offered by said State or community college, State University or community agency. Such courses may be offered throughout the calendar year. The courses may be offered as credit or noncredit courses, but no fee shall be charged, except for a nominal registration fee, which will be refundable upon completion of the course.

- Sec. 5. The Department may promulgate rules and regulations not inconsistent with the provisions of the Cycle Rider Safety Training Act for the administration of the Cycle Rider Safety Training Act.

- Sec. 6. The Cycle Rider Safety Training Program shall be financed by a trust fund outside of the state treasury to be known as the Cycle Rider Safety Training Fund. The Department may accept any federal, state, or private monies for deposit into the Fund. The funds shall only be used for the expenses of the Department in administering the provisions of this Act, for funding of contracts with approved Regional Cycle Rider Safety Training Centers for the conduct of courses, or for any purpose related or incident thereto and connected therewith.

- Sec. 7. The Department is authorized to and shall award contracts out of appropriations to the Department from the "Cycle Rider Safety Training Fund" to qualifying Regional Cycle Rider Safety Training Centers for the conduct of approved Cycle Rider Safety Training courses.

2.2 92 Illinois Administrative Code, Sections 455.10 through 455.80

3.0 Manual Purpose and Revisions

The Cycle Rider Safety Training Program manual defines responsibility and establishes procedures for the administration and operation of the Illinois Cycle Rider Safety Training Program. While revisions are the responsibility of the Department, alterations of this manual may be made in consultation with appropriate committees, composed of Regional Center administrators (or their representatives), such as:

- A. Planning (Program Manual, Rules, Research and Evaluation)
- B. Curriculum (Licensing, Secretary of State related tasks)
- C. Public Relations
- D. Dealer Relations (Specific problems, grievances)
- E. Other

Section II

Program Requirements

1.0 Regional Center

- A. Operating Standards – The Regional Center shall meet the Department’s standards, as set forth in this manual, for administering and operating a Cycle Rider Safety Training Program, hereinafter referred to as “CRSTP” or the “Program”.
- B. Intergovernmental Agreement Termination – The Regional Center may terminate the Intergovernmental Agreement by giving the Department thirty (30) calendar days written notice. Any courses scheduled by the Regional Center during the thirty (30) day notification period may be completed. The Department shall reimburse the Regional Center for any students trained or authorized costs expended within the thirty (30) day notification period.
- C. Nondiscrimination – The Regional Center agrees not to commit unlawful discrimination as that term is defined in the Illinois Human Rights Act and further agrees to take affirmative action to ensure that no unlawful discrimination is committed. The Regional Center agrees to comply with the Illinois Human Rights Act to prohibit discrimination on account of race, color, religion, sex, national origin, ancestry, age, order of protection status, marital status, physical or mental disability, military status, sexual orientation, or unfavorable discharge from military service. The provisions of the Illinois Human Rights Act apply to the Cycle Rider Safety Training program and are made part of this program by reference. (775 ILCS 5/ et seq.)
- D. Program Employment - When recruiting for any employment position that is CRSTP funded, prior to making a job offer, the Regional Center personnel engaged in the selection process shall submit to the Department a current job description of the position being filled, complete employment history for the candidate selected (including salary history) and the proposed entry salary for the candidate. In no circumstance shall a job offer be tendered prior to Department approval.
- E. Program Director – The Regional Center shall designate a person as the Program Director of the CRSTP who shall be responsible for overall program management and for reporting annually to the Department all leave time status used by any full-time program staff and payroll category classifications with job duties, if requested. The Program Director should have a technical understanding of the program and be experienced in the program and fiscal management, personnel management and preparation of program proposals.
- F. Program Coordinator and Assistant Coordinator – The Regional Center shall provide a Program Coordinator who shall manage the day-to-day operation of the program. The Regional Center may appoint an Assistant Coordinator to assist the Program Coordinator. The Regional Center shall certify for any Program Coordinator or Assistant Coordinator that:
 - 1. The Program Coordinator and Assistant Coordinator shall be a Chief Instructor or become a Chief Instructor within 18 months of employment. The Department may, at its discretion, extend this time period should insufficient training opportunities exist.
 - 2. In selecting the Program Coordinator and Assistant Coordinator, motorcycle safety knowledge, administrative and personnel management experience and teaching qualifications and experience were considered prior to appointment.
 - 3. The Program Coordinator and Assistant Coordinator shall teach at least one (1) instructor preparation course and one (1) beginner course or four (4) beginner courses annually and shall not be paid for those courses. However, should the Program Coordinator and/or Assistant Coordinator teach any additional courses beyond the aforementioned annual

teaching requirement of (1) instructor preparation course and one (1) beginner course or four (4) beginner courses, they shall be adequately compensated for those additional courses if allowed within current program budget.

4. Responsibilities of the Program Coordinator and Assistant Coordinator include assisting with the preparation of program proposals; managing program costs; training, supervising and evaluating (on-site) instructors with a monitor report (Monitor Reports (BSPE 700/BSPE 701), a copy of which shall be sent to the Department); selecting and equipping training sites; developing and distributing course schedules; procuring and managing motorcycles and other training equipment; preparing reports for course evaluation; and documenting costs for reimbursement purposes.

G. Beginner Course Instructors – Instructors for the beginner course shall have met the following requirements:

1. Possess a student completion card for a beginner course.
2. Have a valid Illinois driver's license with a class M endorsement or its equivalent from another state.
3. Have a safe riding and driving record (out-of-state instructors shall furnish a copy of their driving record) which for purposes of this Program shall mean no more than two convictions for violations of traffic regulations governing the movement of vehicles committed within a 12 month period and no possibility that the instructors license could be suspended.

Instructors or Instructor Candidates convicted of serious traffic violations including, but not limited to, DUI (driving under the influence), DWS or DWR (driving while suspended or revoked) or reckless driving shall be disqualified for a period of three years.

4. Have as a minimum valid Red Cross or military basic first aid card or a Department approved equivalent.
5. Have knowledge of and be able to perform basic motorcycle maintenance.
6. Have the ability to operate a five (5) pound (minimum) dry-chemical (Type A, B, or C) fire extinguisher.
7. Have met the standards of the Instructor Course, including the following:
 - a) Have successfully completed an instructor training course that met all standards of the beginner course and demonstrated riding ability by successfully passing either the Motorcycle Operator Skills Test (MOST), the MOST II, the Alternate-MOST, or the beginner course Skills Test to the satisfaction of the Chief Instructor; and,
 - b) Under the supervision and the presence of a Chief Instructor, have successfully practice taught at least two hours. This two (2) hour minimum shall include at least ½ hour each of both classroom and range beginner course lessons. (Practicing instructor names shall be listed separately from student names on the appropriate Training Attendance Records).
8. Have valid certified instructor card or have had Regional Center documentation (properly completed instructor preparation form and anonymous knowledge test answer sheets) of such completion submitted to the Department within two (2) weeks of completion of instructor certification requirements.

9. May attend no more than one (1) beginner course per calendar year as a student, only if space is available. All other students will have priority in enrolling.
 10. Maintain certification by notifying the Regional Center of any address or name changes.
 11. Complete an annual update seminar prior to teaching. To receive credit for the update seminar attendance, the update seminar attendance form must contain the following: 1) printed name, 2) signature, and 3) instructor number.
- H. Advanced Course Instructors – Instructors for the advanced course shall have met the following requirements:
1. Be a current certified beginner course instructor.
 2. Have completed a seminar taught by a qualified Chief Instructor or an advanced course online update depending on curriculum vendor requirements.
 3. Have been submitted as a qualified Advanced Course Instructor to the Department within two (2) weeks of #2 above.
 4. Complete an annual update seminar prior to teaching. To receive credit for update seminar attendance, the update seminar attendance form must contain the following: 1) printed name, 2) signature, and 3) instructor number.
 5. May attend no more than one (1) advanced course per calendar year as a student, only if space is available. All other students will have priority in enrolling.
- I. Range Aide (R.A.) – Range Aides shall have passed the beginner course and shall have and show evidence of a valid Illinois driver's license with a Class M or L endorsement or an equivalent license of another state, and have knowledge of and ability to perform basic motorcycle maintenance and repair. They shall not instruct any student (unless certified to do so), including conducting exercise demonstrations. Range Aides who attend an update seminar shall complete all the required information on the sign-in sheet but enter R.A. in place of Instructor Number.
- J. Training Sites.
1. The Program Coordinator shall select the training sites throughout the Region by consideration of an analysis of motorcycle crashes, the incidences of motorcycle registrations, the incidences of new M and L classifications and the number of students requesting the courses.
 2. All training sites/facilities or range areas shall include the following:
 - a) A range area which shall be a paved surface free from traffic and surface obstructions and shall meet the standards of the Department;
 - b) A classroom which shall be a room which is easily accessible from the range area and shall be properly equipped with a seat and writing surface for each student, a desk, or podium and chair for the instructor and a table for audio-visual equipment; and,
 - c) A storage facility which shall be enclosed, secure and have adequate space to store any training equipment that is kept at the site overnight.
 3. A range area drawing of any site used in the program with area dimensions and exercise layouts specified, and the range's location specified, shall be submitted to the Department two (2) weeks prior to use and will indicate any potential hazards on or near the range area.

If the range or adjacent area changes, an updated drawing shall be submitted to the Department within one (1) week of the Program Coordinator's knowledge of the change.

4. If the Regional Center is used as a training site, no more than forty percent (40%) of the Region's beginner course students may be trained at that site.
5. The site usage fee policy of the CRSTP is that if site usage fees are requested, the request will be forwarded to the Department where it will be considered on an individual site basis.

K. Course Size.

1. Beginner Course:

- a) A minimum of eight (8) registered students and a maximum of twelve (12) registered students at the first course session are required to conduct a beginner course. The course shall be limited to a number such that a motorcycle will be provided for every student during range sessions; and
- b) Student/instructor ratio for beginner course range training shall not be greater than six (6) to one (1). Every range session shall have a minimum of two (2) qualified persons (either an instructor and range aide or two (2) instructors) present at all times in accordance with the required student/instructor ratio. A range aide is recommended for all range sessions.

2. Advanced Course:

- a) A minimum of six (6) registered students and a maximum of twelve (12) registered students at the first course session are required to conduct an advanced course.
- b) Student/instructor ratio shall not be greater than six (6) to one (1). Every range session shall have at least two (2) advanced course instructors.

L. Safety Regulations.

1. The following protective equipment shall be worn by instructors, range aides and students whenever on a motorcycle with its engine running or wheels turning. Instructors and range aides need not wear the following equipment when starting student motorcycles.
 - a) A helmet (furnished by the Regional Center or supplied by the student) which meets U.S. Federal Motor Vehicle Safety standard 218 or Code of Federal Regulations 571.218 as a minimum. Half helmets are not allowed in courses where the Regional Center provides the helmet;
 - b) Full-fingered gloves;
 - c) Long-sleeved clothing;
 - d) Long pants;
 - e) Sturdy over-the-ankle footwear (not cloth or canvas); and,
 - f) Eye protection.
2. The following emergency equipment shall be available at the range during training;
 - a) A minimum five (5) pound dry-chemical Type A, B, or C fire extinguisher;

- b) A fully stocked, industrial-quality First Aid Kit;
 - c) Procedures for a crash (including telephone numbers); and,
 - d) A telephone within easy access.
 - 3. If training motorcycles are stored away from the range area, they shall not be ridden to or from the range area.
 - 4. Student owned motorcycles utilized in any Department sponsored training must meet all Illinois Vehicle Code requirements and pass what is commonly known as the "T-clock" inspection.
 - 5. Training will not be conducted during a thunderstorm, snowstorm or windstorm, with ice on the range or if the instructor(s) determine the safety of the students to be at risk.
- M. Crash and Incident Reporting – If a crash occurs that requires professional medical treatment (incidents classified as a class 3 crash), the instructor shall inform the Regional Center by email or telephone no later than the next business day following the crash. In the event the communication is made by telephone, the Regional Center shall keep a telephone log of all such calls detailing the specifics of the crash and the time and date the communication is received. Receipt by the Regional Center of the Crash Reports (BSPE 704 and BSPE 707) from the Instructor is required no later than the 10th business day following the crash.
- These documents are to be date stamped by the Regional Center upon receipt. The Regional Center shall inform the Department's Cycle Rider Safety Training Program by email to their IDOT Program Coordinator no later than the first business day following their initial notification of the incident. Completed Crash Reports (BSPE 704 and/or BSPE 707), and the Waiver or Release of Liability (BSPE 702) shall be scanned and emailed to the Department within 3 business days following receipt by the Regional Center. Those documents shall be date stamped upon receipt by the Department. Incidents classified as either class 2 (injury-any report or visual injury such as a scrape, scratch, bruise, etc., and possible motorcycle and/or property damage) or class 1 (no injury, possible motorcycle and/or property damage), the instructor shall complete a crash/incident report which shall be submitted to the Regional Center with the class paperwork. The Regional Center shall submit these reports to the Department along with monthly reports. Telephone logs and email communications related to the above shall be retained in a hard copy file or electronic file where applicable.
- N. Dealer Loan Agreements.
- 1. All motorcycles/scooters shall be smaller than 351 cc in engine size. Motorcycles/scooters may be purchased by the Department or may be obtained on loan from dealers within Regional Center boundaries (unless an exception is pre-approved by the Department).
 - 2. Each Regional Center shall keep on file a listing of all motorcycles/scooters being used, lending dealer's name and address and serial numbers for each motorcycle/scooter. Information on when the motorcycle/scooter was received and returned to the dealer shall also be recorded.
 - 3. Repairs and maintenance for the loaned motorcycles/scooters shall be conducted according to procedures agreed upon between the Regional Center and the lending dealers. This agreement shall also be kept on file by the Regional Center.
 - 4. Regional Centers should prepare and distribute to each registered student a list of motorcycle dealers who loaned motorcycles/scooters.

- O. Gifts - The Regional Center shall notify the Department in writing of the donation or loan of any equipment that may require the expenditure of CRSTP funds.
- P. Instructor's Manual - Each Regional Center shall compile and print an Instructor's Manual to be distributed to each instructor teaching courses for the Regional Center. The draft manual, including any revisions, shall be submitted to the Department for approval two (2) weeks prior to the first use. The approved manual shall be provided to the Department and shall include information instructors may need to teach and the following:
1. Introduction: A brief history of the CRSTP.
 2. Regional Boundaries: Include Regional Centers Map which identifies the counties to be served by each Regional Center.
 3. Public Relations: An explanation of the importance of a strong public relations program together with examples of public relations materials Waiver or Release of Liability (BSPE 702) and procedures
 4. Program Policies: Information from Sections II/Parts 1.0-G, H, I, K, L, M, Part 2.0-G, and Part 3.0 of this Cycle Rider Safety Training Program Manual.
 5. Department Questionnaire: The students at the first session of the course shall be informed by the instructor that they may be receiving a Department questionnaire that should be completed and returned promptly.
 6. Motorcycle Use: An explanation of the proper use of program motorcycles, such as not allowing the motorcycles to be operated for personal use.
 7. Conduct: Guidelines for the proper conduct of instructors, range aides and students (i.e., no smoking, drinking and eating on the range and the instructor shall have the authority to eject from the course any student who endangers any person or disrupts the course).
 8. Duties: An explanation of duties of the Instructor and Range Aide.
 9. Course Documents: Examples of the instructions for completing and returning all required forms (including Waiver or Release of Liability (BSPE 702), Cycle Rider Safety Course Attendance Sheet (BSPE 708), and Guide to Student Registration Reporting System.
 10. Coding System: Each student shall be assigned a Student Number using the following sequence. Example: Student #044000101 (04 year, 400 site, 01 course, 01 student).
 11. Method of Compensation: A statement of the method and amount of instructor and range aide compensation.
 12. Instructional Plan: A plan which outlines what lessons are normally taught during each course session and how early instructors should arrive before each session.
 13. Passing Criteria: An explanation of the criteria used to determine if a student passes, fails or drops the course.
- Q. Insurance: The Regional Center shall provide liability insurance for each motorcycle used in the program that is not owned by the student. The insured shall be the Regional Center, the

Department, the owners of the training sites and participating motorcycle dealers. Minimum coverage and limitations shall be:

1. Bodily injury and property damage liability
2. A combined single limit of \$1,000,000.00 each occurrence and \$2,000,000.00 aggregate
3. \$500.00 deductible per crash (paid by the Regional Center)
4. Comprehensive and collision coverage for motorcycles shall be based on their actual cash value as determined annually by the Regional Center using Kelly Blue Book or National Automobile Dealers Association book values
5. Excess medical coverage in the amount of \$10,000.00 per person

Certificate of Insurance shall be submitted to the Department prior to execution of the CRSTP Intergovernmental Agreement and upon execution of a new insurance policy. It shall contain a thirty (30) calendar day written notice of cancellation clause. In lieu of the thirty (30) day cancellation clause, a Regional Center may issue a letter from their Risk Management Unit certifying that insurance in the prescribed amounts will be provided without interruption for the Intergovernmental Agreement insurance term.

Proof of Insurance – Student Motorcycles.

1. Students using their own scooter in the beginner course shall provide proof of registration and insurance.
2. Students using a borrowed scooter in the beginner course shall provide the scooter owner's permission documentation as well as proof of registration and insurance.
3. Students using their own motorcycles in the advanced course shall provide proof of registration and insurance.
4. Students using a borrowed motorcycle in the advanced course shall provide the motorcycle owner's permission documentation as well as proof of registration and insurance.

- R. Public Relations Program – Each Regional Center shall implement a multimedia public relations program. Appropriate opportunities to receive free promotion through any news media shall be fully utilized. Regional Center course schedules or any promotional materials that bear the program logo shall be approved by the Department prior to it being printed or produced. The Department shall be notified of any schedule changes before they are implemented. The official logo shall be used, as shown in Program Logo. Only the official logo may be used on materials produced by the Regional Center as part of this training program. Program materials may also carry the official logo of the Regional Center.
- S. Course Curricula – The curricula for the beginner and advanced course shall be current Department approved curricula. Students will retain a copy of the workbook when supplies allow. The beginner course shall be based upon the current beginner course curriculum which is normally twenty (20) hours of instruction. The advanced course shall be the current experienced course curriculum which consists of eight (8) hours of instruction. The Department shall have the option to make modifications to the curricula to improve the safety, effectiveness or efficiency of the training. Program Coordinators shall have the option to make modifications to the curricula on an experimental basis in courses only under their direct supervision. Proposed modifications shall be reported in writing to the Department after review by the Regional Centers' Curriculum (Licensing and Secretary of State Related Tasks) Committee. The proposed modifications shall be reported to the Department at least two (2) weeks prior to it being implemented.
- T. Reports – Electronic Student Data, comprised of data elements identified in "Guide To Student Registration Reporting System" shall be transmitted to the Department by the end of the month following training. A written Monthly Report (BSPE 703) shall also be submitted to the

Department by the end of the month following training. It shall include all courses that began within the month for which data is available in numerical order by site/course number and course type. Written Reports are to be date stamped upon receipt and retained in a file by the Department. Electronic Student Data shall be forwarded to the Department's Data Specialist for upload into the Department's Student Information Data Base.

U. Completion Documents.

1. Completion Card: Those students who pass a course shall be issued a CRSTP official Student Completion Card by Regional Center administrative staff and mailed from the Regional Center office, reflectorized helmet decal when available and advanced rider course pin (for advanced course graduates only, when available). Replacement cards shall be issued by the Regional Center upon request for a period not to exceed one year from course completion date. Letters or certificates confirming completion shall be issued upon request in cases when course completion date exceeds one year but not more than three years.
2. Completion Forms: Each Regional Center shall ensure that each student who attends any portion of a course complete a student registration form. This information shall be submitted in electronic format to the Department. The course attendance record Cycle Rider Safety Course Attendance Sheet (BSPE 708) shall indicate actual instructional hours to nearest tenth of an hour received by the student and will include the names of all instructors, range aides and instructor candidates practicing teaching any part of the course and type of course schedule. A completed course attendance record shall be submitted for each course conducted. The Guide to Student Registration Reporting System is to be utilized in monthly student data reporting.

V. Claim Procedures/Procurement – Claimed items in all 'actual cost' categories shall be documented with the submission of Regional Center accounting reports which identify the vendor, amount paid, transaction date and budget line item for each expense, accompanied by detailed receipts, documentary evidence that procurement was made in accordance with the requirements of Procurement Regulations as described in paragraph 1 below, when those Regulations require prescribed actions in the procurement process, and/or other documentation as required by the Department. These documents shall be submitted and attached to a properly completed Claim Forms (BSPE 705). A final claim shall be submitted within ninety (90) calendar days of the Intergovernmental Agreement expiration date. Expenditures for each month of the Intergovernmental Agreement shall be claimed within sixty (60) calendar days after the month. These will include all current charges for that month. Claim Documents shall be date stamped upon receipt.

1. Procurement: All Procurement of Program items and services are subject to the Procurement Regulations of the Regional Center or the Illinois Procurement Code, whichever is more stringent. In cases where goods and services are obtained under contract by the Regional Center and disseminated to the Program, evidence of procurement code compliance shall be furnished to the Department when first available. Copies of the Regional Center's Procurement Regulations are required to be filed with the Department upon execution of the Intergovernmental Agreement.

W. Cost Category Transfer Request – For all transfers between or among appropriated and allocated cost categories, Department approval is required. To secure approval, the Regional Center must submit a written request to the Department detailing the amount of transfer, the cost categories from and to which the transfer is to be made and rationale for the transfer.

X. Next Year Budgets – Each Regional Center shall establish next year Program costs based on an accounting of actual, current and previous year costs in the following categories and including the following items:

1. Personal Services. A part-time Program Director, a full-time Program Coordinator and the as-needed services of a Program Assistant Coordinator, a clerk or secretary, and other personnel deemed appropriate by the Department.
 2. Instructional Costs. Compensation paid to instructors and range aides.
 3. Overhead Costs. The retirement, insurance, worker's compensation and other appropriate payroll benefits paid by the Regional Center.
 4. Indirect Costs. Non-itemized costs not to exceed 15% of Items #1, #2, and #3 above.
 5. Travel. Gasoline, mileage, per diem, lodging for regional travel to conduct and monitor training courses and travel to trade shows, conferences or instructor workshops.
 6. Contractual Services. Postage, insurance, telephone, repair of or improvement to Regional Center range facilities and maintenance to equipment other than motorcycles.
 7. Printing. Brochures, classroom handouts and other copying.
 8. Commodities. Expendable office, classroom and range supplies, non-expendable equipment under \$200 in cost and textbooks (to be retained by the student.)
 9. Equipment. Non-expendable items over \$200 such as storage containers, motorcycles, trailers, vans or trucks and video equipment.
 10. Motorcycle Operation. Motorcycle gasoline, repairs (due to routine wear and tear rather than insurance-claimable losses) and replacement parts.
 11. Supplemental Budget. Other costs deemed necessary for program administration, as approved by the Department.
- Y. Audits – All records shall be retained for six (6) years from the date of final payment from the Department for the agreement term, in accordance with the Department's State Records Retention Policy. A copy of the retention policy can be provided upon request. The Department shall have access including on-site inspection, to any Program records to make audits. The Regional Center shall return any reimbursement determined by audit to be unauthorized or improperly documented.
- Z. Regional Center Program Income Accounts

The Department has a fiduciary responsibility in the administration of the Cycle Rider Safety Training Program and all Program income derived as a direct result of the Program. All such income, regardless of source, shall be deposited into a Program Income Account. More than one Program Income Account is allowable in case receipts need to be segregated by source. In the interest of exercising the Department's fiduciary responsibility, a "Program Income Account Activity Report" shall be submitted monthly to the Department in addition to the monthly report. This report shall be comprised of the following:

- 1) Current Account Balance;
- 2) All Program Income Received During the Period;
- 3) Expenditures from the account during the month identifying Vendor, Amount, Transaction Date and Purpose;
- 4) Copies of all receipts for purchases made from the Program Income Account; and

- 5) Documentation evidencing that expenditures/purchases made from the Program Income Account were made in compliance with procurement regulations as previously discussed in Paragraph V and subparagraph 1.

The Regional Center is permitted to charge a nominal registration fee, which must be pre-approved by the Department and shall be refunded upon completion of the course. The student may forfeit any registration fee after completion of the course. These forfeitures shall be deposited into the Program Income Account.

All expenditures/purchases from this account shall be for purposes of furthering the CRSTP. Inventorial equipment purchased from this account shall be added to the Regional Center's inventory. If the Regional Center or the Department terminates the Program, all funds held in the Program Income Account shall be transferred to the Department or to another party, as directed by the Department, within forty-five (45) calendar days of the expiration or termination date of the Intergovernmental Agreement. If the Regional Center executes a new Intergovernmental Agreement with the Department for the following fiscal year, all funds held in the Program Income Account shall remain with the Regional Center and the Regional Center shall continue to be accountable for such account."

AA. Property and Equipment

The Regional Center shall keep an inventory of all items of a non-expendable characteristic that meets the Regional Center's threshold cost for inventorial items purchased with CRSTP funds. Any changes to the inventory (purchases and dispositions) shall be sent to the Department, in writing, as they occur. As an example, non-expendables are motorcycles, shop equipment, motor vehicles, trailers, etc. Expendable examples are office supplies, paint, tape, oil, etc. If there is uncertainty about an item to be included, contact the Department. Equipment on the inventory must include: serial number if applicable, item description and cost, mileage if applicable, and location.

1. Purchase – Equipment purchases of items costing \$2,500.00 or more must have prior written approval by the Department. Requests for approval must be accompanied by specification sheets and copies of vendor quotes. Approval by the Department does not relieve the Regional Center from compliance with Procurement Regulations, as previously discussed, when executing the purchase. Any documentation of such compliance must be provided to the Department when a reimbursement claim for the items is submitted.

BB. Vehicle Maintenance/Mileage Logs – A systematic preventive maintenance program shall be kept for every vehicle (vans, trucks, trailers, motorcycles, etc.) and be kept current and available to the Department upon request. Drivers of all Program vehicles are required to maintain a trip log. These trip logs will include at a minimum the following information: vehicle equipment number, license number, month and year, date of trip, driver's name, beginning mileage, ending mileage, destination, and purpose of trip. Copies of these logs shall be forwarded to the Department along with monthly report and reviewed and kept on file.

CC. Instructor Preparation Course – The Regional Center shall provide detail of all Instructor Preparation course activities to the Department prior to any course start date. No fee shall be charged for this course, except for a nominal registration fee approved by the Department, which will be refundable. The course shall be taught according to guidelines provided by the curriculum provider. Any deviations from these guidelines shall be pre-approved by the Department.

DD. Travel – Personal vehicle use requests for mileage reimbursement for use of personal vehicles will not be considered if a Program vehicle is available. In the event a Program vehicle is not

available, reimbursable personal vehicle use must be pre-approved by the Department. In emergency situations, telephone or email contact shall be made with the Department explaining the details necessitating personal vehicle use prior to use. Current approved personal vehicle mileage reimbursement rates vary based upon the type of vehicle used and can be accessed at www.gsa.gov/portal/content/100715.

2.0 Department

- A. Designating Regional Centers – The Department will designate state or community colleges, state universities or other community agencies as Regional Centers to provide Cycle Rider Safety Training in defined regions of the state.
- B. Regional Boundaries – The Department will define the territory assigned to the Regional Center. The major factors that the Department considers in the assignment of territory are proximity to the Regional Center and its ability and willingness to provide training in the area assigned.
- C. Students Trained – The Department will establish an Intergovernmental Agreement with each Regional Center and establish a goal based upon the number of courses to be conducted during the Intergovernmental Agreement time period.
- D. Regional Center Payment.
 - 1. Method of Payment. Funds shall not be advanced to the Regional Center but rather reimbursed for actual expenditures upon submission of proper supportive documentation. Copies of the original source records which evidence all expenditures shall be submitted with claims for reimbursement of costs. Only those costs incurred within the approved Program period and budget are eligible for reimbursement.
 - 2. Timely Payment. The Department's Cycle Rider Safety Training Unit will process all Regional Center claims within twenty-one (21) business days from the date of receipt provided the claim does not contain problems that require further investigation or errors that need correction. The Regional Centers will be notified of any claim deficiencies by email, which stops the twenty-one (21) time period. When the missing information is received by the Department, the twenty-one (21) day time period will be reset to zero.
- E. Dealer Loaned Motorcycles – The Department will assist the Regional Center to obtain dealer loaned CRSTP motorcycle/scooters.
- F. Training Facilities – The Department will approve facilities that meet the requirements of Section II, 1.0(K), of this manual. The Department may approve exceptions to the range requirements in Section II, 1.0(K), based upon an on-site evaluation of the range. Conditions to be considered during such an evaluation shall include whether the area provides adequate room to conduct all training maneuvers; is safe from the street traffic; and is safe from surface obstructions such as posts and rails.
- G. Monitoring – The Department's representatives as well as the Regional Center Program Coordinator and/or Program Assistant Coordinator will conduct periodic on-site reviews of the training to monitor Program adherence to all requirements set herein. Where major safety violations are observed the aforementioned may, at their discretion, intervene and have the violation corrected. Monitoring by individuals other than those referenced above must be pre-approved by the Department.
- H. Course Curricula – The Department shall review any modifications or additions, after consultation with the Regional Centers' Curriculum (Licensing and Secretary of State Related Tasks)

Committee as listed in Section I, Part 3.0, as it deems warranted to improve the safety, effectiveness or efficiency of the training.

- I. Intergovernmental Agreement Termination/Cancellation – “Obligation of the State shall cease immediately without penalty or further payment being required if, in any fiscal year, the Illinois General Assembly fails to appropriate or otherwise make available funds for the contract.” This Intergovernmental Agreement may be terminated by either party upon 30 days written notice. Failure to carry out the conditions set forth herein shall constitute a breach of the Intergovernmental Agreement and may result in termination of the Intergovernmental Agreement or such remedy as appropriate. Upon termination, the Regional Center will be paid for work satisfactorily completed prior to date of termination.
- J. Property and Equipment – The Department retains title interest in all property and equipment purchased under this Program and from the Program Income Account. In the event that the Regional Center fails or refuses to comply with the provisions or terminates or does not renew the Intergovernmental Agreement, the Department, at its discretion may take the following actions:
 - 1. Allow the Regional Center to purchase the property and equipment at fair market value or other mutually agreed upon amount; or,
 - 2. Require the Regional Center to transfer the property and equipment and title, if any, to the Department, or to another party, as directed by the Department.
- K. Program Income Accounts – The Department has a fiduciary responsibility in the administration of the Cycle Rider Safety Training Program and all Program Income derived as a direct result of the Program. The Department shall review the Regional Center’s monthly “Program Income Account Activity Report” and notify the Regional Center in writing of any expenditures from the account that require further documentation or explanation of the purpose as it relates to the CRSTP.
- L. Program Evaluation – The Department will evaluate the CRSTP periodically to answer the following:
 - 1. Is the Program accomplishing its goals efficiently?
 - 2. Is the Program producing results that are contrary to its goals?

The evaluation may also examine the relative merit of individual Regional Center Programs. Two types of evaluations will be conducted. The administrative evaluation will be based on actual activities compared with the plans and units costs (e.g., cost of training a motorcycle rider) or other aspects or operations efficiency. The impact evaluation will determine the extent to which the Program has changed crash experience and/or injury severity, the relationship between the Program and this change and Program costs and benefits.

The Department will define the method of evaluation, data to be collected, records necessary for data collection, criteria for the administrative and impact evaluations and responsibilities of those involved in the evaluation. A Department evaluation plan will be distributed to everyone directly involved.
- M. Intergovernmental Agreement Violations – The Department reserves the right to deny reimbursement to the Regional Center for:

1. Any ineligible student claimed.
2. Any student involved in a crash which required professional medical treatment that was not reported in on a written Crash Report (BSPE 704 and/or BSPE 707).
3. Pay to any unqualified individual.
4. All costs for students trained at an unapproved training site.
5. Purchases not interrelated with current Intergovernmental Agreement line item descriptions, dollar values or quantities.

The Department will notify the Regional Center of an Intergovernmental Agreement requirement violation before taking any reimbursement action.

3.0 Students

- A. Eligibility – To participate in the Cycle Rider Safety Training Program a student must meet the following requirements:
 1. Be a resident of Illinois. A student is considered a resident of Illinois if he/she records an Illinois address for either the “Present Address” or the “Permanent Address” on the student registration form.
 2. Be at least 16 years old. Any student 16 or 17 years of age must have written consent of a parent or legal guardian, evidenced by their signature on the Waiver or Release of Liability (BSPE 702), also all students must sign the Waiver or Release of Liability (BSPE 702) and the student registration form provided by the Regional Center.
 3. Hold a valid Illinois driver’s license or permit.
 4. In addition to the preceding requirements, advanced course students shall have an appropriate operator license, valid registration and proof of insurance for the motorcycle to be used during the course and at least one (1) year and one thousand (1,000) miles of riding experience of six (6) months and five hundred (500) miles of riding experience if the student has previously passed a beginner course.
- B. Student Status at Course Completion:
 1. Pass = Attends all sessions, attains a passing score on the riding and written evaluations.
 2. Fail = Completes the course but fails one or both of the evaluations.
 3. Drop = Any student who leaves the course before either evaluation for any reason.

Appendix I: Revision History and Document Control

Last updated 10/26/2017

The Cycle Rider Safety Training Program Manual for the Administration of the Cycle Rider Safety Training Act is reviewed and updated on an as-needed basis. The current version is indicated in the manual's title which displays the most recent version's calendar year. Manual revisions are reviewed and approved by the Manager of the Cycle Rider Safety Training Program.

<u>Revision Date</u>	<u>Description</u>	<u>Approval</u>
1998	Minor terminology changes throughout manual. Added "Safety" to document title to read "Cycle Rider Safety Training Program".	Bill Nonneman
1999	Minor terminology changes throughout the manual. Updated registration, attendance, and crash report forms.	Bill Nonneman
2000	Changed funding information from \$8.10 per motorcycle registration to 27% of motorcycle registration fee.	Bill Nonneman
2001	Increased from \$41.00 to \$53.00 the amount to be reimbursed to CRSTF for number of students below minimum number allowed in a training class. Adjusted allowable overage of budget line items from 1% to half of 1%. Added language relating to charging a refundable nominal registration fee for courses. Made other minor updates.	Bill Nonneman
2002	Updated student qualification standards for course participation for both the beginner and experienced courses. Revised pass/fail/drop definitions.	Bill Nonneman
2003	Updated terminology throughout the manual to reflect changes in course names by the Motorcycle Safety Foundation. Revised the pass/fail/drop definition.	Bob Young
2004	Made revision eliminating minimum number of hours for Instructor Preparation Course. Established a student numbering system. Revised pre-registration form.	Bob Young
2005	Made terminology changes in Instructor First Aid Training requirements.	Bob Young
2006	Made revisions in Experienced Rider Course Instructor qualifications. Updated "Motorcycle Training Fact Sheet".	Joe Lindsay
2007	Changed course designation from specific curriculum provider terminology to a more generalized designation.	Joe Lindsay
2008	Made basic punctuation and grammatical changes. Updated attachment form numbers as required. Revised pass/fail/drop definitions. Added language disallowing half helmets in courses where the regional center provides the helmet.	Larry Williams
2009	Establishes guidelines for Regional Center asset disposition in case of non-renewal of Grant Agreement. Made revisions in	Larry Williams

pass/fail/drop definitions.

2010	Changed motorized pedal-cycle terminology to "Moped" pursuant to statutory change. Revised "Cycle" definition. Clarified responsibilities of (Assistant) Coordinators. Added language regarding requirements for student-owned motorcycles/scooters pertaining to mechanical condition, insurance coverage, and permission documentation in cases where motorcycle/scooter is borrowed. Revised pass/fail/drop definitions.	Terry Redman
2011	Responsibilities of (Assistant) Coordinator are delineated. Involvement of the Department in the selection of "Personal Services" positions is defined. Insurance requirements are revised as well as direction on valuation of assets. Revisions on the issuance and distribution of completion cards are outlined. Claims procedures have been updated to comply with new statutory regulations. Course size requirements have been modified. Definitions of "commodities" and "equipment" have been modified to adjust for inflation. New requirements have been added that mandate information sharing by the Grantee with the Department on Regional Center Donation/Income Accounts and their uses. New regulations requiring Instructor Preparation Courses to be taught according to the guidelines established by the curriculum provider are instituted with deviation requiring pre-approval by the Department. New guidelines are established for the monitoring of courses. Provisions are instituted providing for a three year disqualification for instructors convicted of certain serious driving offenses. Revisions have been made in the method of payments for claims to comply with new statutory regulations.	Terry Redman
2012	Language is added referencing information required by the Department relative to equipment inventory records. Procedures for the purchase of pieces of equipment with an individual cost of \$2,500 or more are detailed. New regulations related to personal vehicle use for program purposes are enshrined. Reference to Guide to Student Registration Reporting System is made. New language relative to cost category transfers to cure overages in line items is delineated. Requirements related to vehicle mileage logs is added.	Terry Redman
2015	<p>Modifications were made regarding CRSTP Manual Revisions.</p> <ul style="list-style-type: none">● The Nondiscrimination clause was revised to include sexual orientation as a protected class.● The requirement that states that an (Assistant) Coordinator shall become a Chief Instructor within 18 months of hire was modified to allow, at the Department's discretion, an extension of the time period should insufficient training opportunities exist.● Under instructor requirements, a modification was made regarding notification of change of address and/or names. The Regional Center becomes the point of notification instead of the Department.● Postage was moved from the budget category of commodities to contractual services.	Terry Redman

The Motorcycle Unit underwent an Internal Audit in the recent past that required manual revisions to address audit findings. These revisions follow:

- Modifications have been made concerning elements of the annual update attendance forms which must be completed by the attendee in order to receive credit for attendance at the mandatory update.
- Procedures were changed regarding crash/accident reporting.
- Revisions to program insurance requirements were made.
- Requirements related to the timeliness of monthly reporting have been modified.
- Claim Procedures have been altered to include documentation of compliance with the Host School's Procurement Regulations or the Illinois Procurement Code, whichever is more stringent, in order to be eligible for reimbursement.
- Modifications of Requirements related to Vehicle Maintenance Mileage Logs were made with the intent of accomplishing statewide uniformity of records related thereto.
- Changes have been made to equipment inventory procedures.
- The approval process for the acquisition of equipment costing \$2,500.00 or more has been modified.
- Reporting of Program Income Account Activity and balances as well as purchase documentation have been initiated. These reports are to be filed with monthly reports commencing at the beginning of the 2015 training year.
- The paragraph regarding "Timely Payment" of claims has been modified to require notification to the Regional Center by email of any missing or otherwise deficient documentation which must be provided prior to processing. Upon receipt of such documentation, the 21 day clock will be reset.

2017	Modifications were made regarding CRSTP Manual Revisions.	Terry Redman
	<ul style="list-style-type: none"> ● Formatting changes to Table of Contents to correct alignment issues. ● Added additional language to Section II., 1.0 Regional Center, regarding Program Coordinator and Assistant Coordinator annual teaching requirements and compensation for teaching additional classes beyond requirements. ● Made basic punctuation and grammatical changes. 	

- Updated attachment form numbers as required.
- Removed Range Aide attendance from instructor requirements, information duplicated under Range Aide.
- Changed advanced instructor qualifications requirements to include online training as noted by curriculum vendor.
- Updated Audit Records Retention policy to align with State of Illinois minimum records retention requirements.

Appendix II: Attachments

Monitor Reports BSPE 700 / BSPE 701

Waiver or Release of Liability BSPE 702

Monthly Report BSPE 703

Crash Reports BSPE 704 and BSPE 707

Claim Forms BSPE 705

Update Attendance Form BSPE 706

Cycle Rider Safety Course Attendance Sheet BSPE 708

Guide to Student Registration Reporting System

Regional Centers Map

Motorcycle Training Fact Sheet

Program Logo

Hard copies uncontrolled. Current version at

<https://insideidot.portal.illinois.gov/sites/businessservices/prc/Master%20Documents/CRSTM.pdf>