

TITLE 92: TRANSPORTATION
CHAPTER I: DEPARTMENT OF TRANSPORTATION
SUBCHAPTER e: TRAFFIC SAFETY (EXCEPT HAZARDOUS MATERIALS)

PART 455
ILLINOIS CYCLE RIDER SAFETY TRAINING PROGRAM

Section

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455.APPENDIX A Regional Centers and Counties (Repealed)

AUTHORITY: Implementing and authorized by Sections 1 through 7 of the Cycle Rider Safety Training Act [625 ILCS 35].

SOURCE: Old Part repealed at 33 Ill. Reg. 1812, and new Part adopted at 33 Ill. Reg. 1785, effective January 16, 2009; amended at 35 Ill. Reg. 15457, effective September 7, 2011; amended at 40 Ill. Reg. 2065, effective January 8, 2016; amended at 41 Ill. Reg. 15326, effective December 5, 2017; amended at 50 Ill. Reg. _____, effective _____.

Section 455.10 Purpose and Authority

The purpose of this Part is to prescribe the requirements for administering the Illinois Cycle Rider Safety Training Program (CRSTP) that promotes safety for persons and property related to~~connected with~~ the use and operation of motorcycles, ~~motor driven cycles and mopeds~~ as authorized by the Cycle Rider Safety Training Act [625 ILCS 35]. The Illinois Department of Transportation has the power, duty and authority to administer the Act. (See Section 3 of the Act.)

(Source: Amended at 50 Ill. Reg. _____, effective _____)

Section 455.20 Applicability

This Part applies to:

- 43 a) Cycle Rider Safety Training Course providers~~Regional Cycle Rider Safety~~
44 ~~Training Centers~~ and staff; and
- 45
- 46 b) Students in the Program.
- 47

48 (Source: Amended at 50 Ill. Reg. _____, effective _____)

49
50 **Section 455.30 Definitions**

51 "Act" means the Cycle Rider Safety Training Act [625 ILCS 35].

52
53
54 "Advanced-Level Course" means highest level motorcycle safety course the
55 Program offers to students. It is a course designed for students who own a
56 personal motorcycle and meet class criteria or rider experience and readiness to
57 learn advanced braking and steering skills.~~"Advanced Rider Course" or "ARC"~~
58 ~~means a course designed to develop advanced braking and steering skills while~~
59 ~~the student is astride his/her own cycle. Classroom materials cover cycle~~
60 ~~handling dynamics and traction management.~~

61
62 ~~"Beginner Course" means a training course that includes both classroom and on-~~
63 ~~cycle instruction. The course is designed to reduce the likelihood and severity of~~
64 ~~cycle crash involvement by teaching essential street riding skills and developing~~
65 ~~riding strategies.~~

66
67 ~~"Assistant Coordinator" means the person who assists the Program Coordinator~~
68 ~~with day-to-day operations of the Program.~~

69
70 ~~"Chief Instructor" means the person who is qualified under this Part to train and~~
71 ~~certify Program instructors. (See Section 455.50(a)(4) for qualifications.)~~

72
73 "Code" or "IVC" means the Illinois Vehicle Code [625 ILCS 5].

74
75 "Contract" means an annual written agreement between the Illinois Department of
76 Transportation and each provider~~Regional Center~~. The contract year begins
77 December 1 and ends the following November 30. A contract will specify the
78 requirements of the Program and the amount of money provided from the Cycle
79 Rider Safety Training Fund to implement the Program as provided in Section 6 of
80 the Act.

81
82 "Curriculum" means the educational content used by a Cycle Rider Safety
83 Training Course provider to instruct students for any of the Cycle Rider Safety
84 Training Program courses. Curriculum must be approved by the Department

85 before use. Changes to the curriculum cannot be implemented without prior
86 approval by the Department and the curriculum provider.

87
88 "Curriculum Provider" means the organization responsible for providing the
89 curriculum to a Cycle Rider Safety Training Course provider. This organization
90 maintains standards for how the curriculum is presented, as well as standards for
91 maintaining credentials for instructor trainers, instructors, quality assurance, and
92 quality compliance or control. This organization may be the same as a Cycle
93 Rider Safety Training Course provider.

94
95 *"Cycle" means a motorcycle, ~~motor driven cycle or moped~~ as defined in the*
96 *Illinois Vehicle Code. (Section 2.01 of the Act)*

97
98 *"Cycle Rider" means every person who rides and is in actual physical control of a*
99 *cycle. (Section 2.02 of the Act)*

100
101 "Cycle Rider Safety Training Courses" or "Courses" means entry-level (two-
102 wheel and three-wheel), intermediate-level, ~~beginner~~ and advanced-level courses
103 of instruction in the use and operation of cycles, including instruction in the safe
104 on-road operation of cycles, the rules of the road and the laws of Illinois relating
105 to motor vehicles.

106
107 "Cycle Rider Safety Training Course Provider" or "provider" means a community
108 college, State university, State or local government agency, or for-profit or
109 nonprofit business entity in good standing and operating in the State that is
110 capable of providing courses meeting the definition in the Act in accordance with
111 the rules set forth by the Department and the requirements of the Act.

112
113 *"Department" means the Illinois Department of Transportation. (Section 2.04 of*
114 *the Act)*

115
116 *"Driver's License" means any license or permit to operate a motor vehicle under*
117 *the laws of Illinois. (Section 2.05 of the Act)*

118
119 "Entry-Level Course" means any novice training designed to develop knowledge,
120 habits, and skills necessary for safe operation of a motorcycle or a three-wheel
121 cycle.

122
123 "Instructor" means the person or persons qualified under this Part to teach both
124 on-cycle and classroom sessions of the Program. Instructors must successfully
125 complete an Instructor Training Course prior to performing the duties of an
126 instructor.

127

128 "Instructor Trainer" means a person who is qualified under this Part to train and
129 certify Program instructors. (See Section 455.50(a)(2) for qualifications.)

130
131 "Instructor Update Seminar" means an annual seminar conducted by a provider~~at~~
132 ~~a Regional Center~~ that Program instructors must attend annually to update and
133 review curriculum and other issues related to the Program.

134
135 "Intermediate-Level Course" means a motorcycle safety course which introduces
136 mid-level skills to riders with some experience. This course may be conducted on
137 a two-wheel or three-wheel motorcycle. Course registrants must be 18 or older
138 with a suggested two years of a riding experience and prior mastery of the entry-
139 level operational skills.

140
141 "Model National Standards" means motorcycle safety education standards for
142 curriculum and course conduct set by the National Highway Traffic Safety
143 Administration (NHTSA) in the report "DOT HS 811 503 – Model National
144 Standards for Entry-Level Motorcycle Rider Training."

145
146 ~~"Moped" means a motor-driven cycle, with or without optional power derived~~
147 ~~from manually operated pedals, whose speed attainable in one mile is at least 20~~
148 ~~mph but not greater than 30 mph, and is equipped with a motor that produces 2~~
149 ~~brake horsepower or less. If an internal combustion engine is used, the~~
150 ~~displacement shall not exceed 50 cubic centimeter displacement and the power~~
151 ~~drive system shall not require the operator to shift gears. (IVC Section 1-148.2)~~

152
153 ~~"Motor Driven Cycle" means every motorcycle and every motor scooter with less~~
154 ~~than 150 cubic centimeter piston displacement, including motorized pedaleycles.~~
155 ~~(IVC Section 1-145.001)~~

156
157 ~~"Motorcycle" means every motor vehicle having a seat or saddle for the use of the~~
158 ~~rider and designed to travel on not more than 3 wheels in contact with the~~
159 ~~ground, but excluding an autocycle or tractor. (IVC Section 1-147)~~

160
161 "Motorcycle Crash/Incident Report" or "MCIR" means the form provided by the
162 Department to report a crash, injury, or property damage which occurs during a
163 training session, or equivalent form approved by the Department.

164
165 "Program" means the Illinois Cycle Rider Safety Training Program.

166
167 "Program Coordinator" means the person employed by the provider~~at a Regional~~
168 ~~Center~~ who is responsible for the day-to-day management of the Program and
169 oversight of the provider's training sites, ranges, and courses~~within a Region.~~

170

171 "Quality Assurance" means the process to ensure compliance with the Program
172 requirements, curriculum standards, as established by the curriculum provider and
173 the Department, to promote continuous improvement of the Program.

174
175 "Quality Compliance" means adhering with the established requirements within
176 the federal and State statutes, rules, requirements, standards, or specifications to
177 ensure the level of safety and education is met throughout all training courses.

178
179 ~~"Program Director" means the person employed by the State college or~~
180 ~~community college, the State university or the community agency designated by~~
181 ~~the Department to have the overall responsibility for management of the Program~~
182 ~~within a Region.~~

183
184 "Range" means the paved area that is secured by the provider~~used~~ to conduct the
185 "on-cycle" portion of the training course.

186
187 "Range Aide" means the person employed by the provider~~at a Regional Center~~
188 who is responsible for preparing the range, cycles, and other equipment for an on-
189 cycle instruction, ~~and for~~ maintaining cycles in a safe operating condition, and,
190 under supervision of an instructor, assisting with non-instructional duties.

191
192 ~~"Region" means the geographic area made up of a group of counties that~~
193 ~~constitutes an area served by each Regional Cycle Rider Safety Training Center.~~

194
195 ~~"Regional Cycle Rider Safety Training Center" or "Regional Center" means any~~
196 ~~State college or community college, a State university or a community agency~~
197 ~~selected by the Department to administer the Program within a defined Region.~~

198
199 "Training Site" or "Site" means the physical location of the training range or
200 ranges, the classroom or classrooms and, in some cases, a~~the~~ storage facility.
201 Each Region may have more than one training site. A training site may have
202 more than one training range and/or classroom. (See Section 455.50(b) for
203 criteria used to approve training site.)

204
205 ~~"USDOT" means the United States Department of Transportation.~~

206
207 (Source: Amended at 50 Ill. Reg. _____, effective _____)

208
209 **Section 455.40 Program Curriculum~~Incorporations by Reference~~**

- 210
211 a) The provider shall select and seek approval from the Department to adopt
212 curriculum for each CRSTP course offered by the provider.~~Incorporations by~~
213 ~~Reference~~

The Department incorporates by reference the following:

- 1) ~~As the curriculum for the beginner courses, the Motorcycle Safety Foundation's RiderCoach Guide (January 2017).~~
- 2) ~~As the curriculum for the advanced courses, the Motorcycle Safety Foundation's Advanced Rider Course (ARC) (May 2017).~~
- 3) ~~As the curriculum for the Chief Instructor courses, the Motorcycle Safety Foundation's RiderCoach Trainer Guide (January 2016).~~
- 4) ~~Every helmet used in the Program must conform to the applicable provisions of 49 CFR 571.218 (Motorcycle helmets) of the Federal Motor Vehicle Safety Standard (FMVSS) (October 1, 2017).~~

b) Adherence to the NHTSA model national standards will be assessed by the Department. ~~All the materials incorporated by reference in this Section are incorporated as of the date specified and include no later amendments or editions.~~

c) Copies of NHTSA model national standards ~~the materials incorporated by reference in this Section~~ are available at the Department, 2300 South Dirksen Parkway, Room 007, Springfield IL 62764 and can be obtained by emailing DOT.Motorcycles@illinois.gov or ~~or~~ by calling 217/782-3568. ~~The federal standards are available on the National Archives and Records Administration's website at http://www.ecfr.gov.~~

(Source: Amended at 50 Ill. Reg. _____, effective _____)

Section 455.50 Program Requirements

a) Cycle Rider Safety Training Course Provider ~~Regional Centers~~
 The Department will enter into ~~an annual~~ contract with any of the following: ~~a State college or~~ a community college, a State university, State or local government agency, or for-profit or nonprofit business entity ~~or a community agency~~ of its choice to act as a provider ~~Regional Center~~ for purposes of administering the Program. Training courses will be offered at a provider's training site ~~Regional Center or at any of the training sites within a Region.~~ Providers ~~Regional Centers~~ shall administer and operate the Program in compliance with this Part.

- 1) ~~Regional Boundaries~~
~~Regional boundaries are established by the Department through the assignment of counties to a specific Region. Factors used to determine~~

257 ~~which Region a county is assigned to include the county's proximity to a~~
258 ~~Regional Center as well as population factors within the State. (See~~
259 ~~Appendix A for county assignments.) The designated Regions and county~~
260 ~~assignments are also available on the Program's website at~~
261 ~~www.startseeingmotorcycles.org. Larger counties may be divided between~~
262 ~~two Regional Centers to accommodate all students in that county.~~

264 2) Program Directors

265 Each State college or community college, State university or community
266 agency shall appoint a Program Director who shall be responsible for the
267 overall management of the Program. The Program Director shall be
268 experienced in program management, including fiscal management,
269 personnel management, and preparation of contract proposals and shall
270 have a technical understanding of the Program.

271
272 13) Program Coordinator~~Coordinators and Assistant Coordinators~~

273
274 A) Each provider~~Regional Center~~ shall employ a Program
275 Coordinator who shall be responsible for the overall management
276 of the Program including to manage the day-to-day Program
277 operations of the Program. ~~Each Regional Center may appoint an~~
278 ~~Assistant Coordinator to assist the Program Coordinator. The~~
279 ~~Program Coordinator, and Assistant Coordinator if applicable,~~
280 shall:

- 281
- 282 i) ~~successfully complete a beginner course instructor program~~
283 ~~under this Section;~~
- 284
- 285 ii) ~~be a Chief Instructor or become a Chief Instructor within~~
286 ~~18 months after becoming a Program Coordinator (or~~
287 ~~Assistant Coordinator);~~
- 288
- 289 iii) be knowledgeable of cycle safety as well as administrative
290 and personnel management issues;
- 291
- 292 iiiv) have the ability to effectively teach the concepts and
293 lessons of the courses offered by the provider they are
294 employed by, adhering to the standards of the curriculum
295 provider~~Program~~; and
- 296
- 297 iiiv) maintain certification to teach a minimum of one course
298 offered by the provider~~teach either one beginner course and~~
299 ~~one instructor preparation course or four beginner courses~~

300 annually. The Program Coordinator or Assistant
301 Coordinator will not be compensated for teaching these
302 annual minimum requirement courses.
303

304 B) Responsibilities of the Program Coordinator ~~and Assistant~~
305 ~~Coordinator~~ include, but are not limited to:

- 306
- 307 i) Preparation of contracts or grant~~contract~~ proposals;
- 308
- 309 ii) Management of Program~~program~~ costs;
- 310
- 311 iii) Preparation and implementation of a quality assurance
312 plan;
- 313
- 314 iv) Preparation and submittal of curriculum and range approval
315 forms;
- 316
- 317 viii) Training activities, as well as monitoring training activities
318 performed by other instructors;
- 319
- 320 viiv) Supervision and evaluation of instructors;
- 321
- 322 viiiv) Selecting~~Selection~~ and equipping of training sites;
- 323
- 324 viiiiv) Development and distribution of course schedules;
- 325
- 326 ixvii) Procurement and management of cycles and related
327 training equipment;
- 328
- 329 xviii) Preparation of reports;~~and~~
- 330
- 331 xiix) Documentation of costs for reimbursement purposes; ~~and~~
332
- 333 xii) Ensuring instructors receive training required by
334 curriculum standards for each course taught.
- 335

336 24) Chief Instructor Trainer Qualifications
337 Instructor trainer~~Chief Instructors~~ shall meet the following requirements:

- 338
- 339 A) Complete an Instructor Trainer~~a Chief Instructor~~ Course, as
340 required by the course curriculum provider~~curricula (see Section~~
341 ~~455.40 for course curricula)~~; and
342

- 343 B) Maintain ~~Chief~~ Instructor Trainer recertification requirements, as
344 required by the course curriculum provider~~curricula~~.
- 345
- 346 35) Entry-Level~~Beginner Course~~ Instructor Qualifications
347 Instructors of the entry-level~~beginner~~ course shall meet the following
348 requirements:
- 349
- 350 A) Possess an entry-level student completion card and meet the
351 prerequisites of the instructor training course as determined by the
352 course curriculum provider~~Possess a Student Completion Card (see~~
353 ~~Section 455.70(i));~~
- 354
- 355 B) Possess a valid Class M Illinois driver's license (i.e., motorcycle
356 (150 or more cubic centimeters displacement)) or the equivalent
357 license of another state;
- 358
- 359 C) Possess a valid Red Cross Basic First Aid Card or Department-
360 approved equivalent (e.g., military first aid training, emergency
361 medical technician);
- 362
- 363 D) Be knowledgeable of and able to perform basic cycle maintenance;
- 364
- 365 E) Be able to operate a 5-pound~~5-pound~~ (minimum) dry-chemical
366 (Type A, B or C) fire extinguisher;
- 367
- 368 F) Successfully complete an instructor training course that meets the
369 standards of the Department-approved curriculum and demonstrate
370 riding ability to the satisfaction of the Instructor Trainer~~Chief~~
371 ~~Instructor (see Section 455.40 for Department-approved~~
372 ~~curriculum);~~
- 373
- 374 G) As part of the Instructor Trainer Course, successfully~~Successfully~~
375 ~~practice~~ teach designated portions of an entry-level~~a beginner~~
376 course under the supervision and in the presence of an~~a Chief~~
377 Instructor Trainer;
- 378
- 379 H) Maintain instructor certification in accordance with the
380 Department-approved curriculum;
- 381
- 382 I) Attend mandatory~~an~~ annual Instructor Update Seminar conducted
383 by the employing provider~~a Regional Center~~; and
384

385 J) Possess a safe riding and driving record (an out-of-state instructor
386 shall furnish a copy of his or her driving record) that, for purposes
387 of this Program, means having no more than two convictions for
388 violations of traffic regulations governing the movement of
389 vehicles committed within a 12-month period, and no possibility
390 that the instructor's license could be suspended. An instructor or
391 instructor candidate convicted of any traffic violation that could
392 result in the suspension or revocation of his or her driving
393 privileges, including, but not limited to, DUI (Driving Under the
394 Influence) or DWI (Driving While Intoxicated), shall be
395 disqualified for a period of three years from the date of the
396 suspension.
397

398 46) Entry-Level Three-Wheel, Intermediate-Level, and Advanced-Level
399 Course Instructor Qualifications

400 Instructors ~~of the advanced course~~ shall meet the following requirements:

401
402 A) Maintain ~~entry-level beginner~~ course instructor certification, and
403 additional appropriate instructor certification for each course
404 taught in accordance with the curriculum provider and all
405 requirements of Section 455.50(a)(3).;

406
407 B) ~~Complete a one-day advanced instructor course taught by a~~
408 ~~qualified Chief Instructor; and~~

409
410 C) ~~Complete an annual Instructor Update Seminar conducted by a~~
411 ~~Regional Center.~~

412
413 57) Range Aide Qualifications

414 Persons employed as Range Aides shall meet the following requirements:

415
416 A) Successfully complete any CRSTP training course ~~Possess a~~
417 ~~Beginner Course Student Completion Card (see Section 455.70(i));~~

418
419 B) Possess a valid Class M Illinois driver's license or Class L driver's
420 license (i.e., motor driven cycle (under 150 cubic centimeters
421 displacement)) or the equivalent license of another state; and

422
423 C) Be knowledgeable of and able to perform basic cycle maintenance
424 and repair.
425

426 b) Training Sites

427 Courses may be conducted at various training sites established as needed
428 ~~throughout a Region~~. The Program Coordinator shall consider the following
429 factors when selecting a training site: cycle crash data by county, cycle
430 registrations by county, the number of requests for courses, and the availability of
431 an acceptable site.
432

433 1) All training sites ~~must~~~~shall~~ be approved by the Department prior to use.
434 The Department will approve a training site when the following
435 requirements of this subsection (b)(1) are met.
436

437 A) Range Areas

438 ~~i) A range area shall be a paved surface free from street traffic and~~
439 ~~surface obstructions. All range areas must be approved by the~~
440 ~~Department. Range criteria can be found in the provider manual~~
441 ~~and on the range approval forms. Range approval forms can be~~
442 ~~requested at DOT.Motorcycles@illinois.gov. Any exceptions or~~
443 ~~modifications to range areas shall be submitted to the Department~~
444 ~~for approval two weeks before the training. Department approval~~
445 ~~is necessary before range modifications are made unless there is a~~
446 ~~compelling safety concern requiring immediate revision.~~~~Adequate~~
447 ~~room must be provided on the range to conduct maneuvers. A~~
448 ~~range drawing indicating the location, area dimensions and~~
449 ~~exercise layouts specified shall be submitted to the Department~~
450 ~~two weeks prior to use and shall indicate any potential hazards on~~
451 ~~or adjacent to the range. Potential hazards may include, but are not~~
452 ~~limited to, light poles, fences, raised medians, or parking blocks. If~~
453 ~~the range or adjacent area changes, an updated drawing shall be~~
454 ~~submitted to the Department at the following address within one~~
455 ~~week after the Program Coordinator's knowledge of the change.~~
456

457 ~~Manager, Motorcycle Safety Unit~~
458 ~~Illinois Department of Transportation~~
459 ~~Bureau of Safety Programs and Engineering~~
460 ~~2300 South Dirksen Parkway, Room 007~~
461 ~~Springfield IL 62764~~
462

463 ~~ii) The paved range area must meet standards established by~~
464 ~~the Department in subsection (b)(1)(A)(i). The Department~~
465 ~~may approve exceptions to the standards based on an on-~~
466 ~~site evaluation of the range. Exceptions may include~~
467 ~~reduced range size and changes to layouts and exercise~~
468 ~~areas due to potential hazards such as those listed in~~
469 ~~subsection (b)(1)(A)(i).~~

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B) Classroom Facilities
The classroom shall be a ~~space~~room that is usually within walking distance of the range area. The classroom shall be equipped with ~~desks that provide~~ a writing space for each course participant~~student~~. A ~~space~~desk or podium and chair shall be provided for the instructor ~~and, along with a table to accommodate~~ any necessary audio-visual equipment.

C) Storage Facilities
A locked storage facility shall be provided by the provider with space adequate for the storage of cycles and related training equipment kept at the site overnight (e.g., helmets, course cones).

2) Training Equipment
For entry-level and intermediate-level course, the provider~~a beginner course, the Regional Centers~~ shall furnish the cycles and helmets used during the course. Cycle size and type shall be determined by the Department. For an advanced-level course, the student will be required to furnish a motorcycle helmet and a cycle. Students may use their own helmet if it meets Helmet Standards in 455.50(b)(2)(A).

A) Helmet Standards
All helmets shall meet or exceed FMVSS 218.

B) Cycle Acquisition
~~The Cycles may be acquired through dealer loan agreements or the~~ Department will reimburse the provider for the~~may~~ purchase of cycles with prior approval by the Department~~for each Regional Center~~. Cycle purchases will be reimbursed with~~Cycles are usually purchased from~~ funds from~~deposited into~~ the Cycle Rider Safety Training Fund as authorized in Section 6 of the Act. Cycles may be~~are sometimes~~ donated by cycle manufacturers, dealers, clubs, organizations, and/or individuals. ~~The Department may also authorize a Regional Center to purchase cycles used in its Region.~~

C) Cycle Ownership
All cycle purchases reimbursed by the Department or donated to the Program shall be deemed to be the property of the Department.

c) Insurance

- 512 1) The ~~provider~~Regional Center shall obtain liability insurance for each cycle
513 used by a ~~beginner~~ course student in the Program.
514
- 515 2) Minimum insurance limitations and coverages shall be:
516
- 517 A) Bodily injury and property damage liability;
 - 518
 - 519 B) A combined single limit of \$1,000,000 for each occurrence and
520 \$2,000,000 aggregate;
 - 521
 - 522 C) \$500 deductible per crash (paid by the ~~provider~~Regional Center);
523
 - 524 D) Comprehensive and collision coverage for motorcycles shall be
525 based on their actual cash value as determined annually by the
526 ~~provider~~Regional Center using the most current edition of the
527 Kelley Blue Book or National Automobile Dealers Association
528 (NADA) values; and
529
 - 530 E) Excess medical coverage in the amount of \$10,000 per person.
531
- 532 3) Proof of insurance shall be submitted to the Department by the ~~provider~~
533 ~~before~~Regional Center prior to the execution of the CRSTP contract and
534 upon execution of any new insurance policy~~start of any beginner or~~
535 ~~advanced course~~. The insurance policy shall contain a 30-day written
536 notice (to the ~~provider~~Regional Center) of cancellation clause.
537
- In lieu of the 30-day cancellation clause, a provider may issue a letter from
538 their risk management unit certifying that insurance in the prescribed
539 amounts will be provided without interruption for the contract insurance
540 term.
541
- 542 Insured entities shall include:
543
- 544 A) the ~~provider~~Regional Center;
 - 545
 - 546 B) the Department, and its guests, officers, and employees;
 - 547
 - 548 C) the owners of selected training sites; and
549
 - 550 D) the participating cycle dealers (if applicable).
551
- 552 4) All advanced-level course students must provide their own cycle or have
553 the owner's written permission to use a borrowed cycle. All cycles used
554

555 by advanced-level course students must be properly registered and insured
556 for liability damage. Proof of insurance must be provided at the beginning
557 of the course.
558

559 5) Providers~~Regional Centers~~ shall carry excess medical insurance coverage
560 for students enrolled in the Program. If a student is injured while
561 participating in the Program, they~~he/she~~ must first submit the medical bills
562 to their~~his/her~~ own insurance carrier. The provider's~~Regional Center's~~
563 coverage is considered a secondary policy. If the student does not have
564 medical insurance, the provider's~~Regional Center's~~ medical coverage will
565 be the primary insurer for the claim, up to the limit of its coverage.
566

567 d) Public Relations

568 A provider~~Regional Center~~ may implement a multi-media public relations
569 program. Providers~~Regional Centers~~ are encouraged to secure free promotional
570 opportunities through any news media.
571

572 e) Logo

573 The Department will approve an official Program logo. The official logo must be
574 used by provider on all Program materials (e.g., course schedules, informational
575 brochures, web sites)~~used by Regional Centers~~. Each provider~~Regional Center~~
576 may adopt a unique logo specific to its Program~~Region~~. The provider~~Regional~~
577 logo may be used in addition to the Program logo. All provider~~Regional~~ logos
578 and Program materials must~~shall~~ be approved by the Department prior to use.
579

580 f) Record Retention

581 All records and reports generated~~completed~~ by a provider~~Regional Center~~ while
582 under contract with the Department are the property of the Department.
583

584 1) State Records Act

585 All records are subject to the State Records Act and shall be maintained in
586 accordance with the Department's records retention schedule as approved
587 by the State Records Commission.
588

589 2) Record Accessibility

590 The State of Illinois or its representatives shall have access to all Program-
591 related records, documents or reports generated by the provider~~at the~~
592 Regional Center.
593

594 g) Audits

595 All contract costs are subject to audit by the State of Illinois or its representative.
596 Audits will be conducted after receipt of the final reimbursement claim for a
597 contract year. The audit procedure may include an on-site inspection of all

598 applicable Program records. The Department reserves the right to conduct audits
599 on a random basis to verify compliance with this Part. Providers~~Regional Centers~~
600 will be required to reimburse the Department for any unallowable, unauthorized
601 or improperly documented expenditures.

602
603 (Source: Amended at 50 Ill. Reg. _____, effective _____)
604

605 **Section 455.60 Cycle Rider Safety Training Program Contracts**
606

607 The Department will award CRSTP~~annual~~ contracts out of appropriations to the Department
608 from the Cycle Rider Safety Training Fund to be used by the providers~~Regional Centers~~ to
609 conduct approved Cycle Rider Safety Training Courses. (See Section 7 of the Act.) An
610 approved contract executed by the Department is required before the State is bound.

611
612 a) Content of Contracts
613 Each contract must include provisions defining a sound and complete agreement,
614 including the:

- 615 1) Nature and scope of the work to be performed;
- 616 2) Time frame for performance;
- 617 3) Contract termination/cancellation provisions;
- 618 4) Total cost for the contract; and
- 619 5) Certifications.

620
621 b) Contract Termination/Cancellation
622 The obligation of the State will cease immediately without penalty or further
623 payment being required if, in any fiscal year, the General Assembly fails to
624 appropriate or otherwise make funds available for contracts. A contract may be
625 terminated by either party upon 30 days written notice. Failure to carry out the
626 conditions set forth in the contract and this Part will constitute a breach of the
627 contract and may result in termination of the contract. Upon termination, the
628 providers~~Regional Center~~ will be reimbursed for work satisfactorily completed
629 prior to the date of termination.
630

631
632 (Source: Amended at 50 Ill. Reg. _____, effective _____)
633

634 **Section 455.70 Cycle Rider Safety Training Courses**
635

636 a) Course Cost
637

641 No fee shall be charged for the Cycle Rider Safety Training courses, except for a
642 nominal registration fee that shall be refunded upon completion of the course.
643 Students may donate the registration fee to the custody of the provider to be
644 deposited to the Cycle Rider Safety Training Fund~~Regional Center~~.

645
646 b) Student Eligibility

To participate in the Cycle Rider Safety Training Program, a student must:

- 649 1) be a resident of the State of Illinois;
- 650
651 2) be at least 16 years of age;
- 652
653 3) hold a valid driver's license or permit; and
- 654
655 4) show current proof of liability insurance (only those participants using a
656 borrowed or personal cycle or three-wheel motorcycle or any student in an
657 advanced-level course~~advanced course students and students that are~~
658 ~~holders of a Temporary Visitor's Driver's License only~~).

659
660 c) Every student must sign a "Waiver or Release of Liability" form stating that they
661 or their personal representatives and heirs~~he/she~~ will not hold the Department
662 liable for any injury or harm that may have occurred during their~~his/her~~
663 participation in the Program. This form is retained by the provider~~Regional~~
664 ~~Center~~ for a minimum of seven years following the student's completion of the
665 course. Any student under 18 years of age must have the written consent of a
666 parent or guardian to participate in the Program. The parent or guardian's
667 signature must be included on the "Waiver or Release of Liability" form.

668
669 d) Course Curriculum~~Curricula~~

670 Providers must use a Department-approved curriculum for entry-level two-wheel
671 and three-wheel, intermediate-level, and advanced-level courses. The provider
672 will submit its proposed curriculum for the Department's review and approval.
673 The curriculum must adhere to NHTSA model standards~~The curricula for~~
674 ~~beginner and advanced courses are selected by the Department. The~~Either the
675 ~~Department or the provider~~Program Coordinator may make modifications to the
676 curriculum~~curricula~~ to improve the safety, effectiveness or efficiency of the
677 Program with the curriculum provider's approval. An example of a modification
678 is changing the direction of the cycles' flow due to geographical logistics of the
679 range. Any proposed modification made by a provider~~Program Coordinator~~ must
680 be approved~~pre-approved~~ by the curriculum provider~~Department~~. The
681 approved~~proposed~~ modification must be submitted in writing to the Department at
682 the address provided in Section 455.50(b)(1)(A)(i) at least two weeks before~~prior~~
683 ~~to~~ implementation.

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- e) Instructor's Manual
- Each ~~provider~~Regional Center shall compile and print an Instructor's Manual for distribution to each instructor who is actively teaching courses for that provider~~within the Region~~. The ~~manual~~Manual shall detail information instructors will need to train students in the Program. The ~~manual~~Manual may be revised as needed. All revisions shall be made in accordance with this Part and shall be submitted to the Department for approval ~~at the address provided in Section 455.50(b)(1)(A)(i)~~ at least two weeks ~~before~~prior to use. The ~~manual~~Manual shall include:
- 1) An introduction
A brief history of the Cycle Rider Safety Training Program shall be included. ~~(History information is available from by contacting the Department at the address provided in Section 455.50(b)(1)(A)(i).)~~
 - 2) Procedures
The following Sections of this Part:

Section 455.50(a)~~(35)~~ Entry-level~~Beginner~~ Course Instructor Qualifications
Section 455.50(a)~~(46)~~ Advanced-level Course Instructor Qualifications
Section 455.50(a)~~(57)~~ Range Aide Qualifications
Section 455.70(f) Class Size and Instructor/Range Aide Ratios
Section 455.70(g) Safety Regulations.
 - ~~3) Regional Boundaries
An identification of the counties to be served by the Regional Center. The address, telephone number, and website address of each Regional Center shall be listed in the Manual.~~
 - 34) Public Relations
An explanation of the importance of a strong public relations program, together with examples of established and suggested public relations materials and procedures.
 - 45) Cycle Use
An explanation of the proper use of Program cycles (e.g., not allowing the cycle to be operated for personal use).
 - 56) Conduct
Guidelines for the proper conduct of instructors, range aides, and students. The instructor shall have the authority to ~~dismiss~~evict any student from the

727 instruction period or from the course if the student disrupts the course or if
728 the student displays conduct that may endanger ~~themselves~~ himself/herself
729 or any other person or cause property damage.

730
731 67) Duties
732 An explanation of the duties of ~~instructor trainers~~ chief instructors,
733 instructors, and range aides. Instructions shall also be included that
734 require the instructor to attach completed student registration forms to
735 Program attendance records ~~Student Registration Forms to Program~~
736 ~~Attendance Records~~ and submit them to the ~~provider~~ Regional Center as
737 soon as practicable after the completion of a course.

738
739 78) Student Status
740 A definition of student eligibility as provided in subsection (b) and the
741 criteria for passing the course as provided in subsection (e) ~~(1142)~~.

742
743 89) Course Documents
744 Examples of forms provided in the manual shall include:
745
746 Waiver or Release of Liability
747 Student Registration
748 Attendance Record
749 Motorcycle Crash/Incident Report (Instructor and Student)
750 Claim Form for Reimbursable Costs.

751
752 940) Student Identification Number (SIN)
753 An explanation of the criteria used to develop the SIN shall be provided.

754
755 A) Each student who attends any portion of a course must complete
756 and sign a Student Registration form and is assigned a SIN. The
757 SIN is a ~~nine-digit~~ nine-digit number that identifies all students
758 enrolled in the Program.

759
760 B) An explanation of the nine-digit SIN used on the Student
761 Registration form is as follows:
762
763 Field 1: Year (two digits)
764 Field 2: CRSTP provider ~~Regional Center~~ and Training Site (three
765 digits)
766 Field 3: Course number (two digits)
767 Field 4: Student number (two digits).
768

769 C) The ~~provider~~Regional Center and training site numbers assigned to
770 the ~~provider~~Region and training site shall be included in each
771 Instructor's Manual.
772

773 10~~11~~) Compensation

774 A statement of the pay rates used to compensate instructors and range
775 aides, and procedures related to compensation and payroll.
776

777 11~~12~~) Passing Criteria

778 An explanation of the criteria used to determine if a student passes an
779 entry-level, intermediate-level, ~~a beginner~~ or advanced -level course shall
780 be included in the manual.
781

782 A) Pass means the student attended all sessions and attained a passing
783 score on the riding and written evaluations (entry-level~~beginner~~
784 course only). (Also see subsections (h)(1) and (h)(2) for pass/fail
785 criteria.)
786

787 B) Students who successfully pass the course shall be issued a Student
788 Completion Card either at the completion of the course or by U.S.
789 mail following the completion of the course.
790

791 C) The instructor shall have the authority to fail any student from a
792 course if the student displayed unsafe conduct that may have
793 endangered him/herself or any other person.
794

795 12~~13~~) Department Questionnaire

796 The instructor shall inform each student that they~~he/she~~ may receive a
797 questionnaire from the Department concerning the course. ~~The student~~
798 ~~will be provided a self-addressed stamped envelope and will be requested~~
799 ~~to return the questionnaire within 14 business days after completion of the~~
800 ~~course.~~
801

802 13~~14~~) Instructional Plan

803 A plan that outlines the lessons normally taught during each course
804 session. The plan also details instructor course requirements (e.g., how
805 early instructors should arrive before each session).
806

807 f) Class Size and Instructor/Range Aide Ratios

808 1) Entry-Level~~Beginner~~ Courses
809
810

- 811 A) Ideal course size will be at least four registered students with a
812 maximum of 12 registered students~~A minimum of six registered~~
813 ~~students and a maximum of 12 registered students at the first~~
814 ~~course session is required to conduct a beginner course.~~
815
816 B) Providers~~Regional Centers~~ may be required to limit the number of
817 students in an entry-level~~a beginner~~ course if the provider~~Regional~~
818 ~~Center~~ cannot provide a cycle for each student registered to take
819 the course or if the range size limits the number of motorcycles
820 that can operate at one time.
821
822 C) Course providers shall follow curriculum provider requirements
823 regarding student/instructor ratios which must adhere to NHTSA
824 model standards~~Student/instructor ratio for beginner course range~~
825 ~~training shall not be greater than six to one.~~ Every range session
826 shall have a minimum of two qualified persons (either an instructor
827 and range aide or two instructors) present ~~at all~~ the time~~times.~~
828

829 2) Intermediate-Level and Advanced-Level Courses

- 830
831 A) Ideal course size will be at least four registered students with a
832 maximum of 12 registered students~~A minimum of six registered~~
833 ~~students and a maximum of 12 registered students at the first~~
834 ~~course session is required to conduct an advanced course.~~
835
836 B) Course providers shall follow curriculum provider requirements
837 regarding student/instructor ratios which must adhere to NHTSA
838 model standards~~Student/instructor ratios shall not be greater than~~
839 ~~six to one. Every range session shall have at least two advanced~~
840 ~~course instructors.~~
841

842 g) Safety Regulations

- 843
844 1) Protective equipment shall be worn by the instructors, range aides, and
845 students at all times when ~~students are~~ sitting on a cycle. Instructors and
846 range aides are not required to wear protective equipment when starting
847 Program cycles. The provider shall determine what protective~~Protective~~
848 equipment is suitable for the training. Protective equipment at the
849 minimum shall include~~includes:~~
850

- 851 A) A helmet that meets or exceeds the requirements of Section
852 455.50(b)(2)(A);
853

- 854 B) Full-fingered gloves;
855
856 C) Long-sleeved clothing (i.e., jacket or shirt);
857
858 D) Long pants;
859
860 E) Sturdy over-the-ankle footwear (not cloth or canvas); and
861
862 F) Eye protection (i.e., glasses, goggles, or helmet visor).
863
- 864 2) Emergency and incident procedures shall be fully detailed in the provider's
865 Instructor's Manual. The following emergency equipment must be present
866 and readily available at all training sites:
867
- 868 A) A fully-charged 5-pound (minimum) dry-chemical (Type A, B, or
869 C) fire extinguisher;
870
- 871 B) A fully-stocked, industrial-quality first aid kit; and
872
- 873 C) Specific procedures to follow in the event of a crash (including
874 911, at the discretion of the instructors, and additional telephone
875 numbers, such as students' designated emergency contact
876 numbers).
877
- 878 3) A telephone must be available within easy access of all training sites.
879
- 880 4) If training cycles are stored away from the range, they shall not be ridden
881 to or from the range.
882
- 883 5) Training will not be conducted during a thunderstorm, snowstorm, ~~or~~
884 ~~windstorm.~~ ~~Training will also not be conducted~~ when ice is present on
885 the range, or ~~if~~ the instructor determines ~~or instructors determine~~ that the
886 students' safety is at risk.
887
- 888 6) Crash and Incident Reporting
889
- 890 A) When any crash or similar incident occurs during a training
891 session, the instructor shall complete a Motorcycle Crash/Incident
892 Report (MCIR) form and submit it to the provider and to the
893 Department according to the following deadlines: ~~The student~~
894 ~~involved in the crash shall also complete a Student MCIR form~~
895 ~~explaining his/her version of the crash.~~ ~~The instructor shall submit~~
896 ~~both MCIRs to the Regional Center within two working days after~~

~~the crash. The Regional Center shall submit both MCIRs to the Department within two working days after receiving the forms.~~

i) Class One Crash - no injury, no motorcycle or property damage. For incidents classified as class one, the instructor shall complete MCIR form and submit it to the provider within one week of the incident. The provider shall submit the form to the Department within 30 days of the incident.

ii) Class Two Crash – any report of injury or visible injury such as a scrape, scratch, bruise, etc., or any observable motorcycle or property damage, or both. For incidents classified as class two, the instructor shall complete MCIR form. MCIR form and Waiver or Release of Liability form shall be submitted to provider within one week of incident. The provider shall submit the form to the Department within 14 days of the incident. Telephone call logs and email communications related to class two crashes shall be retained in a hard copy or electronic file.

iii) Class Three Crash – any crash with injury which requires professional medical treatment or significant motorcycle or property damage. The instructor shall inform the provider by email and telephone call no later than the next day following the crash and submit the MCIR form within two days. The provider shall notify the Department the same day they learn of the incident by email and phone call. The provider shall submit the MCIR form and the Waiver or Release of Liability form to the Department upon receipt. Telephone call logs and email communications related to class three crashes shall be retained in a hard copy or electronic file.

B) For class two and class three crashes the completed MCIR form and the Waiver or Release of Liability shall be scanned and emailed to the Department within three business days following receipt by the provider. The documents will be date stamped upon receipt by the Department~~If any crash occurs during a training session that requires emergency medical attention, the instructor shall notify the Regional Center by telephone within 24 hours after the crash. The Regional Center shall inform the Department by telephone within 24 hours after being notified by the instructor. The instructor shall complete and submit the Instructor MCIR to~~

940 ~~the Regional Center within two working days after the crash. The~~
941 ~~student involved shall also complete a Student MCIR and submit it~~
942 ~~to the Regional Center as soon as possible. The Regional Center~~
943 ~~shall submit both MCIR forms to the Department within two~~
944 ~~working days after receiving the forms.~~

945
946 C) ~~If any damage occurs to a cycle, the instructor shall complete an~~
947 ~~MCIR and submit it to the Regional Center as soon as practicable.~~
948 ~~The Regional Center shall submit the form to the Department~~
949 ~~within 20 working days after receiving it.~~

950
951 h) Student Status at Course Completion

952 Each registered student will be classified as a Pass, Fail, or Drop at course
953 completion based on the following:

- 954
955 1) Pass – Student attended all sessions and attained a passing score on the
956 riding and written evaluations for an entry-level or intermediate-level
957 course, and riding evaluation for an advanced-level course.
958
959 2) Fail – Student completed the class, but failed one or both ~~of the~~
960 evaluations, or started evaluation but did not complete the course~~displayed~~
961 ~~unsafe conduct that endangered himself/herself or any other person.~~
962
963 3) Drop – Student left the course or was dismissed by the instructor for any
964 reason, including unsafe conduct before either evaluation~~before either~~
965 ~~evaluation for any reason.~~
966

967 i) Student Completion Card

- 968
969 1) Those students who pass a course shall be issued an official Student
970 Completion Card by the provider~~Regional Center staff~~ and mailed from
971 the provider's office~~Regional Center office, a reflectorized helmet decal,~~
972 ~~when available, and an experienced rider course pin (for experienced~~
973 ~~course graduates only, when available).~~
974
975 2) Replacement cards shall be issued by the provider~~Regional Center~~, upon
976 request, for a period not to exceed one year from the course completion
977 date. Letters or certificates confirming course completion shall be issued,
978 upon request, when the course completion date exceeds one year but not
979 more than five~~three~~ years.
980

981 (Source: Amended at 50 Ill. Reg. _____, effective _____)
982

983 **Section 455.80 Reimbursement Process**

- 984
- 985 a) The Department ~~will~~shall reimburse the ~~provider~~Regional Center for actual costs
- 986 incurred that are necessary to administer the Program as specified in the Program
- 987 contract and according to criteria outlined in Section 4 Act. ~~All actual costs must~~
- 988 ~~be considered eligible expenses as predetermined by the contract.~~
- 989
- 990 b) ~~Costs~~Actual costs to be claimed shall be documented on the provider's claim form
- 991 for reimbursable costs~~Regional Center's Claim Form for Reimbursable Costs.~~
- 992 The claim form~~Claim Form~~ must identify the:
- 993
- 994 1) Vendor;
- 995
- 996 2) Contract Number;
- 997
- 998 3) Amount Paid;
- 999
- 1000 4) Transaction Date; and
- 1001
- 1002 5) Budget Line Item for Each Expenditure~~Cost.~~
- 1003
- 1004 c) Copies of receipts that document Program costs listed in subsection (b) shall be
- 1005 attached to the claim form~~Claim Form~~ and submitted to the Department ~~at the~~
- 1006 ~~address provided in Section 455.50(b)(1)(A)(i).~~ Original receipts maintained by
- 1007 the provider~~at the Regional Center~~ must be available for inspection by the
- 1008 Department ~~during normal business hours.~~
- 1009
- 1010 d) If a ~~provider~~Regional Center has not complied with all provisions of this Section,
- 1011 the Department may require a ~~provider~~Regional Center to submit all future
- 1012 receipts with its claim form~~Claim Form~~.
- 1013
- 1014 e) Monthly~~Actual costs for monthly~~ expenditures shall be claimed as outlined in the
- 1015 contract~~within 60 calendar days after the month the course was completed.~~ A
- 1016 final claim that documents any costs that were unresolved or pending in the
- 1017 calendar year the course was completed must be submitted to the Department
- 1018 within 90 days after the expiration of the annual contract.
- 1019

1020 (Source: Amended at 50 Ill. Reg. _____, effective _____)

1021

1022 **Section 455.APPENDIX A Regional Centers and Counties** **(Repealed)**

1023	Region A	<p>Harper College Motorcycle Safety Program 650 East Higgins Road, Suite 17-S Schaumburg IL 60173-4741 847/925-6803 www.harpercollege.edu/motorcycle</p>	<p>Boone, Carroll, Cook, DeKalb, DuPage, JoDaviess, Kane, Lake, Lee, McHenry, Ogle, Stephenson, Whiteside, Winnebago</p>
	Region B	<p>University of Illinois Motorcycle Rider Program #4 Gerty Drive Champaign IL 61820 800/252-3348 217/333-7856 www.mrp.illinois.edu</p>	<p>Bureau, Cass, Champaign, DeWitt, Ford, Fulton, Grundy, Hancock, Henderson, Henry, Iroquois, Kankakee, Kendall, Knox, LaSalle, Livingston, Logan, Macon, Marshall, Mason, McDonough, McLean, Menard, Mercer, Peoria, Piatt, Putnam, Rock Island, Sangamon, Schuyler, Stark, Tazewell, Vermilion, Warren, Will, Woodford</p>
1024	Region C	<p>Southern Illinois University Carbondale Motorcycle Rider Program 1435 Douglas Drive Carbondale IL 62901 (800)642-9589 (618)453-2877 www.mrp.siu.edu</p>	<p>Adams, Alexander, Bond, Brown, Calhoun, Christian, Clark, Clay, Clinton, Coles, Crawford, Cumberland, Douglas, Edgar, Edwards, Effingham, Fayette, Franklin, Gallatin, Greene, Hamilton, Hardin, Jackson, Jasper, Jefferson, Jersey, Johnson, Lawrence, Macoupin, Madison, Marion, Massac, Monroe, Montgomery, Morgan, Moultrie,</p>

~~Perry, Pike, Pope,
Pulaski, Randolph,
Richland, St. Clair,
Saline, Scott, Shelby,
Union, Wabash,
Washington, Wayne,
White, Williamson~~

1025

1026

(Source: Repealed at 50 Ill. Reg. _____, effective _____)