



TEXAS DEPARTMENT OF LICENSING & REGULATION

P.O. Box 12157 - Austin, Texas 78711-2157
education@tdlr.texas.gov - *www.tdlr.texas.gov*

MOTORCYCLE OPERATOR TRAINING SCHOOL APPLICATION INSTRUCTIONS

Each entity looking to obtain a Motorcycle Operator Training School license shall provide an application for approval that shall be in compliance with 16 TAC Chapter 98, Transportation Code, Chapter 662 and all TDLR established guidelines and criteria.

1. Name of School – Enter the assumed, legal or DBA name of the school.
2. School Application Fee – \$100.00
3. REMS ID Number – Enter Rider Education Management System (REMS) ID number.
4. Organization Type – Select the organization type for your business.
5. School Mailing Address and Contact Information – Enter the school's mailing address, phone number, fax number, and email address. This address is where the Department will mail all correspondence and may be a post office box. Provide the contact person's name, telephone, number, and email address. Email addresses are a part of the key information required to transact business with TDLR. Your email address is confidential pursuant to the Texas Public Information Act and will not be shared with the public.
6. Physical Address – Enter the physical address of the school. This address is the actual business location of the school and where permanent records must be kept for auditing and inspection purposes. A post office box is not acceptable for the physical address.
7. Location of Classroom – Enter the physical address of the classroom. This address is the actual location where classroom instruction will be conducted. A post office box is not acceptable for the physical address.
8. Location of Range – Enter the physical address of the range. A post office box is not acceptable for the physical address.
9. Controlling Person's Information – List the name, title, and contact information for each controlling person of the school as defined by §98.10(4).
10. Curriculum Information – Indicate the curriculum used for operator instruction.
11. Statement of Applicant – Application must be signed by the owner, officer, or other authorized individual.

SEND YOUR COMPLETED APPLICATION AND REQUIRED DOCUMENTS TO:

Texas Department of Licensing and Regulation
P.O. Box 12157
Austin, TX 78711-2157

Documents submitted with your application will not be returned. Keep a copy of your completed application, all attachments, and your check or money order. Do not send cash.

For additional information and questions, please visit the Texas Department of Licensing & Regulation website at <https://www.tdlr.texas.gov> or email at education@tdlr.texas.gov where you can submit your request for assistance and include attachments as needed.

Review Process

An application is not considered complete and will not be processed until all sections of the application have been completed and all documents have been received. Applications are processed in the order received. Our division cannot specify the length of time it will take to approve a school application. During the review process, you will be notified in writing of any discrepancies/requirements not met.

REQUIRED DOCUMENTS

The following must be submitted along with the application, and approved prior to inspection:

- \$100.00 School Application Fee
- Completed School Application (this form must be completed in its entirety where applicable)
- Insurance Declarations page - Must provide a copy of current commercial vehicle insurance policy (declarations page) in the amount specified in §98.40, and include coverage for uninsured or under-insured motorists.
- Instructor Roster - List the full name and license number for each current instructor employed at the school.
- Motorcycle Fleet Form - List the make, model and VIN of each motorcycle to be used instruction.
- List of all real property that will be used to meet the training site requirements and proof that the applicant owns or possesses with written authorization by the owner to use each property.
- List of the department-approved courses the applicant intends to offer and proof of ownership of, or authority to offer, each course.
- Cross Reference form
- Range form

IMPORTANT INFORMATION

- Curriculum – Schools may use a preapproved curriculum or the school may develop their own curriculum that model the National Standards for Entry-Level Motorcycle Rider Training (August 2011). For schools creating their own curriculum, the curriculum and Cross Reference Form must be submitted with this application.

Additional Controlling Persons Information: (Attach additional pages if necessary)

Business Name/Individual Name

Ownership % (if applicable)

Mailing Address: _____

Number, Street Name, Suite Number/Apartment Number

City, State, Zip Code

Phone Number

Email Address

10. Curriculum Information:

Please indicate what curriculum your school is using: _____

TDLR pre-approved curriculum (indicate which curriculum):

Entry-Level Course (See 16 TAC 98.112)

Non-Entry-Level Course (See 16 TAC 98.114)

Independent curriculum developed by the school (submit this curriculum with the application)

Entry-Level Course (See 16 TAC 98.112)

Non-Entry-Level Course (See 16 TAC 98.114)

11.

STATEMENT OF APPLICANT

By signing this application, I certify that all information submitted on this application is true and accurate. I certify that I will comply with all applicable provisions of the law of the Texas Department of Licensing & Regulation (Transportation Code, Chapter 662) and the rules of the Texas Department of Licensing & Regulation (16 Texas Administrative Code, Chapter 98). I understand that providing false information on this application and all attachments may result in the revocation of the approval I am requesting and the imposition of administrative penalties.

Signature or Owner, Officer, or Authorized Representative

Date Signed

Printed Name or Owner, Officer, or Authorized Representative

Title



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MOTORCYCLE OPERATOR TRAINING EDUCATION CROSS-REFERENCE

INSTRUCTIONS

This form is used to cross-reference each of the requirements for Motorcycle Operator Training course content to its location in the course materials. Insert the appropriate page number(s) that contain the required information.

THIS FORM MUST BE COMPLETED BY THE APPLICANT OR THE APPLICATION WILL BE REJECTED

| | |
|---|--|
| School Name: _____ School/Branch Number: _____ | <i>TDLR Use Only</i> Reviewed By: _____ |
|---|--|

| <i>TDLR Use Only</i> | COURSE CONTENT | MINIMUM FOR EACH TOPIC | ACTUAL TIME FOR EACH UNIT | PAGE NUMBER(S) WHERE INFORMATION IS LOCATED | MULTIMEDIA RESOURCES |
|----------------------|--|------------------------|---------------------------|---|----------------------|
| | TOPIC 1: Pre-Ride Tasks | 60 | | | |
| | The rider understands and follows State and local laws, rules and regulations. The rider understands the procedures for getting ready to ride a motorcycle, the risks associated with operating a motorcycle, and the importance and function of proper personal protective equipment. | | | | |
| | The rider can identify and follows State laws, rules, and regulations pertaining to the operation of a motorcycle and equipment requirements. | | | | |
| | The rider can identify the mental and physical requirements for safe motorcycle operation and the procedures for getting ready to ride a motorcycle. | | | | |
| | The rider can identify the characteristics of proper personal protective equipment and the importance of using it for protection, comfort, and conspicuity to manage the risks associated with riding a motorcycle. | | | | |
| | TOPIC 2: Vehicle Control Skills | 100 | | | |
| | The rider understands the motorcycle controls and information displays. The rider demonstrates proper techniques for mounting, starting, stopping, dismounting, and securing a motorcycle. The rider demonstrates proper techniques for clutch and throttle control, riding in a straight line, slowing, stopping, turning, and shifting a motorcycle. The rider demonstrates proper techniques for normal stopping in a curve, turning from a stop, and making tight turns. | | | | |
| | The rider understands the primary controls and their proper use while maintaining functional control of the motorcycle. | | | | |
| | The rider understands the proper techniques for mounting and starting a motorcycle. | | | | |
| | The rider understands the proper techniques for stopping the engine, dismounting, and securing a motorcycle. | | | | |
| | The rider understands the proper techniques for clutch and throttle control. | | | | |

| TDLR Use Only | COURSE CONTENT | MINIMUM FOR EACH TOPIC | ACTUAL TIME FOR EACH UNIT | PAGE NUMBER(S) WHERE INFORMATION IS LOCATED | MULTIMEDIA RESOURCES |
|---------------|--|------------------------|---------------------------|---|----------------------|
| | TOPIC 2: Vehicle Control Skills continued | | | | |
| | The rider understands the proper techniques for riding in a straight line. | | | | |
| | The rider understands the proper techniques for slowing and stopping a motorcycle. | | | | |
| | The rider understands proper techniques for turning a motorcycle. | | | | |
| | The rider understands the proper techniques for shifting gears. | | | | |
| | The rider understands the proper technique for normal slowing and stopping in a curve. | | | | |
| | The rider understands the proper techniques for turning from a stop. | | | | |
| | The rider understands the proper techniques for making tight turns. | | | | |
| | TOPIC 3: Street Strategies | | | | |
| | The rider understands the hazards associated with riding, the process of searching the roadway environment to identify hazards and escape routes, strategies for avoiding hazards, and the correct responses for dealing with hazards. | 90 | | | |
| | The rider understands hazards associated with riding. | | | | |
| | The rider searches the roadway environment to anticipate and identify hazards. | | | | |
| | The rider understands strategies to avoid hazards. | | | | |
| | The rider understands how to respond correctly to hazards. | | | | |
| | TOPIC 4: Roadway Management Skills | | | | |
| | The rider understands proper techniques for slowing quickly, stopping in the shortest distance, cornering, and swerving. The rider understands space and path-of-travel management and proper techniques for making lane changes, passing, and adjusting to surface hazards. The rider understands proper techniques to adjust to rain, wind, and conditions of reduced traction and visibility. | 90 | | | |
| | The rider understands proper technique for slowing quickly and stopping in the shortest distance in a straight line. | | | | |
| | The rider understands proper entry speed and path of travel when cornering a motorcycle. | | | | |
| | The rider understands the proper techniques for slowing or stopping quickly in a curve. | | | | |
| | The rider understands the proper techniques for swerving to avoid a collision. | | | | |

| <i>TDLR Use Only</i> | COURSE CONTENT | MINIMUM FOR EACH TOPIC | ACTUAL TIME FOR EACH UNIT | PAGE NUMBER(S) WHERE INFORMATION IS LOCATED | MULTIMEDIA RESOURCES |
|----------------------|--|-------------------------------|----------------------------------|--|-----------------------------|
| | TOPIC 4: Roadway Management Skills (continued) | | | | |
| | The rider understands the proper techniques for making lane changes and/or passing other vehicles. | | | | |
| | The rider understands how to adjust to surface hazards and roadway conditions with reduced traction. | | | | |
| | The rider understands how to ride in conditions of limited visibility. | | | | |
| | The rider understands proper techniques for riding at night. | | | | |
| | The rider understands proper techniques for riding in the rain. | | | | |
| | The rider understands how to adjust to windy conditions. | | | | |
| | TOPIC 5: Tasks Related to Carrying Passengers, Cargo, Group Riding, and Touring | 45 | | | |
| | The rider understands proper techniques and considerations for riding in a group. The rider understands the adjustments necessary for carrying passengers and cargo. The rider understands considerations for long-distance riding and touring. The rider understands that beginners should limit exposure to group riding, carrying passengers, and long-distance riding until they have gained skill and experience. | | | | |
| | The rider understands the proper techniques for riding in a group. | | | | |
| | The rider understands the adjustments necessary for riding with passengers and carrying cargo. | | | | |
| | The rider understands the considerations necessary for touring and riding long distances. | | | | |
| | TOPIC 6: Factors Adversely Affecting Rider Performance | 60 | | | |
| | The rider understands the elevated risks of alcohol and other drugs on rider performance and the legal, social, personal, economic, and safety consequences of operating a motorcycle under the influence of alcohol and other drugs. The rider understands and avoids factors which adversely affect rider performance. | | | | |
| | The rider understands the elevated risks of alcohol and other impairing drugs on motorcycle rider performance and separates riding from the use of alcohol and other drugs. | | | | |
| | The rider understands the legal, social, personal, and economic consequences of riding impaired and demonstrates a commitment to separating riding from alcohol and/or other drugs. | | | | |
| | | | | | |
| | The student reduces risk by legally and responsibly completing a Progress Assessment to evaluate classroom knowledge and understanding and measure progress (mastery equals 70% or above) | 25 | | | |
| | TOTAL TIME ASSESSED | | | | |



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MOTORCYCLE OPERATOR TRAINING SCHOOL RANGE APPLICATION INSTRUCTIONS

Each entity looking to obtain approval for Motorcycle Operator Training School Range shall provide an application for approval that shall be in compliance with 16 TAC Chapter 98, Transportation Code, Chapter 662 and all TDLR established guidelines and criteria. Complete one Range Application for each range.

1. Name of School – Enter the assumed, legal or DBA name of the school.
2. School License Number – Enter the license number of the school.
3. School Mailing Address and Contact Information – Enter the school's mailing address, phone number, fax number, and email address. This address is where the Department will mail all correspondence and may be a post office box. Email addresses are a part of the key information required to transact business with TDLR. Your personal email address is confidential pursuant to the Texas Public Information Act and will not be shared with the public.
4. Location of Range – Enter the physical description of location and address of the range.
5. Range Information – Identify range type and range curriculum information
6. Statement of Applicant – Application must be signed by the controlling person or other authorized individual.

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REQUIRED DOCUMENTS

The following must be submitted along with the application, and approved prior to inspection:

- Completed Range Application (this form must be completed in its entirety where applicable)
- Insurance Declarations page - Must provide a copy of current commercial vehicle insurance policy (declarations page) in the amount specified in §98.40.
- List of all real property that will be used and proof that the applicant owns or possesses with written authorization by the owner to use each property.
- List of the department-approved courses the applicant intends to offer and proof of ownership of, or authority to offer, each course.
- Range Diagram - Submitted on letter size (8.5 x 11) ¼" ruled graph paper with dimensions, travel path and scale indicated. Submit diagrams for each exercise
- Photographs of Range - Photographs must meet the following requirements:
 - ✓ Photos must have been taken within the last six months
 - ✓ Include photos of drains and other surface conditions located on the range or run-off
 - ✓ Satellite images are not acceptable as replacements for ground level photos
 - ✓ Digital files only (scanned pdf files of photos are not acceptable)
 - ✓ Photos must be clear and sharp
 - ✓ At least eight color photos, two from each of the four corners (1 long side view & 1 short side view), are required.

RANGE REQUIREMENTS CHECKLIST

PLEASE USE THIS CHECKLIST PRIOR TO SUBMITTING YOUR APPLICATION

- ✓ Range is secured from incursions and intrusion by other traffic (pedestrian and vehicular) and free of obstacles or hazardous surface conditions.
- ✓ Range has a paved surface, including asphalt, concrete, or another all-weather surface of suitable traction and is reasonably free of incline.
- ✓ Range is free of surface hazards and obstacles.
- ✓ Range is large enough to safely accommodate all courses conducted by the motorcycle school.
- ✓ A minimum of one motorcycle is available for each student participating in the range session of the course.
- ✓ All motorcycles used must be intended by the manufacturer for street use.
- ✓ Motorcycles must be maintained in safe operating condition.
- ✓ Class A fire extinguisher and First Aid Kit in close proximity to the riding area during range instruction
- ✓ Ensure all instructors and students wear protective gear when participating in the range portion of the course in accordance with §98.108(f).
- ✓ Ensure there are not more than 12 students on a range during any phase of range instruction.



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MOTORCYCLE OPERATOR TRAINING RANGE APPLICATION

1. Name of School:

2. School License Number:

3. School Mailing Address and Contact Information: (Used to receive mail from TDLR, P.O. BOX is allowed):

Number, Street Name, Suite Number/Apartment Number

City, State Zip Code

School Email Address

School Phone Number

4. Location of Range:

Physical Description of Location (i.e. Parking lot at church)

Number, Street Name

City, State Zip Code

County

5. Range Information:

Range Size

Length _____ Width _____

Range Curriculum Information:

Please indicate what entry-level curriculum will be used:

TDLR pre-approved curriculum (indicate which curriculum): _____

Independent curriculum developed by the school

STATEMENT OF APPLICANT

6. By signing this application I certify that all information submitted on this application is true and accurate. I certify that I will comply with all applicable provisions of the law of the Texas Department of Licensing & Regulation (Transportation Code, Chapter 662) and the rules of the Texas Department of Licensing & Regulation (16 Texas Administrative Code, Chapter 98). I understand that providing false information on this application and all attachments may result in the revocation of the approval I am requesting and the imposition of administrative penalties.

Signature of Controlling Person or Authorized Representative

Date Signed

Printed Name of Controlling Person or Authorized Representative

Title



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MOTORCYCLE FLEET FORM

School License Number: _____

School Name: _____

Instructions:

1. List the Year, Make, Model, and Vehicle Identification Number (VIN) for all Motorcycles used for instruction.
2. Include a copy of your commercial vehicle insurance declaration page showing the motorcycles covered.
3. Use this form when adding or removing motorcycles, check the box to indicate if you are adding or removing a motorcycle.
4. Updates to your school's fleet list must be submitted to the department within 10 days of the up-date.

| Year | Make | Model | VIN Number | Add | Remove |
|------|------|-------|------------|--------------------------|--------------------------|
| | | | | <input type="checkbox"/> | <input type="checkbox"/> |
| | | | | <input type="checkbox"/> | <input type="checkbox"/> |
| | | | | <input type="checkbox"/> | <input type="checkbox"/> |
| | | | | <input type="checkbox"/> | <input type="checkbox"/> |
| | | | | <input type="checkbox"/> | <input type="checkbox"/> |
| | | | | <input type="checkbox"/> | <input type="checkbox"/> |
| | | | | <input type="checkbox"/> | <input type="checkbox"/> |
| | | | | <input type="checkbox"/> | <input type="checkbox"/> |
| | | | | <input type="checkbox"/> | <input type="checkbox"/> |
| | | | | <input type="checkbox"/> | <input type="checkbox"/> |

Note: The use of an undisclosed motorcycle is a violation of 16 Texas Administrative Code, Chapter 98.

Signature of Owner and or Authorized Representative

Date Signed

Printed Name of Owner and/or Authorized Representative

Title



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MOTORCYCLE OPERATOR TRAINING SCHOOL STAFF ROSTER

School License Number: _____

School Name: _____

Instructions:

Write name(s) and license number(s) for every instructor to be added or removed from your staff roster. A separate staff roster must be submitted for each branch location.

Use this form when adding or removing instructors, check the box to indicate if you are adding or removing an instructor.

| First and Last Name of Instructor(s) | Instructor License # | Adding | Removing |
|--------------------------------------|----------------------|--------------------------|--------------------------|
| 1. | | <input type="checkbox"/> | <input type="checkbox"/> |
| 2. | | <input type="checkbox"/> | <input type="checkbox"/> |
| 3. | | <input type="checkbox"/> | <input type="checkbox"/> |
| 4. | | <input type="checkbox"/> | <input type="checkbox"/> |
| 5. | | <input type="checkbox"/> | <input type="checkbox"/> |
| 6. | | <input type="checkbox"/> | <input type="checkbox"/> |
| 7. | | <input type="checkbox"/> | <input type="checkbox"/> |
| 8. | | <input type="checkbox"/> | <input type="checkbox"/> |
| 9. | | <input type="checkbox"/> | <input type="checkbox"/> |
| 10. | | <input type="checkbox"/> | <input type="checkbox"/> |

Signature of Owner and or Authorized Representative

Date Signed

Printed Name of Owner and/or Authorized Representative

Title