



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 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.

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 and all attachments.

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:

- 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, and include coverage for uninsured or underinsured motorists.
- 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 includes a 56 linear feet per student at the perimeter dimension and a minimum of 20 feet paved run-off area
- ✓ 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 type (Choose one)

Standard: Length 220 feet x Width 120 feet

Modified Size: Length _____ by Width _____

Range Curriculum Information:

Please indicate what entry-level curriculum will be used:

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

Independent curriculum developed by the school.

6. 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 of Controlling Person or Authorized Representative

Date Signed

Printed Name of Controlling Person or Authorized Representative

Title