



TEXAS DEPARTMENT OF LICENSING & REGULATION

P.O. Box 12157 • Austin, Texas 78711-2157

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 – Schools must have a current license.
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 address of the range. A post office box is not acceptable for the physical address.
5. Range Information – Identify range type and range curriculum information.
6. Location of Classroom – Enter the physical address of the classroom. This address is the actual location where the classroom instruction will be conducted. A post office is not acceptable for the physical address.
7. 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](http://www.tdlr.texas.gov) website at or reach the [Education and Examination Division](#) via web form where you can submit your request for assistance and include attachments as needed.

Customer Service can also be reached at (800) 803-9202 [in state only], (512) 463-6599, Relay Texas-TDD: (800) 735-2989. Customer Service Representatives are available Monday through Friday 7:00 a.m. until 6:00 p.m. Central Time (excluding holidays).

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 conducting training:

- Completed Range Application (this form must be completed in its entirety where applicable)
- List of all real property that will be used and proof that the applicant owns or possesses written authorization by the owner to use each property.
- Must provide an approval letter from each course provider authorizing your school to teach the range curriculum specifically for the range you are requesting approval for.
- Photographs of Range - Before taking photos, place a visible marker (i.e.: large traffic cones, people, chairs) at each corner of the proposed range. Only four markers are needed, using extra markers makes it difficult for the reviewer to identify the actual range area. Be sure there are no vehicles, snow, equipment, etc. on the range and run-off.
 - ✓ 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
 - ✓ Use descriptive file names when saving each photo (e.g., C-longside.jpg)
 - ✓ At least eight color photos, two from each of the four corners Photograph 1: long side view must include 3 markers: the corner nearest the photographer and the two farthest corners. Photograph 2 short side view must include 2 markers, the corner nearest the photographer and the next closest corner are required. Photographer should stand 20 feet back from each corner.

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.
- ✓ Range is surrounded by a paved run-off area, free of surface hazards and obstacles, of at least 20 feet from the perimeter of the range.
- ✓ For two-wheeled motorcycle courses a separate motorcycle must be available for each student. For three wheeled motorcycle courses, no more than two students may share a motorcycle.
- ✓ 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:

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

6. Location of Classroom:

Number, Street Name

City, State, Zip Code

County

7. 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