



TEXAS DEPARTMENT OF LICENSING & REGULATION

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MOTORCYCLE OPERATOR TRAINING SCHOOL INCIDENT REPORT INSTRUCTIONS

A Motorcycle Operator Training School needing report an incident at one of their ranges shall provide an incident report for review that shall be in compliance with 16 TAC Chapter 98, Title 7, Transportation Code, Chapter 662 and all TDLR established guidelines and criteria.

1. Name of School – Enter the assumed, legal or DBA name of school.
2. School License ID Number – Enter the license number of the school.
3. Location of Range – Provide the physical description of location and address of the range.
4. Incident Information – Enter all information as applicable.
5. Certification Statement – Incident Report must be signed by the controlling person or authorized individual.

SEND YOUR COMPLETED INCIDENT REPORT AND REQUIRED DOCUMENTS VIA EMAIL TO:

education@tdlr.texas.gov

Documents submitted with you 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 and 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.

REQUIRED DOCUMENTS

The following must be submitted along with the Incident Report:

- Completed Incident Report Form (this form must be completed in its entirety where applicable)
- Range Diagram – Submit diagram of the exercise with an indication of where the incident took place.

