**Section 455.70 Cycle Rider Safety Training Courses**

a) Course Cost

No fee shall be charged for the Cycle Rider Safety Training courses, except for a nominal registration fee that shall be refunded upon completion of the course. Students may donate the registration fee to the Regional Center.

b) Student Eligibility

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

1) be a resident of the State of Illinois;

2) be at least 16 years of age;

3) hold a valid driver's license or permit; and

4) show current proof of liability insurance (advanced course students and students that are holders of a Temporary Visitor's Driver's License only).

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

d) Course Curricula

The curricula for beginner and advanced courses are selected by the Department. Either the Department or the Program Coordinator may make modifications to the curricula to improve the safety, effectiveness or efficiency of the Program. An example of a modification is changing the direction of the cycles' flow due to geographical logistics of the range. Any proposed modification made by a Program Coordinator must be pre-approved by the Department. The proposed modification must be submitted in writing to the Department at the address provided in Section 455.50(b)(1)(A)(i) at least two weeks prior to implementation.

e) Instructor's Manual

Each Regional Center shall compile and print an Instructor's Manual for distribution to each instructor teaching courses within the Region. The Manual shall detail information instructors will need to train students in the Program. The 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 prior to use. The Manual shall include:

1) An introduction

A brief history of the Cycle Rider Safety Training Program shall be included. (History information is available 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)(5) Beginner Course Instructor Qualifications

Section 455.50(a)(6) Advanced Course Instructor Qualifications

Section 455.50(a)(7) 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.

4) 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.

5) Cycle Use

An explanation of the proper use of Program cycles (e.g., not allowing the cycle to be operated for personal use).

6) Conduct

Guidelines for the proper conduct of instructors, range aides and students. The instructor shall have the authority to evict any student from the instruction period or from the course if the student disrupts the course or if the student displays conduct that may endanger himself/herself or any other person.

7) Duties

An explanation of the duties of chief instructors, instructors, and range aides. Instructions shall also be included that require the instructor to attach completed Student Registration Forms to Program Attendance Records and submit them to the Regional Center as soon as practicable after the completion of a course.

8) Student Status

A definition of student eligibility as provided in subsection (b) and the criteria for passing the course as provided in subsection (e)(12).

9) Course Documents

Examples of forms provided in the manual shall include:

Waiver or Release of Liability

Student Registration

Attendance Record

Crash/Incident Report (Instructor and Student)

Claim Form for Reimbursable Costs.

10) Student Identification Number (SIN)

An explanation of the criteria used to develop the SIN shall be provided.

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

B) An explanation of the nine-digit SIN used on the Student Registration form is as follows:

Field 1: Year (two digits)

Field 2: Regional Center and Training Site (three digits)

Field 3: Course number (two digits)

Field 4: Student number (two digits).

C) The Regional Center and training site numbers assigned to the Region and training site shall be included in each Instructor's Manual.

11) Compensation

A statement of the pay rates used to compensate instructors and range aides.

12) Passing Criteria

An explanation of the criteria used to determine if a student passes a beginner or advanced course shall be included in the manual.

A) Pass means the student attended all sessions and attained a passing score on the riding and written evaluations (beginner course only). (Also see subsections (h)(1) and (h)(2) for pass/fail criteria.)

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

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

13) Department Questionnaire

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

14) Instructional Plan

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

f) Class Size and Instructor/Range Aide Ratios

1) Beginner Courses

A) A minimum of six registered students and a maximum of 12 registered students at the first course session is required to conduct a beginner course.

B) Regional Centers may be required to limit the number of students in a beginner course if the Regional Center cannot provide a cycle for each student registered to take the course.

C) Student/instructor ratio for beginner course range training shall not be greater than six to one. Every range session shall have a minimum of two qualified persons (either an instructor and range aide or two instructors) present at all times.

2) Advanced Courses

A) A minimum of six registered students and a maximum of 12 registered students at the first course session is required to conduct an advanced course.

B) Student/instructor ratios shall not be greater than six to one. Every range session shall have at least two advanced course instructors.

g) Safety Regulations

1) Protective equipment shall be worn by the instructors, range aides, and students at all times when students are sitting on a cycle. Instructors and range aides are not required to wear protective equipment when starting Program cycles. Protective equipment includes:

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

B) Full-fingered gloves;

C) Long-sleeved clothing (i.e., jacket or shirt);

D) Long pants;

E) Sturdy over-the-ankle footwear (not cloth or canvas); and

F) Eye protection (i.e., glasses, goggles, or helmet visor).

2) The following emergency equipment must be present and readily available at all training sites:

A) A fully-charged 5-pound (minimum) dry-chemical (Type A, B, or C) fire extinguisher;

B) A fully-stocked, industrial-quality first aid kit; and

C) Specific procedures to follow in the event of a crash (including 911, at the discretion of the instructors, and additional telephone numbers, such as students' designated emergency contact numbers).

3) A telephone must be available within easy access of all training sites.

4) If training cycles are stored away from the range, they shall not be ridden to or from the range.

5) Training will not be conducted during a thunderstorm, snowstorm, or windstorm. Training will also not be conducted when ice is present on the range or if the instructor or instructors determine that the students' safety is at risk.

6) Crash and Incident Reporting

A) When any crash occurs during a training session, the instructor shall complete a Motorcycle Crash/Incident Report (MCIR) form. The student involved in the crash shall also complete a Student MCIR form explaining his/her version of the crash. The instructor shall submit 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.

B) 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 the Regional Center within two working days after the crash. The student involved shall also complete a Student MCIR and submit it to the Regional Center as soon as possible. The Regional Center shall submit both MCIR forms to the Department within two working days after receiving the forms.

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

h) Student Status at Course Completion

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

1) Pass – Student attended all sessions and attained a passing score on the riding and written evaluations.

2) Fail – Student completed the class, but failed one or both of the evaluations, or displayed unsafe conduct that endangered himself/herself or any other person.

3) Drop – Student left the course before either evaluation for any reason.

i) Student Completion Card

1) Those students who pass a course shall be issued an official Student Completion Card by Regional Center staff and mailed from the Regional Center office, a reflectorized helmet decal, when available, and an experienced rider course pin (for experienced course graduates only, when available).

2) Replacement cards shall be issued by the Regional Center, upon request, for a period not to exceed one year from the course completion date. Letters or certificates confirming course completion shall be issued, upon request, when the course completion date exceeds one year but not more than three years.

(Source: Amended at 41 Ill. Reg. 15326, effective December 5, 2017)