

## VIRGINIA RIDER TRAINING PROGRAM TRAINING SITE LICENSE APPLICATION

**Purpose:** Use this form to apply for either a reimbursed site or a non-reimbursed training site license.  
**Instructions:** Type or print in ink to complete the application, sign the agreement and return it to the address above.

TYPE OF APPLICATION			
CHECK ONE	<input type="checkbox"/> Reimbursed Site	<input type="checkbox"/> Non-Reimbursed Site	CHECK ONE <input type="checkbox"/> Original (first-time application) <input type="checkbox"/> Renewal
TRAINING SITE WILL PROVIDE (check each that apply)		<input type="checkbox"/> Basic Rider Courses	<input type="checkbox"/> Three-Wheeled Courses

IDENTIFYING INFORMATION			
SITE NAME		TELEPHONE NUMBER	
MAILING ADDRESS	CITY	STATE	ZIP CODE
BUSINESS ADDRESS (if different from mailing address)	CITY	STATE	ZIP CODE
FULL LEGAL NAME OF SITE OWNER/MANAGER		SOCIAL SECURITY NUMBER	HOME TELEPHONE NUMBER
HOME ADDRESS	CITY	STATE	ZIP CODE
WEBSITE	EMAIL		

BUSINESS INFORMATION			
FEDERAL ID NUMBER	BUSINESS LICENSE NUMBER	LOCALITY	BASIC COURSE CURRICULUM
EXPERIENCED COURSE CURRICULUM		THREE-WHEELED COURSE CURRICULUM	

TRAINING SITE LOCATIONS (complete address)	DMV USE ONLY DATE APPROVED

AGREEMENT/CERTIFICATION SIGNATURES
<p>By signing this document, I agree to abide by the Virginia Rider Training Site requirements and I understand that failure to comply with these requirements and those set forth by law or otherwise established by DMV may result in suspension or termination of the training site license.</p> <p>I further certify and affirm that all information presented in this form is true and correct, that any documents I have presented to DMV are genuine, and that the information included in all supporting documentation is true and accurate. I make this certification and affirmation under penalty of perjury and I understand that knowingly making a false statement or representation on this form is a criminal violation.</p>

SIGNING FOR THE TRAINING SITE	
SITE OWNER/MANAGER NAME	TITLE
SIGNATURE	DATE (mm/dd/yyyy)

SIGNING FOR THE DEPARTMENT OF MOTOR VEHICLES			
REPRESENTATIVE NAME	TITLE	LICENSE EFFECTIVE DATE	LICENSE EXPIRATION DATE
SIGNATURE			DATE (mm/dd/yyyy)

DMV USE ONLY	
Verification of: <input type="checkbox"/> Range Motorcycles <input type="checkbox"/> Local Business License(s), Zoning <input type="checkbox"/> Classrooms <input type="checkbox"/> Instructor Certification(s)	Remarks: <input type="checkbox"/> Approved <input type="checkbox"/> Disapproved

## Introduction

Sharing your expertise in a Virginia Motorcycle Rider Training Program allows you to provide a positive influence on the driving habits of beginner or experienced riders. The classes you teach will give motorcycle enthusiasts a chance to learn new techniques and practice skills in a safe and controlled environment.

This guide provides information about establishing and maintaining a Virginia Rider Training Program site. Unless noted, this information applies to both non-reimbursed and reimbursed sites.

Thank you for partnering with DMV in our mission to promote transportation safety in Virginia.

## Getting Started

Any individual, private agency, corporation, or organization may apply to be a **NON-REIMBURSED** regional motorcycle rider safety training center. Any Commonwealth of Virginia state or local government educational agency may apply to be a **REIMBURSED** regional motorcycle rider safety training center.

Applicants must provide DMV with the following materials:

- Name, address, telephone number, and federal identification number of the designated training center
- Detailed description of the facility or facilities
- Criminal background checks on all corporate officers, owners, administrators, and individuals authorized to operate the training center for NON-REIMBURSED sites; Criminal background checks on all administrators and all individuals authorized to obligate the training site for REIMBURSED sites.
- All criminal background checks must be from Virginia State Police or an FBI approved channeler from this website <https://www.fbi.gov/services/cjis/compact-council/list-of-approved-channelers>
- Name, address, DMV customer number, and telephone number of the individual who is authorized to operate the training center

- Names, addresses, DMV customer numbers, and telephone numbers of administrators and instructors
- Verification of insurance coverage to protect the Commonwealth, training center, instructors, aides, and students:
  - a. Minimum employer's liability - \$100,000
  - b. Minimum commercial general liability - \$500,000 combined single limit
  - c. Minimum automobile liability - \$500,000 combined single limit
  - d. Workers' compensation insurance in accordance with Virginia Code § 2.2-4332 and § 65.2-800, Chapter 8, Title 65
- Verification of proper safety equipment and a sufficient number of training motorcycles for novice rider courses with documentation of current Virginia State Police Virginia Safety Inspection for all motorcycles.
- Detailed description of the curricula, including course type, class dates, and hours
- Projected number of students to be trained during the calendar year

Additionally, reimbursement sites must also provide:

- Names, addresses, DMV customer number and telephone numbers of all individuals who are to receive reimbursement
- Verification that classrooms, driving ranges and motorcycle and equipment storage areas are available and meet federal zoning and safety codes
- A planned course budget that includes estimated costs for course operation, administration, instructors' salaries, insurance, advertising, purchase of textbooks, equipment and materials, and other course-related expenses
- An estimate of course fees that students will be charged

Submit documentation to:  
 Department of Motor Vehicles  
 Attention: Virginia Highway Safety Office  
 Motorcycle Rider Training Program  
 P.O. Box 27412  
 Richmond, VA 23269

## Course Curriculum

All courses - novice, experienced, and three-wheeled motorcycle riders - should include:

- Course textbook (physical or digital offerings)
- Comprehensive review of Virginia laws and rules of the road related to motorcycles
- Module on how alcohol and drugs impair a rider's ability to safely operate a motorcycle
- Required number of classroom hours and on-cycle instruction as specified in the curriculum

During on-cycle instruction, no more than six students may be under the supervision of one instructor at any one time; no more than 12 students may operate motorcycles on the same range simultaneously. Approved curriculums are as follows:

Rider Type	Curriculum Name	Source
Beginner Riders	Basic Rider Course	Motorcycle Safety Foundation
Three Wheeled Motorcycles	3WBRC	Motorcycle Safety Foundation

## Training Facility

It is essential to provide a properly equipped and safe environment so students can learn the rules of the road and practice safe driving habits. A Virginia Rider Training Program facility must be equipped with the following:

- Classroom space for off-cycle instruction
- Paved range area for the on-cycle portion of the novice, experienced rider, and sidecar/three-wheeled motorcycle courses consistent with the minimum range requirements established by the department-approved curriculum used in the course
- Adequate storage to protect motorcycles and equipment from vandalism, theft, and environmental damage
- Audio Visual equipment
- Fire extinguisher and first aid kit
- For novice riders or three wheeled motor-cycle course participants: the training center must provide students with at least one vehicle that meets the recommendations of the Motorcycle Safety Foundation unless otherwise provided by the Department of Motor Vehicles

Training center operators must maintain and repair motorcycles that are used in each course. Vehicles used by students are required to pass a Virginia State Police Virginia Safety Inspection and must be in accordance with Virginia laws.

## Instructor Qualifications

Educating and training riders to safely operate motorcycles on highways is an important responsibility. To ensure a high-quality classroom experience, training center operators must employ instructors who:

- Hold a valid, unexpired driver's license endorsed for motorcycle operation
- Have less than six demerit points in a 12-month period and no conviction for any of the offenses listed in Virginia code § 18.2-270, subsection E
- Are certified to teach DMV-approved curriculum
- Employ appropriate instructional techniques and methods that do not endanger students
- Conduct themselves in a professional manner, including the use of appropriate language

## Student Requirements

Instructors should verify that students meet the following mandatory requirements:

- Hold a valid learner's permit or driver's license
- Provide release form and indemnification statement
- Have written parental or guardian permission if under age 18

- Wear protective gear consisting of:
  1. Any lawful motorcycle helmet
  2. Eye protection
  3. A pair of boots or shoes that cover and protect the ankles and feet
  4. A jacket or shirt with long sleeves and long pants made of denim or other durable material
  5. A pair of abrasion-resistant, full-fingered gloves

**Novice Rider Course** - Participants must be physically able to balance and operate a motorcycle.

**Three-Wheeled Motorcycle Course** - Students must use a three-wheeled motorcycle that may lawfully be operated on the highways. Proof of vehicle ownership and insurance must be provided. If a student borrows a motorcycle for the course, written permission from the owner must be furnished.

## Auditing and Record Keeping

Once a student has completed a course, instructors must award each student a DMV-approved certificate of completion.

Training sites must provide the following information within 20 days of course completion through DMV's reporting system (TREDS)

- Course type and date of course completion and certification number of each instructor
- Name, address, DMV customer number, and date of birth for each student
- Grade for each student

For quality assurance, DMV may periodically audit course records and evaluate training center operations. For auditing purposes, training centers must:

- Retain a copy of each participant's waiver form and original course evaluation form
- Maintain records for every course for five years after a class is completed

## Questions?

- Mitchal Hrdlicka, Training Site Coordinator (804) 864-6588 or [mitcha.hrdlicka@dmv.virginia.gov](mailto:mitcha.hrdlicka@dmv.virginia.gov).