



# FY 2017 Application for Motorcycle Operator Safety Training (MOST) Program Sponsorship

# CONTENTS

---

Instructions – Application for MOST Program Sponsor .....	1
Applying Organization.....	2
Part 1 – MOST Program Application Requirements .....	3
Part 2 – MOST Program Certification Requirements and Quality Assurance.....	5
Part 3 – MOST Program Training Instructors .....	6
Part 4 – MOST Program Instructor Requirements.....	7
Part 5 – MOST Program Motorcycle Requirements.....	8
Part 6 – MOST Program Range Requirements .....	9

---

# APPLICATION FOR M.O.S.T. PROGRAM SPONSOR STATUS

---

The purpose of this application is to assess and guarantee that an organization will meet the requirements to participate as a MOST program sponsor.

## INSTRUCTIONS – APPLICATION FOR MOST PROGRAM

---

Please check whether you are compliant with the program rules listed on the following pages.

- Check “yes” if your organization agrees to comply with the rules in the coming year.
- Check “no” if your organization foresees an inability or to comply with the rule in the coming year.

If a “no” is checked on any box, please provide an explanation at the end of the section why compliance cannot be met and what steps, if any, would be taken to come into compliance.

To be eligible for MOST program sponsor status, the organization must check “yes” on all boxes or must explain and obtain a waiver for any boxes checked “no”.

## APPLYING ORGANIZATION

---

Please complete the following information for the organization that is applying for MOST program sponsor:

Name of Organization: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Physical Address of Organization  
(if different than mailing address): \_\_\_\_\_

Telephone Number: \_\_\_\_\_

E-Mail Address: \_\_\_\_\_

Website Address: \_\_\_\_\_

Designated Representative:

Name: \_\_\_\_\_

Title: \_\_\_\_\_

E-Mail: \_\_\_\_\_

Signature: \_\_\_\_\_

Date of Application: \_\_\_\_\_



**PART 1 – MOST PROGRAM APPLICATION REQUIREMENTS**

**Approved MOST Program sponsor organization will...**

**Yes**

**No**

Operate in accordance with all MOST rules that are in effect during the duration of this application: Rules can be located by placing this link in a web browser: <a href="https://www.codot.gov/safety/live-to-ride/documents/motorcycle-operator-safety-training-rules.pdf">https://www.codot.gov/safety/live-to-ride/documents/motorcycle-operator-safety-training-rules.pdf</a>	<input type="checkbox"/>	<input type="checkbox"/>
Use a curriculum certified by the MOST program office.	<input type="checkbox"/>	<input type="checkbox"/>
Have the capacity to register students and record/account for student enrollment.	<input type="checkbox"/>	<input type="checkbox"/>
Have the rights to use a range or ranges that meet or exceed the minimum standard of MOST certified curriculum.	<input type="checkbox"/>	<input type="checkbox"/>
Have a classroom that is large enough to seat all eligible students and MOST Program Instructor(s) comfortably and which contains at least one adequate seating and writing surface for each student, and at least one MOST Program Instructor's desk, table, or podium.	<input type="checkbox"/>	<input type="checkbox"/>
Maintain all MOST Program records and submit such records as required to CDOT or its agent. Make available such records for audit, and maintain an eligible student record for each student who enrolls in the Motorcycle Operator Safety Training Course, on the forms required by MOST. MOST Program Sponsors shall not alter any forms. This record shall be open and available for inspection by CDOT during regular business hours. The MOST Sponsor shall retain records for a period of three years after the date the eligible student enrolls.	<input type="checkbox"/>	<input type="checkbox"/>
Permit an inspection by CDOT or its agent of the facilities used for training, both the classroom and riding area, and all records and other materials used for the Motorcycle Operator Safety Training Program at any time.	<input type="checkbox"/>	<input type="checkbox"/>
Provide evidence of liability insurance naming the State of Colorado as an additional insured party.	<input type="checkbox"/>	<input type="checkbox"/>
Will comply with all quality assurance review requirements as set forth in the MOST Program Rules. Rules can be located by placing this link in a web browser: <a href="https://www.codot.gov/safety/live-to-ride/documents/motorcycle-operator-safety-training-rules.pdf">https://www.codot.gov/safety/live-to-ride/documents/motorcycle-operator-safety-training-rules.pdf</a>	<input type="checkbox"/>	<input type="checkbox"/>
Designate an authorized representative to sign all necessary documents with CDOT, MOST Program Instructors, or eligible students concerning the MOST Program, and to be the custodian of all records which the MOST Program Sponsor must keep for a period of at least three years from the date of creation.	<input type="checkbox"/>	<input type="checkbox"/>
<b>Signing here indicates you fully understand the MOST Application Requirements and have read the Rules: Sponsor Representative name and title: _____</b>		



MOST Program records (Student Training Database, Student Roster and any other records required by the MOST program) will include, at a minimum, electronic records of:

1. The full name of the eligible student, as it appears on the student's driver's license or permit;
2. The eligible student driver's license or permit number, state of issuance, date of expiration;
3. The eligible student's date of birth; the student's mailing address, county of residence phone number, email address and name and phone number of person to contact in the event of an emergency;
4. The results of the eligible student's classroom and on-cycle training, including both written test scores and skill test scores, indicating whether or not the student successfully completed the training;
5. Information regarding whether a course completion card was issued;
6. The MOST Program Sponsor's name, addresses, telephone number, and range location;
7. The MOST Program Instructor(s) name and certification number(s).

If the answer to any question is “No”, explain and offer an action plan with a timeline to obtain compliance.

---

---

---

---



**PART 2 – MOST PROGRAM CERTIFICATION REQUIREMENTS AND QUALITY ASSURANCE REVIEWS**

**Approved MOST Program Sponsor organization will...**

**Yes**

**No**

Publicly post all MOST training program courses offered on the MOST Sponsor organization website.	<input type="checkbox"/>	<input type="checkbox"/>
Obtain CDOT approval on all advertising bearing the MOST and/or CDOT logo.	<input type="checkbox"/>	<input type="checkbox"/>
Have MOST Program Instructors as required by statute to provide the MOST Program instruction.	<input type="checkbox"/>	<input type="checkbox"/>
Have available and in good working order all audio-visual presentation equipment for the classroom such as chalkboard, VHS or DVD player and monitor as required by the MOST approved curriculum.	<input type="checkbox"/>	<input type="checkbox"/>
Ensure that MOST program instructor training is conducted in compliance with the MOST Program Instructor Training as stated in MOST rules.	<input type="checkbox"/>	<input type="checkbox"/>
Provide a first-aid kit and at least one five-pound ABC fire extinguisher for the riding area.	<input type="checkbox"/>	<input type="checkbox"/>
Be in compliance with the MOST Rules of Maintenance of Program Instructor Certification.	<input type="checkbox"/>	<input type="checkbox"/>

If the answer to any of the above question is “No”, please explain and offer an action plan with a timeline to obtain compliance.

---



---



---



**PART 4 – MOST PROGRAM INSTRUCTOR REQUIREMENTS**

**The MOST Program Instructors will...**

**Yes**

**No**

Instruct MOST courses in accordance with the Official Rules and approved curricula.	<input type="checkbox"/>	<input type="checkbox"/>
Have successfully completed a MOST approved Program Instructor preparation class.	<input type="checkbox"/>	<input type="checkbox"/>
Possess a valid Colorado driver's license, endorsed for operation of a motorcycle.	<input type="checkbox"/>	<input type="checkbox"/>
Be at least 21 years of age (required by Statute)	<input type="checkbox"/>	<input type="checkbox"/>
Submit a MOST Instructor Renewal Application every year to CDOT's MOST Program Office, which will include a copy of their driving record obtained from the Colorado Department of Revenue, which MOST staff will review to determine if the instructor is in compliance for continued certification.	<input type="checkbox"/>	<input type="checkbox"/>
Be proficient in riding skills so as to be able to demonstrate all course exercises.	<input type="checkbox"/>	<input type="checkbox"/>

If the answer to any of the above questions is “No”, explain and offer an action plan with a timeline to obtain compliance.

---



---



---



---



**PART 5 – MOST PROGRAM MOTORCYCLE REQUIREMENTS**

**MOST approved program training organizations will...**

**Yes**

**No**

Provide to eligible students motorcycles that are compliant with MOST Program Rules and Regulations.	<input type="checkbox"/>	<input type="checkbox"/>
--	--------------------------	--------------------------

If the answer to any of the above questions is “No”, explain and offer an action plan with a timeline to obtain compliance.

---

---

---

---

**PART 6 – PROGRAM RANGE REQUIREMENTS**

**MOST Program training organizations will...**

**Yes**

**No**

Have available a range which meets or exceeds the applicable MOST approved program range requirements. There may be more than one approved range at each site.	<input type="checkbox"/>	<input type="checkbox"/>
Provide a diagram of each range and a map showing a layout of ranges on the site to the MOST program office for approval. Any changes or adjustments to the range area or exercises must be diagrammed and approved in writing by MOST Program office or its agent prior to use.	<input type="checkbox"/>	<input type="checkbox"/>
Assure that all range markings are clearly visible during training.	<input type="checkbox"/>	<input type="checkbox"/>
Use a range whose surface is paved and free of potholes and other hazards.	<input type="checkbox"/>	<input type="checkbox"/>
Secure the range from other traffic and pedestrians.	<input type="checkbox"/>	<input type="checkbox"/>
Inspect the range prior to each training session to assure that it is free from gravel, broken glass, and other hazards that would impair the student's safety.	<input type="checkbox"/>	<input type="checkbox"/>
Not allow spectators and visitors on the range during any instruction, but they may observe from a safe distance.	<input type="checkbox"/>	<input type="checkbox"/>

If the answer to any of the above questions is “No”, explain and offer an action plan with a timeline to obtain compliance.

---



---



---



List the physical location and/or type(s) of range(s), (standard, alternate or modified) and dimensions (length and width) that your organization has available on which to train as of the date of the application.

**LOCATION (ADDRESS) TYPE AND DIMENSIONS OF RANGE:**

Location (include Address)	Type (Standard-Alternate-Modified)	Dimensions
1. _____	_____	_____
2. _____	_____	_____
3. _____	_____	_____
4. _____	_____	_____
5. _____	_____	_____
6. _____	_____	_____
7. _____	_____	_____
8. _____	_____	_____
9. _____	_____	_____
10. _____	_____	_____
11. _____	_____	_____
12. _____	_____	_____
13. _____	_____	_____
14. _____	_____	_____
15. _____	_____	_____
16. _____	_____	_____



