

# ***STAR* Program**

## **Policies & Procedures**



Revised February 2024

# Idaho ***STAR*** Program



Sponsored by

The Division of Career-Technical Education  
and MOU with the College of Southern Idaho

***STAR*** On-Call number: 208-639-4554

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## SECTION 1 - **STAR** GENERAL INFORMATION

The Idaho **STAR** Program is a state educational organization assigned to the Division of Career-Technical Education (CTE) under Title 33, Chapter 49 of the Idaho Code. Through a Memorandum of Understanding (MOU), CTE has designated the College of Southern Idaho (CSI) as **STAR**'s fiscal agency in sponsoring and administering the program.

**STAR** is an acronym and stands for Skills Training Advantage for Riders. It should appear as all caps in print. Bolded and italicized is preferred as part of the program branding.

### ***Mission Statement***

We share knowledge and skills to make motorcycling safer.

### ***Vision***

Idaho **STAR** is the premier organization for educating the public with strategies to reduce crashes and fatalities involving motorcycles.

### ***Values***

- ★ Integrity
  - ★ Service
    - ★ Excellence

### ***History***

The Idaho motorcycle safety program was created in 1994 under Title 33, Chapter 49 and Title 49, Chapter 3 of the Idaho Code. In September 1995, a coordinator was appointed, and training began statewide in the spring of 1996. Legally required activities of the **STAR** Motorcycle Safety Program include:

*“The program shall include activities to increase motorcyclists’ alcohol and drug effects awareness, motorcycle rider improvement efforts, program promotion activities, and other efforts to enhance motorcycle safety through education, including enhancement of public awareness of motorcycles.”*



This document describes the program in terms of the Standards, Policies and Procedures used in program operation. Compliance with the contents of this document, as well as other documents written to amend or attach to this document, is required. It is written under authority of Idaho Code: Title 33, Chapter 49.

### ***Program Administration***

The **STAR** Program is an ancillary program of the College of Southern Idaho (CSI); therefore, all **STAR** personnel are employees of the College of Southern Idaho. The **STAR** Program headquarters is in Boise and is staffed by a full-time team dedicated solely to the administration of the **STAR** Program. This staff serves as the liaison between the **STAR** Program and CSI (Business Office and Human Resources).

### **Full-Time STAR Team**

The full-time team is comprised of a Director and a support staff that may expand or contract as necessary for the efficient administration of the program.

- The **STAR** Director is responsible for the strategic direction and operation of the program, drives initiatives that support the **STAR** vision and mission, and manages the day-to-day operations of the **STAR** office. Additionally, he/she supervises the Instructor corps, which includes oversight in communications to Instructors, program quality assurance, Instructor recruitment, training and development, staffing **STAR** courses, and Instructor payroll. Additionally, the Director establishes the goals and timeline for the course offering schedule and oversees all curriculum development.
- The **STAR** Operations Manager manages all training sites, facilities, equipment, contracts, insurance, fleet fuel account. Additionally, he/she supervises Operations Support Team members, including Site Managers, and oversees the **STAR** Risk Management program.
- The Training Coordinator provides assistance to the Director by managing and coordinating all logistics related to management of the Instructor corps, including but not limited to Instructor scheduling, travel, payroll, reimbursements, and certification records. The Training Coordinator also serves as the recruitment and onboarding manager for new Instructor applicants and assists in preparations for training events.
- A front office staff is (ideally) comprised of a Student Services Specialist and an Office Manager.

- The Student Services Specialist serves as the front desk reception, is first on phones, processes course paperwork, and provides support for the management team and Instructor corps as needed.
- The Office Manager handles p-card processing, accounts payable, course paperwork, event planning, coordination of site forms and supplies. The Office Manager provides support to the Director as needed.
- At the discretion of the Operations Manager and Director, **STAR** may employ a full-time Operations Technician who assists the Operations Manager with fleet maintenance and site materials distribution.
- With the exception of the Operations Technician who reports to the Operations Manager, all full-time staff reports to the **STAR** Director. The Director reports to the Vice President of Finance and Administration, Chief Financial Officer at CSI.

### **Part-Time Roles**

Several additional part-time roles may be filled by Instructors or volunteers on an as-needed basis.

- Operations Support Staff, including Site Managers, assists the Operations Manager with stocking sites and basic bike maintenance to ensure smooth operations for Instructors teaching courses. Operations Support Staff also assists the Operations Manager with general site and fleet maintenance as needed.
- Range Painting Techs support new and current range painting, markings, touch-up, and ITD testing pad maintenance as needed.

### **The Role of CSI**

In a Memorandum of Understanding between the Division of Career-Technical Education and the College of Southern Idaho, CTE appointed the CSI Vice President of Finance and Administration as the program coordinator for the motorcycle safety program.

CSI serves as the fiscal agent for the **STAR** Program, and as such, distributes payments to vendors, manages the p-card system, processes **STAR** payroll and issues reimbursements.

As an ancillary program of CSI, the **STAR** Program employees will adhere to all college policies and procedures. Exceptions to any CSI policies for the **STAR** Program and its personnel are determined at the sole discretion of CSI.

- The **STAR** Policies and Procedures is meant to serve as a supplement to the CSI Policies and Procedures Manual (<http://hr.csi.edu/handbook/tofcmanual.htm>) for the sole purpose of addressing program-specific practices not covered by the CSI Policies and Procedures.

### ***Motorcycle Rider Training Courses***

The **STAR** Program offers three courses that permit the student to receive a waiver of the DMV skills test when applying for an Idaho motorcycle endorsement to their driver's license: Basic Rider Training (BRT or BI); Basic II (BII), and Intermediate Rider Training (IRT). Basic students have the option of attending traditional classroom or completing an online classroom component. Intermediate students meet on Zoom for classroom, except military students taking IRT courses at Mountain Home Air Force Base (when offered) who attend classroom in person.

**STAR** also offers an introductory course: Intro to Riding (Intro) and one advanced, one-day course: Enhanced Street Skills (ESS). There is also a "two-up" curriculum (E2U) for riders and passengers. A Riding Practice Session (RPS) is also available to any former **STAR** student for additional on-cycle practice time.

At the discretion of the Director, **STAR** may also administer a three-wheel training program, which provides a license waiver for a motorcycle endorsement with a three-wheel only restriction.

Classes are typically scheduled from March through November. Except for range-only classes, courses require a classroom that will accommodate at least 15 people (preferably 28 people) and a training range (parking lot) that ideally is 200' x 300' and clear of obstacles.

The program provides motorcycles for the Intro to Riding, Basic Rider Training (I and II, excepting "All-Scooter" classes), Intermediate Rider Training, and Riding Practice Session. For Enhanced Street Skills, the student

provides his/her own motorcycle, and the use of personally owned motorcycles is strongly encouraged for the Intermediate Rider Training.

### **Intro to Riding (INTRO)**

- This course is designed for novice riders (no experience at all) who may be especially nervous, anxious, or feel they are particularly ‘uncoordinated’ and want to learn the very basics of riding a motorcycle before taking a basic course.
- The guidelines for conducting this course are in the Intro to Riding Range Cards.
- Intro students do not receive a completion card, and no license waiver is associated with this course.

### **Basic Rider Training\***

Unless otherwise specified, reference herein to “Basic” includes both Basic I (BI) and Basic II (BII) courses.

- These courses are designed for the novice rider with no (or limited) street riding experience. The BI course is typically conducted over two- and one-half days, and the BII is typically one full day or two half days.
- Successful completion of a Basic course permits the student to receive a waiver of the DMV skills test when applying for an Idaho motorcycle endorsement to their driver’s license.
- If remedial instruction is required, it is conducted during the normal presentation of the course.
- The guidelines for conducting Basic courses are in the Basic Rider Training Instructor Guide and Range Cards.

\*An online classroom (e-course) option is available for Basic courses and replaces all traditional classroom for BI and BII. Unless otherwise specified, reference herein to “Basic I” or “Basic II” includes the e-course option.

### **Intermediate Rider Training (IRT)**

- This course is designed for riders who are already comfortable with the basic skills of shifting, stopping, and balancing the motorcycle. Classes are normally conducted on Saturdays. Classroom sessions are conducted via Zoom the week preceding the range session, typically Saturday morning or on a Tuesday evening.

- This course is for riders who have some riding experience/ proficiency and are competent in basic motorcycle operation.
- Successful completion of this course permits the student to receive a waiver of the DMV skills test when applying for an Idaho motorcycle endorsement to their driver's license.
- The guidelines for conducting this course are in the Intermediate Rider Training Instructor Guide and Range Cards.

### **Sidecar/Trike Courses (ST/ STII) (if offered)**

- The ST course is designed for sidecar and trike operators with little or no street-riding experience. The course involves learning skills on three-wheeled rigs. Classes are normally conducted on Friday evening, continuing through late Sunday afternoon.
- The STII course is the advanced portion of the ST class and is typically only one day.
- Successful completion of either course permits the student to receive a waiver of the DMV skills test when applying for an Idaho "three-wheel only" endorsement to their driver's license.
- The guidelines for conducting these courses are in the Sidecar/Trike Instructor materials.

### **Enhanced Street Skills (ESS)**

- This range-only clinic is designed for fully endorsed riders with recent street-riding experience. The course involves practice in braking and cornering and building confidence in handling emergency braking situations, leaning, and cornering on personally owned motorcycles.
- The guidelines for conducting this course are in the Enhanced Street Skills Range Cards.

### **Enhanced 2-Up (E2U)**

- This one-day, range-only course is for fully endorsed riders with recent street-riding experience. The course involves mastering vehicle control on personally owned motorcycles with a passenger.
- The guidelines for conducting this course are in the Enhanced 2-Up Instructor materials.

## **Riding Practice Session (RPS)**

- The Riding Practice Session is designed to provide **STAR** students with extra guided practice time and help prepare retest-eligible students for their Skills Retest Session. This 2-hour, range-only session consists of on-cycle instruction and review of cornering, braking, swerving, and low speed turning skills.
- This clinic is available to students who have completed a **STAR** course, regardless of their pass/fail status.
- Students can take the Riding Practice session as frequently as they choose.
- The guidelines for conducting this course are in the back of the Basic Rider Training Range Cards, in the RPS & SRT Protocol Quick Reference, and the RPS/ SRT Range Cards.
- Riding Practice Session students do not receive a completion card, and no license waiver is associated with this session.

## ***Under 21 Mandatory Training Requirement***

To obtain a motorcycle endorsement, successful completion of a qualifying state-certified motorcycle rider course is required for anyone under the age of 21. Qualifying courses include Basic courses, Intermediate Rider Training, and Sidecar/Trike.

## ***Licensing Component***

In addition to the motorcycle training component, Section 33-4902 of Idaho Code places responsibility on the **STAR** Program for the training and certification of all motorcycle endorsement skills testers for the Idaho Transportation Department (ITD).

## ***Insurance***

**STAR** classes and events are covered under a general liability insurance policy through the College of Southern Idaho administered by ICRMP. Refer all insurance questions to the **STAR** office.

## ***Training Sites***

Current **STAR** Program training sites are located at Capital High School in Boise, Skyview High School in Nampa, Bonneville High School in Idaho Falls/Ammon, Lewis Clark State College Workforce Training Center in Lewiston, Mountain Home Air Force Base (per contract, for military personnel only), Pocatello Airport, Dennis Dillon Powersports in Boise, Priest River DMV/Sheriff's Department, and the College of Southern Idaho in Twin Falls.

## ***Marketing/Outreach Events***

All requests for **STAR** participation in marketing/outreach/dealer events should be referred to Idaho **STAR** at [Info@IdahoSTAR.org](mailto:Info@IdahoSTAR.org).

## ***Motorcycle-Related Comments***

Though it is acknowledged that individuals have their preferences in make and model of motorcycle, all Instructors are to refrain from offering an **opinion** on the pros and/or cons of any particular motorcycle (outside of their own) in class or on **STAR** social media platforms. It is permissible to tell the students what make/model of motorcycle you ride, including those in the past, and why you prefer your ride.

However, jokes and/or comments, derogatory or not, expressed or implied, about any make or style/type of motorcycle, manufacturer, gear or dealer (including their own) is strictly prohibited and, if verified, will result in disciplinary action. **STAR** Instructors present the facts; the student/public makes the decision.

## ***Controversial Topics***

Students often ask questions about new laws concerning motorcycling. Since we are not in the business of interpreting Idaho Traffic Laws, we want to make sure that our answers are clear, correct, and leave no room for misinterpretation. These are responses Instructors should give only if students bring up the topic.

## Helmet Laws

It may be necessary to handle questions from the media or public on the issue of mandatory helmet use. It is neither appropriate nor permissible to use your position as a **STAR** Instructor to lobby for or against helmet legislation. This is one way to answer such inquiries:

*"We believe that the helmet is the single most important piece of protective equipment you can use, and we believe it should be used at all times. We teach about the value of helmets and strongly encourage them to wear one any time they ride. However, whether there should be a law requiring the use of helmets by all riders at all times can be an emotional issue and is a subject that is best left to the legislators and the people of Idaho to decide."*

## Proceeding on Red Lights

The link to the actual statute is provided below (**NOTE: This information is not for students; it is provided so you know what the law says.**) We do not advise students as to the interpretation of the law. This is one way to answer such inquiries:

*"There is a law regarding traffic signal lights and motorcycles proceeding on red when the light doesn't change. Given the wording of the law, enforcement is unpredictable. The **STAR** Program does not say you can proceed on red without consequences. We advise you to check into the law, use your best judgment, and maybe even check with your local law enforcement office, to make the safest choice."*

## Lane Splitting ('white-lining')

If someone mentions lane splitting in California or other states, you can respond this way:

"Lane splitting, also sometimes confused with lane sharing or 'white-lining,' is NOT legal in Idaho. It also greatly reduces your space cushion and potential escape routes. In addition, it places the motorcycle in an area of the roadway where drivers are not expecting a vehicle so it can also reduce visibility. We strongly encourage riders NOT to split lanes."



## Lane Filtering

Another practice that is legal in some neighboring states but not in Idaho is lane filtering. In areas where it is legal, motorcyclists may pass other stopped traffic to move to the front of the line at a lighted intersection. Idaho *STAR*'s position on lane filtering is that it is not legal thus should not be practiced in Idaho.

## **SECTION 2 - ADVISORY COMMITTEE**

Idaho Code, Title 33, Chapter 49, section 4905 requires the administrator of the Division of Career-Technical Education to establish an advisory committee consisting of five (5) persons representing various interests in motorcycle safety including, but not limited to, motorcycle riding enthusiasts, dealers, and law enforcement personnel. The committee advises the State Coordinator and **STAR** Program Director in developing, establishing, and maintaining the program as well as monitoring program implementation and reporting to the State Coordinator and Director as necessary with recommendations.

### ***Advisory Committee Objectives***

1. Inform the State Coordinator and Director of the views and philosophies of individuals with an interest in motorcycle safety.
2. Act as a communication channel between the State Coordinator, the Director, motorcycle safety organizations, motorcyclists and others with an interest in motorcycle safety.
3. Make recommendations to the State Coordinator and Director on important decisions concerning **STAR's** plan for continuous improvement and sustainable growth, as well as the long-range strategic plan.

### ***Advisory Committee Primary Responsibilities***

The advisory committee functions in an advisory capacity to the State Coordinator and the Director. While there is considerable importance to committee recommendations, the final disposition of these recommendations' rests with the State Coordinator and the Director to accept, modify or reject part or all the recommendations.

Committee members are expected to participate in Idaho **STAR** projects, as needed, and provide reports, as necessary, to the committee.

### ***Advisory Committee Term of Office***

To maintain committee continuity, each appointee will remain on the committee for a period of three years, with staggered appointments of one to three years for the first committee.

Appointees must submit a request, in writing, for reappointment a minimum of sixty days prior to the end of their term. Reappointment will be at the sole discretion of the State Coordinator. Absence of request for reappointment will serve as intent to vacate the position at the end of the current term.

The committee membership will recommend to the State Coordinator a suitable replacement to fill the vacated position until the end of the term if there is a mid-term vacancy. The appointee will then follow the guidelines above should they wish to serve another full term. The State Coordinator will appoint Ex officio, non-voting members, as deemed necessary.

### ***Advisory Committee Meetings***

The committee meets as determined by the Director, with no less than one meeting scheduled per quarter. Meeting schedules will be flexible to accommodate the membership and may be held in various locations throughout the state and/or by virtual meeting platforms.

Excessive absences from scheduled meetings will be grounds for the State Coordinator to appoint a replacement for the remainder of that member's term.

## SECTION 3 – PAYROLL, PURCHASING & TRAVEL

### ***Instructor Pay***

Instructors are paid for teaching a course/partial course, as applicable. Pay includes all necessary set-up/tear-down time and is paid at the rates listed on the CSI Timesheet for **STAR** Instructors form. Schedules may vary, and Instructors are responsible for verifying the schedule and specific class times.

For double classes, the A Instructor assigned to the earlier class will be responsible for the first night of classroom instruction if there is a traditional classroom offered and they are classroom certified.

### ***Apprentice and Intern Pay***

- Apprentice assignments (classroom and range) are part of Instructor training and are paid at the Apprentice In-Training rate of \$12.50 per hour.
- Intern assignments are paid at the Intern rate of \$15.25 per hour.

### ***Instructor Paychecks***

Instructors are employed as at-will, part-time, temporary employees with CSI. Direct deposit is required. Pay for teaching is on a lump sum basis (by the course), not hourly. For certified Range-Only and Full Instructors, pay for instructing courses ranges from \$22-28/hr. Pay for other duties is typically calculated on an hourly basis from \$15.00 to \$22.50. Instructor Trainers rate of pay ranges from \$25-30 hourly.

Pay is accumulated each month, and forms are submitted by the **STAR** office to CSI by the due date (approximately 7<sup>th</sup>-10<sup>th</sup> of each month). Payday is once per month, on approximately the 25<sup>th</sup>. November and December paydays fall earlier due to holiday leave. The schedule of due dates and paydays is available on the Instructor Resources website. Instructor pay structure is evaluated and determined annually.

### ***Timesheet/Pay Forms***

To be paid for a teaching assignment, training, completion of Operations Support duties, or performing miscellaneous duties, a CSI Timesheet for **STAR** Instructors is required.

- The Instructor must complete the top portion of the form (legal name, employee ID number, dates worked, etc.). Dates worked are the dates of the class(es) taught, or the dates the assigned duties were performed.
- Mark the appropriate boxes for work performed.
- Any partial classes beyond what is listed on the timesheet should be noted in the “comments” section at the bottom of the form.
- Miscellaneous duties as assigned for Instructors and Operation Support are also indicated separately on the timesheet. Instructors and Operations Support must indicate hours worked and provide details of the work done on the Work Log on the reverse side of the form.
- All pay forms **MUST** be signed by the Instructor before they can be processed.
- Pay forms submitted to the **STAR** office after the due date each month will be submitted the following month. CSI does not make exceptions for late pay sheets.

Instructor Trainers use the same standard timesheet when submitting time for conducting Instructor training. Mark the “Other Training Assignment” box with the pre-determined amount, as set by the Director, for that assignment.

### ***Purchasing Cards (P-Cards)***

The Director issues a Purchasing Card (P-Card) as needed to full-time staff and part-time support staff (Site Managers). The CSI P-Card Policy and Procedure Manual **MUST** be followed when using the P-Card. **Misuse, regardless whether accidental or intentional, may result in revocation of P-card privileges, with or without notice.**

- The P-Card is used only for the purchase of normal training site expenses. It is never used for personal items, and P-Cards are not used to purchase gas/fuel or food.
- When making a purchase, you must tell the cashier that the purchase is tax exempt. CSI’s Federal EIN is: 82-0261628. Each card holder should have a sticker with this number on their card. If not, please contact the office.

- **Original, itemized receipts are always required.** If the receipt does not clearly state what was purchased, write a brief description on the receipt. Make sure to sign the receipt as well, prior to submitting it to the office.
- All P-Card purchasing is suspended between the 28<sup>th</sup> day of the month and the 1<sup>st</sup> of the next month to allow timely close-out and submission to CSI. All purchases made during this time must be pre-approved by the **STAR** office.
- P-Card-receipts **must** be received by the **STAR** office no later than the 2<sup>nd</sup> of each month, for the previous month's purchases.
- Each P-card holder must sign and date the first page of their statement at the beginning of every month. A link for review of the monthly statement and electronic signature is emailed to all cardholders. They must electronically sign the same day the email is sent out.

### ***Gas Cards***

Gas cards are used to purchase fuel; each site is issued a unique card. If for any reason you are not able to use the gas card, do NOT use a P-Card for purchasing fuel. You can use your own personal funds and then submit the receipt for reimbursement. If this happens, there must be clear documentation on the receipt as to why you did not use a gas card.

- The PIN for authorized users is the last 5 digits of your social security number plus a nine (xxxxx9).
- Gas card receipts must be turned into the **STAR** office within one business day of purchase.

### ***Personal Reimbursements***

P-Cards and gas cards are the preferred method of payment for all program purchases. However, there are times when an Instructor will make a purchase other than on a P-Card or gas card, such as purchasing ice for class. Reimbursements may take up to three weeks for processing. If the Instructor making the purchase does not have a P-Card, they may:

- Turn in a receipt with name and items clearly listed or a description written on the receipt.
- Completed CSI Meal and Refreshment Form as necessary.
- The office will then submit the receipt and form to CSI for reimbursement.

- For purchases \$20 and over, the request for reimbursement will be submitted to CSI within one business day of receipt.

### ***Travel: Mileage, Per Diem, Lodging & Other Transportation***

The College of Southern Idaho reimburses mileage and provides a per diem for overnight travel trips. Rates are set by the College of Southern Idaho and are non-negotiable.

As of July 1, 2023, mileage is reimbursed at a rate of **\$0.655** per mile. Special circumstances or duties that are not teaching or training assignments are evaluated on a case-by-case basis.

Per diem is a maximum of \$54.00 per day, regardless of whether in-state or out-of-state. Per diem is calculated using the following guidelines established by CSI and are subject to change without notice.

- \$13 breakfast (departure *prior to* 7:00 a.m. or return *after* 8:00 am)
- \$15 lunch (departure *prior to* 11:00 a.m. or return *after* 2:00 pm)
- \$26 dinner (departure *prior to* 5:00 p.m. or return *after* 7:00 pm)

In-state lodging is on direct bill accounts with specific hotels in each region. As such, all lodging is arranged in advance by the **STAR** office. If lodging is required for out-of-state travel, the **STAR** office will make the arrangements and use a P-Card for payment. The Instructor is responsible for obtaining a receipt and returning it to the **STAR** Program with the CSI Travel Voucher form.

There are to be no additional charges or incidentals charged to the room or P-Card. Any additional charges or incidentals are the responsibility of the Instructor.

All flight arrangements are made by the **STAR** office. Charges for parking at the airport, baggage charges, or taxi service to the airport or hotel, are reimbursed by the program if a receipt is provided with the appropriate travel form. It is also permissible to use P-cards for these charges.

Rental cars may be provided in certain situations, with prior approval through the **STAR** office, and the office will make all arrangements. It is the Instructor's responsibility to make this request to the office in advance.

### **In State (Site-to-Site) Travel**

All travel must be approved by the **STAR** Program *prior* to the travel. Failure to secure approval prior to travel may result in denial of travel reimbursement. Confirmation of a teaching assignment constitutes as prior approval.

All Instructors have an assigned "home site," which is the closest operating **STAR** site to the home address provided to the **STAR** Program. Home sites are determined by the **STAR** office using Google Maps. Except for travel within the Treasure Valley, Instructors traveling to a site other than their home site must complete a CSI Travel Voucher form. Treasure Valley-based Instructors may submit a Travel Voucher form for mileage between Nampa or Mountain Home and Boise or Meridian only. Mileage is not reimbursed for commuting between Boise-based and/or Meridian-based sites.

Instructors must fill in their legal name, employee ID number (CSI/Instructor number), date, destination, miles, and purpose of travel, EXACT departure and return times, and sign at the bottom. Submit the form to the **STAR** office within 30 days of the first date of travel listed on the form.

Mileage to teach a course or attend a training event is pre-determined by the **STAR** office and is computed based upon Google Maps. The mileage chart provided by the **STAR** office reflects site-to-site mileage and shortest distance and/or most common route.

Travel miles are based on home site to assigned site (i.e., an Instructor traveling from Twin Falls to Idaho Falls is reimbursed for 166 miles each way—the distance between the Twin Falls range and the Idaho Falls range). Instructors may also submit "vicinity mileage" for travel between their hotel and training site, based on actual miles traveled. Vicinity mileage is for business purposes only and does not include mileage for dining and/or recreational activities.



Miscellaneous duties requiring travel to a location other than a training site will be paid mileage based on actual miles traveled, subject to verification by the **STAR** staff.

### **Out-of-State Travel**

All travel must be approved by the **STAR** office *prior* to the travel. Upon receiving approval for out-of-state by the **STAR** Director, Instructors and/or staff must:

- Submit a CSI Application for Prior Approval for Travel to the **STAR** office.
- A CSI Travel Voucher must be submitted to the office within 30 days of the first date of travel.
- Mileage is based upon actual miles traveled, subject to verification by the **STAR** office.

### **Reimbursement Limits & Policies**

#### **Instructor Candidates**

Lodging is provided for Instructor Candidates attending Range Instructor Prep. Per diem is not provided, and other travel expenses are not reimbursed during the vetting process.

#### **Instructors**

**STAR** does not reimburse Instructors for mileage to/from home sites. Paid assignments (teaching, assisting at Instructor Prep, Instructor Trainers, working special event booths, etc.) are provided the following:

- Lodging, when necessary and appropriate; typically allowed only for trips that are 50 miles or more one-way distance *\*See Overnight Stays*
- **STAR**-related vicinity mileage incurred
- Per diem (on overnight trips only)

As a practice, CSI/**STAR** does not reimburse meal expenses on day trips. For the rare instances when meal reimbursements are requested, in accordance with federal guidelines, they are processed through payroll as taxable income and an itemized meal receipt **MUST** be provided.

Training Updates, including initial IP-Classroom, refreshers, Mentor training, Step-Up trainings, PDWs, and/or other events determined by the Director, are provided the following:

- Lodging, when necessary and appropriate; typically allowed only for trips that are 50 miles or more one-way distance
- **STAR**-related vicinity mileage incurred
- Per diem (on overnight trips only)
- Flights may be provided for Instructors who attend Updates if their home site is one of the northern or eastern sites (for safety reasons, due to weather and road conditions)
  - Instructors who choose to drive rather than fly will be reimbursed mileage up to but not exceeding the total comparative cost to fly (mileage to/from the airport, airport parking, checked bag fee, if applicable, and airfare).
- Travel for optional trainings such as ART (Advanced Rider Training) is at the Instructor's expense.

All other business-related travel:

- Authorized expenses as appropriate; must be pre-approved
- Travel reimbursement and expenses as deemed necessary and appropriate by the Director
- Other exceptions and inclusions:

**STAR** will not provide travel (lodging, mileage, or per diem) for Instructors attending Updates, PDWs or taking classes for recertification purposes outside their geographic region (East, North, T.V.) if the same Update, PDW, or class is offered within their region in the same training season. Travel for Instructors who reside out-of-state is handled on a case-by-case basis.

If **STAR** permanently discontinues use of a site or converts a 'fixed' site to a 'non-fixed' site, Instructors who are reassigned to a home site more than 50 miles from their residence may become eligible for travel benefits such as lodging and per diem.

### **Overnight Stays**

If the total travel time and/or instructional time for a travel assignment is less than ten hours in one day, lodging **is not provided** the evening following class for an AM class and **is not provided** the evening prior for a PM class.

Lodging for single day, range-only assignments, including but not limited to Intro to Riding, Basic II (EBII), IRT, any Enhanced course, and RPS/SRT sessions will be determined on a case-by-case basis. Consideration is given to total estimated time for travel (see below), class/range set-up and tear-down, and conducting the course/session. Daylight hours and weather/road conditions will also be considered when determining eligibility for lodging.

Travel time is calculated using the standard mileage chart and an average of 50 mph (i.e., Boise to Priest River = 419 miles;  $419/50=8.38$  hours; thus lodging is provided for one night prior and one night after the assignment regardless of whether it is an AM or PM assignment).

Instructors requesting travel assignments should take into consideration the length of the assignment, weather conditions, and their ability to travel and teach in the same day.

## ***Program-Owned Vehicles***

### **Authorized Users**

Only **STAR** employees shall operate or use **STAR** program vehicles. Employees must receive permission from the **STAR** office before each use of any program-owned vehicles/equipment including but not limited to the Can-Am Ryker, Honda Ruckus, and **STAR** trucks or trailers.

- Must be 21 years of age or older
- Must have a clean driving record
- Must complete training appropriate for type of vehicle(s) being used and must complete annual refresher training as required

### **General Use**

The driver is to remain with hands free any time operating the **STAR** truck. The driver may not text, email, dial phone calls, or use any application or device that requires manual input while the vehicle is in motion.

To promote a safer workplace and community, and to reduce the possibility of injury or death while driving or riding in Idaho **STAR**-owned vehicles, all personnel and passengers must wear seat belts in all seating positions equipped with safety restraints.

- **STAR** personnel are encouraged to use seat belts while operating their personal vehicles, whether for program or personal use, to enhance the safety of themselves and their families.

Drivers must adhere to the posted speed limits (or less, if driving conditions warrant). No alcoholic beverage is allowed in any **STAR** vehicle at any time. No tobacco use is allowed in any **STAR** vehicle at any time. This includes the use of e-cigarettes.

### **Driving Time/Distance Restrictions**

Trips should be limited to twelve (12) hours per day. Drivers are limited to four (4) hours behind the wheel at one time. Driver must take a break after driving four (4) hours before driving the last segment of day.

### **Insurance and Personal Property**

Idaho **STAR** equipment is insured through the College of Southern Idaho's policy with ICRMP, the insurer for government agencies. **Personal property is not covered under any circumstances.**

- Article VIII Section 4 of the Idaho Constitution prohibits CSI from assuming the liability of another. As a joint power's entity, ICRMP is limited in the same manner as its members and therefore, it cannot provide coverage for personal property.
- CTE/CSI/**STAR** does not provide insurance on personal property or reimburse for loss or damage to personally owned equipment.
- It is the responsibility of the employee to check with their personal insurance agent for information about limits and restrictions for theft and damage coverage PRIOR to loading or leaving personal equipment/possessions in the **STAR** truck or trailers.
- Employees should not leave possessions in the vehicle/trailer overnight or at any time there is concern for theft or damage.

## SECTION 4 - STUDENT ELIGIBILITY & REGISTRATION

### *Student Age & Licensing Requirements*

Students must hold a driver's license or driver's permit to participate in a **STAR** course. An expired or suspended driver's license is acceptable for registration in a **STAR** course.

All students (including walk-ins and students under age 18) must sign a Master Release Form before any range activities. **There are no exceptions to this policy.** For students under age 18, the Course Registration Form **must be signed by their parent/legal guardian before the start of the range portion of class.** Options for signature are:

- Their parent/legal guardian can come with them to the beginning of class to sign the waiver in the presence of the Instructor.
- They can bring a signed and notarized copy of the waiver to class. The waiver can be found on our website at [www.IdahoSTAR.org](http://www.IdahoSTAR.org). Notaries are available at most financial institutions, or an Internet search will pull up the notary nearest their location. Costs may vary.
- If they are in the Treasure Valley area, their parent/legal guardian can come to the **STAR** office to sign the waiver.

Instructors are encouraged to contact On-Call to discuss alternative methods of ensuring waivers are "acceptable." If a student is not allowed to continue for this reason, their full tuition will be forfeited.

### *Student Physical Requirements*

- Students should be able to ride a bicycle.
- Students must have the ability to balance.
- Students need to be able to withstand moderate physical exertion for up to 5 hours.
- Students also have the responsibility of informing their Instructor of any medical condition that may affect their performance in the course.

## ***Students' Knowledge/License Requirements***

It is important that all **STAR** students have knowledge of the basic rules of the road. As such:

- Intro to Riding and Basic courses are open to any person with or without motorcycle experience who holds a driver's license or driver's permit. A motorcycle endorsement or learner's permit are not required.
- Intermediate courses are open to any person with motorcycle experience who holds a driver's license or driver's permit. A motorcycle endorsement or learner's permit are not required.
- Enhanced Street Skills are open to any person who owns a motorcycle and holds a motorcycle endorsement with current riding experience.

## ***Student Registration***

All student registrations are processed either online ([IdahoSTAR.org](http://IdahoSTAR.org)), over the phone, or in person at the **STAR** office. The **STAR** Program does not maintain a stand-by list, except under unusual, specific circumstances (i.e., delayed opening of course site). Potential students are encouraged to show up for a class as a walk-in or continue checking [IdahoSTAR.org](http://IdahoSTAR.org) or 208-639-4540 for any cancellations.

## ***STAR Cancellation, Reschedule & Refund Policy***

Due to limited seating in our courses and to keep our tuition rates as low as possible, we strictly adhere to our cancellation and refund policy. Any student questions or concerns regarding **STAR's** Cancellation, Reschedule & Refund Policy should be referred to the **STAR** office, and **at no time should an instructor make any suggestions or promises of exceptions to students on behalf of the STAR Program.**

### **Cancellations**

- 4 or more calendar days prior to class – full refund, minus \$5.00 processing fee
- 3 days or less prior to class – forfeit full tuition

### **Reschedules**

- 4 or more calendar days prior to class – no fee
- 3 days or less prior to class – \$25.00 reschedule fee

## Refunds

Idaho **STAR** does not issue refunds or reschedule students at no charge for any of the following reasons:

- Not showing up for class
- Late arrival for classroom or range session(s)
- Dismissal for not having required riding gear
- Dismissal for being a danger to yourself or others during class
- For students under 18 years of age, failure to provide a waiver signed by a parent or guardian prior to class. See: Waiver
- Weather that does not present a safety hazard, as determined by the **STAR** (rain, heat, cold, light snow, etc.). We ride in most weather conditions.

In the event of an emergency that requires a student to leave or miss class, they must call the **STAR** office within 48 hours of the end of the course to be eligible for a possible refund or reschedule. We do not guarantee refunds or reschedules for any reason after the fourth day prior to the start of the course. If no classes are available for students to reschedule at the end of the season, a refund or gift certificate may be issued.

## Tuition Rates

Tuition must be paid in full at the time of registration to confirm a seat in the desired class.

- Basic (BI/BII), Traditional: \$189
- Basic and Intermediate eRider® (ONB/ONBII/IRT): \$174
- Sidecar/Trike (S/T): \$255
- Enhanced Street Skills (ESS): \$105
- Enhanced 2-Up Skills (E2U): \$105 (includes both rider and passenger)
- Intro to Riding (Intro): \$60
- Riding Practice Session (RPS): \$40
- Skills or Written Retest (SRT/WRT): No charge

## ***Gift Certificates and Complimentary Registrations***

The **STAR** Program offers gift certificates for any course at full tuition rates. A Basic/Intermediate gift certificate that allows the recipient to choose Basic Rider Training, Intermediate Rider Training, or Sidecar/Trike can be purchased for the full price of tuition. An Enhanced course gift certificate that allows the recipient to choose Enhanced Street Skills or Enhanced 2-Up is \$105.

Gift certificates may be purchased in packages of 12 for the price of 10, for courses with seat loads of 12. Gift certificates are non-refundable and there is no cash value. Differences in gift certificate purchase price and course tuition are also non-refundable.

### **Complimentary Registrations**

**STAR** Instructors are expected to routinely practice their riding skills. They are encouraged to take advantage of free **STAR** courses to practice and to receive feedback from peers. Instructors and staff do not pay tuition for any publicly offered **STAR** course; however, in circumstances where seating is limited or in high demand, Instructors may be bumped out of a class to accommodate a tuition-paying student.

In addition to free tuition for themselves, members of **STAR** staff and Instructors' households also receive tuition waivers for all classes. For the purpose of determining eligibility of complimentary registration, "household members" (regardless if they reside in the same residence or not) include:

- Spouse or domestic partner
- Children (does not include "in-laws")
- Parents

Complimentary registration does not apply to brothers, sisters, aunts, uncles, cousins, in-laws, or any other family member not listed above. However, immediate family members *may* also be granted discounted tuition at the discretion of the **STAR** staff. To receive a gift certificate number for a free course, contact the **STAR** office.



## Discounted Tuition Rates

Discounts are available for stakeholder partners and friends of **STAR**.

- Dealership/Vendor/Site Sponsor owners and employees: 15% off regular tuition
- First responders and military: 10% off regular tuition (excludes military whose tuition is paid by Gowen Field or MHAFFB – those are otherwise contracted rates)
- Repeat students, within 2 years of completion of previous course: 25% off full tuition
- ICMS Board Members: 15% off full tuition
- Friends and Family Discount Cards: any publicly offered course for \$25
  - Each **STAR** Instructor and staff member are given one Friends and Family Discount Card each season to distribute at their discretion.

## Walk-in Registration Process

Walk-ins MUST complete the Course Registration Form AND Master Release Form if:

- They want to take another registered student's spot, such as a friend or family member.
- They do not have their confirmation letter and space IS available.
- They have not signed up for a class.

Walk-ins sign (only) the Master Release Form if:

- They prove their registration through an email confirmation letter for an upcoming class, are trying to walk in on an earlier class, and space is available.
- They prove their registration through an email confirmation letter for the current class but is not on the Course Roster and space is available.

Any individual who cannot prove their registration MUST complete the Course Registration Form and sign the Master Release Form, as this is the only way to obtain their personal and contact information for course completion.

If there is no space available, the student may not participate in the class. At no time will **STAR** exceed the maximum allowable students for a given class to participate in any range activity.

It is not required that Instructors collect money from walk-ins. If the student wishes to pay for the course at the training site, they may do so with a check or cash (exact change). Provide them with a receipt and enclose the tuition and carbon copy of the receipt with the course paperwork. Otherwise, the **STAR** office will handle following up with the student regarding the collection of tuition. **Instructors must inform the student that they will not receive a course completion card until tuition has been collected by the office.** Add the students name and status to the Course Roster before submitting paperwork.

### ***Walk-Ins for Traditional Classes***

Walk-in students cannot be formally accepted into the class until the end of Unit 2 (Basic/Intermediate) or until the end of Unit 1 (Sidecar/Trike). Students under the age of 21 have priority over other Walk-ins.

Walk-in students may choose to stay for the entire classroom presentation on the first day even if there is no opening and show up for the first range session, in the event a registered student fails to show on time. At no time, for any reason, will there be more than 12 students riding on range.

### ***Walk-Ins for All Other Curriculum***

Walk-in students may be admitted into a class if:

- There is space on the Course Roster
- A late student does not arrive by the required time (see **Late Students** section below)

### ***Unpaid Tuition***

Except for Walk-ins, all fees must be paid before a student can participate in any range exercises.

### ***Late Students***

If the student arrives too late to start a class, they should be **politely and privately** dismissed at the next break and referred to the **STAR** office if there are any questions. If a student arrives late for the range, continue to conduct the current exercise. At the end of the exercise, the available Instructor should inform the student of their release.

For late students to attend another class, the student must re-register and pay full tuition. There are no refunds issued to late students except in rare circumstances. The student must also take the entire class again, not just the sections they missed. **Do not make any guarantees to any student dismissed for being late.**

Any student who arrives after the class begins, but early enough to remain in the class must independently read the material missed and be evaluated individually by the Instructor (after class or on break).

Late arrival is defined as follows:

- Traditional Basic courses - arrival after the end of Unit 2 of classroom
- Intermediate Rider Training, Sidecar/Trike I – arrival after the end of Unit 1 of classroom
- All range days and all range-only courses (Intro, Basic, IRT, ESS, E2U, RPS/SRT, etc.) – arrival after the start of the first exercise (not Orientation)

Walk-ins may be confirmed as a student for the class if the late student does not arrive by the required time.

### ***Motorcycle/Scooter Requirements***

The **STAR** Program provides motorcycles for Intro to Riding, Basic courses, Intermediate Rider Training, and Riding Practice Sessions.

Students *may* use their own motorcycle/scooter for Intro to Riding, Basic courses, Intermediate Rider Training, Riding Practice Sessions and/or Skills Retests, Sidecar/Trike I if it is street legal and in safe operating condition.

- Personal motorcycles or scooters used in Intro to Riding and/or Basic I must be 400 cc or less.
- There are no motorcycle size restrictions for any of the other **STAR** courses.

If a student is unable to complete Intro to Riding, a Basic course, Intermediate Rider Training, Riding Practice Session and/or Skills Retest, Sidecar/Trike I on their own motorcycle, it is permissible for them to switch to a program motorcycle, given adequate time for orientation, with the following exceptions:

- They started the class on a scooter.
- Their motorcycle is an automatic (Spyder/Ryker to Spyder/Ryker is acceptable).

- It is also permissible for a student to complete the course on their own scooter or motorcycle after starting the class on a program motorcycle.

Students may not use program motorcycles in Enhanced Street Skills or Enhanced 2-Up for any reason. The students' motorcycle must be street legal, and in safe operating condition.

If a student is using a privately-owned motorcycle/scooter in any course:

- They are responsible for providing a safe motorcycle/scooter that passes the Instructor's safety inspection.
- They are required to provide registration in their name and proof of insurance for the motorcycle/scooter used in the class before it is used in any range activities.
  - If the motorcycle is not registered to the student, the student must provide written permission from the owner authorizing the use of their motorcycle for training purposes.
- They are responsible for any transportation, storage, mechanical repair, and fuel that their vehicle may require. The **STAR** Program cannot provide storage for student-owned equipment.

For specific information on incorporating scooters into regular **STAR** classes, please refer to the Instructor Resources section of IdahoSTAR.org. For any concerns, Instructors should call the On-Call number (208-639-4554).

### ***Student-Owned Helmets***

Only DOT-compliant, Snell-rated, and/or ECE-compliant, full face, modular, and  $\frac{3}{4}$  helmets are allowed in **STAR** courses. It is the Instructor's discretion whether to accept a helmet that a student brings to class. Helmets may be disallowed due to signs of excessive age, damage or wear, suspicion of not being compliant with at least one of the recognized safety standards above (novelty, 'beanie,' or non-motorcycle helmets), or any other indication that the helmet will not provide the student with adequate protection.

Half helmets with leather protection below the shell are not permitted.

## ***Student Riding Gear Purchase Options***

A limited supply of protective gear may be available for students to purchase should their gear not meet **STAR** requirements. This is NOT advertised publicly due to limited inventory. Cash or check should be collected from the student before the end of class (if it is a multiple day course, they can bring payment the following day).

Instructors should issue a receipt for the purchase. Pricing for gear for purchase is as follows:

- Helmet - \$70
- Motorcycle riding gloves - \$10
- Clear safety glasses – as available, no charge

If for any reason a student cannot provide their own protective equipment, purchase gear from **STAR**, or borrow gear from a classmate, they must be dismissed from class. No exceptions. We typically do not offer refunds for failure to provide personal protective equipment. Do not make any suggestions otherwise.

## ***Student Lodging Assistance***

Idaho residents under the age of 21 who must attend a class to obtain an endorsement to their license may be eligible for student lodging assistance. Student lodging assistance only applies to those individuals who live more than 50 miles from the nearest training site. Upon request of the student (or the parents of the student if the student is under 18), the **STAR** Program will select, arrange, and pay for a hotel/motel room while the student is attending a **STAR** course. All meals and incidentals, as well as travel to and from the class, are the responsibility of the student.

If the student drops from the course for any reason, the hotel/motel room will be vacated immediately. The student will be responsible for any phone calls and/or incidentals as well as any damage that occurs to the room.

This is a one-time offer, with no exceptions. If the student failed to show, dropped from class for any reason, already has a motorcycle endorsement, has previously utilized this offer, or will become 21 years of age prior to the completion of the course, the offer does not apply. The intent of this student lodging assistance is to help those under age 21 to comply with the law without undue hardship.

## SECTION 5 – TESTING & COURSE COMPLETION

### *Course Standards*

Passing scores for Basic and Intermediate Rider Training, Sidecar/Trike are:

- Skills Test: 20 or fewer points
- Knowledge Review (Basic and IRT classes): 80% or better

### *Grading*

Collect ALL test forms and answer sheets from students. For Knowledge Tests, mark all incorrect answers clearly with the correct answer. Record percentage correct in the score box.

For Skills Test, write the student's **first and last names as they appear on the Course Roster** on the evaluation form. Do not use nicknames and be sure to write legibly in BLUE or BLACK PEN.

Scoring “drops motorcycle during any exercise” or “commits unsafe act” results in 21 points added to the score already accumulated, and the test is terminated at that time.

Each section of the test form must be marked legibly in BLUE or BLACK PEN, as well as the final score. Both Instructors must review the scores for any errors and omissions and must both sign the bottom of the form.

### *Skills Test Debriefs*

Instructors should begin an individual debrief with whether the student passed or did not pass. **Do not** discuss actual test performance and scores. Instead, explain strengths and areas needing improvement in riding skills demonstrated throughout the course. Discuss your recommendations for next steps or follow-up training according to individual students' needs.

Instructors should inform all students that if they would like a more detailed description of their performance, including specifics about the Skills Test and scores, they may wait until after all students have been debriefed to discuss it with an Instructor.

## ***Student Graduation/Group Debrief***

For all classes, a group debrief should be conducted before students leave. This can be done before or after individual debriefs by either Instructor. Gather all students and cover this information:

- Upon successful completion of the course, Completion Cards will be processed and mailed within one week to the address they used for the course registration (online and in person with the Course Registration Form).
  - For e-course students, Completion Cards will not be mailed until they have completed all chapters, including the Knowledge Review. They have up to 60 days after the range to finish the course. After 60 days, they may be counted as a “Drop.”
  - For IRT students, Completion Cards will not be mailed until we have a valid knowledge test score recorded. They have up to 30 days after the range to finish the course. After 30 days, they may be counted as a “Drop.”
- Provide each student with a “What’s Next” handout.
- Make marketing materials/swag available for self-selection.
- Offer a copy of the *Idaho Motorcycle Operator’s Manual* and inform students that manuals are also available at the local driver licensing office and can be accessed online at ITD.gov.
- Thank students for participating in the class and advise them that an email critique will be sent to their email address within 2 business days, and all feedback is appreciated.

## ***Reporting Class Results***

Instructor A (or otherwise designated Instructor) is responsible for reporting class results. Scan all paperwork into a PDF format, including each form (front/back if applicable), via a scanner app of your choice. Email the PDF to [STARstaff@IdahoSTAR.org](mailto:STARstaff@IdahoSTAR.org). Alternatively, course paperwork may be dropped off at the **STAR** office by 10 am the first business day after class.

Course Packet/email must include the following:

- Course Report
- Completed Course Roster
  - Pass/Fail/Drop/No Show/Complete status marked

- Skills Test Scores
- Knowledge Review Scores (for traditional classes)
- Walk-in students' names added
- Master Release Form (printed name, signature, and date for each student)
- Course Registration Form for Under 18 and Walk-Ins (as applicable)
- Skill Evaluation (completed in blue/ black pen)
- Accident Forms (as applicable)
- Receipts (as applicable)

Instructors must mail original course paperwork to **STAR** office within two business days, no Priority Mail needed. Envelopes with pre-paid mailing labels are available at each site.

### ***Student Completion Cards***

The **STAR** Program will issue **all** Completion Cards from the main office. Students successfully completing a course are mailed a **STAR** Completion Card within one week of the class paperwork being submitted. Some events may slow or hold up the process, including but not limited to Instructors failing to submit all paperwork by 10am the first business day after class, unpaid tuition/ fees for supplies purchased during class, or technical issues with internal processes. e-Course students receive their Completion Cards when both the range session and all online chapters have been completed. Sometimes this is several weeks after the range session.

Completion card replacements are available for a \$5.00 processing fee.

### ***Motorcycle Endorsement Policy for Active-Duty Military***

**NOTE: This is an internal and informational policy only – do not announce this to all students. Please disclose this information only if you are asked about it by a student who qualifies (see below for details).**

Military personnel may elect to take a **STAR** course while they are home on leave for a limited time, the Idaho Transportation Department (ITD) is willing to expedite their endorsements. **\*\*This is only applicable to those military personnel holding an Idaho Driver's License\*\***



After military students complete and pass the course, they may contact Driver Services at ITD at 208-334-8735, option #7, and explain their situation. Driver Services will then contact the **STAR** office to verbally verify the student's passing of the course and then authorize his/her endorsement. An ITD supervisor will also follow-up later and contact the **STAR** office for the completion certificate number.

### ***Early Dismissal of Students***

Instructors should make every effort to improve students' skills. However, students who are unable (or unwilling) to practice safely must be dismissed from the course. Instructors should use the "Three Strike Method" for counseling out a student.

### **Three Strike Method for Releasing Students**

- "Strike 1" is a non-threatening "check-in" that clearly identifies the safety concern.
- "Strike 2" occurs if the student continues to demonstrate the (same) problem.
  - "I'd like to see" correction
- "Strike 3" occurs when the (same) problem has not been corrected.
  - "I need to see" correction, **Never make a threat** "if I don't see you do X, then Y"
- If the same problem persists, the next contact is counseling out by releasing the student from training. Prior to counseling out, Instructors should discuss releasing the student from training. If the decision is not unanimous, call On-Call (208-639-4554) to discuss the situation.

### ***Drops***

A student who drops out of a course (or is asked to leave) must complete the registration process and pay the tuition to enroll in another course. A student is considered a "DNF" (AKA "Drop") if he/she was present for the start of class but leaves at any time before the completion of the course.

### ***No Shows***

A student who fails to show up for class at all or is late and is dismissed should be marked as a "No Show." They forfeit their tuition and must re-register for another course. In extreme cases, **STAR** may offer a discount on re-registration. Do not make any suggestions or promises to this on behalf of the **STAR** office.

## **Retests**

Students eligible for a Skills Retest (SRT) are also eligible to register for a Riding Practice Session (RPS) conducted immediately before a group SRT for \$40. They can pre-register and pay for the Riding Practice Session when they register for a retest. Walk-ins are not accepted for RPS/SRT with one exception\*.

\*A student may walk in to an RPS/ SRT that is being offered immediately after their course at the same site on the same day, if there is space available. If one of the course Instructors is not conducting the RPS/SRT, they should communicate with the RPS/SRT Instructor and inform them of the student's eligibility.

Students are not required to participate in the Riding Practice Session in order to retest unless they scored 30-39 points on their original skills test. The guidelines for conducting retests are in the back of the Basic Rider Training Range Cards, in the RPS & SRT Protocol Quick Reference, and the RPS/ SRT Range Cards.

## **SECTION 6 - CLASSROOM ADMINISTRATION**

### ***Minimum Requirements to Run a Class***

**STAR** Staff closely monitors course fill rates and activity. Students will be informed if any classes are cancelled, and if fewer than six students register for a class, it may be facilitated by one Instructor. The Instructor(s) will be notified as soon as a determination is made, and the A Instructor will be responsible for facilitating the course, unless Range-Only certified or other arrangements have been made.

If fewer than six (6) students arrive for a class that originally had more than six on the roster, call On-Call (208-639-4554) for direction on how to proceed.

### ***Classroom Set-Up/Tear-Down***

#### **Start of Course**

- Doors unlocked and alarms disarmed, as appropriate
- Classroom sign placed outside, if site is equipped
- Master Release Form available for all students to sign/ date
- Walk-Ins/ Under 18 Course Registration Forms available as needed
- Rider's Guides on desk
- Nametags and/or seating chart
- **Pens** distributed
- Name on board
- Television and A/V queued up
- Water available
- Port-a-potty unlocked, if appropriate

#### **End of Course**

- Classroom cleaned up; garbage removed; trash emptied
- Floors swept or vacuumed if necessary and possible
- Classroom restored to its original condition or better

- Chairs and tables or desks moved back to original configuration
- White boards erased, cleaned and any info removed for class restored
- Television off and thumb drives and remote control stored appropriately
- Water stored
- Paperwork gathered and counted (Master Release Form/Course Roster/Accident Incident Reports/any Course Registration Forms, Skills/ Knowledge Tests, etc.)
- Classroom sign put away
- Doors locked and alarms armed, if appropriate
- Port-a-potty locked, if appropriate
- Student's personal property left behind secured in the container

### ***Course Roster***

The Course Roster is an important tool used to identify students who are already registered in a class. It is also a follow-up tool to show what happened in class. Course Rosters are accessed the "Instructor Zone" online at [IdahoSTAR.org](http://IdahoSTAR.org) three days prior to class.

- Click on "Instructors" then "Instructor Zone" and log in. Hover on the "Classes" tab and click on the "Course Roster" option from the drop-down menu.
- Print the Course Roster as close to the start of class as you can to ensure you have the most up-to-date information (rosters are not available for view or print until three days prior to the class). The Course Roster contains Instructors' names, as well as all the students' names and evening phone numbers.

At the end of class, record the students' scores and statuses, including any walk-ins:

- **P** = Pass (successfully completed the course)
- **F** = Failed (but completed all parts of the course through to the end)
- **NS** = No Show (student did not show up for the scheduled class or arrived too late to be allowed to continue)
- **DNF** = Did Not Finish (student arrived for class on time but left at some point during the course; this includes not completing the written test, aka "drop")
- **C** = Complete (for courses where there is no Pass/Fail status, i.e., Intro)

- **IPC** = Instructor Prep Candidate

When a student displays the qualities desired in an Instructor Candidate, ask if they would be interested in becoming an Instructor, use the “IPC” checkbox on the Course Roster to indicate that the student would be a good candidate, and give them an Instructor Candidate brochure. When the IPC box is checked, an email is sent to the potential candidate with all details regarding becoming an Instructor, thanking them for their interest, and encouraging them to fill out an online application.

### ***Master Release Form***

Every student must sign the Master Release Form for all courses in pen, including the Riding Practice Session and the Skills Retest. The Master Release Form contains legal verbiage required for releasing liability and acknowledging risk. Students are not allowed to ride on the course until the Instructor has their name, date, and signature on the Master Release Form. If a student is not allowed to continue for this reason, their full tuition is forfeited.

At least one Instructor must initial the bottom right of the Master Release Form once all students have signed the form.

### ***Course Registration Form***

The Course Registration Form is to be used for any students Under 18 and Walk-ins, see Student Eligibility & Registration. Ensure the Course Registration Form is completed including full name as it appears on their driver’s license, full address where the student’s completion card will be sent, phone number, email, birth date, driver’s license number (or permit number), and signature.

## SECTION 7 – RANGE ADMINISTRATION

### ***Required Riding & Instructional Gear for Instructors***

The minimum required riding gear for Instructors in all courses includes:

- ¾ shell, full-face, or modular (chin bar down while riding) DOT-compliant, Snell-rated, and/or ECE-compliant helmet
- Eye protection (helmet visor, goggles, eyeglasses, or sunglasses will suffice)
- Over-the-ankle footwear, Converse or similar canvas shoes without ankle support are NOT allowed
- Full-fingered sturdy gloves, preferably leather
- A motorcycle riding jacket. Use of “alternative” riding gear, i.e., armored “hoodies” may be allowed but must be pre-approved by the Director.
- Long pants, preferably jeans, leathers, or riding pants

Instructional gear required includes:

- Range pouch, Range Cards, and Accident/ Incident Report forms
- Blue or black pen
- Stopwatch and whistle
- Idaho **STAR** Instructor shirt (preferably tucked in) clean and in good condition and hat (**STAR** hat is preferred; other weather appropriate hats are acceptable)
- Long pants clean and in good condition (i.e., no tears)
- Personal protective equipment (as listed above)

### ***Required Riding Gear for Students***

The minimum required riding gear for students in all courses includes:

- ¾ shell, full-face, or modular (chin bar down while riding unless specifically manufactured to rotate fully to the back and lock in place) DOT-compliant, Snell-rated, and/or ECE-compliant helmet
- Eye protection (helmet visor, goggles, eyeglasses, or sunglasses will suffice)
- Over-the-ankle footwear, Converse or similar canvas shoes without ankle support are NOT allowed
- Full-fingered sturdy gloves, preferably leather (available for purchase for \$10)

- Long sleeve shirt; a weather-appropriate jacket is preferred
- Long pants, preferably jeans or leathers (sweatpants and yoga pants/leggings are discouraged)

### ***Site Keys***

One key to the site container padlocks (2) is stored in a lock box on the exterior of the door. Upon unlocking the padlocks, immediately return the key to the lockbox and secure it. Keys to the motorcycles and classroom are located inside a combination lock key box mounted inside the container or mobile training unit.

Latch and lock the key box while conducting on-range instruction or any time an Instructor is not within clear sight of the key box. For safety reasons, liability, insurance, and theft prevention, take the motorcycle keys out of the bikes at the end of the class each day and put them back in the key box. Classroom keys are the property of the school districts, city, and/or private business owners and duplication is strictly forbidden and removal from the site is not permissible. Do not take classroom keys home with you for any reason. If you discover any key(s) missing, immediately contact On-Call at 208-639-4554 and/or the Operations Manager.

Keys may be checked out from the **STAR** Operations Manager. Keys no longer required for use must be returned immediately. Each person who signs out keys assumes the responsibility for the equipment and supplies in areas made accessible by the keys.

Either upon request of the **STAR** office, or when the Instructor ends employment with the **STAR** Program, the Instructor will return any assigned keys to the Operations Manager within five days of the request. Final paychecks may be held until all keys are returned. Unauthorized possession or duplication of keys is considered a violation of **STAR** policy and can result in disciplinary action, up to and including immediate termination.

### ***Range Set-Up/Tear-Down***

#### **Start of Course**

- Container door(s) unlocked, keys secured in lockbox
- Port-a-potty unlocked

- Contact tow company for any vehicles on range, inform On-Call (208) 639-4554
- Cordon cones placed
- All necessary motorcycles started, tested for operation, and placed per Range Cards\*
- Inoperable/defective motorcycles tagged with “Out of Service” labels in key lockbox
- 1-2 spare motorcycles placed near staging, as needed
- Cart and training cones placed near staging
- Master Release Form available for all students to sign/date
- Walk-Ins/Under 18 Course Registration Forms available as needed
- Pens available
- Cooler with bottled water cooler available for students
- Range cleared of debris, first exercise set per Range Cards

*\*For classes with 12-student limits, remove all 14 bikes from container and start them before the first range session. If it is a two-day course, it is not necessary to do this on day two. For all other courses and solo assignments, you should pull out and start at least two spares.*

## **End of Course**

- Training motorcycles filled with gas
- Nameplates wiped clean
- TW fuel valves turned to the OFF position (all other models left ON)
- All motorcycles placed in container with bars turned to the RIGHT
- Motorcycle keys removed and placed in key lockbox
- Cordon cones put away
- Cart and cones stored just inside front door of container
- All inoperable/defective motorcycles put in last (for easy access)
- Cooler emptied and wiped clean with disposable wipes
- Container organized; garbage removed; trash bag replaced
- Paperwork gathered and counted (Master Release Form/Course Roster/Accident Incident Reports/any Course Registration Forms, Skills/ Knowledge Tests, etc.)



- All issues with site/motorcycles noted on Course Roster (photo taken of whiteboard)
- Student's personal property left behind secured in the container
- Container doors locked
- Port-a-potty locked

### ***Range Safety Issues***

Do not allow students to help with any range duties, such as picking up cones or loading bikes into the container at the end of a range session. This practice is not only a potential risk but is also inappropriate. It is the job of the Instructor to pick up the cones, clear the range, and put the bikes away. Under no circumstances should anyone other than a **STAR** Instructor or current student of the **STAR** Program move, start, or operate program motorcycles. This includes Range Aides who have not completed Range Aide Training, visitors and/or ASL Interpreters.

### ***Range Aides***

The use of volunteers or "Range Aides" is the decision of the individual Instructor. It is the responsibility of the Instructor(s) to brief Range Aides on their duties and restrictions.

Range Aides cannot be used for providing any instruction or coaching. At no time are Range Aides allowed on the range during any exercise when wheels are in motion. They may stand close to the perimeter to hear instructions and coaching but must not provide any distraction or coaching to riders.

Common and acceptable uses for Range Aides are moving cones, setting/striking the range, setting up signage, etc. Range Aides may interact with students on breaks; however, Instructors are expected to monitor interactions, as they are responsible for correcting any possible misinformation given to students.

Instructor Candidates may serve as Range Aides during their required audit of a **STAR** course or courses they are observing after training. Range Aides may only move motorcycles if they have completed Range Aide Training or have completed IP-Range. If interested, contact Director for Rider Aide Training opportunities.

## ***Visitors***

Visitors are permitted to observe classes; however, they may not step onto the range at any time for any reason. A visitor is anyone who is not employed by the **STAR** Program and is not serving as a Range Aide or American Sign Language Interpreter.

## ***American Sign Language Interpreters***

American Sign Language (ASL) Interpreters are contracted by the **STAR** office in advance of class. They are not considered visitors or Range Aides. They are permitted on the range during exercises to translate coaching to deaf/hard of hearing students. However, it is the Instructors' responsibility to preserve the integrity of the learning environment and keep students safe. This may require directing Interpreters where to stand for any given exercise so that Instructors maintain range control.

## SECTION 8 – ACCIDENTS/INCIDENTS

An Accident/Incident Report must be completed for ALL accidents or incidents (on or off the bike), regardless of significance or damage to person or property, including all tip-overs, even if the motorcycle is unattended (e.g., wind blows motorcycle off the sidestand). If the Instructor is in doubt as to whether the accident/incident should be reported, then an Accident/Incident Report should be filed. Instructors will not be disciplined for submitting any Accident/Incident form. Punitive action is taken only when an Accident/Incident *should be* submitted and is *not*. Accident/Incident reports may be submitted on a paper form or via the Field Support App. Either way, the report must be filled out entirely and accurately.

### ***Student-Involved Accidents/Incidents***

If an accident or incident occurs during a course that results in injury, complaint of injury, or possibility of an injury to a student or other individual, and/or damage to a motorcycle or other property, the Accident/Incident Report must be filled out **in pen as soon as possible or completed on the Field Support App**. The Instructor filling out the report must sign and date the form. If the accident is serious or could be perceived as serious, notify the program staff immediately via **STAR** On-Call (208-639-4554).

The report must include checking the appropriate boxes of the events leading up to the incident, information about any injuries, and damage to motorcycles or other equipment. After completing the report, review it to be certain that all questions are answered and sign. Only Instructors should fill out/review the Accident/Incident Forms. Students complete ONLY the require section. Accident reports must be filled out for each person and/or motorcycle involved in the accident. Therefore, if two people collide when one rider runs into another, or one student collides with an unmanned bike, two Accident/Incident Reports will need to be filled out by Instructors and turned in to the **STAR** Program.

Instructors may not ride motorcycles at any time without appropriate gear but may sit on a motorcycle before allowing the student to continue training to ensure all controls are operable and the motorcycle is safe to operate.

## ***Instructor-Involved Accidents/Incidents***

If an Instructor is injured during their working hours, they are covered by Workers' Compensation. Instructors should immediately report any work-related incidents/accidents by calling On-Call (208-639-4554) and complete the Accident/Incident Form. Any injured employee who requires the care of a physician or hospital must advise the physician or hospital. An industrial insurance form is initiated immediately. A drug test may be requested/required by insurance.

## ***Accident/Incident Emergency Situations***

**If extreme personal injury, illness, or danger exists, or you suspect exists, immediately call 911.**

Under no circumstances should any **STAR** Instructor or Staff member transport a student in a personal vehicle. Even if the student requests a family member come to get them, call EMS (911). There is no fee for EMS to come check them out.

The injured/ill person may choose to decline transport via ambulance once EMS arrives. However, if you do your due diligence in calling them to the scene, it should release you from liability once in the care of EMS. Call twice if the injured/ill person refuses care but start to deteriorate quickly. Any time 911 is called, it is imperative that you call On-Call (208-639-4554) as soon as possible to inform them of the incident/accident.

## ***Emergency First Aid***

Instructors who are NOT first aid trained should never administer care to individuals, as this may result in personal liability. The program in no way requires Instructors to provide first aid to any individual but will provide first aid supplies in all training facilities for individual use. Use safety precautions, such as coverings for yourself (gloves and/or mask) if you touch a person or substance or provide CPR. Assess and evacuate the area if necessary. If trained, voluntarily provide care and aid assistance to the level of your training and/or call for emergency care if needed.

## SECTION 9 – INSTRUCTOR RESPONSIBILITIES & SCHEDULES

### *Instructor Information*

Instructors are responsible for notifying the **STAR** office of any address, phone number, or email address changes immediately. Instructors are also required to keep all information in their Instructor Profile on the Instructor Zone (REMS) current.

Email is the most common form of communication between the office and Instructors. It is required that each Instructor have an email address that they check **at least once a week**. Weekly Communications emails are distributed by the Staff during the training season (Feb-Nov) and are required reading. Repeated failure to respond to communication from the **STAR** office after three or more attempts may be interpreted as a lack of interest in maintaining certification and may result in termination of employment.

### *Instructor Definitions*

There are two Instructor designations, “A” and “B.” They are solely for the purpose of clarifying who performs certain duties. **STAR** does not use labels such as “lead” and “assist” and Instructors should make no interpretations of hierarchy in the labels we do use. Instructors are encouraged to switch positions as often as needed for efficient management of class.

### *Instructor Responsibilities*

It is the responsibility of BOTH Instructors to ensure the successful conduct and reporting of the course. This includes ensuring:

- The course is conducted in a successful, professional manner that meets the standards of the **STAR** Program and curricula.
- The accuracy, completeness, signing, and submitting of all required course reporting forms, including all information about accidents, maintenance performed, supplies used and/or needed, and issues.
- All needed equipment and supplies are in place, ready, operational, and available prior to the start of the course each day.
- The motorcycles and equipment are stowed properly at the end of each range session.

- The classroom is returned to its original configuration and all reports are complete.

### ***Weekends/Evenings Phone Calls to STAR Program Staff***

In the event any questions, problems, concerns, or emergencies arise during a weekend class or in the evenings, call On-Call **(208) 639-4554**. Instructors are expected to call the **STAR** On-Call if they have questions or problems. In the event the On-Call is unavailable when the you call, leave a message with your name, number where you can be reached, best time to try to return the call, and specifics about your problem or question. Allow at least 10 minutes for a call back on non-emergencies (anything short of an injury accident) before calling another staff member.

If some time passes before the On-Call responds, a follow-up message about the status of the problem is appreciated. Urgency of the issue should be a guide to determine how long is too long without receiving a call back.

Do not send text messages to the On-Call number, as it will not be delivered. You may text the On-Call *person* if they request it or consents to text messages.

### ***Instructor Conduct and Appearance***

Every Instructor has a responsibility to not only teach the course to the standards expected of him/her, but also has a responsibility to ensure that whoever teaches with him/her is meeting the same high standards. Contact On-Call if a disagreement is not resolved by referring to the cards or teaching materials. Anyone found intentionally teaching to a standard that is sub-par or otherwise unacceptable will be subject to disciplinary action, up to and including immediate termination.

Employees must **never** negatively criticize, disparage, or express disapproval of another employee, the Idaho **STAR** Program, curricula, processes, equipment, facilities, site sponsors, policies, and/or procedures in front of, or within hearing distance of, any public individual. Failure to comply may result in disciplinary action, up to and including decertification or termination.

All **STAR** Instructors are expected to maintain standards of conduct as outlined in the Professional Conduct Agreement form signed when an Instructor is certified to teach in Idaho, and annually thereafter. Instructors will respect rules and policies for any training facility and are responsible for ensuring students comply. Smoking is prohibited on all public-school properties. This includes the use of e-cigarettes. Tobacco products will not be visible on the Instructors regardless of a specific facility's policy.

Instructors will maintain an appearance appropriate to their status as a representative of the **STAR** Program. When teaching a class, **STAR** Instructor shirts are required. Clothing that is soiled, damaged, torn, and/or unhygienic is unacceptable. Outer wear (jackets, sweaters, etc.) of the Instructor's choice is acceptable, provided it is free of any advertising, statements, or comments that could be considered in bad taste, unprofessional, or offensive (exception: brand logos on riding gear is permissible).

**STAR** Instructor hats are preferred for use on the range (other weather appropriate hats are acceptable, with prior approval). Hats are not worn in the classroom and are never worn sideways or backwards.

### ***Instructor Uniforms***

According to federal tax law, employee uniforms are taxable income to the employee. As such, **STAR** will provide each Instructor and staff member an annual uniform allowance of \$60 on an opt-in basis. The allowance is added to the pay period following the submission of required CSI forms.

### ***Personal Riding Gear While Representing STAR***

In accordance with the Professional Conduct Agreement form signed each year to retain Idaho Instructor certification, the Instructor agrees to wear protective gear whenever riding to and from (or at) any **STAR** event. This also applies to any organized event or activity where the Instructor is identified as a **STAR** Instructor or representative, regardless of the event sponsor. The minimum required riding gear includes:

- DOT-compliant, Snell-rated, and/or ECE-compliant helmet ( $\frac{3}{4}$ , modular with chin bar down unless specifically manufactured to rotate fully to the back and lock in place, or full face)
- Eye protection (helmet visor, goggles, or sunglasses)
- Over-the-ankle footwear, Converse or similar canvas shoes without ankle support are NOT allowed

- Full-fingered sturdy gloves, preferably leather
- A weather-appropriate motorcycle riding jacket
- Long pants, preferably jeans, leathers, or riding pants

Failure to comply with this policy will result in immediate dismissal from the program. **STAR** highly recommends Instructors always wear proper riding gear. Idaho **STAR** leads by example and the program's integrity and credibility must not be compromised.

### ***Instructor Schedules***

The Wednesday prior to the start of an Instructor's assigned course, a REMS-generated "Instructor Reminder Email" is sent *with student start times* (it is tied to the registration database and only pulls published class times). Instructors are responsible for retrieving the Course Roster and knowing course start times listed on the Course Roster as well as Instructor start times.

Instructors should arrive **at least 60 minutes prior to morning range sessions**. For double ranges where the range is pre-set, arriving 30 minutes prior to student start times is acceptable. It is the Instructor's responsibility to know whether another class precedes his/her class and if the range will be pre-set. Solo Instructor curriculums may be used for any courses with six or fewer students. If two Instructors are scheduled for a course and six or fewer students arrive, including walk-ins, call the On-Call number (208-639-4554) for further direction.

Instructors should arrive for their first **classroom session at least 45 minutes prior to the published class start time** and at least 15 minutes early for subsequent sessions. Please note that Course Rosters reflect accurate "student published times," not Instructor times.

Please refer to the Instructor Resources website for Instructor start and end times for courses. Time breakdown of classroom units and range exercises for most courses is also included. Instructor schedules may be adjusted to accommodate the training of new Instructors through Mentor, Apprentice, and Intern



assignments. The “veteran” Instructor may be asked to relinquish their teaching assignment. The **STAR** Program will make every effort to be as fair and equitable as possible.

### ***Unable to Teach***

If you are unable to teach an assigned course, contact the **STAR** office as soon as you are aware of your inability to teach. The **STAR** office will find a substitute. Although well-intended, finding your own substitute often creates more work for the Staff than letting them handle it. **If you do find a substitute, immediately inform the STAR Office.**

If an emergency prevents you from teaching or completing your class, call On-Call (208-639-4554) immediately. The **STAR** Staff will find a replacement Instructor.

## SECTION 10 - INSTRUCTOR CERTIFICATION

No person may act, perform, or refer to themselves as an Idaho **STAR** motorcycle safety Instructor, unless they have been certified by the Idaho **STAR** Program. No Active or Inactive **STAR** Instructor may reproduce, modify, or use **STAR** curriculum materials outside of the **STAR** Program without written permission from Idaho **STAR**.

### *Expectations of Instructors*

**STAR** employees are expected to be professional in their duties, to the organization, its ideals, and its personnel anytime they may be recognized as being associated with **STAR**. In addition to all previous expectations outlined, Instructors must practice and maintain skills to effectively demonstrate any curricula exercise.

Instructors are also required to teach a minimum number of courses each year, attend update training, complete all required compliance training with CSI, and maintain a good driving record (no more than two tickets in a 12-month period or 3 in 18 months) to stay certified. Failure may result in probation, decertification, or termination. Instructors must also meet the physical requirements, including the ability to:

- Lift tipped-over training motorcycles (stand bike up, not lift off ground), 60-pound boxes containing instructional material and gas cans weighing up to 40 lbs.
- Push/pull training motorcycles weighing approximately 300 lbs.
- Bend repeatedly, hold arm/hand signals, and/or signs upright, and jog (not run) when needed
- Stand for long periods of time (up to eight hours)
- Walk up to 5+ miles over a two-day range course
- Withstand exposure to rain, sun, or other weather conditions for up to eight hours

### *Social Media*

All Idaho **STAR** employees must adhere to the Social Media Policy and be mindful that content posted to social media is in the public realm and can rarely ever be recalled or erased. Negative or derogatory comments related to Idaho **STAR**, motorcycle safety, riding, styles/types of motorcycles, manufacturers, gear, or teaching, student, colleague, and dealer experiences posted to social media are not only uncivil and unprofessional but may be viewed adversely by peers and future students/riders.

All employees should refrain from posting comments, photos, or video that depicts themselves, or anything related to the **STAR** program in a way that compromises integrity, service, and excellence. Employees may be asked to remove content that contradicts **STAR** values, and/or may face suspension, decertification, or termination.

### ***Bi-Annual Training Updates***

Instructors learn new techniques, get an opportunity to fine-tune their skills, learn to deliver new curricula, and/or find out what is new or different in motorcycle training at Instructor Updates. The Idaho **STAR** Program may provide a statewide Spring Update and/or Fall Update, in person or virtual. These bi-annual Updates may be held in the Treasure Valley area or may be held regionally: Treasure Valley; East Idaho; and North Idaho.

**STAR** Program materials required for Updates are provided at no charge to the Instructor. The **STAR** Program covers round-trip mileage or airfare (least-cost method), per diem, and lodging, as appropriate. Incidentals are the responsibility of the Instructor. Attendance at Updates is paid at an hourly rate of \$15.00. Attendance at a minimum of one Update per calendar year is required to maintain certification.

### ***Professional Development Opportunities***

**STAR** may also offer Professional Development Workshops (PDWs) “in house” or host opportunities in other states throughout the training season. PDWs are available to all current, Active Instructors as space permits. Should there be limited seating, a lottery system will be used to determine who participates.

Instructors also have the option of applying for reimbursement of up to \$150 for an alternative training course or motorcycle safety-related event in another state/location. Instructors opting to take advantage of this program must complete an application for reimbursement that includes a reflective narrative about the experience and how it relates to or may be applied to teaching for **STAR** within 60 days of the completion date of the course. Receipt for payment of tuition and certificate/proof of completion is also required for consideration. Applications will be reviewed the Director who will make the final determination. Applications are available upon request.

## ***Instructor Recertification Requirements***

Instructors must attend at least one **STAR** Program-sponsored Update every year to maintain their Active Instructor certification. If an Instructor is unable to attend at least one Update, special arrangements must be coordinated with the Director. Instructors may be placed on probation, decertified, required to complete remedial training, or terminated for failure to attend.

Effective January 1, 2024, to maintain Active Instructor status, Instructors must teach a minimum number of range courses each year, *based on years of service*, to maintain their certification:

- Years 1-3 – six (6) qualifying courses per calendar year (including Apprentice/Intern classes)
- Years 4 and beyond – four (4) qualifying courses per calendar year

Attendance at training events, PDWs, volunteer or outreach events, On-Call, and RPS/SRT assignments do not count toward this requirement.

If an Instructor does not teach the required number of classes as indicated above in a season, the Instructor may be placed on probation, decertified, required to complete remedial training, or terminated. On a case-by-case basis, the Director will outline requirements that must be met to be released from probation.

Instructors not on an *approved* Leave of Absence who fail to teach at least one course in a calendar year and/or repeatedly fail to respond to communication from the **STAR** Staff may be automatically terminated at the end of the training season at the will of the Director. Communication of intentional or unintentional leave must be established with the Director; otherwise, it is assumed the Instructor is no longer available and/or interested in maintaining **STAR** Instructor certification.

All Active Instructors are eligible to teach Basic I, Basic II, and Riding Practice Session in addition to conducting written and skills retests. Instructors signed off *prior to 2020* are also eligible to teach Intermediate Rider Training (IRT). Additional training and certification is required of all Instructors to teach Enhanced Courses and Intro to Riding. IRT-specific training and certification is required for Instructors who joined the **STAR** Instructor corps after January 1, 2020. Sidecar/Trike Instructor certification is required to teach any Sidecar/Trike course.

CSI requires annual compliance training for Title IX and FERPA for all employees, part-time and full-time. **STAR** Staff will communicate requirements and deadlines for completion of the annual training. Failure to complete CSI compliance training within the designated timeline will result in the revocation of Instructor certification until the training has been completed. An Instructor may not teach **STAR** courses during this revocation period. Once the training has been completed, **STAR** certification will be re-instated. Repeated failure to respond to communication regarding compliance training or the completion of compliance training in any one season may result in termination of employment.

The **STAR** Program will conduct annual reviews of driving records prior to the beginning of the training season to ensure Instructors maintain a satisfactory driving record. **STAR** Staff has access to driving records for Instructors with Idaho driver's licenses, but Instructors with out of state driver's licenses must request a copy of their three-year driving record and send a copy to the **STAR** office before the training season begins. A small fee is usually required to get the record, and the **STAR** Program will reimburse Instructors for this expense, provided a receipt is submitted.

### ***Intermediate Rider Training Certification***

Attendance at the 2020 Spring Update (or equivalent field training) qualifies current Active Instructors for teaching Intermediate Rider Training courses. For Instructors hired after January 1, 2020, additional training and certification is required to teach the IRT. Instructors may attend training, offered on an as-needed basis which may or may not be annually, in or after their *second* year of service.

### ***Enhanced Course Instructors***

Instructors with at least four years of teaching experience who maintain Active Instructor status and successfully complete additional certification requirements may become certified to teach Enhanced courses. To certify as an Enhanced Instructor, they must attend an Enhanced Instructor Prep, successfully ride all demonstrations on a personally owned motorcycle, and pass a skills test on a personally owned motorcycle with a cumulative score less than 10 and no more than 5 points in any one skill set.

To maintain Enhanced Instructor certification, Instructors must attend refresher trainings as required and facilitate or participate in an Enhanced course as a student at least once in a three-year period.

### ***Mentor Instructors***

Mentor Instructors are Instructors who have successfully completed Mentor Instructor training and maintain Full Active Instructor status. Enrollment in the Mentor Instructor Program is voluntary. Mentors provide support for Apprentices and Interns to facilitate their growth and development. They must be a Full Active Instructor with at least three years' experience, be proficient in the knowledge and delivery of Basic/IRT courses, and receive approval from the Director. A Mentor Instructor may withdraw from the program at any time, and Mentor status is reviewed annually by the Director, and may be revoked at any time.

To maintain Mentor Instructor status, Mentors must teach a minimum of four Basic/IRT classes per year, demonstrate proficiency as indicated by site visits, Instructor Quality Assessments, critiques from students, Interns, Apprentices, and any Instructor Feedback Forms. Mentors must attend Mentor Instructor training seminars/refreshers and IPs as requested or required.

Mentors receive additional compensation any time they teach Basic courses (BI and EBRT only) and must maintain the highest standards when teaching or representing the **STAR** Program. Mentors are required to complete the New Instructor Training Logbook any time they teach a Basic course with an Apprentice/Intern Instructor, and from time to time, may be called upon to work with experienced Instructors for remedial or refresher training.

### ***Instructor Trainers***

An Instructor Trainer is a Mentor Instructor who has successfully completed an Instructor Trainer Apprenticeship and Internship and maintains Full Active Instructor status. Instructor Trainers mentor, supervise, and support the initial training and development of new Instructors and ongoing professional development for veteran Instructors.

To qualify for Instructor Trainer status, the candidate must be a Full Active Instructor with a minimum of five years' teaching experience, hold a Mentor designation for a minimum of three years, and demonstrate proficiency with all **STAR** basic and intermediate curricula. They must also receive approval from the Director and successfully complete Instructor Trainer Apprenticeship and Internship.

To maintain Instructor Trainer status, Trainers must teach a minimum of five Basic/IRT classes per year, comply with Idaho **STAR** Policies and Procedures, positively support the growth and professional development of all **STAR** Instructors, and attend Instructor Trainer seminars/updates as requested or required. They must maintain Instructor, Mentor, and Trainer proficiency as indicated by site visits, Instructional Quality Assessments, and critiques from students, Interns, Apprentices, Instructor Candidates, and any Instructor Feedback Forms.

An Instructor Trainer may withdraw from the program at any time, and Instructor Trainer status is reviewed annually by the Director and may be revoked at any time.

### ***Medical Leave***

Instructors requiring time off due to a medical condition or injury are not permitted to return to range duties without a full release from their doctor. In some circumstances, classroom-only assignments may be permitted. These are handled on a case-by-case basis.

### ***Instructor Probation***

Instructors may be placed on "probation", decertified, or terminated if they fail to meet the teaching activity requirements listed above, meet the update attendance requirements listed above, complete required CSI compliance training, maintain a good driving record, comply with **STAR** administrative and instructional policies and procedures, or demonstrate conduct deemed unprofessional or detrimental to the **STAR** Program and its mission.

Instructors will be required to work with the Director to address any issues that may cause or have caused them to be on probation or decertified and will not be scheduled to teach until these requirements have been

met. Requirements must be completed within three to six training months from being placed on probation or the Instructor's certification may be revoked and their employment may be terminated.

Such requirements may include attending a Classroom and/or Range Instructor Preparation Course, completing a Course Audit Assignment, successfully complete range and/or classroom Internship or Apprenticeship, continuing to meet update attendance and teaching activity requirements, and/or other activities/training as outlined by the Director.

### ***Instructor Applicant Qualifications***

An individual interested in joining the **STAR** Program instructional team must be an endorsed motorcyclist, currently own and ride a motorcycle, and should have several years of varied riding experience. Additionally, they must:

- Possess a strong desire to provide a needed service to the motorcycle community
- Be in good health, outlined in *Expectations of Instructors*
- Possess, at a minimum, riding skills to pass a Skills Evaluation at "Instructor standards" on a program motorcycle (no personal bikes, no exceptions) with a cumulative score less than 16 (< or = 15, pass; = or > 16, fail) and no more than 8 points in any one skill set
- Be able to communicate clearly
- Have a clean driving record, including no fatality involved traffic accident resulting in conviction for any moving traffic violation, no conviction for driving while driver's license was revoked or suspended, and have no more than one moving violation within any 12-month period
- Must be a high school graduate or equivalent (GED)
- Must be at least 18 years of age
- Have completed a **STAR** Basic/IRT course within the past year
- Have, or be willing to get, an email account that they check at least once per week
- Audit a traditional Basic I class and complete a written audit assignment

If accepted into the Instructor Training Program, the applicant will pay a \$150 (non-refundable) tuition fee. Only after being accepted into the training program is an applicant considered an "Instructor Candidate."



Upon successful completion of the Instructor Training Program, the College of Southern Idaho will require a consumer report and/or investigative consumer report “background check.”

### ***Auditing a Course***

Before acceptance into the Instructor Training Program, all **STAR** Instructor applicants are required to audit a Basic I class (BI or EBRT) and complete an assignment. When an applicant schedules a class audit, the class Instructors are notified via email prior to the class. The applicant must complete a Course Registration Form. The applicant may test with the class only if the class is not full at the time of the evaluation. If there is no room for the applicant to test with the class, he/she will need to work with the Director to schedule a Skills Evaluation through an SRT. Applicants may serve as Range Aides while auditing the course. Completion of a course audit does not guarantee acceptance into the Instructor Training Program.

### ***Instructor Training and Certification Program***

Instructor Training consists of Range Instructor Training (IP-R) followed by an in-the-field Apprenticeship and Internship, and Classroom Instructor Training (IP-C) followed by an in-the-field Internship. To qualify as an Idaho **STAR** Program Instructor, applicants must meet all required prerequisites, attend all portions of Range Instructor Prep (IP-R), successfully pass qualifying skills tests, written knowledge tests, and complete a range Apprenticeship and Internship. Classroom certification requires completion of Classroom Instructor Prep (IP-C) and Internship and eligibility is contingent upon successful completion of IP-R.

### ***Stages of Becoming a STAR Instructor (Instructor Training Program)***

Training to become a **STAR** Range-Only Instructor requires a minimum of 7 weekends during the first 12 months plus several hours of online coursework. The Instructor Training Program includes:

- Online Course for Range Instructor Prep
- Range Instructor Preparation (IP-R), 3 days
- Range Apprenticeship, 2-4 weekends
- Range Internship, 2-5 weekends

Training to become a **STAR** Full Instructor includes a minimum of three weekends of classroom training and several hours of online coursework. Classroom Internship may run concurrently with Range Apprenticeship and/or Range Internship. Classroom training includes:

- Online Course for Classroom Instructor Prep (IP-C)
- Classroom Instructor Preparation, 1 day
- Classroom Internship, 2-6 weekends

### ***Range Instructor Training (IP-Range/IP-R)***

Range Instructor Training includes a mandatory three-day workshop that focuses on the mechanics of teaching on the range, including evaluation and coaching, execution of range exercises, and riding demos. Successful completion requires a passing score on a proficiency assessment and a knowledge test as well as a Director/ Trainer recommendation to continue in the Instructor Training Program. Participation in the IP-R is part of the vetting process and is not paid training.

### ***Range Apprenticeship***

Upon completing the IP-R, the Instructor Candidate becomes a CSI/**STAR** employee and is ready to begin an Apprenticeship working with a Mentor Instructor on the range. A Range Apprentice must successfully complete all requirements listed in the New Instructor Training Logbook during two courses and no more than four courses. Apprenticeships are paid training courses at the rate of \$12.50 per hour.

### ***Range Internship***

Range Interns continue to work with a Mentor and must successfully complete all requirements listed in the New Instructor Training Logbook during two consecutive courses and no more than five courses. Once completed, they can teach any Basic range assignment (BI/BII/EBRT/EBII) and Riding Practice Sessions (RPS) and conduct retests (SRT). Internships are paid training courses at the rate of \$15.25 per hour.

### ***Classroom Instructor Preparation (IP-Classroom/IP-C)***

Once an Instructor Candidate has successfully completed IP-R, they may participate in an IP-C where they will develop knowledge of classroom content and teaching methods. Successful completion of IP-C requires a

passing score on a proficiency assessment and a knowledge test. IP-C is a paid component of Instructor training at the rate of \$12.50 per hour.

### ***Classroom Internship***

Classroom Interns become proficient in the techniques and skills necessary to teach the classroom portion of **STAR's** Basic I course through teaching classes with a Mentor. Classroom Interns must successfully complete all requirements listed in the New Instructor Training Logbook during two consecutive courses and no more than six courses. Classroom Internships are paid training courses at the rate of \$15.25 per hour.

### ***Range-Only Instructor Status***

Active Range-Only Instructor status is achieved when the new Instructor has successfully completed required the Range Apprenticeship and Internship. Additional certification requirements must be met prior to becoming eligible to teach other **STAR** courses and clinics (as defined above). Range-Only Instructors are paid at the Active Instructor rate, which varies by course.

As of 2020, Instructors have the option of being "Range-Only" Instructors and are not required to complete classroom training unless the **STAR** Program returns to all traditional, in-person classroom training. If such decision is made, all Range-Only Instructors will be required to become classroom-certified, Full Instructors.

### ***Full Instructor Status***

Full Instructor status is achieved when an Instructor has successfully completed required Range Apprenticeship and Internship and Classroom Internship. **STAR** does not have Classroom-Only Instructors. The only exception is when a Full Instructor is injured or recovering from an injury or illness and cannot teach on the range but can still teach in the classroom.

## **SECTION 11 – OPERATIONS SUPPORT RESPONSIBILITIES**

### ***Expectations of Operations Support Staff***

As a part-time, hourly employee of Idaho **STAR** and College of Southern Idaho, Operations Support Staff assist with inventory control, basic motorcycle maintenance, and care for local training site(s). The part-time position pays \$22.50/hour, mileage, as well as per-diem for overnight trips. The position involves inventorying, reporting, purchasing of fuel/supplies, as needed, along with cleaning and (minor) maintenance of site motorcycles.

**STAR** Operations Support Staff should be familiar with all Range Administration, as outlined in Section 7.

Operations Support Staff may withdraw from the program at any time, the status is reviewed annually by the Operations Manager and Director and may be revoked at any time. The Operations Support Staff will comply with all standards as defined throughout this document, including the following:

- Promote goodwill and cooperation between the **STAR** Program and stakeholders (e.g. motorcycle clubs and organizations, law enforcement, schools, universities, motorcycle dealers, motorcycle aftermarket part suppliers, other state agencies, and the general public).
- Communicate with the **STAR** Program and management all issues, challenges, and needs that Instructors share.
- Coordinate, support, and prepare for all site activities.

### ***Keys***

Operations Support Staff will have a spare key for the container, and if possible, a spare key for the classroom. See Section 7, pages 49-50 for Site Keys policy.

### ***Duties and Responsibilities***

#### **Weekly**

Review any motorcycle, inventory, and facility needs as sent out by Operations Manager, and ensure training site is prepared for classes, to include:

- Course Supplies: inventoried and maintained to adequate levels (blue pouch & storage)

- Site Supplies: inventoried and maintained to adequate levels (blue pouch & storage)
- Restrooms: port-a-potty (or other) is clean/maintained and usable
- Refill fuel: type II gas cans refilled (with StarTron) and ready for class use
- Motorcycles: inspected and identified as running and in good repair, to include:
  - Name plates
  - Reflectors and turn signals
  - Levers (brake, clutch, shifter)
  - Fluids
  - Chain slack
  - Handlebars/mirrors
- Range: inspection confirming condition as debris-free and maintained

## Monthly

- Complete and submit reports, as requested, or bi-weekly/every two training sessions
- Complete Motorcycle Maintenance Checklist
- Document motorcycles' (by plate number) mileages and maintenance inspections (fluids, lights, tire pressures, electrics)
- Test ride and wipe-down each motorcycle
- Report any bike maintenance/repairs completed (by plate number) and a detail of work performed, and any inventory or supply items used
- Complete Site Readiness Checklist
- Inspect all supplies to identify non-functional, missing, or safety-risk items -for replacement
- Inventory all supplies to ensure adequate stocking levels are maintained
- Purchase supplies, as needed, and submit/reconcile receipts and statements  
(Typically fuel, water, water cups, and misc. supplies as appropriate)
- Work with local Instructors to define and maintain a system of organization that allows Instructors to easily locate and identify supplies
- Assist **STAR** Operations with suggestions for program/site improvement
- Communication of site inventory, motorcycle, or supply needs - ASAP

- Site Sponsor communication to ensure/support positive collaborative relations
- Attend staff meetings, Updates, trainings as requested

### **Start/End of Season Duties**

Operations Manager will communicate timeframes regarding tasks, scheduling, and needs for Start of Season by assisting with:

- Battery installation (motorcycle, solar lights, etc.)
- Fueling gas containers (use of “regular” 87/89 octane with StarTron)
- Verifying range paint/condition
- Verifying motorcycle tire PSI - filled to levels noted on tire sidewall (max)
- Wiping down motorcycles
- Inspecting helmets (requesting replacements for any/all needed)
- Inventorying supplies
- Purchasing water to appropriate stocking levels to support (at least) two weekends of classes

Preparation for End-of-Season shutdown includes but is not limited to:

- Packing supplies for pick-up
  - Classroom supplies
  - Range supplies
  - Equipment/Fluids/Batteries/etc.
- Coordinating the schedule for un-load/load of container

### ***Paperwork***

- Complete and submit Pay/Time Sheets at least monthly
- Submit P-card (CSI Purchasing Card) original receipts by the 2<sup>nd</sup> of each month
- Submit fuel receipts within 1 business day of purchase
- Return signed P-card statement within 24 hours of receipt

## ***Special Notes***

Motorcycles identified as “Out of Service” or needing significant repair or replacement parts will be swapped out by Operations. Place an Out of Service tag on key and communicate the swap-out request.

Items and/or supplies needing replacement are communicated via reports or email (i.e., helmets, course supplies, first aid supplies, fire extinguisher(s), range supplies, etc.).

## ***Non-Instructor Operations Support***

From time to time, as the need arises, **STAR** may utilize outside help for Operations support. CSI will request a consumer report and/or investigative consumer report “background check” in connection with an application for employment. Questions regarding the application process and what is included in the consumer report can be directed to Operations.

## ***Working Conditions and Physical Requirements***

All Operations Support Staff are required to meet the same physical requirement expected of Instructors.

Additionally, they should anticipate the following working conditions:

- Standing/Walking (often)
- Crouching (often)
- Kneeling/crawling (often)
- Leg/foot use (often)
- Lifting/carrying up to 75 pounds (often)
- Ability to work in heat and cold (i.e., August vs. April - often)
- Sitting (occasionally)
- Stooping (occasionally)
- Twisting (occasionally)
- Reaching/overhead extension (occasionally)
- Grasping (occasionally)
- Pushing/pulling (occasionally)

## SECTION 12 – QUALITY ASSURANCE

### *Instructional Quality Assessments*

Instructional Quality Assessments (IQAs) provide for quality assurance in training throughout the **STAR** Program. They are conducted at any site multiple times throughout the year. The assessment is a tool used to evaluate Instructor compliance with the **STAR** Program standards and policies. These reviews are utilized to improve the **STAR** Program and to provide assistance to Instructors.

IQAs are performed by the Director or a selected Quality Assurance Support (QAST) team member who has been trained to conduct Quality Assessments. The QAST team member may notify the Instructor(s) prior to the course to advise them of the visit. All Instructors are evaluated on the standards contained in the Intern section(s) of the New Instructor Logbook.

IQAs may include a review of the range and/or classroom instruction. Instructors are observed during the presentation of a regularly scheduled course and are evaluated in providing consistent, current, safe instruction with methods that meet the **STAR** Program standards through the Instructor Feedback Form.

The Instructor Feedback Form is provided to the Director immediately following the assessment. Significant deviation from the curriculum and/or program policies will result in actions that address the specific issue, ranging from additional IQAs, required refresher workshops, and probation, to revocation of **STAR** Instructor certification, and/ or termination.

### *Informal Site Visits*

In addition to the formal IQAs, the **STAR** Management Team and/or QAST team will informally visit courses to work with Instructors, observe students, check on systems and equipment, etc. Informal Site Visits may be random or may be designed to work with a specific Instructor or site. Site visits provide on-going development for Instructors. The team will observe training, assist with course set up, work on motorcycles, etc. There is no formal paperwork involved in an Informal Site Visit.



## SECTION 13 – INSTRUCTOR RESOURCES

### *Instructor Zone Website*

The Instructor Zone is part of the Rider Education Management System (REMS) where Instructors access schedules, Course Rosters, and more. To log in to the Instructor Zone, go to [IdahoSTAR.org](http://IdahoSTAR.org) and click on “Instructors” then “Instructor Zone.”

The Instructor Zone is on a secure server, and a password is required for access. Each Instructor is assigned an Instructor ID and password for accessing the Instructor Zone. If you forget your login information, you can call the **STAR** office to obtain it. Instructors must use the Instructor Zone to access the following:

- Course Rosters (available three days prior to teaching assignments)
- Instructor Directory
- Schedules
- Student start times for classes
- Schedule Request System
- Link to CSI website
- Profile
- Goals
- Keep out Dates
- Pay History

### *Instructor Resources Website*

Instructors can log into the Instructor Resources website by going to [IdahoSTAR.org](http://IdahoSTAR.org) and clicking on “Instructors” and then “Instructor Resources Login.” The following URL can be bookmarked as well: <http://IdahoSTAR.org/instructor-resource-login/>.

The Instructor Resources website is also housed on a secure server and requires a password. The password is universal. If you forget the password, you can call the **STAR** office to obtain it. The Instructor Resources website is where you will find the following information:

- Course Forms
- Site Information
- Instructor Zone and Instructor Resources Video Tutorials
- Instructional Tools
- Incentives
- Policies and Procedures
- Course Schedules
- Administrative Schedules

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