

Idaho **STAR** Annual Site Assessment - ADMINISTRATIVE

Needs Improvement		Meets Standard	
Poor – 1	Fair – 2	Good – 3	Excellent - 4

Site: _____ Site Manager: _____ Date: _____ Auditor: _____



Comments		Rating			
Classroom					
1. Appearance: Comfortable and Inviting		1	2	3	4
2. Seating and Organization		1	2	3	4
3. Materials: Forms, Files, and Rider's Guides		1	2	3	4
4. AV Equipment and Materials		1	2	3	4
5. Security		1	2	3	4
Storage					
6. Cleanliness		1	2	3	4
7. Organization		1	2	3	4
8. Equipment		1	2	3	4
9. Materials: Forms, Files, and Rider's Guides		1	2	3	4
10. Motorcycles: Condition		1	2	3	4
11. Motorcycles: Cleanliness		1	2	3	4
12. Motorcycles: Assortment		1	2	3	4
13. Motorcycles: Key Security		1	2	3	4
14. Helmets: Condition		1	2	3	4
15. Helmets: Assortment		1	2	3	4
16. Security		1	2	3	4
Range					
17. Condition		1	2	3	4
18. Security		1	2	3	4
19. Fire Extinguishers					
20. Accurately Painted/Visible markings		1	2	3	4
21. First Aid Kit		1	2	3	4
22. Signage		1	2	3	4
23. Water and Cups Available		1	2	3	4
24. Restroom Facilities		1	2	3	4

Notes and Recommendations:

Idaho STAR Annual Site Assessment: Evaluation Criteria

Administrative – Classroom

- 1 Appearance: Comfortable and Inviting
 - Room is clean and welcoming, provides a good learning environment without distraction
- 2 Seating and Organization
 - Enough seating for all students; all can see Instructor, board, screen, TV
- 3 Materials: Forms, Files and Rider's Guides
 - Forms, Files, and Rider's Guides are well stocked and easy to find
- 4 AV Equipment and Materials
 - Equipment is in good working order and functions so that students can easily see and hear
- 5 Security
 - Locks, Keys

Administrative – Storage

- 6 Cleanliness
 - Trash picked up, floor swept, cobwebs taken down, paint on container, etc.
- 7 Organization
 - Equipment, parts, and supplies are well organized (labeled and easy to find)
- 8 Equipment
 - Equipment, parts, and supplies are ready for use and in adequate supply
 - See Grid
- 9 Materials: Forms, Files, and Range Guides
 - Forms, Files, and Rider's Guides are well stocked, current, and easy to find.
 - Accident forms are available near the range
 - See Grid
- 10 Motorcycles: Condition
 - Motorcycles are in good running condition, and good cosmetic condition (no scratches, dents, missing mirrors, signals, etc.)
- 11 Motorcycles: Cleanliness
 - Motorcycles have been washed recently (dirt, water spots not showing)
- 12 Motorcycles: Assortment
 - Proper assortment to accommodate range (range max + 2) with a variety of styles and seat heights
 - See Grid
- 13 Motorcycles: Key Security
 - Keys are secured in lock box (locked) when not in use

- 14 Helmets: Condition
 - Helmets are clean and in good shape (no dents, cracks, or other signs of damage)
- 15 Helmets: Assortment
 - See Grid
- 16 Security
 - Locks, Keys

Administrative – Range

- 17 Condition
 - Range is relatively flat, smooth (no potholes, gaps, or other irregularities), and free of debris (swept)
- 18 Security
 - Range is closed off to traffic with cones, banners, or other barrier device.
- 19 Fire Extinguishers
 - Inspected and charged
 - One in container, one on range cart
- 20 Accurately Painted, Visible Markings
 - Range markings are accurate to range diagram, range cards, and are easy to locate
- 21 First Aid Kit
 - See grid
- 22 Signage
 - STAR sign is permanently affixed to container, fence, or building as appropriate
- 23 Water and Cups Available
 - Water is available to students close to the staging area
- 24 Restroom Facilities
 - Restroom (or port-o-potty) is close to the range and available.
 - Clean and ready for student use (sanitizer, toilet paper, etc.), should have padlock (if port-o-potty)

TOOL KIT		
Sockets	6, 7, 8, 9, 10, 11, 12, 13, 14, 15, 17, 19 mm	
Wrenches	6, 7, 8, 9, 10, 11, 12, 13, 14, 15, 17, 19 mm	
Wrenches	Spark Plug	17 & 19 mm
Wrenches	Adjustable	6", 8" 10"
Pliers	Diagonal	
Pliers	Long Nose	
Pliers	Slip Joint / Channel	
Pliers	Cutter	
Screwdrivers	Philips	Various sizes
Screwdrivers	Slot (Flat Head)	Various sizes
Hex Key	Allen Wrenches	SAE & Metric
Hammer	Ball Peen - Sure Strike	
Tire Gauge	Qty 2	Pressure Gauges
Duct Tape		
Gloves	Nitrile	
Bulbs	* various for training bikes	
Fuzes	* various for training bikes	
_____	*Other:	
_____	*Other:	

HELMETS	
XXS	____(2)
XS	____(3)
SM	____(4)
MD	____(7)
LG	____(7)
XL	____(4)
XXL	____(2)
XXXL	____(1)
Liners	____(*)

GOT YOUR BACK Pack	
HAT	1
Whistle	1
Stop Watch	1
Range Cards	B I
	B II
	Exp
Policies	1
Sunblock	1

PARTS	Clutch	Brake	Plugs	Mirrors
BN125	____(2)	____(3)	____(1)	____(1)
GZ250	____(2)	____(3)	____(1)	____(1)
TU250X	____(4)	____(4)	____(1)	____(1)
TW200	____(3)	____(3)	____(1)	____(R/L)

BIKES	
BN125	1
GZ250	1
TU250X (L)	3
TU250X	4
TW200	5

FIRST AID	Qty	ITEM
_____	10	Bandage Medium
_____	10	Bandage Large
_____	6	Bandage Knuckle
_____	6	Bandage Butterfly
_____	1	Bandage Compression 3"
_____	1	Bandage Ace 2"
_____	1	Bandage Triangle
_____	6	Gauze Pads 3" x 3"
_____	2	Gauze Roll 3"
_____	6	Wound Wipes
_____	6	Burn Cream
_____	6	Antibiotic Ointment
_____	2	Gloves (pairs)
_____	1	CPR Shield
_____	1	Scissors
_____	1	Tweezers
_____	1	Safety Blanket
_____	2	Cold Pack
_____	*Other:	

* Adequate Supplies -as fitting for location/use

Email supply requests to Info@IdahoSTAR.org