



Virginia Department of Motor Vehicles  
 Post Office Box 27412  
 Richmond, Virginia 23269-0001  
 www.dmv.virginia.gov

## VIRGINIA RIDER TRAINING PROGRAM TRAINING SITE LICENSE APPLICATION

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

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

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

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

| TRAINING SITE LOCATIONS (complete address) | DMV USE ONLY<br>DATE APPROVED |
|--|-------------------------------|
|  |                               |
|  |                               |
|  |                               |
|  |                               |

**AGREEMENT/CERTIFICATION SIGNATURES**

By signing this document, I agree to abide by the Virginia Rider Training Site requirements and I understand that failure to comply with these requirements and those set forth by law or otherwise established by DMV may result in suspension or termination of the training site license.

I further certify and affirm that all information presented in this form is true and correct, that any documents I have presented to DMV are genuine, and that the information included in all supporting documentation is true and accurate. I make this certification and affirmation under penalty of perjury and I understand that knowingly making a false statement or representation on this form is a criminal violation.

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

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

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

## Introduction

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

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

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

## Getting Started

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

Applicants must provide DMV with the following materials:

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

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

Additionally, reimbursement sites must also provide:

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

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

## Course Curriculum

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

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

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

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

## Training Facility

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

- Classroom space for off-cycle instruction
- Paved range area for the on-cycle portion of the novice, experienced rider and sidecar/three-wheeled motorcycle courses consistent with the minimum range requirements established by the department-approved curriculum used in the course
- Adequate storage to protect motorcycles and equipment from vandalism, theft and environmental damage
- Audio-visual equipment
- Fire extinguisher and first aid kit
- For novice rider or three Pawheeled motor-cycle course participants: the training center must provide students with at least one vehicle that meets two of the following three categories:
  - has an engine displacement not to exceed 500 cubic centimeters
  - weighs less than 400 pounds
  - is equipped with a seat that can accommodate the height of each rider

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

## Instructor Qualifications

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

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

## Student Requirements

Instructors should verify that students meet the following mandatory requirements:

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

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

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

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

## Auditing and Record Keeping

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

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

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

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

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

## Questions?

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