



STATE OF MICHIGAN
TERRI LYNN LAND, SECRETARY OF STATE
DEPARTMENT OF STATE
LANSING

Personal Services Contract Description of Responsibilities

1. Working Title of Contractor:

RiderCoach Trainer

2. Purpose of Contractor:

The purpose and role of the contractor is to aid the Michigan Department of State in administering the Motorcycle Safety Program, in an effort to reduce crashes, injuries, and fatalities to Michigan's motorcycling population.

3. General Summary of Contractor Responsibilities:

The contractor is responsible for conducting pre-site inspections for proposed Motorcycle Safety Program sites, assisting the State Coordinator in developing an annual site inspection schedule, performing annual site inspections, and transferring inventory from public sites no longer participating in the program to approved sites. In addition, the contractor is responsible for conducting annual RiderCoach training sessions and special training sessions, preparing monthly reports, attending meetings with the State Coordinator and other coach trainers, and providing status updates on program concerns or complaints.

4. Contractor Responsibilities

Pre-site inspections:

- Prepare report with conclusions of inspections including determination of whether the program is in compliance with Motorcycle Safety Foundation and Department of State standards.
- Report to include a description/map of the riding range and its location, and description/map of the classroom and its location.
- Forward report to the Michigan Department of State Motorcycle Safety Program State Coordinator. Report must be received by State Coordinator before the 15th day of the following month.

Annual Site Inspection Schedule:

- Assist in developing an annual site inspection schedule for sponsoring agencies' locations.
- Identify proposed inspection sites by sponsoring agency name, location, date, time, and person who will perform inspection.
- Submit a proposed inspection schedule for review and approval by the Michigan Department of State Motorcycle Safety Program State Coordinator.

Annual Inspections:

- Perform annual inspections of assigned sites in accordance with the approved site inspection schedule.
- Prepare report with conclusions of inspections including determination of whether the program is in compliance with Motorcycle Safety Foundation and Michigan Department of State standards, and whether follow-up action is needed.
- Include in report a description/map of the riding range and its location, and description/map of the classroom and its location, unless a current map is already on file and there have not been any changes.
- Forward report to Michigan Department of State Motorcycle Safety Program State Coordinator. Report must be received by State Coordinator before the 15th day of the following month.

Site Closure/Transfer of Inventory (for public sponsors):

- Recommend to the Michigan Department of State Motorcycle Safety Program State Coordinator the transfer of inventory to approved sites from sites that have been terminated from the program.
- Record inventory and furnish a report to the Michigan Department of State Motorcycle Safety Program State Coordinator of inventory transferred.

Annual RiderCoach Training Sessions:

- Conduct training sessions, as needed and with the Michigan Department of State's approval, for new RiderCoach candidates.
- Prepare report identifying the name, date of birth, current address, phone number and driver license number of the candidates and the sponsoring agencies who participated in training, including evaluation of each candidate.
- Forward report to Michigan Department of State Motorcycle Safety Program State Coordinator. Report must be received by State Coordinator before the 15th day of the following month.

Written Reports, Meeting Attendance, and Status Updates

- Prepare a monthly written report documenting all inspections and training sessions that occurred during the report period, including any items of interest or concern.
- Forward report to Michigan Department of State Motorcycle Safety Program State Coordinator. Report must be received by State Coordinator before the 15th day of the following month.
- Attend meetings as scheduled with the Michigan Department of State Motorcycle Safety Program State Coordinator and other coach trainers. (Approximately two meetings per year.)
- Provide prompt status updates of any program concerns or complaints via written documentation to the Michigan Department of State Motorcycle Safety Program State Coordinator.

5. What kind of physical effort do you use in your work as a contractor? What environmental conditions are you physically exposed to during the course of a work day?

- Long work days
- Outdoor weather elements
- Lifting
- Riding
- Extensive seasonal travel including weekends

6. Minimum training and experience qualifications need to perform the essential contractor functions.

Training:

- Have successfully completed a Motorcycle Safety Foundation (MSF) coach preparation course which meets the standards established by the MSF.

Experience:

- Applicant must be a currently certified RiderCoach and have personally conducted at least eight Basic RiderCourse (or approved equivalent) training sessions.

Knowledge, Skills, and Abilities:

- Applicant must have a good understanding of the Basic RiderCourse and Experienced RiderCourse curriculum.
- Excellent oral and written communication skills.
- Proven riding ability.

Licenses and Qualifications:

- Possess a valid driver's license, including an endorsement to operate a motorcycle, for a minimum of one year.
- At least 18 years of age.
- Have a personal driving record with not more than six points, as assessed by the Secretary of State, for moving traffic violations during the twelve consecutive months before making application for approval as an instructor.