



Rules of
Department of Transportation
Division 60—Traffic and Highway Safety Division
Chapter 1—Motorcycle Safety Education Program

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**Title 7—DEPARTMENT OF
TRANSPORTATION**

**Division 60—Traffic and Highway Safety
Division**

**Chapter 1—Motorcycle Safety Education
Program**

7 CSR 60-1.010 Definitions

PURPOSE: This rule defines terms used in the rules which pertain to the administration and operations of the Motorcycle Safety Education Program.

(1) Commission—Missouri Highways and Transportation Commission. The commission is the state entity created in article IV, section 29, of the *Missouri Constitution*, and is in charge of the Missouri Department of Transportation.

(2) Department—Missouri Department of Transportation. The department is the state agency designated by the governor to establish and administer the motorcycle rider training and safety program.

(3) Division—Traffic and Highway Safety Division. A division within the department assigned with the responsibility for establishing and administering motorcycle rider training and safety program per Motorcycle Safety Foundation (MSF) guidelines.

(4) Experienced rider course—A current, approved Motorcycle Safety Foundation course of instruction designed to provide experienced motorcyclists with additional skills and knowledge found to be lacking in accident-involved motorcyclists.

(5) Instructor—An individual certified by MSF and approved to teach the motorcycle rider training courses in Missouri. This individual, unless directly employed by the department as a motorcycle safety instructor, is not an agent, servant, or employee of the department or state of Missouri.

(6) Minor—Any person fifteen and one-half (15 1/2) years (15 years and 182 days) old the day the course begins but less than eighteen (18) years old prior to course completion.

(7) Mobile site sponsor—A public or private entity bound by a letter of agreement with the Missouri Highways and Transportation Commission to advertise for and enroll students, pay for insurance, and provide a facility for the riding portion of the course. The sponsor and/or department will provide the remaining equipment, material, and instruc-

tional staff for the course. In its role as a mobile site sponsor, this entity is not an agent, servant, or employee of the commission, department, or the state of Missouri.

(8) Motorcycle rider training course—A current, approved Motorcycle Safety Foundation rider course of instruction designed to teach new or inexperienced motorcyclists basic riding skills and defensive street riding strategies.

(9) Motorcycle rider training program—The motorcycle rider training and safety program provides information and courses in knowledge, skills, and safety relating to the operation of motorcycles to all motorcyclists in this state. It also provides information to the general public on sharing the roadway with motorcycles.

(10) Motorcycle Safety Foundation (MSF)—A national, nonprofit organization whose purpose is to improve the safety of motorcyclists on the nation's streets and highways. The MSF provides programs in rider education, licensing improvement, public information, and research.

(11) Permanent site sponsor—A public or private entity contracted by the commission to provide motorcycle rider training on a regular basis. In its role as a permanent site sponsor, this entity is not an agent, servant, or employee of the commission, department, or the state of Missouri.

*AUTHORITY: section 302.134, RSMo 2016. * This rule originally filed as 11 CSR 60-1.010. Original rule filed March 20, 1996, effective Sept. 30, 1996. Amended: Filed Nov. 15, 2001, effective June 30, 2002. Moved to 7 CSR 60-1.010, effective Aug. 28, 2003. Amended: Filed Oct. 17, 2016, effective July 30, 2017.*

**Original authority: 302.134, RSMo 1995, amended 2014.*

7 CSR 60-1.020 Program Sponsor

PURPOSE: This rule outlines the standards for an approved motorcycle rider training program sponsor.

(1) No individual, association, partnership, corporation, or educational or governmental agency may sponsor or offer training in motorcycle operation to the public for tuition, consideration, or fee without authorization from the division. To qualify for authorization, a sponsor must be approved by the division through a current contract for a permanent site

sponsor or letter of agreement for a mobile site sponsor. Approval will be denied unless a sponsor applicant meets the following requirements. The applicant must demonstrate the capacity to register students, collect and account for tuition as appropriate, arrange public notice of courses, provide required insurance coverage, and make all necessary insurance premium payments, submit and maintain all required records, and contract with, schedule, and compensate authorized instructors as appropriate.

(A) All applicants must have access to a riding area for on-cycle training that is—

1. A paved surface, including asphalt, concrete, or other all-weather surface of suitable traction; and

2. A large enough area to safely accommodate any motorcycle training range approved by the department, per Motorcycle Safety Foundation (MSF) guidelines, as flat as possible, secure from vehicular and pedestrian traffic, and free of surface hazards and obstacles.

(B) Applicants for permanent sites must also have access to—

1. A secure storage area to physically and environmentally protect training motorcycles and other course equipment;

2. A classroom, not located in a private residence, that is large enough to seat all students and instructors comfortably and that contains at least one (1) adequate desk or equivalent seating and writing surface for each student, and at least one (1) instructor's desk, table, or podium;

3. Audiovisual presentation equipment for the classroom, including a whiteboard or equivalent; and

4. A first-aid kit and at least one (1) five pound (5 lb.) Class ABC Occupational Safety and Health Administration (OSHA)-approved fire extinguisher, or equivalent, for the riding area.

(2) Approval as a sponsor may be suspended if the sponsor, an instructor under contract with the sponsor, or a member of the sponsoring organization with supervisory or executive duties involving the training program—

(A) Fails to meet the requirements of MSF set forth and/or the Missouri Department of Transportation/Traffic and Highway Safety Division;

(B) Has been convicted or placed on probation for—

1. Any felony;

2. Any offense involving moral turpitude within the previous ten (10) years from the date of the sponsor's approval or renewal except as provided hereinafter; or

3. Any offense involving tampering with a government record, or any of the following



offenses involving the operation of a motor vehicle within the previous five (5) years from the date of the sponsor’s approval or renewal except as provided hereinafter:

- A. Criminally negligent homicide;
- B. Driving while intoxicated; or
- C. Driving under the influence of drugs;

(C) Cannot provide sufficient information and documentation to enable the department to evaluate or reevaluate the applicant’s request for approval;

(D) Knowingly presents or allows to be presented to the department any false or misleading information relating to a request for approval;

(E) Permits or engages in any fraud or fraudulent practice concerning an application or, in any action between the applicant or licensee and the public, induces or countenances any fraud or fraudulent practice on the part of an applicant for a driver’s license or permit;

(F) Knowingly or recklessly disregards or fails to comply with any departmental rule, written policy, or written procedure regarding the motorcycle rider training program; or

(G) Knowingly allows an instructor to give, or a student to receive, classroom or riding instruction if either exhibits any evidence of or effects from an alcoholic beverage, controlled substance, or drug as defined in section 195.010(5), RSMo.

(3) The division may construe any probation or conviction which is for a criminal offense arising from a penal provision from another state, federal, military, or foreign jurisdiction to be its closest equivalent under the penal provisions of this state.

(4) Approval of the sponsor to operate the program may be canceled by Missouri Highways and Transportation Commission (MHTC) if—

(A) It was based on false or incorrect information or mistake, such as clerical or other non-substantive errors by either the sponsor or MHTC; or

(B) If the issue causing the suspension under these administrative rules has not been corrected within the time limit prescribed by a suspension.

(5) Each sponsor must designate a chief school official to be responsible for signing letters of agreement on behalf of the sponsor with the department, instructors, or students and for signing any forms required of the sponsor. The chief school official must also be designated by the sponsor to be the custodian of all records, which shall be kept for a

period of at least three (3) years from the date of the final performance report under the letter of agreement.

(6) If the sponsor is an organization, that organization shall designate one (1) of its members as the chief school official. If the sponsor is an individual, that person shall also be the chief school official.

(7) The control of the sponsor is considered to have changed if—

(A) In the case of sole proprietorship, more than fifty percent (50%) of the controlling interest has been sold or transferred;

(B) In the case of a partnership or a corporation, more than fifty percent (50%) of the controlling interest has been sold or transferred; or

(C) The board of directors, officers, shareholders, or similar governing body has been changed to such an extent as to significantly alter the management and control of the sponsor.

(8) When control of the sponsor has changed, as outlined in section (7) of this rule, the letters of agreement will be canceled and may be renegotiated.

*AUTHORITY: section 302.134, RSMo 2016. * This rule originally filed as 11 CSR 60-1.020. Original rule filed March 20, 1996, effective Sept. 30, 1996. Moved to 7 CSR 60-1.020, effective Aug. 28, 2003. Amended: Filed Oct. 17, 2016, effective July 30, 2017.*

**Original authority: 302.134, RSMo 1995, amended 2014.*

7 CSR 60-1.030 Motorcycle Instructor

PURPOSE: This rule outlines the standards for an approved motorcycle rider training program instructor.

(1) No individual may instruct and/or offer instruction in motorcycle operation to the public for tuition, consideration, or fee without authorization from the division. To qualify for authorization, an instructor must be approved by the division. Approval will be denied unless an instructor applicant meets the following requirements. The applicant must agree to teach the training courses in accordance with the division’s rules, policies, procedures, and approved curricula and must—

(A) Hold a current National Instructor Certification from the Motorcycle Safety Foundation (MSF) curricula;

(B) Be a high school graduate or possess a valid general educational development (GED);

(C) Possess a valid driver’s license that

allows the operation of a motorcycle;

(D) Be a licensed driver for at least five (5) years;

(E) Meet the current driving record evaluation standards established by the Missouri Department of Revenue for school bus drivers pursuant to *Revised Statutes of Missouri*;

(F) Be free from addiction to the use of alcoholic beverages or controlled substances; and

(G) Be physically and mentally competent to conduct classroom and on-cycle instruction, including technically correct riding demonstrations.

(2) An applicant for approval to instruct an advanced motorcycle rider training course must meet all the requirements to instruct as identified in section (1) of this rule, plus attend a department approved curriculum update, and be able to perform technically correct riding demonstrations on his/her personal motorcycle.

(3) Approval as an instructor may be suspended if the instructor fails to continue to meet the requirements of sections (1) and (2) of this rule.

(4) Approval may be canceled if—

(A) It was based on false or incorrect information or mistake; or

(B) The issue causing the suspension under 11 CSR 60-1.020 (relating to program sponsor), 11 CSR 60-1.030 (relating to motorcycle instructor), 11 CSR 60-1.040 (relating to student admission requirements), 11 CSR 60-1.050 (relating to verification of course completion by a minor), 11 CSR 60-1.060 (relating to approved motorcycle training courses), and 11 CSR 60-1.070 (relating to motorcycle requirements) has not been corrected within the time limit prescribed by a suspension.

(5) A motorcycle instructor approved by the division may teach both the classroom and on-cycle phases of the courses for which the approval was granted.

(6) Motorcycle instructors approved by the division may not—

(A) Give instruction or allow a student to receive instruction in motorcycle safety if either the instructor or student is using or exhibits any evidence of effect from an alcoholic beverage, controlled substance, or drug as defined in *Revised Statutes of Missouri*; or

(B) Complete, issue, or validate a certificate of course completion to a person who has not successfully completed the course. A period of absence for any portion of scheduled course instruction will require that student repeat that



portion of instruction prior to issuance of the certificate of completion. Course of instruction must be completed within one (1) calendar year.

AUTHORITY: section 302.134, RSMo 2016. This rule originally filed as II CSR 60-1.030. Original rule filed March 20, 1996, effective Sept. 30, 1996. Moved to 7 CSR 60-1.030, effective Aug. 28, 2003. Amended: Filed Oct. 17, 2016, effective July 30, 2017.*

**Original authority: 302.134, RSMo 1995, amended 2014.*

7 CSR 60-1.040 Student Admission Requirements

PURPOSE: This rule outlines the standards for admission into the motorcycle rider training program.

(1) Motorcycle Rider Courses, are open to any person who is—

(A) Physically and mentally capable of being licensed in Missouri as a motorcycle operator; and

(B) At least fifteen and one-half (15 1/2) years (15 years and 182 days) old on the day the course begins.

(2) The experienced rider course is restricted to individuals with a current motorcycle (Class M) driver's license or motorcycle endorsement on their driver's license. Each student must provide his/her own motorcycle that meets the requirements of 11 CSR 60-1.070 (relating to motorcycle requirements).

AUTHORITY: section 302.134, RSMo 2000. This rule originally filed as II CSR 60-1.040. Original rule filed March 20, 1996, effective Sept. 30, 1996. Amended: Filed Nov. 15, 2001, effective June 30, 2002. Moved to 7 CSR 60-1.040, effective Aug. 28, 2003.*

**Original authority: 302.134, RSMo 1995.*

7 CSR 60-1.050 Verification of Course Completion

PURPOSE: This rule outlines the standards for verification of completion in an approved motorcycle rider training program.

(1) The sponsor will issue a Missouri Motorcycle Training Certificate to a student who is at least fifteen and one-half (15 1/2) years (15 years and 182 days) of age and who has successfully completed the approved Motorcycle Rider Course. A completion certificate is issued to verify that the

student has met the educational and training requirements for a Missouri motorcycle operator's permit or license. A Department of Transportation/Traffic and Highway Safety Division serialized completion certificate will be issued by the course sponsor to every student completing the approved Motorcycle Rider Course. A copy of the completion certificate can be obtained from the Department of Transportation/Traffic and Highway Safety Division.

(2) The division will accept an original signature or the written, stamped, or typed name or signature of the chief school official on the form. The signature of the instructor on the form must be an original signature. If the chief school official is also the instructor, that person must sign both spaces on the form.

AUTHORITY: section 302.134, RSMo 2016. This rule originally filed as II CSR 60-1.050. Original rule filed March 20, 1996, effective Sept. 30, 1996. Amended: Filed Nov. 15, 2001, effective June 30, 2002. Moved to 7 CSR 60-1.050, effective Aug. 28, 2003. Amended: Filed Oct. 17, 2016, effective July 30, 2017.*

**Original authority: 302.134, RSMo 1995, amended 2014.*

7 CSR 60-1.060 Approved Motorcycle Training Courses

PURPOSE: This rule outlines the standards for an approved motorcycle rider training program.

(1) The division adopts the educational, safety, and instructor standards, by reference, of the most current versions of the following Motorcycle Safety Foundation (MSF) courses:

(A) The current approved Motorcycle Safety Foundation Motorcycle Rider Course, as amended;

(B) The current approved experienced rider course. The choice of curricula is determined by the size of the riding area. The skill and knowledge tests for the experienced curricula are not required but may be used at the sponsor's discretion; and

(C) The approved instructor preparation course is MSF instructor preparation course curriculum.

(2) Approved course curricula are available for inspection at the division's Jefferson City offices.

AUTHORITY: section 302.134, RSMo 2016. This rule originally filed as II CSR 60-1.060.*

Original rule filed March 20, 1996, effective Sept. 30, 1996. Amended: Filed Nov. 15, 2001, effective June 30, 2002. Moved to 7 CSR 60-1.060, effective Aug. 28, 2003. Amended: Filed Oct. 17, 2016, effective July 30, 2017.

**Original authority: 302.134, RSMo 1995, amended 2014.*

7 CSR 60-1.070 Motorcycle Requirements

PURPOSE: This rule outlines the standards for motorcycles used in an approved motorcycle rider training program.

(1) A motorcycle must be rejected for use by the lead course instructor if it fails to meet the requirements of this section or if, in the discretion of the instructor, the motorcycle is unsafe for the rider, an instructor, another student, or any other person permitted in the riding area. A motorcycle may be deemed unsafe because of modification, damage, lack of maintenance, nonstandard configuration, or any other substantial safety reason.

(2) Any student-owned motorcycle must—

(A) Meet all the requirements for operation on public highways;

(B) Have proof of adequate insurance coverage available for inspection by the lead course instructor; and

(C) Meet all other requirements of this rule.

(3) A student may use a borrowed motorcycle if the student can show written permission from the owner to use the motorcycle in the course and if it meets all other requirements of this rule.

(4) A moped, no-ped, motor scooter, motor-assisted bicycle, or a motorcycle with an engine displacement of over 500cc—

(A) May not be used in the basic course; and

(B) May be used in the advanced course only if it meets all other requirements of this rule.

(5) No sponsor may provide a motorcycle to a student for use in the advanced course. If a sponsor provides a motorcycle to a student for use in the basic course, the motorcycle—

(A) Must meet the safety requirements of section (1) of this rule;

(B) Must not be prohibited by section (4) of this rule; and

(C) May, but is not required to, be registered, inspected, or insured for operation on public highways.



AUTHORITY: section 302.134, RSMo Supp. 1999.* This rule originally filed as 11 CSR 60-1.070. Original rule filed March 20, 1996, effective Sept. 30, 1996. Amended: Filed Nov. 22, 1999, effective May 30, 2000. Moved to 7 CSR 60-1.070, effective Aug. 28, 2003.

*Original authority: 302.134, RSMo 1995.

7 CSR 60-1.080 Notice and Hearing Requirements

PURPOSE: This rule outlines the notice and hearing requirements for an approved motorcycle rider training program sponsor.

(1) If the division intends to deny, suspend, or cancel approval of a program sponsor or instructor, notice and opportunity for hearing must be given as provided by Revised Statutes of Missouri.

AUTHORITY: section 302.134, RSMo Supp. 1995.* This rule originally filed as 11 CSR 60-1.080. Original rule filed March 20, 1996, effective Sept. 30, 1996. Moved to 7 CSR 60-1.080, effective Aug. 28, 2003.

*Original authority: 302.134, RSMo 1995.

7 CSR 60-1.090 Sponsor Suspension

PURPOSE: This rule outlines the terms of suspension of a motorcycle rider training program sponsor.

(1) The term of suspension under 11 CSR 60-1.020 (relating to program sponsor) and 11 CSR 60-1.030 (relating to motorcycle instructor) may not exceed one (1) year. The term of suspension may be reduced by the motorcycle rider training program manager of the division on the recommendation of the program director for motorcycle rider training if corrective actions have been taken and the reason for suspension no longer exists. If the reason for suspension still exists at the end of the suspension period, the suspension automatically elevates to disapproval. To again become approved, a disapproved sponsor or instructor must reapply and meet all current requirements for approval.

AUTHORITY: section 302.134, RSMo Supp. 1995.* This rule originally filed as 11 CSR 60-1.090. Original rule filed March 20, 1996, effective Sept. 30, 1996. Moved to 7 CSR 60-1.090, effective Aug. 28, 2003.

*Original authority: 302.134, RSMo 1995.

7 CSR 60-1.100 Quality Assurance Visits

PURPOSE: This rule outlines the rules for quality assurance visits for motorcycle rider training program sponsors and instructors.

(1) Quality assurance visits (QAVs) will be conducted at each of the motorcycle rider training program sites, at least once per calendar year. During the QAV, the focus will be on the adherence to requirements outlined in 11 CSR 60-1.020 (relating to program sponsor), 11 CSR 60-1.030 (relating to motorcycle instructor), 11 CSR 60-1.040 (relating to student admission requirements), 11 CSR 60-1.050 (relating to verification of course), 11 CSR 60-1.060 (relating to approved motorcycle training courses), and 11 CSR 60-1.070 (relating to motorcycle requirements).

(2) The QAVs will be conducted by division personnel or by persons contracted by the division to perform them.

(3) While conducting the QAV, the evaluator will utilize the same pass/fail criteria as is utilized to evaluate the student teaching portion of the approved motorcycle safety instructor training course. The QAV shall be conducted at least once per certification period (two (2) years). Instructor(s) not meeting the approved criteria will be suspended as outlined in 11 CSR 60-1.030 (relating to motorcycle instructor). Remedial actions necessary to remove the suspension will be determined by the motorcycle rider training program manager of the division, on the recommendation of the program director for motorcycle operator training and may include, but is not limited to:

- (A) Attending a department-sponsored instructor curriculum refresher course;
- (B) Attending all or portions of a department-sponsored instructor training course; or
- (C) Teaching an entire course under the supervision of a division staff member, an approved chief instructor, or other individual(s) expressly designated by the division to perform such duties.

AUTHORITY: section 302.134, RSMo 2000.* This rule originally filed as 11 CSR 60-1.100. Original rule filed March 20, 1996, effective Sept. 30, 1996. Amended: Filed Nov. 15, 2001, effective June 30, 2002. Moved to 7 CSR 60-1.100, effective Aug. 28, 2003.

*Original authority: 302.134, RSMo 1995.

7 CSR 60-1.110 Sponsor Pre-Suspension Notification

PURPOSE: This rule outlines when a sponsor should notify the division of impending legal action.

(1) All sponsors shall notify in writing the division with the details of any legal action which has been filed against the sponsor, its officers, or its contracted instructors within thirty (30) days of such action.

AUTHORITY: section 302.134, RSMo Supp. 1995.* This rule originally filed as 11 CSR 60-1.110. Original rule filed March 20, 1996, effective Sept. 30, 1996. Moved to 7 CSR 60-1.110, effective Aug. 28, 2003.

*Original authority: 302.134, RSMo 1995.