WASHINGTON STATE DEPARTMENT OF LICENSING

Washington State Department of Licensing 1

WMSP Logo 1

Washington Motorcycle Safety Program

Policies and Procedures Manual

2022

PREFACE

The Washington Motorcycle Safety Program provides the Policies and Procedures Manual (P&P) specific to the administration and facilitation of DOL-approved motorcycle License Permit and Endorsement Training and testing as provided under RCW 46.20.520 and RCW 46.81A.

Washington Motorcycle Safety Program (WMSP)

In response to a growing number of Washington motorcycle-related incidents, RCW 46.20.520 was enacted in 1982 charging the Department of Licensing (DOL) with developing and implementing "a voluntary motorcycle operator training and education program." The Washington Motorcycle Safety Program was created and tasked with the following priorities (in order of priority):

I. Public awareness of motorcycle safety
II. Motorcycle safety education programs conducted by public and private entities
III. Theoretical and practical motorcycle training
IV. Improved motorcycle operator testing

WMSP, in collaboration with Contractors and various stakeholders, strives to provide motorcycle rider education and testing with a focus on reducing motorcycle fatalities.

Violations

Any violation of the standards and requirements in the current P&P are subject to disciplinary actions as described in the Contract, up to and including Contract termination.

Policy and Procedure Development

Updates to the P&P are made in response to program demands, state laws and the mission of WMSP. Routine revisions are made to the P&P on an annual basis; emergency changes are made as needed. An electronic copy of the P&P is maintained on www.dol.wa.gov/business/motorcycle.

For questions, concerns, or to make suggestions regarding the P&P or motorcycle safety in Washington, contact WMSP at (360) 902-3674 or motorcycle@dol.wa.gov.

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I. ADMINISTRATION

A. GENERAL ADMINISTRATION

a) Information about contracts with DOL to provide License Permit/Endorsement Training and Testing is available at https://www.dol.wa.gov/business/motorcycle/

b) As it pertains to License Permit/Endorsement Training:
   (1) Contractors may only use DOL-approved Curriculum for the purpose of training under RCW 46.81A.
   (2) Rider education programs not under a Contract with DOL, including military training programs and/or those that offer DOL-approved curricula, are not subject to the P&P.
   (3) Contractors are responsible to ensure Employees and Subcontractors meet all requirements of the current P&P and the Curriculum used in training.

c) As it pertains to License Permit/Endorsement Testing:
   (1) For purpose of testing individuals to obtain a motorcycle permit or endorsement, Contractors must only use the Washington motorcycle Knowledge and Skills Tests.
   (2) Contractors are responsible to ensure Employees meet all state requirements associated with the individual's role in the testing process.
   (3) Military testing programs may operate without a Contract using DOL-approved Curriculum and tests, and are not governed by the P&P.

d) Contractors and approved Curricula may have requirements and/or limitations that are more or less restrictive than the standards established in the current P&P, Contract, or state statute. In all cases WMSP will audit and monitor performance against:
   (1) The Contract clause or state statute in effect at the time License Permit/Endorsement Training or testing occurred.
   (2) The least restrictive requirement in the current P&P or version of the P&P in effect at the time License Permit/Endorsement Training or Testing occurred.

e) Contractors may establish policies and procedures specific to Services governed by the Contract. Contractor's policies and procedures may expand on or complement the P&P but shall not rescind, revoke, or reduce in scope the policies, standards, obligations, or procedures established in the current P&P.

f) Contractors must have written policies covering training and testing, registration, fees, fee collection, refund, drop-out, counsel-out, no-show, and Retest guidelines. These policies are to be provided to Students and Participants prior to the training/testing session.
   (1) Policies on testing schedules, minimum time before allowing a Retest, and customer service policies are the responsibility of the Contractor.
   (2) Contractors are responsible for establishing and maintaining an inquiry response and registration process to ensure timely replies and registration inquiries. Contractors are expected to respond to phone, voicemail, and/or email inquiries within three (3) Business Days.

g) DOL will not mediate, play a role, or suggest solutions related to Contractor's customer service issues. Contractors are solely responsible for managing their business within the guidelines of the Contract and applicable laws.

h) Contractors must make License Permit/Endorsement Training and Testing Services widely known, including publishing the availability of testing and training and costs on a company website.

i) Contractors must have online and telephone registration options available for License Permit/Endorsement Training and Testing.

j) Students and Participants using personal Motorcycles, scooters, Rigs, or trikes (not supplied by a Contractor) must be advised in writing (e.g., confirmation letter or website) prior to the training or testing

session they must have an endorsement or instruction permit to legally ride a Motorcycle to the training or testing event on public roads.

B. SAFEGUARDING OF PERSONAL INFORMATION

a) Beyond the Contract requirement to notify DOL after discovering any unauthorized access, use or disclosure of personal information held by or on behalf of the Contractor, Contractor is subject to the provisions of RCW 19.255.010.
b) Following the discovery of unauthorized access, use or disclosure of personal information, DOL must be notified regardless of if the Contractor has notified a law enforcement agency and/or persons whose personal information was, or is reasonably believed to have been acquired or used by an unauthorized person.
c) Personal information obtained for purpose of conducting business under the Contract must be destroyed following conclusion of the retention period prescribed in the Contract.
d) Contractors must use the secure email portal when sending Student/Participant Personally Identifiable Information (PII).

C. DOCUMENTATION AND FORMS

All Student and Participant registration and testing documents, forms, and required DOL data will be kept by the Contractor for a period of time as required by the Contract and made available to WMSP within three (3) Business Days upon request.

C1. Training Course Files

Contractors must document License Permit/Endorsement Training courses by assembling a file for each training course conducted by, or in the name of, the Contractor. These files must include, but are not limited to:

a) Individual Student registration form(s)
b) Course Completion Report
c) Crash/Incident Report(s)
d) License Permit/Endorsement Test results; and
e) Other items as required in written formal communication from WMSP.

C2. Course Completion Data

Contractor must collect Course Completion data for each License Permit/Endorsement Training course. Data must include, but is not limited to:

a) Course date(s)
b) Course number
c) Name of Training/Testing Site(s)
d) Instructor name(s) and Curriculum certification number(s)
e) Instructor candidate name and designation (e.g., mentee, student teacher)
f) For each Student:
    (1) First and last name
    (2) Date of birth
    (3) Indication if state Subsidy was used for Student tuition
    (4) Driver license or identification card number, and the state that issued the license or card
    (5) Indicate if Student was active military (Yes or No)
    (6) Course result: Pass / Fail / Incomplete
    (7) Course Completion Card number issued to the Student (If card is provided by WMSP)
    (8) A phone number where Student can be reached
g) Curriculum/Course.

C3. Participant Testing Completion Data

Contractor must collect testing data for each Third Party License Permit/Endorsement Testing session. Data must include, but is not limited to:

a) Testing date(s)
b) Test administered (e.g., knowledge/skills)
c) Type of test (e.g., 2W/3W)
d) Name of Testing Site(s)
e) Name of Examiner/Instructor administering the test and WMSP authorization number
f) For each Participant:
   (1) First and last name
   (2) Date of birth
   (3) Driver license or identification card number, and the state that issued the license or card
   (4) A phone number where Participant can be reached
   (5) Test result: Pass/Fail
g) Information pertaining to Motorcycle utilized during testing
   (1) Engine displacement cc size
   (2) License plate
   (3) Make and model
   (4) Transmission

C4. Crash/ Incident Protocol and Reporting

A Crash/Incident Report is required when a Motorcycle/Rig contacts the ground, another vehicle, person, or object which causes damage to an operational or control feature of the Motorcycle/Rig and/or injury requiring medical attention to a person.

a) If an injury or medical event occurs during License Permit/Endorsement Training or Testing, the Contractor's priority is meeting the medical needs of the injured/ill individual.
b) WMSP must be notified within three days (72 hours) of a documented crash incident.
c) Contractors must report a crash and/or medical incident occurring in a License Permit/Endorsement Training or Testing session. See Forms and Resources for sample Crash/Incident Report.
d) Crash/Incident Reports must contain information sufficient to identify Student(s), Participant(s), type of Motorcycle(s)/Rig(s), positioning, a description of the event, Classroom, other participants, and causal factor(s). Contractors may use their own DOL-approved form if it contains the above information, or may use the DOL Crash Incident Report.
e) Crash/Incident Reports must be tracked, analyzed, and crash trends reported to WMSP upon request.
f) Contractors must retain Crash/Incident Reports as required by the Contract.

C5. Examiner/Instructor Files

Contractors must maintain files for each active and inactive employed or contracted Examiner/Instructor providing Services under the Contract. Inactive Examiner/Instructor files must be retained as required by the Contract.

D. REPORTING REQUIREMENTS

D1. Course Completion Reports

a) Course Completion Reports contain the information specified in §I.C.C2.
   Contractors must include and report any permit or endorsement level training when Student

registrations and fees were collected. This includes Courses that were subcontracted by the Contractor toanother Contractor. For example, Contractor A subcontracts with Contractor B to conduct a S/TEP License Endorsement Training Course and registrations and fees are collected by Contractor A.

b) Course/test results reported on a Course Completion Report and into the DRIVES portal must match the Student/Participant's score sheet.

D2. Third Party Testing Data

a) Third Party Testing data contain the information specified in §I.C.C3.
b) Contractors will include and report all Third Party Testing sessions.

D3. Training/Testing Data

Contractors must enter Course completion/testing data in License eXpress within three (3) Business Days from the end of the Course/testing session.

D4. Employee License eXpress Access

Contractors are required to remove access in License eXpress for Instructors/Examiners/Employees within seven (7) business days of dismissal, departure or suspension.

D5. Notification of Legal Action

Contractor must notify the DOL Contract Manager within three (3) Business Days in the event Contractor is served with, or given notice of, any legal action pertaining to Services performed under the Contract or P&P.

D6. Additional (Special Request Reporting) Requirements

WMSP may at any time request additional reports/documents which must be provided by the Contractor. All documents must be provided within the timeframe specified by WMSP. Examples of such reports/documents may include, but are not limited to, test score sheets, demographic information, Examiner/Instructor Pass/Fail rates, and crash/incident analysis.

D7. A-19

A-19 invoice vouchers are used to collect subsidy reimbursement. See the Subsidy Funding Policies and Procedures, §1.6 for more detail.

D8. Contractor Reporting Schedule

Contractor must notify WMSP on a form prescribed by the Department within seven (7) Business Days of any change in the following:

a) Contractor's business name
b) Doing Business As (DBA)
c) Administrative business office address
d) Contact information
e) Instructor or Examiner status
f) Business, training, or testing hours

Report	Reference	Due to DOL
Employee License eXpress Access	§I.D.D4	Within 7 Business Days of a change
Crash/Incident	§I.C.C4	Within 72 hours of a crash/incident
Legal Notice	§I.D.D5	Within 24 hours of any notification
Course Completion/A19	§I.C.C2 §I.D.D3	For classes between 1st and 15th of the month, by the 25th For classes between 16th and end of month, by 10th of following month.
Training/Testing Data	§I.D.D3 §IX.A.A1	Within three (3) Business Days from the end of the testing session.

Table 1

E. LICENSE PERMIT/ENDORSEMENT FACILITIES

E1. Testing and Training Sites

a) Contractors are responsible to ensure all locations, Sites, and facilities are maintained in accordance with the approved Curriculum and standards established in the P&P.

b) All License Permit/Endorsement Training and Testing Sites, including Classrooms and Ranges, must be evaluated and approved by DOL prior to being used for training.

(1) Contractors will be notified by DOL that Sites are approved for use. To request approval of a Testing or Training Site or facility, Contractor must submit the following in the Professional and Business Licensing System (PBLS):

(a) An application for a Classroom/Knowledge Test Site branch

(b) An application for a Range/Skills Test Site branch

(c) Photographs of the Site or facility with sufficient detail to demonstrate it meets the standards of this chapter.

(2) WMSP approval is contingent upon curriculum approval (as applicable).

E2. Classroom and Knowledge Test Sites

Classroom and/or Knowledge Test Site requirements:

a) Must not be part of a private residence.

b) Must have adequate temperature, ventilation, lighting, and no external/internal interference or traffic.

c) Must provide seating arrangements that prevent Students and Participants from viewing others' Knowledge Tests.

d) Must meet curriculum standards (if applicable).

e) Must have restroom facilities available for Students/Participants.

E3. Ranges

Range requirements:

a) Must be coned-off or closed to avoid vehicle traffic entering the training location.

b) Must be of smooth flat pavement or concrete offering appropriate traction with limited and avoidable hazards/obstacles, or as otherwise prescribed by the Curriculum.

c) Must meet Curriculum standards.

d) Must have restroom facilities available for Students.

e) Site restriction(s) must be disclosed on the Site branch application (e.g., a landlord prohibits use of loud aftermarket pipes).

f) Curbs or parking stops may be considered a hard obstacle or hazard if deemed to be a risk.

E4. Skills Test Sites

Skills Test Site requirements:

a) All testing elements must be a minimum of twenty feet (20') from all hazards or hard obstacles (e.g., light poles, fences, or curbs greater than six inches 6" in height)
b) Must be coned-off or closed to avoid vehicle traffic entering the testing location.
c) Must be of smooth flat pavement or concrete offering appropriate traction with limited and avoidable hazards/obstacles.
d) Must be painted to the design and standards of the WMSP License Permit/Endorsement Tests.
e) Must have restroom facilities available for Participants.
f) Site restriction(s) must be disclosed on the Site branch application (e.g., a landlord prohibits use of loud aftermarket pipes).
g) Curbs or parking stops no more than six inches (6") in height may be considered a hard obstacle or hazard if deemed to be a risk (e.g., curb is parallel to the path of travel).

F. INCLEMENT WEATHER

Conducting License Permit/Endorsement Training or Testing in adverse weather must take into consideration the following:

a) Contractor is responsible to ensure Students and Participants are not exposed to undue weather-related risks capable of interfering with training or testing.
b) Safety of all Students and Participants is the primary factor in deciding whether training will be conducted.
c) Training or testing sessions must not be conducted during hazardous weather such as thunder/electrical storms, severe winds, or when adverse Range surface conditions develop such as accumulating snow, excessive water, and ice.

G. EQUIPMENT

G1. Emergency Supplies

a) All License Permit/Endorsement Training and Testing Sites are required to have a:
   (1) Fully stocked ANSI compliant first aid kit, and
   (2) 911 information card detailing:
      (a) Site address, including cross street(s)
      (b) Simple directions to the Site from the nearest arterial street or highway.
      (c) Location of nearest public telephone
      (d) Local (non-emergency) police phone number
b) In addition to the items required above, all Ranges and Skills Test Sites, when in use, are required to have the following supplies readily and quickly accessible:
   (1) Class B Fire Extinguisher (gauge pressure must be within operable range and hose and horn should be in operable condition)
   (2) A sufficiently stocked ANSI Type III mobile outdoor first aid kit. (Type III kits are intended for portable use and are moisture and corrosion resistant.)

G2. Other Equipment

a) The following equipment is required for Ranges and Testing Sites:
   (1) Bright/reflective cones in a condition that can be seen from (at least) 60 feet (60').
   (2) Testing score sheets (solo, group, or third party) compliant to DOL standards.
   (3) Testing Instructions (two-wheel and three-wheel) that are Site specific and compliant to DOL standards.

G3. WMSP CB125T Motorcycles

a) WMSP has a fleet of Honda CB125T motorcycles donated by American Honda Company to be used only at License Permit/Endorsement Training locations.
b) Contractors interested in using these motorcycles should email motorcycle@dol.wa.gov.
c) A Training Motorcycle Loan Agreement must be in effect with a Contractor prior to the Contractor using a CB125T for any purpose. In the Agreement, the Contractor agrees to:
   (1) Secure the motorcycles when not in use
   (2) Provide, at Contractor's expense, all necessary maintenance to ensure operational condition to support training
   (3) Provide crash/incident documentation to WMSP
   (4) Return loaned CB125Ts to WMSP upon request
   (5) Be responsible for transporting assigned CB125Ts
   (6) Acknowledge that CB125Ts are not street legal or intended for use on public roadways.
d) The Contractor is responsible for all CB125Ts assigned by WMSP, including those units "loaned" or allowed to be used by another Contractor. If a CB125T is under the care or use of another Contractor, WMSP must be immediately notified of the transfer.
e) When CB125Ts under this program are no longer serviceable, they may be:
   (1) Returned to DOL,
   (2) Parted out for repair of other WMSP-owned CB125Ts only when pre-approved in writing by DOL. (CB125Ts may not be parted out for repair of non-WMSP motorcycles.), or
   (3) Disposed of and/or destroyed in partnership with DOL and a local vehicle wrecking service as documented by a signed disposal form, photographs, and DOL witness.
f) Failure to secure, maintain, or dispose of WMSP-owned motorcycles consistent with this chapter is grounds for DOL to reclaim all CB125Ts and seek restitution.

H. QUALITY ASSURANCE

H1. Contractor Quality Control

Contractors should provide an internal quality assurance program in the best interest of ensuring Students and Participants get the full benefit of the License Permit/Endorsement Training and/or testing session. Elements of a quality assurance program should include:

a) Establish and maintain policies to ensure License Permit/Endorsement Training and testing complies with all aspects of the Contract, statutes, P&P, and Curriculum design.
b) Establish and maintain on-going quality assurance efforts including methods to improve training quality and testing accuracy.
c) Establish and maintain tracking and reporting system of training and testing crashes/incidents. This should include a record of causal factors, analysis of, and a process to reduce these identified factors.
d) Perform Quality Assurance Activities (QAAs) and share the results of QAA reports with Employees and provide them to WMSP upon request.

H2. Professional Development

a) The Contractor is responsible to ensure Employees are current on all aspects of applicable state laws, state requirements, state standards and the P&P.
b) WMSP supports professional development events (e.g., Contractor Updates and Examiner/Instructor Updates) to ensure Students and Participants receive License Permit/Endorsement Training and Testing consistent with DOL standards. WMSP-sponsored events are scheduled as needed.

I. AUDITS/PERFORMANCE MANAGEMENT

DOL will conduct audits to assess compliance with the Contract and state requirements.

I1. Administrative Elements

Individual administrative elements may vary yearly, but will generally include requirements associated with:

a) Training Course files.
b) Securing all WMSP forms, including tests. Typical visits will be scheduled in advance with a Contractor; however, WMSP reserves the right to conduct unannounced visits.
c) Administrative audits may be conducted on site or remotely.

I2. Employee Elements

The individual Employee elements may vary annually, but will generally include requirements associated with ensuring all Employees meet the standards and requirements outlined in §II of the P&P.

I3. Training and Testing Elements

The individual Training and Testing elements may vary annually, but will generally include requirements associated with:

a) Classrooms
b) Ranges
c) Required equipment
d) Condition of training Motorcycles/Rigs
e) Data security
f) Testing

I4. Audit Fees

The Contractor will bear the cost of audits and inspections. Rates are as follows:

a) $300 first day of review
b) Additional time: $37.50 per hour, not to exceed $300/day

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II. EMPLOYEES

A. EXAMINER/INSTRUCTOR STANDARDS

A1. Standards and Notification

a) The Contractor must only use Examiners/Instructors who meet the standards established in this section for License Permit/Endorsement Training and Testing.

b) The Contractor must provide written notification to WMSP Within seven (7) Business Days of hiring, entering a contract with or dismissing any Examiners/Instructors. Adding or removing access in License eXpress is sufficient notice.

c) The Contractor must notify WMSP within 72 hours if Examiners/Instructors are relieved of duty during a Course or test session due to unprofessional conduct as determined by the Contractor.

A2. WMSP Authorization

a) WMSP will authorize Examiners/Instructors when an application containing the following information is received and approved on a form prescribed by the Department:
   (1) Full legal name (first, middle, last)
   (2) Driver license or state identification card number
   (3) Proof of DOL-approved Curriculum certification (applicable to Instructors only)
   (4) Examiner and Instructor Professional Standards
   (5) Other information as required by DOL.

b) DOL will assign each Examiner/Instructor a unique identification number.

B. EXAMINER/INSTRUCTOR ASSIGNMENTS

a) Contractors choose Examiners/Instructors who provide License Permit/Endorsement Training or testing Services on their behalf.

b) Examiners/Instructors are not obligated to perform License Permit/Endorsement Training or Testing Service on behalf of any specific Contractor.

c) It is the responsibility of Contractors to familiarize all Employees with DOL contractual and policy requirements, Contractor's policies and procedures, and any Site-specific policies.

C. EDUCATIONAL ENVIRONMENT

a) The Contractor is responsible for providing and maintaining training and testing environments in accordance with the Contract, P&P, Examiner and Instructor Professional Standards, and Curriculum requirements.

b) The License Permit/Endorsement Training or Testing environment must comply with all federal and state nondiscrimination laws, regulations, and policies.

D. PRINCIPLES OF PROFESSIONALISM

D1. Professional Conduct

a) Contractors and Employees must avoid any comments or discussions that generalize or stereotype specific Motorcycle brands, dealerships, riding styles, groups, or riders, when conducting professional activities under this P&P.

b) Contractors and Employees must treat all Students and Participants as DOL customers when conducting License Permit/Endorsement Training and Testing Services.

D2. License Permit/Endorsement Training Professional Standards

a) Examiners and Instructors are required to acknowledge, sign, and abide by, performance standards as established by DOL prior to training and testing. See Forms and Resources – Examiner and Instructor Professional Standards.

b) A copy of these standards must be signed and on file with the Contractor for each Examiner and Instructor.

E. STATE REQUIREMENTS

Any circumstance of License Permit/Endorsement Training or Testing that violates state standards and these policies and procedures, will be addressed according to guidelines within the Contract, up to and including termination of the Contract.

E1. Instructor Requirements

Applicants must meet the following requirements:

a) Hold current certification in a Curriculum approved by DOL.
b) Hold current certification in basic first aid.
c) Apply with WMSP on an agency prescribed form.
d) Be trained in DOL administrative and testing procedures.
e) Have a driving record that reflects:
   (1) No more than two (2) moving traffic convictions in the preceding 12 months or more than three (3) in the preceding 24 months for any of the offenses listed in WAC 308-104-160;
   (2) No drug or alcohol-related traffic convictions within the preceding 36 months. If there are two or more drug or alcohol-related traffic convictions in the applicant's driving history, the applicant is eligible after seven (7) years pass from the date of the last conviction. A drug or alcohol-related traffic violation is deemed to have occurred if it resulted in:
      (a) A conviction or finding that a traffic infraction was committed for violation of RCW 46.61.502, 46.61.503, 46.61.504, 46.61.519, 46.61.5195, 46.61.520 (1)(a), 46.61.522 (1)(b), or 46.61.5249, or a substantially similar law, administrative regulation, local law, ordinance, regulation, or resolution of a political subdivision of this state, the federal government, or any other state;
      (b) An administrative action imposed under RCW 46.20.3101;
      (c) An administrative action imposed under RCW 46.25.090 (1)(a), (b), or (e);or
      (d) Entry into a deferred prosecution agreement for an alcohol-dependency based case.
f) Be at least 18 years of age.
g) Possess a current and valid driver license for a minimum of three (3) years.
h) Possess a current and valid motorcycle endorsement for the Curriculum that will be taught by the Instructor.

E2. Conducting License Permit/Endorsement Training

a) All Instructors must conduct the number of Courses within the time allowed as required by RCW 46.81A.020 (3)(c) or as hereafter amended.
b) If an Instructor does not conduct the required number of Courses within the time allowed, the Instructor must not be allowed to act in an official capacity in any License Permit/Endorsement Training or Testing session until the Instructor shadows the number of missing Courses in a non-official capacity (i.e., they must be in there in addition to the assigned Instructor[s]).
c) Notice of shadow courses must be made in writing to WMSP by the Contractor conducting the course.

E3. Examiner Requirements

Applicants must meet the following requirements:

a) Apply with WMSP on an agency prescribed form.
b) Be at least 18 years of age.
c) Possess a current and valid driver license or identification card.
d) Be trained in DOL administrative and testing procedures.

E4. Training and Testing Qualifications

a) Instructors must have active Curriculum certification any time they are involved or participating in License Permit/Endorsement Training or Testing.

b) The Contractor is responsible to ensure that Examiners/Instructors have the required qualifications to independently participate in, or play a role in, any License Permit/Endorsement Training or Testing session.

   (1) All decisions to mentor or otherwise offer additional training to new Examiners/Instructors are the responsibility of the Contractor.

E5. Title VI Nondiscrimination and Civil Rights

a) Contractor must abide by rules established by Title VI federal law.

b) Contractor must display Title VI nondiscrimination posters in a public-facing area at each approved Site, such as Classroom and Range Sites. Should there not be an area to display posters within a public area on Ranges, Instructor must carry a copy of poster on a clipboard.

c) Contractor is responsible for and must establish an internal complaint intake process for nondiscrimination complaints, to be established in writing and communicated to all Employees.

d) Complaint forms must be available and provided to customers upon request.

e) Contractor must maintain a complaint log, which shall be produced to WMSP staff upon request. The log must be maintained along with corresponding investigation files.

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III. TRAINING

A. TRAINING OVERVIEW

A1. Motorcycle Skills Education Courses

a) In accordance with RCW 46.81A.020 (3), Novice and Advanced motorcycle skills education Courses for both two- and three-wheeled motorcycles are available.
b) DOL-approved License Permit/Endorsement Courses are only offered by schools under Contract with DOL.
c) All training/testing data from approved motorcycle skills education Courses must be entered into License eXpress.

A2. Training Registration Form

a) Training registration forms must capture all Course Completion data as required in §I.C.C2.
b) All Students must complete a registration form before, or at the start of, their safety Course.
c) Each Student is required to be positively identified via photo identification. Examiners/Instructors must validate the ID number with the roster and score sheets. Acceptable forms of identification are government issued driver license or identification card, military ID, school identification card, or passport.

B. DISABILITIES AND LIMITATIONS

B1. Accommodation

Student needs in the Classroom and on the Range must be in compliance with federal and state requirements.

B2. Interpreters

Students may be accompanied by an interpreter to assist the Student during training sessions.

B3. Modified Vehicles for Training

a) Students may provide their own Motorcycle/Rig that is specially modified or configured to meet their needs, provided it meets the requirements of §III.F.F2
b) Regardless of the nature of the disability/limitation, all Students are required to safely operate the Motorcycle/Rig in accordance with Curriculum design. If a Student becomes a risk to themselves or others, follow the guidance in §III.I.I1

C. TRAINING COURSE CURRICULA

C1. DOL Approval

a) In accordance with RCW 28A.220.030 (5) and RCW 46.20.120 (6), DOL-approved training and testing is administered to assess an applicant's knowledge of traffic laws and safe motor vehicle operation for the purposes of a motorcycle endorsement or motorcycle instruction permit. Separate and distinct training and examinations are given for two-wheel and three-wheel programs.
b) Washington State requires all License Permit/Endorsement Courses used by Contractors that may waive further testing as provided in RCW 46.20.515 and 46.81A.020 to be approved by DOL

C2. Approved Two-Wheel Curricula

The following curricula are currently approved by DOL for two-wheel training:

a) Motorcycle Safety Foundation (MSF)
   (1) Basic RiderCourse (BRC) v.2013 and (BRC-U) v.2014
   (2) Intermediate Rider Training (IRT)
   (3) Experienced RiderCourse (ERC)
   (4) Basic RiderCourse 2 (BRC2)

(5) Returning Rider BRC (RRBRC)
(6) Advanced RiderCourse (ARC)

b) Harley Davidson Riding Academy New Rider Course (based on MSF's BRC(U))

c) Puget Sound Safety-Motorcycle Education Program (PSS-MEP)
(1) Learn to Ride (LTR)
(2) Returning Rider (RR)
(3) Street Skills 101 (PSS101)
(4) Learn to Ride Refresher (LTRR)

C3. Approved Three-Wheel Curricula:

The following Curricula are currently approved by DOL for three-wheel training:

a) Evergreen Safety Council (ESC) Sidecar/Trike Education Program (S/TEP)
(1) S/TEP Basic
(2) S/TEP Advanced
(3) S/TEP One Day Course

b) Washington Motorcycle Safety Training (WMST) 3W Operator Program (TOP)
(1) TOP Level 1 (TOP 1)

c) SW Motorcycle Safety
(1) SWMS 3W Class

D. CLASS SIZE / LATE STUDENTS

D1. Classroom

a) Classroom size is set by and must follow Curriculum guidelines. Class size is limited to 36 students if the Curriculum does not set a maximum number.

b) Subject to Curriculum standards, Students reporting late to a class session may be admitted and allowed to continue if the only information missed is:
(1) Not of critical importance that could cause undue risk to the Student's ability to safely and successfully complete the Course
(2) Able to be made up during the Course.

D2. Range Training

a) The ratio of Students to Instructors must follow Curriculum guidelines. The Student to Instructor ratio must be no more than 8:1 if the Curriculum does not set a ratio.

b) The maximum number of Students allowed on a Range at any time is subject to Curriculum guidelines. There must be no more than one (1) Student per 2,000 square feet of Range area if the Curriculum does not specify a maximum number.

c) Students reporting late to a Range session must not be admitted and allowed to participate if not present when the Instructor begins to brief or describe the training exercise.

E. TRAINING HELMETS

Contractors must provide a selection of helmets for Student use during License Permit/Endorsement Training. Helmets must be US DOT (FMVSS 218) compliant, within manufacturers' recommended life span, and free of structural damage or mold. Sanitary disposable liners (aka "hair cap," "nurse cap," or "bouffant cap") must be available to the Student when wearing a Contractor's helmet.

F. TRAINING MOTORCYCLES/RIGS

F1. Training Motorcycle/Rig Maintenance

a) Motorcycles provided by the Contractor for use in License Permit/Endorsement Training Courses are required to meet standards established by the Curriculum.

b) Contractors must have an effective periodic maintenance program as recommended by the manufacturer for all training Motorcycles/Rigs provided for Student use.

c) The maintenance and repair program must include, but is not limited to, ensuring all Motorcycles/Rigs are routinely inspected for the following:

(1) Age, depth and condition of tire tread and appropriate tire pressure
(2) Proper function of both brakes and all controls
(3) Handlebar alignment and stability
(4) No sharp-edged components that could pose a safety risk
(5) No fuel, oil, or fluid leaks that could compromise the safety of the rider or others
(6) Identify Motorcycles/Rigs involved in a crash and inspect, repair, and/or replace parts prior to (re)use (e.g., any/all bent or broken items with sharp edges are required to be replaced before continued use in a Course)
(7) A defined process ensuring that safety and/or maintenance concerns are inspected and repaired prior to (re)use in subsequent training
(8) Appropriate mechanical adjustments and tune-up as necessary and/or as recommended by the manufacturer (e.g., engines, levers/controls, cables, chains, tires and wheels, suspension, stands)
(9) Sound structural and suspension integrity of Motorcycle frame, trike kit, and/or sidecar frame and connections.

F2. Student/Participant Personal Motorcycles/Rigs/Scooters

a) Students may provide their own street-legal motorcycle, scooter, sidecar, or trike for novice, intermediate, or advanced License Permit/Endorsement Training, unless restricted by the Curriculum or Contractor policies and procedures.

b) All Student-provided Motorcycles/Rigs used in training must be:

(1) Adequately maintained for safe operation and be properly equipped to meet state motor vehicle registration requirements as required by RCW 46.16A.030.
(2) Currently registered with a valid license plate.
(3) 50cc displacement or larger and be inspected to meet standards listed in §III.F.F1.

F3. Twin-Wheel Vehicle Training

a) Tilting twin-wheeled motorcycles belong in the two-wheel category for License Permit/Endorsement Training Courses and should be administered two-wheel Permit/Endorsement tests.

b) Results from Twin-Wheel License Permit/Endorsement Courses/Tests must be reported to WMSP on a form prescribed by the agency and entered in License eXpress.

G. STUDENT PROTECTIVE GEAR REQUIREMENTS

The following protective gear must be worn any time a Student is on a training Motorcycle or Rig. Students who fail to meet the following minimum protective gear requirements must not be allowed to participate in motorcycle skills training:

a) Sturdy pants or riding gear that fully covers the legs. Denim jeans are acceptable.
b) Durable, long-sleeved shirt or jacket that fully covers the arms.
c) Sturdy, over-the-ankle footwear offering adequate foot and ankle protection. (i.e., canvas high-tops, or slip-on boots with elastic (only) ankle covering are not acceptable).
d) Full-fingered gloves which offer adequate protection for the hands.
e) Eye protection (face shield, goggles, safety glasses, eyeglasses, or sunglasses).
f) Properly fitted US DOT-compliant (49 C.F.R. Sec. 571.218) helmet free of any structural damage.

H. INSTRUCTOR PROTECTIVE GEAR REQUIREMENTS

a) At a minimum, Instructors must wear the following gear whenever sitting on or operating a training Motorcycle on-Range or riding to/from storage areas:

(1) Sturdy pants or riding gear that fully cover the legs. (Denim jeans are acceptable.)

(2) Long-sleeved shirt or jacket that fully covers the arms.
(3) Sturdy, over-the-ankle footwear offering adequate foot and ankle protection. (e.g., canvas high-tops, or slip-on-boots with elastic (only) ankle covering are not acceptable.)
(4) Full-fingered gloves, offering adequate protection for the hands.
(5) Eye protection: face shield, goggles, safety glasses, eyeglasses, or sunglasses.
(6) Properly fitted US DOT-compliant (49 C.F.R. Sec. 571.218) helmet that is free of any structural damage.

b) Instructors are highly encouraged to always wear motorcycle-specific protective riding gear, especially when riding to and from Ranges, Testing Sites, and Classrooms.

I. EARLY DISMISSAL

I1. Excusing Students

a) For Student safety and an effective learning environment, Students should be tactfully dismissed from a Course when they:
(1) Demonstrate they are unable to safely control and operate a Motorcycle/Rig through lack of skill development or fatigue
(2) Do not meet exercise objectives
(3) Are unable to reasonably position the Motorcycle/Rig as instructed
(4) Repeatedly do not respond to coaching or instruction
(5) Intentionally commit unsafe acts
(6) Demonstrate impairment by drugs/alcohol or are observed consuming any drugs/alcohol during or before any Classroom or Range session
(7) Demonstrate any behavior, gesture, language, or innuendo that could be perceived as abusive, bias, harassment, intimidation, threating to another Student or Employees, or disruptive to the Classroom learning environment.

b) Persons enrolling in License Permit/Endorsement Courses must be notified of the possibility that they may be dismissed from the Course and the reasons why, along with the recourse available, through the Contractor policies.

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IV. PERMIT/ENDORSEMENT TESTING

A. ADMINISTRATION

a) The Contractor must only use current DOL-approved Examiners and Instructors, tests, test instructions, and forms in all License Permit/Endorsement Testing sessions.

b) The Contractor must retain original test documents per retention policy as outlined in the Contract and must make them available to WMSP upon request.

c) Contractors must have policies in place and take appropriate steps to prevent loss or compromise of the Knowledge Test(s), answer key(s), and/or scored scoresheets. This includes incidents in which cellphones might be used to capture an image of a test, scoresheet, or answer key.

d) Contractors are responsible to recover any test, answer key or scored scoresheet in the event a Student or Participant leaves the testing premises with any of the aforementioned items.

e) WMSP shall be notified in writing within 24 hours if a Knowledge Test and/or answer key is compromised.

f) The Contractor must immediately suspend an Examiner who fraudulently scores a test or provides fraudulent written results of a score and notify WMSP within 72 hours. See Forms and Resources: *Examiner and Instructor Professional Standards*.

B. GENERAL TESTING OVERVIEW

B1. Testing for Permit/Endorsement

a) In accordance with RCW 28A.220.030(5) and RCW 46.20.120(6), DOL-approved testing will be administered to qualify an applicant's knowledge of traffic laws and safe motor vehicle operation for the purposes of a motorcycle endorsement or motorcycle instruction permit.

b) Separate and distinct examinations are given for two-wheel and three-wheel endorsements and permits.

c) License Permit/Endorsement Knowledge and Skills Testing will be the same for Participants or Students.

d) All test results must be accurately scored.

e) Upon completion of test administration, Examiner/Instructor must:

(1) Inform Students and Participants of their test results

(2) Communicate the three (3) Business Day waiting period before test results are entered into the DOL licensing system

(3) Inform the Student/Participant that they must complete Permit/Endorsement issuance online or at a Licensing Services Office prior to riding on public roadways

(4) Inform the Student/Participant that test/course results are only valid for 180 days

f) Contractor must ensure that all License Permit/Endorsement test results are entered into License eXpress within three (3) Business Days.

B2. Testing Registration Form

a) Student testing registration forms must capture test results as outlined in §I.C.C3.

b) All Participants must complete a registration form before the beginning of the testing session.

c) Registration for Participant testing must capture all the information required to report third party testing completion data as outlined in §I.C.C3.

d) Each Student/Participant is required to be positively identified via photo identification. Examiners/Instructors must validate the ID number with the roster and score sheets. Acceptable forms of identification are government issued driver license or identification card, military ID, school identification card, or passport.

B3. Participant Notification

Contractors must inform Participants of standards and requirements as part of the scheduling/registration process. This includes information about protective gear, photo identification (ID), and vehicle standards.

B4. Participant Protective Gear Requirements

a) Contractors must inform Participants of protective gear standards and requirements as part of the scheduling/registration process. Before testing, if an issue is not immediately resolvable, the test cannot be conducted.

b) Participants are required to wear protective gear as defined by RCW 46.37.530, including:
   (1) A US-DOT compliant helmet as outlined in 49 CFR 571.218
   (2) Eye protection as defined: windshield, goggles, glasses, or a helmet face shield.

B5. Cone Requirements

a) Contractors must place cones as outlined in §VIII to help Students and Participants identify the path of travel and test parameters (e.g., cone weave points, swerve escape boundaries, or curve entry points).

b) Additional cones may be used (e.g., double cones on each side of a "Start T") if they do not interfere with safety or the clarity of the path of travel.

c) Examiners/Instructors conducting the Skills Test may choose the color of cones used; however, cones should be in bright/reflective condition that can be seen at least 60 feet (60') away.

d) Two-wheel tests must use cones less than four inches (4") in height at prescribed locations. Cones greater than four inches (4") in height must not be used during two-wheel testing.

e) Three-wheel tests must use cones greater than four inches (4") in height at prescribed locations.

B6. Vehicle Check

a) Participants may provide a street-legal Motorcycle or Rig for testing. All Motorcycles/Rigs must be adequately maintained for safe operation and be properly equipped to meet state motor vehicle registration requirements as required by RCW 46.16A.030. The Motorcycle/Rig must have a current license plate.

b) Aftermarket pipes louder than original equipment are allowed unless the Site has a noise restriction. Restrictions must be communicated to Participants no later than during the registration process.

c) Basic Two-Wheel and Three-Wheel standards and testing definitions have been established by DOL for testing due to the variety and selection of unconventional vehicles currently available.

B7. Two-Wheel (2W) Motorcycles Suitable for Testing

a) At a minimum, the two-wheel Motorcycle must be inspected to meet standards listed in §III.F2.

b) Motorcycles of single-track design, or cycles with similar handling characteristics, must meet the following defined curricula and testing criteria:
   (1) Motorcycle-based design that complies with all applicable federal on-road standards as outlined in 49 CFR 571.
   (2) Electric or fuel motor that is equivalent to 50cc or more or travels greater than 30 mph.
   (3) Handlebar steering
   (4) Cycle-type controls: throttle, clutch (if equipped), brake lever(s), etc.

c) The following types of vehicles are unsuitable for two-wheel testing:
   (1) Automotive hybrids or automotive-based (extended) conversions.
   (2) Vehicles with front- or rear-mounted engines (does not include scooters with rear-mounted engines).
   (3) Vehicles with enclosed or semi-enclosed riding compartments with automotive seating, safety belts, and/or automotive controls (e.g., steering wheel).
   (4) Drastic departures from standard two-wheel Motorcycle design and/or size (e.g., Motorcycles modified by Tilting Motorcycle Works).
   (5) Motorcycles with a stabilization conversion kit with wheels that may touch the ground at any time.

B8. Twin-Wheel Motorcycles Suitable for Testing

a) Twin-Wheel motorcycles must be taken through the two-wheel License Permit/Endorsement Test.
b) Twin-Wheel motorcycles with contact patches greater than 18.3 inches (18.3") apart along one axle are not suitable for the two-wheel Skills Test, even if the vehicle leans, as it will not fit or be able to maneuver in one or more of the test elements.

B9. Three-Wheel (3W) Motorcycles Suitable for Testing

a) At a minimum, the three-wheel Motorcycle must be inspected to meet standards listed in §III.F2.
b) Motorcycles of a multi-track design must meet the following defined curricula and testing criteria:
   (1) A Motorcycle that requires a three-wheel endorsement.
   (2) Electric or fuel motor equivalent to 50cc or more, and/or travels greater than 30mph.
   (3) Able to fit between the start cue cones of the test (Run #1).
c) The following types of vehicles are unsuitable for three-wheel testing:
   (1) Vehicles incapable of fitting between the start cue cones.
   (2) Drastic departures from standard three-wheel Motorcycle design and/or size (e.g., converted VW Beetle).

B10. Retests

a) The Contractor is solely responsible for defining Retest policies, costs, and procedures for Students and Participants. Scheduling, criteria, and cost must be defined within Contractor policies and available to customers upon request.
b) A Student or Participant must successfully complete all components of a knowledge or skills Retest in one session to Pass.
c) There is no waiting period required by DOL before a Student or Participant may Retest. The Contractor may develop individual Retest policies.

C. PERMIT/ENDORSEMENT ISSUANCE

C1. Issuance Process

a) A Student or Participant must complete Permit/Endorsement issuance via DOL online services, or visit a Licensing Services Office no earlier than three (3) Business Days after successful completion of the course or test.
b) Schools must complete the Twin-Wheel Motorcycle Exam Form and submit to motorcycle@dol.wa.gov for all Participants who successfully complete two-wheel Skills Testing on a Twin-Wheel motorcycle.

C2. Course/Test Result Expiration

a) Course completion results are valid for 180 days from the date of Course completion.
b) Successful knowledge and Skills Test results are valid for 180 days from the date that the test was taken.

D. DISABILITIES AND LIMITATIONS

D1. Accommodation

Student and Participant needs during the testing session must be met in compliance with federal and state requirements as they pertain to accommodation.

D2. Interpreters

a) Students and Participants may be accompanied by an interpreter to assist during testing sessions.
b) A Student or Participant will be immediately disqualified from the test (Fail) if there is any indication the interpreter is providing answers or steering the test taker to a particular answer.

D3. Verbal Knowledge Tests

Examiners/Instructors may administer the Knowledge Test by reading questions and answers for Students or Participants who have trouble reading or communicating due to literacy, dyslexia, or other reasons.

D4. Modified Vehicles

a) Participants may provide their own Motorcycle/Rig for testing, which may be modified or configured to meet their needs subject to the vehicle meeting the requirements of §III.F2.

b) Participants are required to safely operate their Motorcycle/Rig in accordance with test design, regardless of the nature of the disability/limitation. The Skills Test must be immediately terminated if a Participant becomes a risk to themselves or others.

E. APPROVED LICENSE PERMIT/ENDORSEMENT TESTS

The following Knowledge and Skills Tests are the only tests authorized for use in Washington State for the purpose of obtaining a permit or endorsement. Note the version number of each test to ensure the correct version is being administered.

E1. Two-Wheel Tests

a) DOL 2W License Permit Knowledge Test v. 2021
b) DOL 2W License Permit Skills Test v. 2022
c) DOL 2W License Endorsement Knowledge Test v. 2021
d) DOL 2W License Endorsement Skills Test v. 2022

E2. Three-Wheel Tests

a) DOL 3W License Permit or Endorsement Knowledge Test v. 2016
b) DOL 3W License Endorsement Skills Test v. 2022

F. KNOWLEDGE TESTING ADMINISTRATION

F1. Knowledge Testing Protocol

a) Only Examiners/Instructors and DOL staff approved by WMSP may administer a Knowledge Test.
b) All Examiners/Instructors must facilitate Knowledge Tests as follows:
   (1) Ensure document integrity and security by limiting access to all tests, test forms, and test answer sheets.
   (2) Every testing session must have the available foreign language versions of all Knowledge Tests available. The Examiner/Instructor must announce that knowledge tests are available in languages other than English and provide them to Students and Participants upon request.
   (3) Ensure Students and Participants do not view the test prior to taking it.
   (4) Ensure Students and Participants are seated and positioned as to limit view of other's answers.
   (5) Ensure Students and Participants have different test versions than the person next to them when possible.
   (6) Ensure all books, notes or study materials, phones, cameras, book bags, purses, etc. are secured or removed from the testing area.
c) Ensure Students and Participants are closely monitored by the Examiner or Instructor during testing.
d) Ensure interpreters are observed and they are not giving, suggesting, or hinting at answers.
e) Ensure test results are scored and documented accurately in accordance with the P&P and Contractor protocols.
f) Students and Participants must be informed of their test results.
g) Examiner/Instructor may debrief results and must discuss license permit/endorsement requirements for Students and Participants who successfully Pass the Knowledge Test. This may include reviewing incorrect answers.
h) Examiner/Instructor must not review incorrect answers with Students or Participants who Fail the test.
   (1) Examiners/Instructors must not identify the question to which the Student or Participant gave an incorrect answer.

(2) Students and Participants who fail the test may be pointed to sections of the Curriculum or DOL Motorcycle Operator Manual where further study may be of benefit.

i) Examiner/Instructor will collect and account for all tests, answer sheets and score sheets when finished.

j) Immediately notify Contractor in the event any of the test integrity standards, Examiner and Instructor Professional Standards, or testing protocols are violated.

F2. Knowledge Test Scoring

a) The Two-wheel Permit Knowledge Test contains 50 questions.

b) The Two-wheel Endorsement Knowledge Test contains 25 questions.

c) The Three-wheel Knowledge Tests contains 25 questions.

d) The answer keys will be provided to Contractors by contacting the WMSP office.

e) Passing score for the 2W permit and 3W Knowledge Test requires a minimum score of 80%.

f) Passing score for the 2W endorsement Knowledge Test requires a minimum score of 68%.

g) Each Two-wheel Permit question is worth two (2) points; therefore, Students and Participants may get no more than ten (10) incorrect answers to successfully Pass.

h) Each Three-wheel question is worth four (4) points; therefore, Students and Participants may get no more than five (5) incorrect answers to successfully Pass.

i) Each Two-wheel endorsement question is worth four (4) points; therefore, Students and Participants may get no more than eight (8) incorrect to successfully Pass.

j) Each test version has separate and distinct answer keys.

F3. Knowledge Test Scoring Matrix

2W Permit Knowledge Test Scoring Matrix	PASS											FAIL																																							
# of Incorrect Answers	0	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	32	33	34	35	36	37	38	39	40	41	42	43	44	45	46	47	48	49	50
Score	100	98	96	94	92	90	88	86	84	82	80	78	76	74	72	70	68	66	64	62	60	58	56	54	52	50	48	46	44	42	40	38	36	34	32	30	28	26	24	22	20	18	16	14	12	10	8	6	4	2	0
# of Correct Answers	50	49	48	47	46	45	44	43	42	41	40	39	38	37	36	35	34	33	32	31	30	29	28	27	26	25	24	23	22	21	20	19	18	17	16	15	14	13	12	11	10	9	8	7	6	5	4	3	2	1	0
Score	100	98	96	94	92	90	88	86	84	82	80	78	76	74	72	70	68	66	64	62	60	58	56	54	52	50	48	46	44	42	40	38	36	34	32	30	28	26	24	22	20	18	16	14	12	10	8	6	4	2	0

2W Endorsement Knowledge Test Scoring Matrix	PASS									FAIL																
# of Incorrect Answers	0	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25
Score	100	96	92	88	84	80	76	72	68	64	60	56	52	48	44	40	36	32	28	24	20	16	12	8	4	0
# of Correct Answers	25	24	23	22	21	20	19	18	17	16	15	14	13	12	11	10	9	8	7	6	5	4	3	2	1	0
Score	100	96	92	88	84	80	76	72	68	64	60	56	52	48	44	40	36	32	28	24	20	16	12	8	4	0

3W Endorsement Knowledge Test Scoring Matrix	PASS						FAIL																			
# of Incorrect Answers	0	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25
Score	100	96	92	88	84	80	76	72	68	64	60	56	52	48	44	40	36	32	28	24	20	16	12	8	4	0
# of Correct Answers	25	24	23	22	21	20	19	18	17	16	15	14	13	12	11	10	9	8	7	6	5	4	3	2	1	0
Score	100	96	92	88	84	80	76	72	68	64	60	56	52	48	44	40	36	32	28	24	20	16	12	8	4	0

Figure 1

G. SKILLS TESTING ADMINISTRATION

G1. Skills Test Administration

a) Only Instructors and DOL staff approved by WMSP may administer a Skills Test.

b) Instructors must read pre-test Instructions, name of each run, and Skills Test Instructions as written. Instructions for each run of the Skills Test do not include content regarding scoring.

c) Instructors should point out the run's key elements on the diagram while showing the diagram for each run (e.g., Start T, weave cones, stop box, cue cones, corner, etc.).

d) Instructors must not coach technique while reading test instructions, showing run diagrams, or answering Student or Participant questions.

e) If two (2) or more Instructors observe a Skills Test in an official capacity, they must agree prior to exercising discretion on optional elements of the test. Example: whether the Student or Participant failed to understand the directions prior to allowing a re-run.

(1) When Instructors are not in agreement, discretion is not permitted, and the option is no longer available.

f) If two (2) or more Instructors are observing a Skills Test in an official capacity, they must agree that the Student or Participant scored a performance violation.
   (1) When Instructors are not in agreement, a performance violation will not be scored.
g) Instructors may invite Students/Participants to walk the path of travel on each run after instructions are read to ensure they understand the instructions and path of travel; however, the Instructor(s) will not accompany them.
h) The Skills Tests are comprised of multiple runs designed to evaluate a Student/Participant's ability to safely operate and control a Motorcycle on specific paths of travel.
i) Each run is tested individually; all Students or Participants will test on a run before going to the next run.
j) Each run of the 2W Permit and 3W Skills Tests has a pre-determined number of points assigned to each element of the test. For each element of the test, regardless of total rider faults, there is a maximum
   number of points that can be scored ("maximum points").
k) The 2W Endorsement Skills Test runs are Pass/Fail only. There are no point deductions.
l) A Student/Participant's Skills Test must be terminated once they have accumulated too many points to successfully Pass the test or have failed the first run of the 2W Endorsement Skills Test.
m) Instructors must read instructions and show the diagram for each individual run prior to the Students or Participants testing. Instructors should point to key elements in each run, both on the pavement and on the instruction diagram, while reading the instructions for that run (e.g. – "Start T," weave cones, stop box, cue cones, and corner).
n) Instructors must give Students or Participants an opportunity to ask questions about the run before testing.
o) Prior to testing each run, Instructors should get an acknowledgement from each Student or Participant that the person understands the instructions for the run.
p) A re-run is permissible if it is apparent that a Student/Participant did not understand directions of an individual test element. A third run is not allowed.
q) An Interpreter must relocate and not be able to coach or assist a Student/Participant who is taking the test if [interpreter is] present while the Instructor reads Skills Test instructions or answers associated questions.
r) Students or Participants must begin the run with their front tire in the center of the "Start T" on runs that begin with a "Start T".
s) 2W Permit Skills Test Run #5: cones or painted lines may be used for timing marks in the straightaway.
t) A Student or Participant will be given the benefit of the doubt when it is uncertain whether a performance violation occurred (e.g., crossing a line, hitting or skipping a cone, foot down, etc.). Instructors will only score clear and unquestionable performance violations.

G2. Skills Test Modification

Skills Tests should be administered in the order specified by the instructions in this section. In the event of adverse site conditions, runs within a given level of the Permit Skills Test may be adjusted to accommodate unique circumstances. However, Level 2 of the 2W Permit Skills Test cannot be administered until the completion of Level 1.

a) The path of travel in any run may be adjusted in unique situations. Example – Permit 2W run #5 may be run counter-clockwise. Such adjustments are permissible if:
   (1) The adjustment was considered during WMSP approval process, or
   (2) A safety issue is identified with Contractor or Employees prior to testing.

H. SKILLS TEST SCORING DEFINITIONS

H1. Dropping/Crashing

a) Scored from the time the pre-test instructions are read until a Student or Participant has completed all test runs and has parked and dismounted as directed.
b) If a drop or crash occurs at any moment during the testing session (e.g., attempting to reposition the Motorcycle between runs), it is scored, and the rider's test is terminated.
c) The crash or drop has no specific score value. The test is scored by adding the accumulated points at the time the crash occurs (e.g., if no points have been accumulated, the score is zero). The test result is a Fail, and the test is terminated.

H2. Stalling

a) Scored from the time the Student or Participant is signaled to start a run until they come to a complete stop, completing the elements of that run.
b) Permit Level Scored as follows:
   (1) 1 stall = 1 point
   (2) 2 stalls = 3 points
   (3) 3 stalls = 5 points
   (4) 4 stalls = test termination
c) Example: 1 stall =1 total "stall" point; if second stall occurs, total "stall" points for both stalls = 3).
d) Endorsement Level Scored as follows (Stalls are per-run, not cumulative like 2W Permit test):
   (1) 1 stall = re-run
   (2) 2 stalls = Fail

H3. Foot Down

a) **Once:** Student or Participant puts a foot down once, or even multiple times, before regaining control of the motorcycle.
b) **Two or more:** Student or Participant puts both feet down at the same time; or puts a foot down, regains control of the motorcycle, and then puts a foot down again.

H4. Touching a Line

Occurs when contact patch of the tire touches a painted boundary line and no unpainted pavement is visible between the paint and the tire.

H5. Crossing a Line

a) **2W:** Scored when a tire has completely crossed a boundary line or cone and unpainted pavement is visible between the boundary line or cone and the contact patch of the tire.
b) **3W:** Scored when any tire has completely covered or crossed a boundary line.
c) **One cross:** scored if a single boundary line is crossed or crossed and then re-crossed.
d) **Two or more crosses:** scored if multiple boundary lines are crossed.

H6. Timing

a) **2W:** In a timing zone, the reference point on the Motorcycle used to begin timing must be the same reference point used to end timing.
b) **3W (Run #1):** timing starts when the Rig begins to move forward from Start T and ends when the rear of the Rig passes the last weave cone.
c) **3W (Runs #2-4):** the reference point on the Rig used to begin timing must be the same reference point used to end timing.

H7. Unsafe Act

a) If at any time a Student or Participant demonstrates abusive or threatening language or behavior to fellow Participants, Students and/or Employees conducting the test.
b) If a Student or Participant demonstrates an inability to perform testing requirements in a safe controlled manner. Typically seen as intentional, or unintentional out-of-control "wheelies," "stoppies," or "flying a wheel."

H8. Failure to Follow Instructions

Failure to follow instructions is scored at any time during test when Student or Participant:

a) Fails to follow or comply with run instructions after two (2) attempts of explanation.
b) Disregards component objectives, such as riding past all weave cones; walking up to the normal stop; walking the U-Turn.

H9. Position

a) Refers to the final location of a stopped Motorcycle/Rig.
b) Run #1 (2W and 3W): position is scored if the tire's contact patch is outside the stop box or touching any of the stop box boundary lines.
c) Run #4 (2W): position is scored using the leading edge of the front tire's location and the stop distance lines. If the leading edge is at any point past a distance line, the next greater distance line is used for measurement.
d) Run #4 (3W): position is scored using the forward-most part of the vehicle. If the forward-most part of the vehicle is at any point past a distance line, the next greater distance line is used for measurement.

I. EARLY SKILLS TEST TERMINATION

a) The test must be stopped immediately if Instructors are concerned for Student/Participant safety at any point.
b) A Student or Participant may terminate their own Skills Test at any time.
c) A Student or Participant test must also be terminated if:
   (1) The engine is stalled four (4) times throughout the entire 2W Permit or 3W testing session,
   (2) The engine is stalled two (2) times in a single run of the 2W endorsement Skills Test,
   (3) The Motorcycle is dropped or crashed at any time during the test,
   (4) The Student/Participant fails to follow instructions, or
   (5) The Student/Participant commits an unsafe act at any time during the test,
   (6) The first run of the 2W Endorsement Skills Test is failed.
d) If in the Instructor's judgment, and after issuing a warning, an excessive amount of time is required for the Student or Participant to continue the test.
e) The Student/Participant must be removed once too many points have accumulated to successfully Pass the test.

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V. APPENDIX A: DEFINITIONS

1. **A-19:** State of Washington Invoice Voucher used by the Contractor to receive Subsidy payment. See Subsidy Policies and Procedures for more information.
2. **Advanced:** A DOL-approved motorcycle safety course that teaches specific techniques meant to update or build upon a rider's 2- or 3-wheel skills. Advanced courses are not designed to teach any aspect of basic motorcycle handling techniques.
3. **Business Days:** Standard business days and hours for the Department of Licensing are Monday through Friday 8:00 a.m. to 5:00 p.m. Weekends and Washington State holidays are not included when counting the number of business days or hours.
4. **Classroom**: An indoor space where Instructors introduce Curriculum materials to Students.
5. **Conflict of Interest:** Administering tests to, reporting tests/training results of, and/or requesting subsidy reimbursement for family members, personal friends, Employees, or sub-contractors (e.g., Instructors, Examiners, or office staff) which violates the individual's rights to confidentiality.
6. **Contract**: The document executed by the Contractor and Department of Licensing that permits the Contractor to operate a training and testing facility for the purpose of enabling customers to obtain a motorcycle endorsement on a driver license.
7. **Contractor:** Agency, firm, provider, organization, individual or other entity performing Services under contract with the State of Washington.
8. **Course:** License Permit/Endorsement Training.
9. **Course Completion Card:** Cards awarded to Students who successfully complete an approved motorcycle safety License Permit/Endorsement Course. The card is valid for 180 days.
10. **Crash/Drop:** A Motorcycle/Rig contacting the ground, another vehicle, person, or object.
11. **Curriculum or Curricula:** License Permit/Endorsement Training.
12. **DOL/Department:** Washington State Department of Licensing.
13. **Employee:** An individual in the employment of the Contractor who is performing all or part of the Services under the Contract.
14. **Examiner:** A DOL-approved individual who administers License Permit/Endorsement Tests on behalf of a Contractor.
15. **Fail:** When a Student or Participant does not Pass the knowledge or skills License Permit/Endorsement tests.
16. **Incomplete:** When a Student does not complete the License Permit/Endorsement Course (e.g., by withdrawing from the class after it started, is counseled out by the Instructors, or otherwise does not complete the Classroom, Range, and testing components.)
17. **Instructor:** An individual approved to teach DOL-approved Curricula and administer License Permit/Endorsement Tests on behalf of the Contractor.
18. **Intermediate:** A DOL-approved motorcycle safety Course that is designed to teach riders who are proficient in basic motorcycle controls and operation. Intermediate Courses are not designed to teach any aspect of basic motorcycle controls.
19. **Knowledge Test**: The written DOL License Permit/Endorsement Tests.
20. **Knowledge Examiner:** A DOL-approved individual who administers License Permit/Endorsement Knowledge Tests on behalf of a Contractor.
21. **Knowledge Test Site:** Location where License Permit/Endorsement Tests are given. May or may not be a training Classroom.
22. **License Permit/Endorsement Test:** The DOL knowledge and riding Skills Tests that qualify a rider to add an instruction permit or endorsement to their driver license. License Permit/Endorsement Testing may be conducted independently from training (aka Third-Party Testing). Separate and distinct endorsement tests are required for two- and three-wheel vehicle operation.

23. **License Permit/Endorsement Training:** An approved motorcycle skills training Course per RCW 46.81A.020, which may include License Permit or Endorsement Testing as a component of the Course.
24. **Motorcycle**: As defined in RCW 46.04.330.
25. **No-Show:** A registered Student who does not report for the first session of class.
26. **Novice**: A DOL-approved motorcycle safety Course that is designed for riders who have little to no experience riding/operating a 2- or 3-wheel motorcycle.
27. **Participant**: An individual taking a Third Party License Permit/Endorsement Test who is not a Student.
28. **Personal Information:** Information identifiable to any person, including, but not limited to, information that relates to a person's name, health, finances, education, business, use or receipt of governmental services or other activities, addresses, telephone numbers, social security numbers, driver license numbers, other identifying numbers or Protected Health Information, any financial identifiers, and other information that may be exempt from disclosure to the public or other unauthorized persons under either RCW 42.17.310 or other state and federal statutes.
29. **Pass:** When a Student or Participant successfully completes the knowledge or skills License Permit/Endorsement Tests.
30. **Range:** A DOL-approved area where two- and/or three-wheel skills training or testing is conducted.
31. **Retest:** A Knowledge or Skills Test given after the Student/Participant failed in a previous attempt.
32. **RCW:** Revised Code of Washington.
33. **Rig**: Commonly used term to mean a sidecar or trike (three-wheeled motorcycle).
34. **Services:** Motorcycle License Permit/Endorsement training and testing of Students and Participants.
35. **Shadow:** Work as an Instructor in a non-official capacity.
36. **Skills Test:** DOL License Permit/Endorsement Test emphasizing the skills and maneuvers necessary to safely operate a motorcycle, sidecar, or trike.
37. **Skills Examiner**: A DOL-approved individual who administers License Permit/Endorsement Training and Testing to Students and Participants.
38. **Skills Test Site**: A DOL-approved site where License Permit/Endorsement Skills Tests are administered. May or may not be a Range.
39. **Student**: An individual enrolled in DOL-approved License Permit/Endorsement Training.
40. **Subcontractor**: an individual not employed by the Contractor, who is performing all or part of the Services in this Contract under a separate contract with the Contractor.
41. **Subsidized Training**: any DOL-approved motorcycle safety License Permit/Endorsement Training which is offered at a reduced rate to Washington State residents, or active-duty military personnel and their dependents who are stationed in Washington State.
42. **Subsidy Funding** or **Funding:** funding made available in conjunction with Washington State's biennial budget cycle and is used to provide training opportunities at a reduced rate for Students who are Washington residents, or active-duty military personnel and their dependents who are stationed in Washington State.
43. **Subsidy Rate:** the amount of Subsidy Funding paid to the Contractor for each Student receiving Subsidized Training.
44. **Testing Site:** A DOL-approved site, Range, Classroom, or other location at which Permit/Endorsement Tests are conducted.
45. **Third Party Testing:** License Permit/Endorsement Testing performed separately and independently of License Permit/Endorsement Training.
46. **Three-Wheel:** a multi-track motorized vehicle designed to travel with not more than three wheels in contact with the ground, with an engine larger than fifty cubic centimeters (50cc), and/or is capable of propelling the device faster than thirty (30) miles per hour on level ground.
47. **Training Motorcycle:** A Motorcycle provided by a Contractor to a Student for use during training.
48. **Training Rig:** A sidecar or trike provided by a Contractor to a Student for use during training.

49. **Training Site:** A DOL-approved site, either Classroom and/or Range, where motorcycle safety training is provided.
50. **Twin–Wheel**: A three-wheeled motorcycle, with the front two wheels no more than 18.3 inches (18.3”) apart along one axle and has single-track handling characteristics like a two- wheeled Motorcycle (e.g., Piaggio MP3).
51. **Two-Wheel:** a single-track motorized vehicle designed to travel with two wheels in contact with the ground, with an engine larger than fifty cubic centimeters (50cc), and/or is capable of propelling the device faster than thirty (30) miles per hour on level ground.
52. **U.S. Standard Measuring Tape:** Has markings that measure down to 1/16 inch.
53. **WAC:** the Washington Administrative Code. All references in this document to WAC chapters or sections shall include any successor, amended, or replacement statutes.
54. **Washington Motorcycle Safety Program or WMSP:** Washington State Department of Licensing Motorcycle Safety Program established by chapter 46.81A RCW.

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VI. APPENDIX B: CURRICULUM STANDARDS - NOVICE COURSES

A. 2W Novice Courses

A1. 2W Course Framework

a) Washington requires that all License Permit/Endorsement motorcycle skills education Courses used by Contractors be approved by DOL to meet the following training environment and Curriculum standards:
b) Approved training must be conducted to Curricula design, scope, and standards. Training Courses must cover all areas and topics as approved by DOL.
c) Novice or basic Courses are designed to provide training for Students new to riding and must be at least eight (8) hours in length.
d) Must be taught by a DOL-approved Instructor. Courses taught outside of Washington State or on a military installation must be taught by an instructor certified in that Curriculum.
e) Must contain the current version of the 2-wheel Permit Knowledge and Skills Tests. Courses taught outside of Washington State or on a military installation must contain similar DOL-approved tests.
f) Web-based training is permitted if:
   (1) The Classroom portion is predominantly Instructor led during a videoconference.
   (2) Curriculum material is presented as approved by the Department.
   (3) It is not exclusively self-led (e.g., Idaho STAR or Team Oregon e-Rider courses).
   (4) All tests are administered in person.

A2. Educational Environment

a) The Contractor must always maintain a class environment in accordance with state law, rule, requirements of the Contract, Examiner and Instructor Professional Standards, P&P, and Curriculum design.
b) The training environment shall be free of any behavior, gesture, language, or innuendo that is abusive, bias, harassment, intimidation, or a threat.

A3. Core Curriculum Objectives

a) To provide motorcycle safety education training emphasizing:
   (1) Awareness of personal protective gear design and benefits of use.
   (2) The importance of visibility and conspicuity.
   (3) Realization of risk, risk assessment, and methods to reduce risk.
   (4) Understanding of riding responsibly by being aware of consequence(s) and choice(s).
b) To provide low-threat/high-challenge rider education.
c) To emphasize responsible decision-making and the risks inherent in riding a motorcycle.
d) To advance public safety through improved motorcycle permit and endorsement testing.

A4. Core Competencies

a) Motorcycle Pre-Ride Tasks
b) The Student understands the procedures for getting ready to ride a motorcycle, the risks associated with operating a motorcycle, and the importance and function of proper personal protective equipment.
c) The Student can identify basic state laws regarding the operation of a Motorcycle and use of protective equipment.
   (1) Basic laws, to include, but are not limited to:
      (a) RCW 46.20.500: To operate a Motorcycle on Washington State roadways, the rider must possess the required motorcycle endorsement on their license.
      (b) RCW 46.20.515: Separate and distinct examinations are required for two-wheel and three-wheel endorsements.

(c) RCW 46.37.530:

(i) To operate a Motorcycle on public roadways, riders must wear a helmet that is certified by the manufacturer as meeting standards prescribed by 49 C.F.R. 571

(ii)To operate a Motorcycle on-street, riders must have eye protection, as defined as a windshield, glasses, goggles, or face shield.

(iii) Passengers must be at least five (5) years old.

(d) RCW 46.29.490: Financial Responsibility requires vehicle operator/owners involved in an accident be required (via RCW 46.29.070) to post a security deposit, or (via RCW 46.29.490) provide motor vehicle liability or insurance policy.

d) The Student can identify risks involved in choosing to ride Motorcycles.
   (1) Recognizes the unique risks of riding a Motorcycle.
   (2) Understands the effects of mental and physical choices in the management of risks.

e) The Student can identify characteristics of personal protective equipment.
   (1) Acknowledges basic gear function, the importance of conspicuity, the benefits of wearing, and the consequences of not wearing protective gear.
   (2) Understands the choices and consequences of helmet style, fit, certification compliance, and service life.
   (3) Recognizes the benefits of wearing bright reflective clothing.
   (4) Identifies minimum legal state equipment requirements as they pertain to personal protective gear.

f) The Student can identify basic motorcycle maintenance requirements.
   (1) Recognizes the advantages of routine maintenance (e.g., chain, brakes, lights, and tire pressure).
   (2) Recognizes the advantages of preventative maintenance (e.g., oil changes, tire tread, and brake pads).
   (3) Identifies elements of an effective pre-ride check.

A5. Basic Vehicle Control Skills

a) The Student understands the motorcycle controls and information displays.
b) The Student identifies the location, function, and proper use of the motorcycle controls.
c) The Student demonstrates appropriate techniques for mounting, starting, shutting down, dismounting, and securing a 2W motorcycle.
d) The Student demonstrates clutch and throttle control.
   (1) Demonstrates use of friction zone smoothly and effectively.
   (2) Demonstrates use of throttle smoothly in coordination with clutch use.
e) The Student demonstrates ability to ride in a straight line.
   (1) Demonstrates the ability to achieve and maintain balance of a moving motorcycle.
   (2) Recognizes the effects of proper posture and head/eye directional control.
f) The Student demonstrates the ability to slow and stop with control.
   (1) Demonstrates the ability to slow and stop, without stalling, at a designated point, using both front and rear brakes.
   (2) Demonstrates the ability to position the Motorcycle as instructed.
g) The Student demonstrates the ability to turn and corner with control.
   (1) Sets appropriate entry speed prior to curve, based upon conditions and radius of corner.
   (2) Exhibits proper head and eye position, initiation of lean using countersteering, and smooth throttle use.
h) The Student demonstrates the ability to shift smoothly.
   (1) Applies motorcycle shift pattern to upshift and downshift.
   (2) Shifts to match gears to speed.
i) The Student demonstrates the ability to slow and stop in a curve.
   (1) Exhibits control by keeping head and eyes up while applying both brakes.
   (2) Exhibits control by straightening the Motorcycle and squaring handlebars before stopping.

j) The Student demonstrates the ability to turn from a stop.
   (1) Turns the handlebars and leans Motorcycle in the direction of the turn.
   (2) Demonstrates use of clutch and throttle coordination to smoothly start out while controlling path of travel.
k) The Student demonstrates the ability to maneuver at slow speeds.
   (1) Coordinates clutch, throttle, and balance while controlling path of travel.
   (2) Understands the effects of counterweighting on balance and low speed control.

A6. Street Strategies

a) The Student can identify common hazards associated with street riding.
   (1) Recognizes consequences of road surface hazards, environmental conditions, and other road users.
   (2) Understands why other vehicle operators may not see motorcyclists.
   (3) Understands why motorcyclists are more vulnerable to death and injury than other vehicle operators.
b) The Student identifies proactive choices, strategies, and techniques of active visual scanning to evaluate and recognize hazards to the front, sides, and rear.
c) The Student understands strategies to avoid and respond to hazards.
   (1) Identifies how the choice of road position can affect risk and hazard avoidance.
   (2) Identifies how the choice of speed can affect risk and hazard avoidance.
   (3) Identifies how communication can affect risk and hazard avoidance.
   (4) Recognizes ways to increase visibility and conspicuity.

A7. Roadway Management Skills

a) The Student demonstrates the ability to perform quick/emergency stops.
   (1) Understands when a quick stop may be most appropriate for hazard avoidance.
   (2) Applies maximum pressure to front and rear brakes simultaneously, without locking either wheel, while maintaining control and balance.
   (3) Recognizes recovery techniques in the case of a front or rear tire skid.
   (4) Understands positive and negative aspects of electronic control interventions (e.g. - ABS).
b) The Student demonstrates cornering technique.
   (1) Understands the importance of keeping head and eyes up while looking through the curve.
   (2) Identifies the relationship of lane position and path of travel for safe cornering.
   (3) Identifies effective strategies for setting entry speed prior to corner.
   (4) Identifies choices to correct speed/position within corner.
c) The Student understands techniques for stopping quickly in a curve.
   (1) Identifies the relationship between traction needed for cornering and traction needed for braking.
   (2) Understands techniques for safely managing traction and braking during a stop.
   (3) Recognizes importance of squaring handlebars before stopping.
d) The Student understands the technique to swerve to avoid a collision.
   (1) Identifies when a swerve may be most appropriate for hazard avoidance.
   (2) Demonstrates countersteering technique to execute a swerve.
   (3) Understands the importance of separating braking from swerving.
e) The Student understands the technique for lane changes and/or passing other vehicles.
   (1) Understands the importance of proper signal use.
   (2) Demonstrates the ability to perform a blind spot check while maintaining control and current path of travel.
f) The Student identifies surface hazards and roadway conditions that reduce traction.
   (1) Understands how hazards may destabilize a Motorcycle and/or cause a loss of traction (e.g., railroad crossings, potholes, speed bumps, construction grooves).
   (2) Understands strategies to be used for identification of traction/stability hazards.
   (3) Recognizes choices to help manage effects of surface hazards and/or conditions of reduced traction.

g) The Student identifies techniques for riding at night.
   (1) Understands the risks of decreased visibility and conspicuity.
   (2) Recognizes choices to help manage the effects of riding at night.
h) The Student identifies techniques for riding in inclement weather.
   (1) Understands effects of inclement weather on traction, visibility, and conspicuity.
   (2) Understands effects of weather on physical and mental performance (e.g., hypothermia)
   (3) Identifies strategies for minimizing risks during inclement weather.

A8. Passengers, Cargo, and Group Riding

a) The Student understands the risks and benefits of riding in a group.
   (1) Identifies the benefits and limitations of various riding formations, and where each may/or may not be appropriate (i.e., single file, staggered, side-by-side).
   (2) Identifies the importance of avoiding target fixation, engaging in active visual scanning, and maintaining a proper space cushion while riding in a group.
   (3) Understands how self-awareness of behavior, peer pressure, and skill level when riding in a group can reduce risk.
b) The Student understands strategies and techniques for carrying passengers and/or cargo.
   (1) Understands the effects of exceeding the maximum weight capacity of a motorcycle.
   (2) Identifies safe and effective passenger techniques of mounting, riding, and dismounting.
   (3) Recognizes the effects caused by carrying a passenger and/or cargo and what adjustments to the Motorcycle might be necessary.

A9. Factors Adversely Affecting Rider Performance

a) The Student recognizes the elevated risks of impairment (e.g., alcohol and/or drugs) on a rider.
   (1) Identifies why increased crash risk is associated with riding while impaired.
b) The Student understands the legal, social, personal, and economic consequences of impaired riding.
   (1) Identifies the consequences of an impaired riding arrest.
   (2) Demonstrates understanding of the advantages of separating the use of alcohol and other drugs from operating a motorcycle.
   (3) Identifies time as the primary factor for removing alcohol from the rider's system.
c) The Student understands and avoids factors that adversely affect rider performance.
   (1) Identifies factors that contribute to distraction and/or inattention. (e.g., communication and navigation devices, passengers, peer pressure, and over-confidence).
   (2) Identifies other factors which may affect rider performance (e.g., emotion, road rage, fatigue, illness, or over-the-counter medications).
   (3) Demonstrates understanding the benefits of reducing factors that adversely affect rider performance.

B. 3W NOVICE COURSES

B1. 3W Course Framework

a) Washington requires that all License Permit/Endorsement motorcycle skills education Courses used by Contractors be approved by DOL to meet the following training environment and Curriculum standards:
b) Approved training must be conducted to curricula design, scope, and standards. Training courses must cover all areas and topics as approved by DOL.
c) Novice or basic courses are designed to provide training for Students new to riding and must be at least eight (8) hours in length.
d) Must be taught by a DOL-approved Instructor. Courses taught outside of Washington State or on a military installation must be taught by an instructor certified in that Curriculum.
e) Must contain the current version of the 3-wheel Permit Knowledge and endorsement Skills Tests. Courses taught outside of Washington State or on a military installation must contain similar DOL-approved tests.

f) Web-based training is permitted if:
   (1) The Classroom portion is predominantly Instructor led during a videoconference.
   (2) Curriculum material is presented as approved by the Department.
   (3) It is not exclusively self-led (e.g., Idaho STAR or Team Oregon e-Rider courses).
   (4) All tests are administered in person.

B2. Educational Environment

a) The Contractor must always maintain a class environment in accordance with state law, regulations, and requirements of the Contract, Examiner and Instructor Professional Standards, P&P, and Curriculum design.
b) The training environment shall be free of any behavior, gesture, language, or innuendo that is abusive, bias, harassment, intimidation, or a threat.

B3. Core Curriculum Objectives

a) To provide motorcycle safety education programs emphasizing:
   (1) Awareness of personal protective gear design and benefits of use.
   (2) The importance of visibility and conspicuity.
   (3) Realization of risk, risk assessment, and methods to reduce risk.
   (4) Understanding of riding responsibly by being aware of consequence(s) and choice(s).
b) To provide learner-centered, positive, engaging, low-threat/high-challenge rider education.
c) To emphasize responsible decision making and the risks inherent in riding a 3-wheel motorcycle
d) To advance public safety through improved motorcycle permit and endorsement testing.

B4. Core Competencies

a) Motorcycle Pre-Ride Tasks
b) The Student understands the procedures for preparing to ride a motorcycle, the risks associated with operating a motorcycle, and the importance and function of proper personal protective equipment.
c) The Student can identify basic state laws pertaining to the operation of a Motorcycle and protective equipment requirements.
   (1) Recognizes basic laws, to include, but not limited to:
      (a) RCW 46.20.500: To operate a 3W Motorcycle on Washington State roadways, the rider must possess the required 3W Motorcycle endorsement on their license.
      (b) RCW 46.20.515: Separate and distinct examinations are required for two-wheel and three-wheel endorsements.
      (c) RCW 46.37.530:
         (i) To operate a Motorcycle on public roadways, riders must wear a helmet that is certified by the manufacturer as meeting standards prescribed by 49 C.F.R. 571
         (ii) To operate a Motorcycle on-street, riders must have eye protection, as defined as a windshield, glasses, goggles, or face shield.
         (iii) Passengers must be at least five (5) years old.
      (d) RCW 46.29.490: Financial Responsibility requires vehicle operator/owners involved in an accident be required (via RCW 46.29.070) to post a security deposit, or (via RCW 46.29.490) provide motor vehicle liability or insurance policy.
d) The Student can identify risks involved in choosing to ride 3-wheel Motorcycles.
   (1) Recognizes the unique risks of riding a 3-wheel Motorcycle.
   (2) Understands the effects of mental and physical choices in the management of risks.
   (3) Understands unique advantages and disadvantages of 3W Motorcycles as compared to 2W Motorcycles and cars.
e) The Student can identify characteristics of personal protective equipment.
   (1) Acknowledges basic gear function, the importance of conspicuity, benefits of wearing, and consequences of not wearing protective gear.
   (2) Understands the choices and consequences of helmet style, fit, certification compliance, and service life.

(3) Recognizes the benefits of wearing bright reflective clothing.
(4) Identifies minimum legal state equipment requirements as they pertain to personal protective gear.

f) The Student can identify basic 3W motorcycle maintenance requirements.
(1) Recognizes the advantages of routine maintenance (e.g. – final drive, brakes, lights, tire pressure, sidecar mountings if applicable, etc.).
(2) Recognizes the advantages of preventative maintenance (e.g. - oil changes, tire tread, brake pads, etc.).
(3) Identifies elements of an effective pre-ride check.

B5. Basic Vehicle Control Skills

a) The Student understands the 3W motorcycle controls and information displays.
b) The Student demonstrates appropriate techniques for mounting, starting, stopping, dismounting, and securing a 3W motorcycle.
c) The Student demonstrates appropriate techniques for clutch and throttle control, riding in a straight line, slowing, stopping, turning, and shifting a 3W motorcycle.
d) The Student demonstrates appropriate techniques for normal stopping in a curve, turning from a stop, and making tight turns.
e) The Student identifies the location, function, and proper use of the 3W motorcycle controls.
f) The Student demonstrates a safe and effective method of mounting and starting a 3W motorcycle.
g) The Student demonstrates a safe and effective method of shutting down, dismounting, and securing a 3W motorcycle.
h) The Student demonstrates clutch and throttle control.
(1) Demonstrates use of friction zone smoothly and effectively.
(2) Demonstrates use of throttle smoothly in coordination with clutch use.
i) The Student demonstrates ability to ride in a straight line.
(1) Demonstrates the ability to steer the moving 3W motorcycle.
(2) Recognizes the effects of proper posture and head/eye directional control.
(3) If riding a sidecar: demonstrates understanding of, and ability to account for yaw while moving off.
j) The Student demonstrates ability to slow and stop with control.
(1) Demonstrates the ability to slow and stop without stalling at a designated point, using all brakes without putting feet down at stop.
(2) If riding a sidecar: demonstrates understanding of, and ability to account for yaw while coming to a stop.
k) The Student demonstrates the ability to turn/corner with control.
(1) Prior to the curve, sets appropriate entry speed based upon conditions and radius of corner.
(2) Exhibits proper head/eye position, use of direct steering, smooth throttle use, and body positioning.
(3) Student exhibits the ability to minimize and correct inside wheel lift.
l) The Student demonstrates the ability to shift smoothly.
(1) Applies motorcycle shift pattern to upshift and downshift.
(2) Shifts to match gears to speed.
m) The Student demonstrates the ability to slow and stop in a curve.
(1) Identifies roadway hazards important for slowing and stopping in a curve.
(2) Exhibits control by keeping head and eyes up while applying all brakes.
(3) Able to maintain a curved path with proper body position when stopping in a curve.
n) The Student demonstrates the ability to turn from a stop.
(1) Turns the handlebars in the direction of the turn.
(2) Demonstrates the ability to smoothly start out while controlling path of travel.
(3) Demonstrates awareness of, and accounts for 3W vehicle width.
o) The Student demonstrates the ability to maneuver at slow speeds.
(1) Coordinates clutch throttle, while controlling the path of travel.
(2) Understands the advantages of body positioning on low-speed control.

B6. Street Strategies

The Student understands the hazards associated with riding, the process of searching the roadway, environment, and traffic to identify hazards and escape routes, strategies for avoiding hazards, and the effective responses for dealing with hazards. The Student can identify common hazards associated with street riding.

(1) Recognizes consequences of road surface hazards, environmental conditions, and other road users.
(2) Understands why other vehicle operators may not see motorcyclists.
(3) Understands why motorcyclists are more vulnerable to death and injury than other vehicle operators.

b) The Student identifies proactive choices, strategies, and techniques of active visual scanning to evaluate and recognize hazards to the front, sides, and rear.

c) The Student understands strategies to avoid and respond to hazards.
(1) Identifies how the choice of road position can affect risk and hazard avoidance.
(2) Identifies how the choice of speed can affect risk and hazard avoidance.
(3) Identifies how communication can affect risk and hazard avoidance.
(4) Recognizes ways to increase visibility and conspicuity.

B7. Roadway Management Skills

a) The Student understands effective techniques for slowing quickly, stopping in shorter distances, cornering, and swerving.

b) The Student understands space and path-of-travel management in relation to safe and effective techniques for changing lanes, passing, and adjusting to surface hazards.

c) The Student understands strategies to adjust to rain, wind, and conditions of reduced traction and visibility.

d) The Student demonstrates the ability to perform quick/emergency stops.
(1) Identifies when a quick stop may be most appropriate for hazard avoidance.
(2) Applies maximum pressure to all brakes simultaneously without locking either wheel, while maintaining control.
(3) Understands positive and negative aspects of electronic control interventions (e.g., ABS).

e) The Student understands cornering technique.
(1) Demonstrates keeping head and eyes up while looking through the curve.
(2) Identifies the relation of position on the road and paths of travel for safe cornering.
(3) Identifies effective strategies for setting entry speed prior to corner.
(4) Identifies choices to correct speed/position within corner.
(5) Identifies effect of uphill/downhill slope and camber on 3W motorcycle cornering.
(6) Demonstrates knowledge of tip-over lines, steering reversion, and the minimizing and correction of inside wheel lift.
(7) Demonstrates the ability to use drifting technique to minimize inside wheel lift.
(8) Demonstrates proper weight shifting techniques required for cornering a 3W motorcycle.
(9) Demonstrates awareness of, and accounts for 3W vehicle width.

f) The Student understands techniques for stopping quickly in a curve.
(1) Identifies the relationship between traction needed for cornering and traction needed for braking.
(2) Understands techniques for safely managing traction and braking during a stop.
(3) Recognizes importance of keeping weight shifted to inside until completely stopped.

g) The Student understands the technique to swerve to avoid a collision.
(1) Understands that quick stops may be most appropriate hazard avoidance technique for 3W motorcycles.
(2) Identifies when a swerve may be appropriate for hazard avoidance.
(3) Demonstrates direct steering and body positioning technique to execute a swerve.
(4) Understands importance of separating braking from swerving.
(5) Demonstrates awareness of, and accounts for 3W vehicle width.

h) The Student understands the technique for lane changes and/or passing other vehicles.
   (1) Understands the importance of proper signal use.
   (2) Demonstrates the ability to perform a blind spot check while maintaining control and current path of travel.
i) The Student identifies surface hazards and roadway conditions that reduce traction.
   (1) Understands how hazards may destabilize a 3W Motorcycle and/or cause a loss of traction (e.g., railroad crossings, potholes, speed bumps, construction grooves).
   (2) Understands strategies to be used for identification of traction/stability hazards.
   (3) Recognizes choices to help manage effects of surface hazards and/or conditions of reduced traction.
j) The Student identifies techniques for riding at night.
   (1) Understands the risks of decreased visibility and conspicuity.
   (2) Recognizes choices to help manage the effects of riding at night.
k) The Student identifies techniques for riding in inclement weather.
   (1) Understands effects of inclement weather on traction, visibility, and conspicuity.
   (2) Understands effects of weather on physical and mental performance (e.g., hypothermia).
   (3) Identifies strategies for minimizing risks during inclement weather.

B8. Passengers, Cargo, and Group Riding

a) The Student understands hazards and techniques for riding in a group. The Student understands adjustments necessary for carrying passengers and cargo.
b) The Student understands the risks and benefits of riding in a group.
   (1) Identifies the benefits and limitations of various riding formations, and where each may/or may not be appropriate (e.g., single file, staggered, side-by-side).
   (2) Identifies the importance of avoiding target fixation, engaging in active visual scanning, and maintaining a proper space cushion while riding in a group.
   (3) Understands how self-awareness of behavior, peer pressure, and skill level when riding in a group can reduce risk.
c) The Student understands strategies and techniques for carrying passengers and or cargo.
   (1) Understands the effects of exceeding the maximum weight capacity of a motorcycle.
   (2) Identifies safe and effective passenger techniques of mounting, riding, and dismounting.
   (3) Recognizes effects caused by carrying a passenger and/or cargo and what adjustments may be necessary.
   (4) Understands the unique passenger and cargo loading parameters of 3W motorcycles.

B9. Factors Adversely Affecting Rider Performance

a) The Student recognizes the elevated risks of impairment (e.g., Alcohol and/or drugs on a rider.
b) The Student recognizes the elevated risks of alcohol and/or drugs on a rider.
   (1) Identifies why increased crash risk is associated with riding while impaired.
c) The Student understands the legal, social, personal, and economic consequences of impaired riding and demonstrates a commitment to separating riding from alcohol use and/or other drugs.
   (1) Identifies legal, social, personal, and economic consequences of impaired riding.
      (a) Identifies consequences of an impaired riding arrest
      (b) Demonstrates understanding of the advantages of separating the use of alcohol and other drugs from operating a motorcycle.
   (2) Identifies time as the primary factor for removing alcohol from the rider's system.
d) The Student understands and avoids factors that adversely affect rider performance.
   (1) Identifies factors that contribute to distraction and/or inattention. (e.g., communication and navigation devices, passengers, peer pressure, over confidence, etc.).
   (2) Identifies other factors which may affect rider performance (e.g., emotion, road rage, fatigue, illness, or over-the-counter medications).
   (3) Demonstrates understanding of the benefits of reducing factors that adversely affect rider performance.

VII. APPENDIX C: SKILLS PRACTICE AND TESTS

A. WMSP ALTERNATIVE 2W PERMIT SKILLS PRACTICE – FULL SIZE

A1. Read objective:

a) To be able to perform basic motorcycle operations smoothly and proficiently.

A2. Explain Range setup:

a) Cone weave and normal stop on near side [point].
b) Turn-from-a-stop at the perimeter turn [point].
c) Quick stop lane on interior of Range [point].
d) U-turns and swerve on far side [point].

A3. Instructions:

a) On signal, proceed to designated start cones and wait.
b) When practice area is clear, and one at a time, ride in and perform the skill.
c) Maintain a safety margin and select safe traffic gaps.

A4. With riders at quick stop start point, provide demo:

a) Cone weave and normal stop
   (1) Beginning on either side of the first cone, weave around all five cones.
   (2) Ride to the stop box and make a smooth, non-skidding stop with your front tire in the box.
b) Turn-from-a-stop
   (1) Stop at the first cones, then complete a turn-from-a-stop to the right.
   (2) Keep head and eyes up; look through the turn.
   (3) Turn handlebars; lean the motorcycle.
   (4) Coordinate clutch and throttle use; stay within the boundary lines.
   (5) Select a safe traffic gap and proceed to the quick stop line.
c) Quick stop
   (1) Keep head and eyes up.
   (2) Use brakes firmly.
   (3) Avoid anticipating the stop point.
   (4) After coaching, turn left or right and join the line for the cone weave or the line for the U-Turn.
d) U-turns
   (1) Keep head and eyes up; look through path of travel.
   (2) Turns handlebars; counterweight as needed.
   (3) Work to complete two U-turns within the solid lines.
e) Swerve
   (1) Swerve in the direction of choice.
   (2) Keep head and eyes up; keep body upright, independent of cycle lean.
   (3) Maintain steady speed through the swerve.
   (4) When straight, stop smoothly and safely.
   (5) Turn left and join a line. Alternate sides.

A5. Conduct exercise:

a) Initially stage the riders at double start cones for the cone weave, quick stop, and U-turn.
b) Coach improper approach speeds and cue cone anticipation. Stage the riders at cone weave start point.

A6. Debrief

A7. Notes

a) The cue cones for the swerve box are 13’ from barrier and 3’ apart.
b) The 20’ boundary line for the U-turn is used.

A8. WMSP ALTERNATIVE 2W SKILLS PRACTICE – FULL SIZE LAYOUT

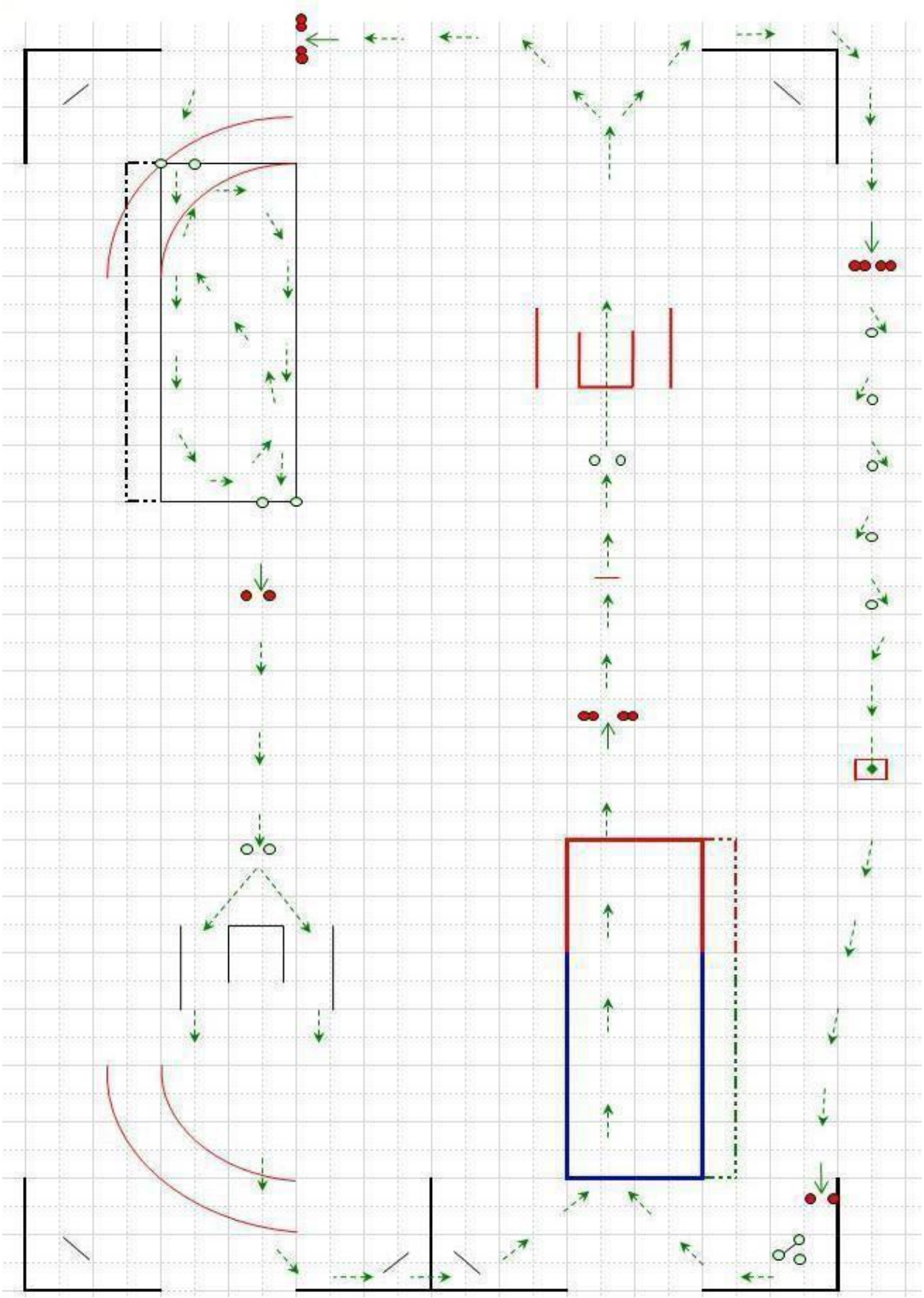

Figure 2

B. WMSP ALTERNATIVE 2W SKILLS PRACTICE – COMPACT

B1. Read objective:

a) To be able to perform basic motorcycle operations smoothly and proficiently.

B2. Explain Range setup:

a) Part one includes:
   (1) Cone weave and normal stop on near side [point].

b) Swerve on interior of Range [point].
   (1) Quick stop on far side [point].
   (2) Turn-from-a-stop at perimeter turns [point].

c) Part two includes:
   (1) U-turns and swerve [point].
   (2) Quick stop on far side [point].

B3. Instructions:

a) On signal, proceed to designated start cones and wait.

b) When practice area is clear, and one at a time, ride in and perform the skill.

c) Maintain a safety margin and select safe traffic gaps.

B4. With riders at swerve start point, provide demo of two parts:

B5. Part One

a) Cone weave and normal stop
   (1) Begin on either side of the first cone, and weave around all five cones.
   (2) Make a smooth non-skidding stop with your front tire inside the stop box.

b) Turn-from-a-stop
   (1) Stop at the first cones, then complete a turn-from-a-stop to the right.
   (2) Keep head and eyes up and look through the path of travel.
   (3) Turn handlebars and lean the motorcycle.
   (4) Coordinate clutch and throttle use while staying within the painted lines and cones.
   (5) Select a safe traffic gap and ride to the swerve line.

c) Swerve
   (1) Swerve in the direction of choice.
   (2) Keep head and eyes up and keep body upright, independent of cycle lean.
   (3) Maintain steady speed throughout the swerve.
   (4) When straight, stop smoothly and safely.
   (5) Turn left or right and join a line. Alternate sides.

d) Quick stop
   (1) Keep head and eyes up.
   (2) Use brakes firmly.
   (3) Avoid anticipating the stop point.
   (4) For part two, stage the riders at double cones for the U-turn and quick stop.

B6. Part Two

a) U-turns
   (1) Keep head and eyes up and look through path of travel.
   (2) Turns handlebars and counterweight as needed.
   (3) Work to complete U turns within the solid lines.

b) Quick stop
   (1) Avoid anticipation.

B7. Conduct exercise:

a) Initially stage the riders at double start cones for the weave and quick stop start points.
b) Coach improper approach speeds and cue cone anticipation.

B8. Stage riders

B9. Debrief

B10. Notes:

a) The cue cones for the swerve box are 13’ from barrier and 3’ apart.
b) The 20’ boundary line for the U-turn is used.

B11. WMSP Alternative Two Wheel Skills Layout – Part One

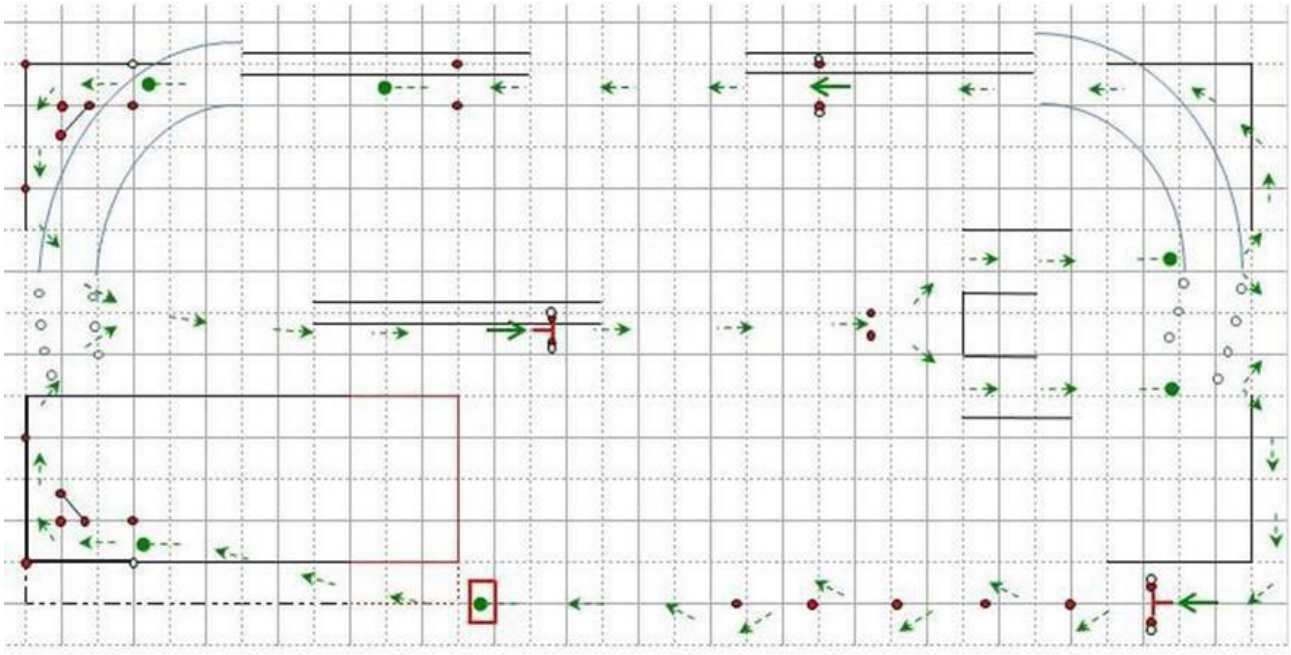

Figure 3

B12. WMSP Alternative Two-Wheel Skills Layout – Part Two

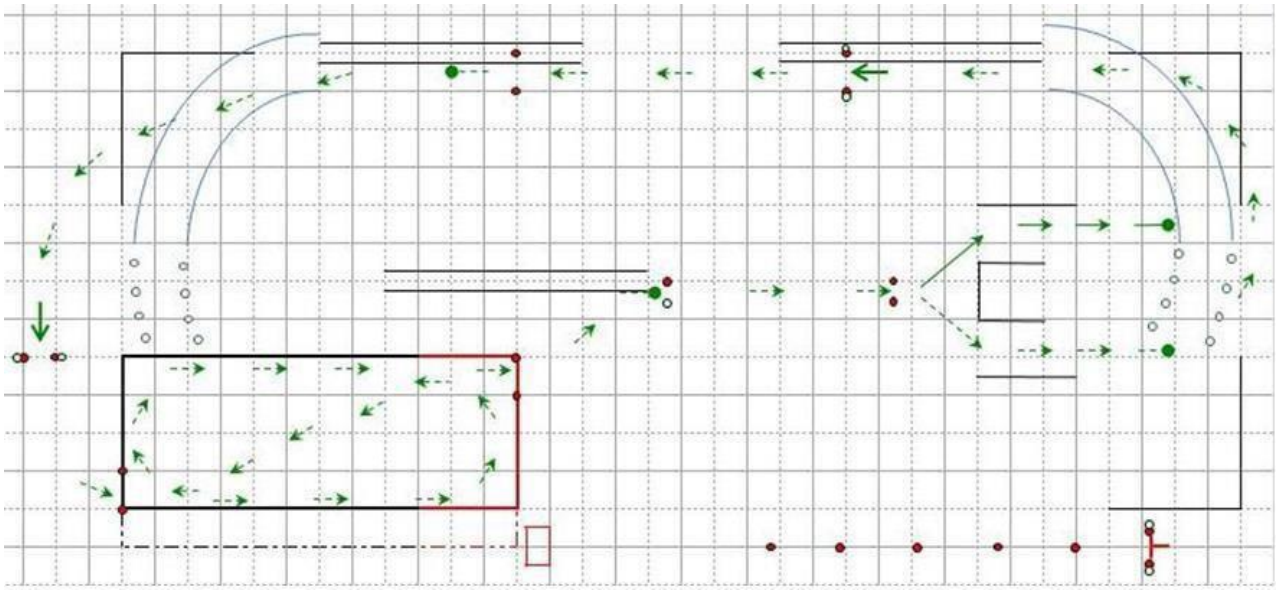

Figure 4

C. TWO-WHEEL PERMIT SKILLS TEST

C1. Pre-Test Instructions

a) Read to all applicants

(1) Welcome to the Washington Two-Wheel Motorcycle Permit Skills Test. Here are your pre-test instructions:
(2) This test has 5 runs that assess your basic motorcycle operational skills.
(3) To Pass the test you must ride all 5 runs, in one testing session, with an overall passing score.
(4) Your test will end if you drop or crash your motorcycle, stall four times during the 5 test runs, or ride unsafely.
(5) Your test will be ended if you no longer have a passing score.
(6) You may choose to end your test at any time.
(7) You will receive instructions and a diagram of the path of travel before each run.
(8) You may ask questions about instructions I give you and walk the path of travel after the instructions for each run are read.
(9) It is very important that you fully understand all instructions given.
(10) If you do not understand all instructions for a run, please tell me *[or the other test provider]* before your run.
(11) You will take turns riding each run.
(12) Once all riders have completed a run, we will move to the next run.
(13) Do you have any questions about these pre-test instructions?
(14) If there are no more questions, then good luck *[or other brief encouragement of your choice]*.

C2. Level I - Run 1: Cone Weave and Normal Stop

a) Here are your instructions for Run #1.

(1) Objective: In this run, you will demonstrate your basic motorcycle operation and handling skills.
(2) Set-up: This run has weave cones and a stop box - marked by boundary lines [and/or cones].
(3) Directions:
  (a) You will start this run from the center of the "Start T".
  (b) When signaled, weave around the cones, beginning on either side of the first cone.
  (c) Weave past all five cones without hitting a cone, skipping a cone, or putting a foot down.
  (d) Ride to the stop box and make a smooth, non-skidding stop with your front tire in the box.
  (e) When stopped inside the stop box, your front tire should not touch any boundary lines.
  (f) When signaled, turn right, and get back in line.
  (g) Here is a diagram of this run. [show diagram]
  (h) Dots on the illustrations indicate cone placement.
  (i) Do you have any questions about these instructions?
  (j) Please return to your bike, start it up, and wait for the signal to begin your run.

Beginning the weave on the RIGHT of the first cone looks like:

Figure 5

Beginning the weave on the LEFT of the first cone looks like:

Figure 6

b) Scoring CONE WEAVE [maximum points: 10]

POINT SCORING	Once	Twice or More
Hit or Skips Cone	3 points	5 points
Foot Down	3 points	5 points

Table 2

(1) Scoring notes:
  (a) Scoring for "Hit or Skip" starts the moment the front tire is even with first weave cone and ends when the rear tire passes the last weave cone.
    (i) "Hit" is scored if any tire hits any weave cone.
    (ii)"Skip" is scored if any tire fails to weave between two cones.
  (b) Scoring for "Foot Down" starts the moment the front tire is even with first weave cone (allowing rider to "step-step-ride") and ends when the front tire is within five feet (5') of the stop box. "Foot Down" within five feet (5') of the stop box is considered part of the rider's stopping procedure and is not scored.

c) Scoring NORMAL STOP [maximum points: 8]

POINT SCORING	
Skid	3 points
Position (touch)	5 points

Table 3

(1) Scoring notes:
  (a) "Skid" is scored when the Motorcycle is moving forward but one or both tires are not rotating.
  (b) "Position" is scored when the contact patch of front tire is touching the boundary lines of, or not within, the stop box.

C3. Level I - Run 2: Turn from a Stop U-Turn

a) Here are your instructions for Run #2.
  (1) Objective: In this run, you will demonstrate your ability to turn while staying in your lane and then your ability to complete a U-turn.
  (2) Set-up: This run has a right turn area, a U-turn area, and a stop box - marked by boundary lines *[and/or cones].*
  (3) Directions
    (a) You will start this run from the center of the "Start T".
    (b) When signaled, make a right turn within the [color] boundary lines. Do not cross a line or put a foot down.
    (c) Ride to the U-Turn area and complete a U-turn to the left - around the [color] cone. Do not cross the [color] outside boundary lines or put a foot down.
    (d) Stop with your front tire inside the stop box and wait.
    (e) When signaled, turn right, and get back in line.
    (f) Here is a diagram of this run. [show the diagram]
    (g) Dots on the illustration indicate cone placement.

(h) Do you have any questions about these instructions?
(i) Please return to your bike, start it up, and wait for the signal to begin your run.

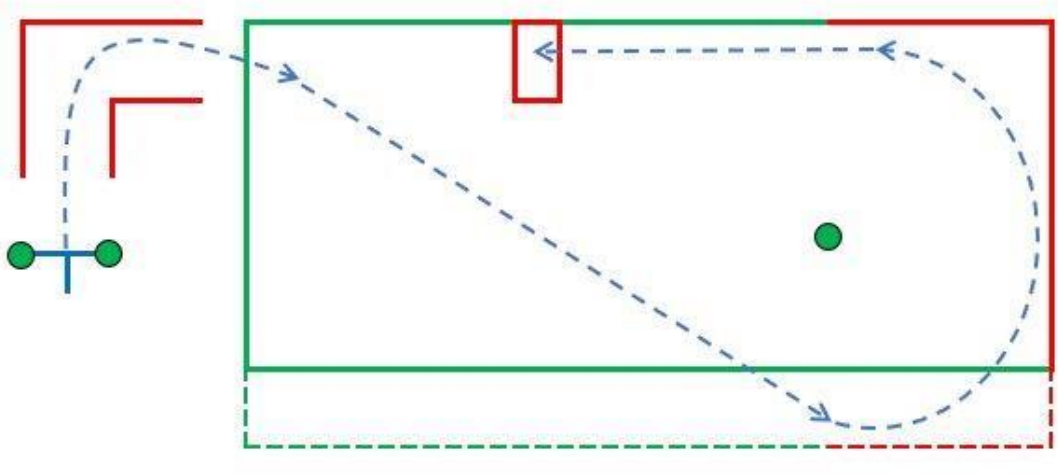

Figure 7

b) Scoring TURN FROM A STOP [maximum points: 10]

POINT SCORING	Once	Twice or More
Path (cross)	3 points	5 points
Foot Down	3 points	5 points

Table 4

(1) Scoring notes:
(a) Scoring occurs from the moment the front tire enters the turn lane until the rear tire exits.
(b) The two (2) outer ten foot (10') lines are scored as individual boundary lines.
(c) The two (2) inner four foot (4') lines are considered a single boundary line and can only be scored once.

c) Scoring U-TURN [maximum points: 10]

POINT SCORING	Once	Twice or More
Path (cross)	3 points	5 points
Foot Down	3 points	5 points

Table 5

(2) Scoring notes:
(a) Scoring area for all motorcycles is the far 15' x 24' end of the BRCu turn area.
(b) Path is scored from when rider's front tire passes the guide cone and enters the end-of-box scoring area until rear tire passes the guide cone upon exiting the end-of-box scoring area.
(c) Foot Down is scored from when rider's front tire passes the guide cone and enters the end-of-box scoring area until rear tire passes the guide cone upon exiting the end-of-box area.
(d) Stall scoring begins when rider is signaled to leave the Start T and ends when rider stops in the stop box.

C4. Level II - Run 3: Obstacle Swerve

a) Here are your instructions for Run #3.

(1) Objective: In this run, you will demonstrate your ability to avoid a hazard by swerving.

(2) Set-up: This run has areas for staging, starting, and swerving - marked by boundary lines [and/or cones].

(3) Directions:

(a) You will begin this run in line at the staging cones.

(b) When signaled, pull forward to the center of the "Start T" and wait.

(c) When signaled again, quickly accelerate straight up the path to a speed of 12-18 mph.

(d) After your front tire passes the [color] cue cones, swerve to the left or swerve to the right.

(e) Do not cross the [color] obstacle or lane boundary lines.

(f) Do not slow down, squeeze the clutch, or start to swerve before the cue cones.

(g) Maintain a steady speed while swerving and do not apply brakes during your swerve.

(h) After exiting the swerve area, come to a safe stop and wait.

(i) If you do not go fast enough, squeeze the clutch or swerve before the cue cones, you may be required to return to the "Start T" and do the run a second time.

(j) When signaled, turn to the right, and get back in line.

(k) Here is a diagram of this run. [show the diagram]

(l) Dots in the illustrations indicate cone placement.

(m) Do you have any questions about these instructions?

(n) Please return to your bike, start up, and wait for the signal to begin your run.

Swerving to the right looks like:

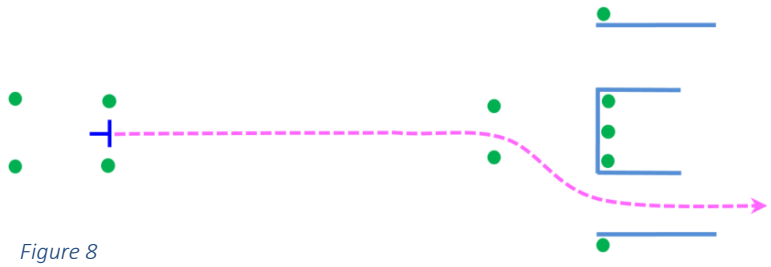

Figure 8

Swerving to the left looks like:

Figure 9

b) Scoring SWERVE [maximum points: 15]

POINT SCORING	Brakes	Speed	Anticipation
Time (Brakes; Speed)	5 points	5 points	10 points
Path (cross)	10 points		

Table 6

1ST ATTEMPT RESULTS	No Path Violation	Path Violation
Too Slow > 1.15 seconds	Re-run	Score Path and Time [speed]– no re-run
Too Fast < 0.72 seconds	No points scored	Re-run
Anticipation	Re-run	Re-run
Brakes Within Swerve	Score Time [brakes] – no re-run	Score Path and Time [brakes]- no re-run

Table 7

2nd ATTEMPT RESULTS	No Path Violation	Path Violation
Too Slow > 1.15 seconds	Score Time as A10	Score Path and score Time as A10
Too Fast < 0.72 seconds	No points scored	Score Path and Time [speed]
Anticipation	Score Time as A10	Score Path and score Time as A10
Brakes Within Swerve	Score Time [brakes]	Score Path and Time [brakes]

Table 8

(1) Scoring notes:
   (a) "Time (Speed)" is scored for Improper speed (too slow or too fast)
   (b) "Time (Brakes)" is scored within the swerve only (from when front tire passes cue cones until a straight and safe path of travel is resumed). Any brake application or abrupt/obvious deceleration, within the swerve, that destabilizes or upsets the suspension is scored as "Time (Brakes)".
   (c) "Anticipation" is any brake application, obvious deceleration, or any clutch squeeze while within the timing zone, swerving early (prior to cue cones), and front tire hitting the cue cones, and/or riding "too slow".

C5. Level II - Run 4: Quick Stop

a) Here are your instructions for Run #4.
   (1) Objective: In this run, you will demonstrate your ability to avoid a hazard by stopping quickly.
   (2) Set-up: This run has areas for staging, starting, and stopping - marked by boundary lines [and/or cones].
   (3) Directions:
      (a) You will begin this run in line at the staging cones.
      (b) When signaled, pull forward to the center of the "Start T" and wait.
      (c) When signaled again, quickly accelerate straight up the path to a speed of 12-18 mph.
      (d) After your front tire passes the [color] cue cones, come to a stop in the shortest distance you safely can.
      (e) Do not roll off the throttle, squeeze the clutch, or apply the brakes before the cue cones.
      (f) Once stopped, please remain in place.
      (g) If you do not go fast enough, or if you begin your stop before the cue cones, you may be required to return to the "Start T" and do the run a second time.
      (h) When signaled, turn to the right, and get back in line.
      (i) Here is a diagram of this run. [show the diagram]
      (j) Dots on the illustration indicate cone placement.
      (k) Do you have any questions about these instructions?
      (l) Please return to your bike, start it up, and wait for the signal to begin your run.

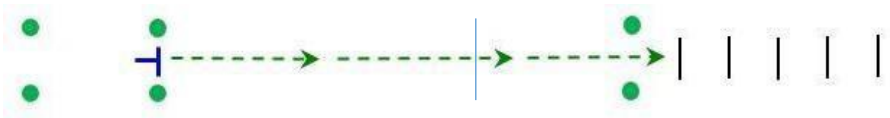

Figure 10

b) Scoring QUICK STOP [maximum points: 15]

POINT SCORING	Speed	Anticipation
Time	5 Points	10 Points
Position	1 point per foot; Maximum 10 points	

Table 9

1st ATTEMPT RESULTS	Position < 20 feet	Position > 20 feet
Too Slow > 1.15 sec	Re-run	Re-run
Too Fast < 0.72 sec	No points scored	Re-run
Anticipation	Re-run	Re-run

Table 10

DISTANCE STANDARDS	
Time (seconds)	Standard (feet)
0.72 to 0.75	20
0.76 to 0.79	18
0.80 to 0.84	16
0.85 to 0.90	14
0.91 to 0.97	13
0.98 to 1.05	11
1.06 to 1.14	09
1:15	08

Table 11

2nd ATTEMPT RESULTS	Position < 20 feet	Position >20 feet
Too Slow > 1.15 seconds	Score Time as A10; position not scored	Score Time as A10, position not scored
Too Fast < 0.72 seconds	No points scored	Score *Time [speed]* and *Position* (using 20' as standard distance – up to 10'/pts.)
Anticipation	Score Time as A10; position not scored	Score Time as A10, position not scored

Table 12

(1) Scoring notes:
- (a) "Time" is scored for improper speed (too slow or too fast).
- (b) "Position" is scored by front tire's leading edge. If leading edge is at all past a distance line, the next greater increment is scored.
- (c) "Anticipation" is scored for any brake application, obvious deceleration, or clutch squeeze within the timing zone, and any throttle roll-off more than five feet (5') prior to cue cones. Anticipation is also scored if rider is too slow during 2nd attempt.

C6. Level II - Run 5: Cornering

a) Here are your instructions for Run #5.

(1) Objective: In this run, you will demonstrate your ability to ride smoothly through curves.

(2) Set-up: This run has two curves to the right, marked by boundary lines [and/or cones].

(3) Directions:
- (a) You will begin this run in line at the staging cones.
- (b) When signaled, ride to the cue cones and wait.
- (c) When signaled again, ride through the first curve without crossing any boundary lines.
- (d) Accelerate to a speed of at least 20 mph [17mph for modified, 15mph for compact] in the timing zone on the straightaway [point out location of timing zone].
- (e) Prior to the second curve, slow to a safe entry speed.
- (f) Ride through the 2nd curve, maintaining or smoothly increasing speed, without crossing boundary lines.

(g) After exiting the second curve, ride back to the cue cones and stop.
(h) When signaled, turn right, and get back in line [or proceed to the parking area, etc.]
(i) Here is a diagram of this run. [show the diagram]
(i) Dots on the illustration indicate cone placement.
(j) Do you have any questions about these instructions?
(k) Please return to your bike, start up, and wait for the signal to begin your run.

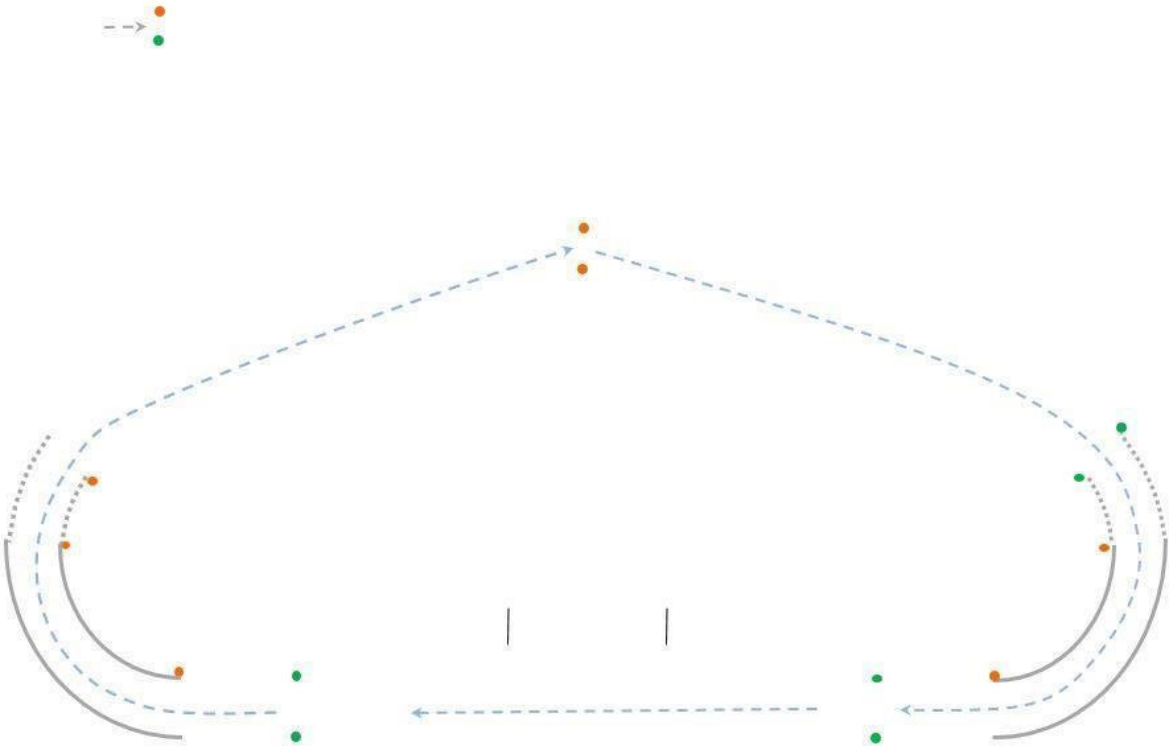

Figure 11

b) Scoring CORNERING [max points: 20]

POINT SCORING	Decel	Too Slow
Time (decel; too slow)	5 points	5 points
Path (cross)	10 points	

Table 13

TIMING ZONE SPEEDS		
Range Size	Speed	Zone Length
Full Size	20 mph	29’
Modified	17 mph	25’
Compact	15 mph	22’

Table 14

(1) Scoring notes:
(a) “Path” is scored when the rider is within the painted lines of both curves.
(b) “Time (decel)” is scored within the 2nd curve area when a rider upsets or destabilizes the suspension due to abrupt, aggressive, obvious speed adjustment (e.g., “chopping the throttle”),
sudden braking that causes sudden or unexpected fork compression, any clutch squeeze, or downshifting. An advanced trail braking technique of smooth/controlled braking into the curve is not scored.
(c) “Time (speed)” is scored when rider’s time in timing zone (indicated by two marks near middle of the straightaway) is greater than one second (1”).
(d) Riding curves to the left is allowed if a safety issue is identified with Contractor or their representative prior to testing.

C7. Scoring Levels 1 and 2:

(a) Level 1: Total all points from each component: Stalling; Run #1 – Cone Weave, Normal Stop; Run #2 – Turn from a Stop & U-Turn:

1) If the score is 10 points or less, the Student/Participant passes Level 1.
2) If the score is 11 points or more, the Student/Participant fails.

(b) Level 2/End of Permit Test: Total all points from each component: Stalling; Run #1 – Cone Weave, Normal Stop; Run #2 – Turn from a Stop and U-Turn; Run #3 – Obstacle Swerve; Run #4 – Quick Stop; Run #5 – Cornering:

1) If the score is 15 points or less, the test is passed.
2) If the score is 16 points or more, the test is failed.

(c) Debrief Participant(s) by explaining what penalty points were scored.

C8. 2-Wheel Post Permit Test Instructions

a) Read to all applicants

(1) Congratulations on successfully passing the Washington State motorcycle permit skills test!

(2) If you have passed the permit knowledge test within the last 180 days, you are eligible to add a 2-Wheel motorcycle permit to your Washington driver license. You must add the permit and pay the required fee online or in a licensing office before you can legally ride your motorcycle.

(3) Your test results will be entered into the DOL licensing system within three (3) Business Days from today. You must wait the full three (3) Business Days before going online or visiting a licensing office to add the permit to your driver license.

(4) Your test scores are valid for 180 days from the date you took the test. You must add the permit to your driver license before the 180 days expire. Failure to do so will require you to retake the 2W permit tests. A permit is valid for 180 days and can be renewed one time before it expires. Failure to do so will require you to retake the 2W permit tests. You may not have more than two (2) permits within a 5-year period.

(5) The next step will be for you to take the endorsement knowledge and skills tests. Be sure to study the Motorcycle Operator Manual closely. You must ride two (2) skills elements in one session to Pass the skills test: a quick stop and a left/right cornering element at higher rates of speed. You should practice these skills before taking the endorsement skills test.

(6) Visit the DOL website for more information. Are there any questions before you leave?

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D. TWO-WHEEL ENDORSEMENT SKILLS TEST

D1. Pre-Test Instructions

a) Read to all applicants

(1) Welcome to the Washington Two-Wheel Motorcycle Endorsement Skills Test. Here are your pre-test instructions:
(2) This test has 2 runs that assess your motorcycle riding skills. You must ride both runs in one session.
(3) Standards set for each run must be met or exceeded to pass the test.
(4) Your test will end if you fail a run, you drop, crash, stall twice during any one test run, or ride your motorcycle unsafely.
(5) You may choose to end your test at any time.
(6) Before each run you will be provided instructions and a diagram of the path of travel.
(7) After instructions are read for each run, you may ask questions about the instructions, and go look at and walk the path of travel.
(8) It is very important that you fully understand all instructions given.
(9) If you do not understand all instructions for a run, please tell me [or the other examiner] before your run.
(10) You will take turns riding each run.
(11) Once all riders have completed a run, we will move to the next run. (12) Do you have any questions about these pre-test instructions?
(13) If there are no more questions, then good luck!
(14) Here are your instructions for Run # 1.

D2. Run 1: Quick Stop

a) Here are your instructions for Run #1.

(1) Objective: In this run you will demonstrate your ability to avoid a hazard by stopping quickly.
(2) Set-up: This run has an area for staging, starting, and stopping, which is marked by cones.
(3) Directions:
(a) You will begin this run from the staging area.
(b) When signaled proceed to the center of the "Start Point".
(c) When signaled again, quickly accelerate straight up the path to a speed of 20-25 mph.
(d) After your front tire passes the [color] cue cones, come to a stop in the shortest distance you safely can.
(e) Do not slow down, squeeze the clutch, or apply the brakes before the cue cones.
(f) Once stopped, please remain in place until signaled.
(g) If you do not go fast enough, or begin your stop before the cue cones, you may be required to return to the "Start Point" and repeat the run.
(h) When signaled, turn right, and get back in line.
(i) Your success will be measured by your ability to stop within the distance allotted for your speed. If you do not meet this standard in your first run, you may be allowed one rerun.
(j) Here is a diagram of this run. [show the diagram]
(k) Do you have any questions about these instructions?
(l) Please return to your bike, start up, and wait to be signaled to begin your run.

Figure 12

b) Scoring Quick Stop *[Pass or Fail]*

1st ATTEMPT RESULTS	UNDER 53'	OVER 53'
Too Slow	RERUN	FAIL
Too Fast	PASS	RERUN
Anticipation	RERUN	FAIL
Correct Time, Incorrect Distance	RERUN	

Table 15

2nd ATTEMPT RESULTS	UNDER 53'	OVER 53'
Too Slow	FAIL	FAIL
Too Fast	PASS	FAIL
Anticipation	FAIL	FAIL
Correct Time, Incorrect Distance	FAIL	FAIL

Table 16

Distance Standard		
Time (sec)	Distance (ft)	Speed (mph)
1.50	≤22 feet	20
1.43-1.49	≤25 feet	21
1.36-1.42	≤28 feet	22
1.30-1.35	≤30 feet	23
1.25-1.29	≤33 feet	24
1.20-1.24	≤36 feet	25
1.15-1.19	≤40 feet	26
1.11-1.14	≤43 feet	27
1.07-1.10	≤46 feet	28
1.03-1.06	≤50 feet	29
1.00-1.02	≤53 feet	30

Table 17

(1) Scoring Notes:

(a) Time – Incorrect speed (too slow or too fast): allow 2nd attempt unless too fast and ≤53' or too slow and >53'.

(b) Position – Determined by front tire's leading edge. If leading edge is crossing the distance standard line, the rider fails.

(c) Anticipation – Any brake application, obvious deceleration, or clutch squeeze within 8' prior to the cue cones.

(d) Stalling- 1st stall allows a rerun, but the 2nd stall is a Fail.

D3. Run #2 Cornering

a) Here are your instructions for Run #2.

(1) Objective: of this run is to demonstrate your ability to ride smoothly and safely through curves.

(2) Set-up: Two curves, one to the left and one to the right, marked by boundary cones.

(3) Directions:

(a) You will begin this run in line at the staging area.

(b) When signaled, ride to the start point.

(c) When signaled again, ride through the left curve and then ride through the right curve, then again through the left curve.

(d) After exiting the left curve for the second time, come to a safe stop and wait to be signaled.

(e) Once signaled, proceed to the area indicated by your examiner.

(f) This is a timed evaluation: you must complete the timed element in 22.5 seconds or less, an average of 15 mph throughout the whole element.

(g) Here is a diagram of this run. [show the diagram]

(h) Do you have any questions about these instructions?

(i) Please return to your bike, start up, and wait for the signal to begin your run.

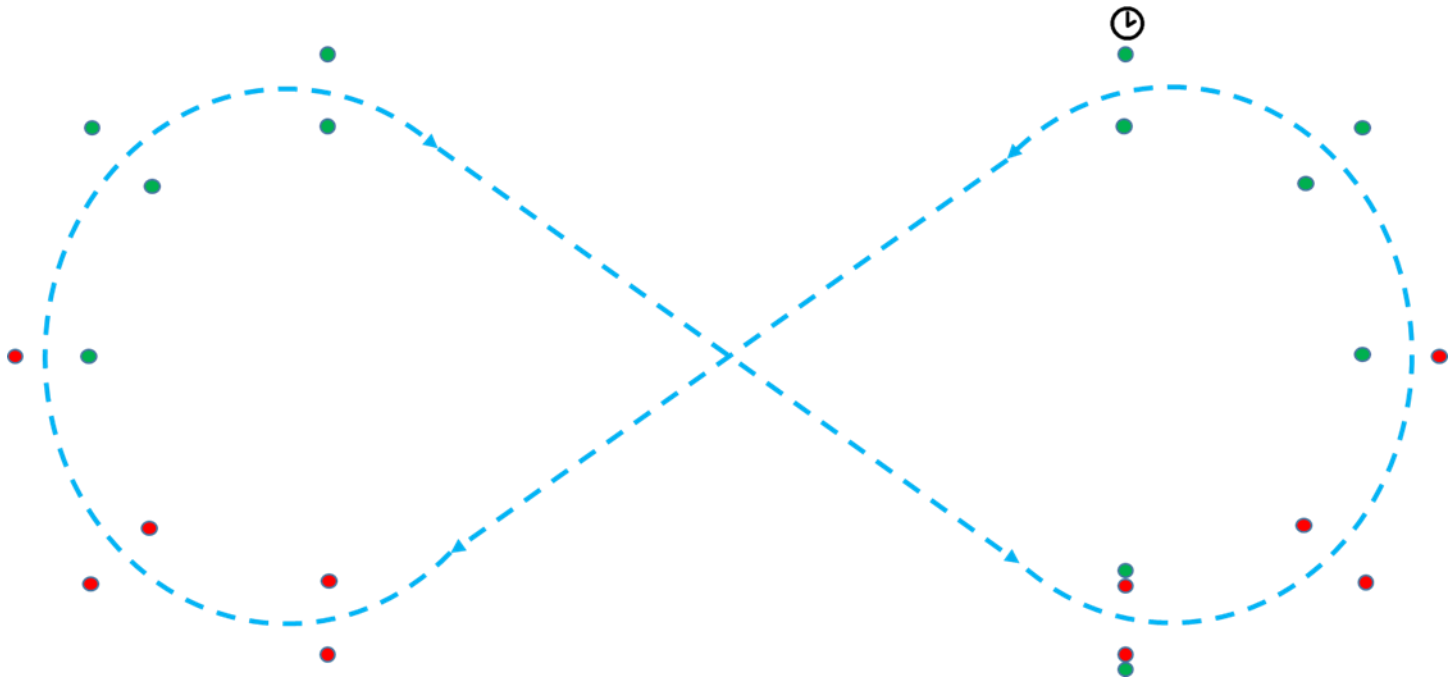

Figure 13

(b) Scoring Cornering *[Pass or Fail]*

POINT SCORING	Too Slow
Time >22.5 secs	Fail
Path	Fail

Table 18

(1) Scoring Notes:

(a) Path – The rider fails if they travel outside the gates of either curve.

(b) Time – Starts when front tire passes exit gate of left corner and ends once it passes the same gate a second time.

(c) Stalling – 1st stall allows a rerun, but the 2nd stall is a Fail

D4. 2-Wheel Post-Endorsement Test Instructions

a) Read to all applicants

(1) Congratulations on successfully passing the Washington State 2-Wheel motorcycle endorsement skills test!

(2) You are now eligible to add a 2-Wheel endorsement to your driver license if:
(a) you have passed the permit tests and endorsement knowledge test within the last 180 days.
(b) or have a valid 2-Wheel permit and have passed the endorsement knowledge test within the last 180 days.

(3) Your test results will be entered into the DOL licensing system within three (3) Business Days from today. You must wait the full three (3) Business Days before going online or visiting a licensing office to add the endorsement to your driver license. You must add the endorsement and pay the required fee online or in a licensing office before you can legally ride your motorcycle.

(4) Your test scores are valid for 180 days from the date you took the test. You must add the endorsement to your driver license before the 180 days expire. Your permit or permit tests must also be unexpired. Failure to do so will require you to retake all four (4) 2-Wheel tests.

(5) Visit the DOL website for more information. Are there any questions before you leave?

E. THREE-WHEEL SKILLS TEST

E1. Pre-Test Instructions

a) Read to all applicants

(1) Welcome to the Washington Three-Wheel Motorcycle Skills Test. Here are your pre-test instructions:
(2) This test has 4 runs that assess your basic motorcycle riding skills.
(3) To Pass the test you must ride all 4 runs, in one testing session, with an overall passing score .
(4) Your test will end if you drop or crash your motorcycle, stall four times during the 4 test runs, or ride unsafely.
(5) Your test will be ended if you no longer have a passing score.
(6) You may choose to end your test at any time.
(7) You will receive instructions and a diagram of the path of travel before each run.
(8) You may ask questions about the instructions I give you and walk the path of travel before each run.
(9) It is very important that you fully understand all instructions given.
(10) If you do not understand all instructions for a run, please tell me [or the other test provider] before your run.
(11) You will take turns riding each run.
(12) Once all riders have completed a run, we will move to the next run. (14) Do you have any questions about these pre-test instructions?
(15) If there are no more questions, then good luck! *[or other brief encouragement of your choice]*

E2. Run 1: Cone Weave, Cornering (Left) and Normal Stop

b) Here are your instructions for Run #1.

(1) Objective of this run is to demonstrate your overall control and ability to turn while staying in a lane and awareness of Rig positioning.
(2) Set-up: Weave cones, curve boundary lines and cones, and a stop box
(3) Directions
  (a) Starting from the "Start T", when signaled ride to the right of the first cone, to the left of the second cone, to the right of the third and fourth cones, without hitting or skipping cones.
  (b) In lieu of the first instruction, Modified/compact 3W Skills Testing reads: Starting from the "Start T", when signaled ride to the right of the first cone, to the left of the second cone, and to the right of the third cone, without hitting or skipping cones.
  (c) Your Rig must be no more than four feet away from each cone.
  (d) The weave is a timed evaluation; you must go fast enough to demonstrate control.
  (e) After passing the fourth (third for a modified/compact Range) cone, make a sharp left turn and proceed to the curve.
  (f) Plan to make a smooth continuous left curve staying within both sets of cones and boundary lines.
  (g) After the curve, ride to the stop box and make a smooth safe stop.
  (h) When stopped, your front tire(s) must be inside the box and not touching the boundary lines.
  (i) Here is a diagram of this run. [show full size or compact as appropriate]
  (j) Dots on the illustration above indicate cone placement.
  (k) Do you understand these instructions?
  (l) Wait for my signal to begin.

A. Full Size

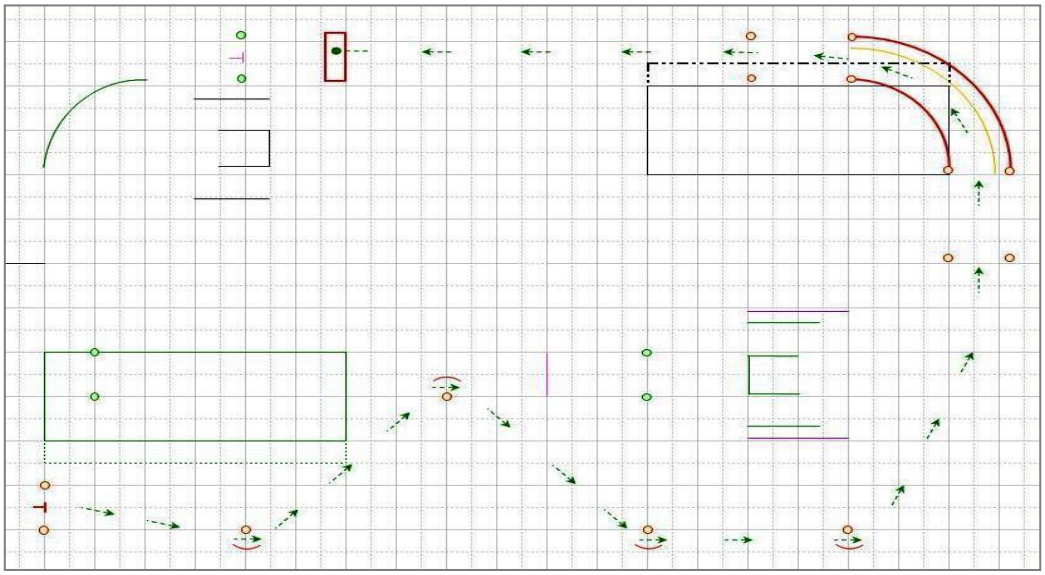

Figure 14

B. Modified/Compact Size

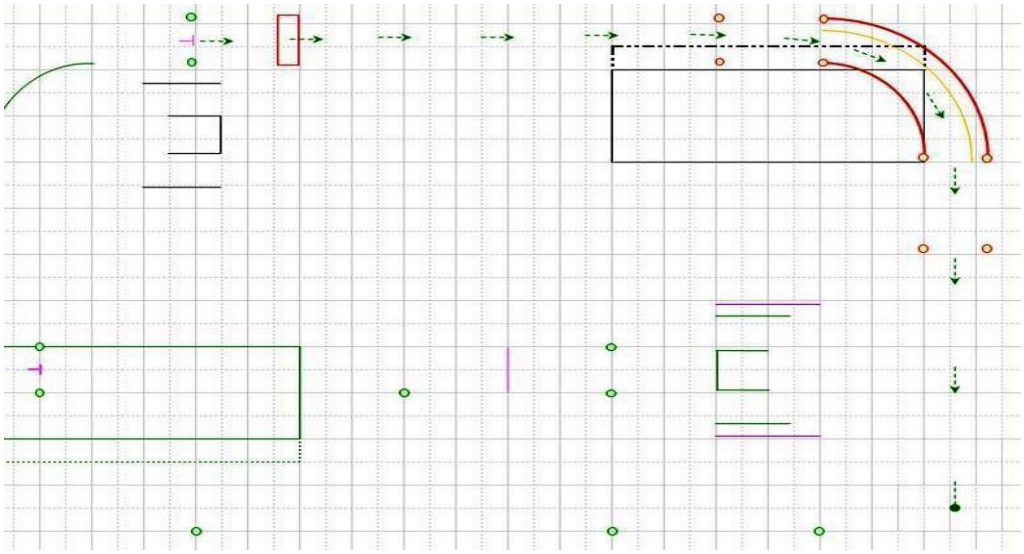

Figure 15

c) Scoring CONE WEAVE [maximum points: 10]

POINT SCORING	Once	Twice or More
Hit or Skips Cone	3 points	5 points
Time > 15 seconds (Full Size) >11.50 sec (Compact)	5 points	

Table 19

(1) Scoring notes:

(a) Cone weave timing starts when the rig begins to move forward from Start T and ends when rear of rig passes the last weave cone.

(b) "Hit" is scored if any tire hits any weave cone.

(c) "Skip" is scored if any tire(s) do not pass within four feet (4') of the correct side of each weave cone.

d) Scoring CURVE [maximum points: 10]

POINT SCORING	
Path	10 points

Table 20

(1) Scoring notes:

(a) "Path" is scored when a tire contact patch completely covers or crosses over/past a boundary line or hitting a boundary cone (a cone upon a painted boundary line).

e) NORMAL STOP [maximum points: 5]

POINT SCORING	
Position (touch)	5 points

Table 21

(1) Scoring notes:

(a) "Position" is scored when the contact patch of front tire(s) is touching the boundary lines of, or not within, the stop box.

E3. Run 2: Cornering (Right)

a) Here are your instructions for Run #2.

(1) Objective of this run is to demonstrate your proficiency in riding through a curve.

(2) Set-up: Cones and boundary lines for a curve to the right

(3) Directions

(a) Starting from the "Start T", when signaled, approach the curve at approximately 20 mph.

(b) Plan to make a smooth continuous curve staying within both sets of cones and boundary lines.

(c) Prior to the curve, slow to a suitable entry speed and set-up appropriately.

(d) This is a timed evaluation; you must go fast enough to demonstrate cornering ability.

(e) After exiting the curve come to a smooth safe stop.

(f) When signaled, return to end of line.

(g) This is a diagram of this run. [show the diagram]

(h) Dots on the illustration indicate cone placement.

(i) Do you understand these instructions?

(j) Wait for my signal to begin.

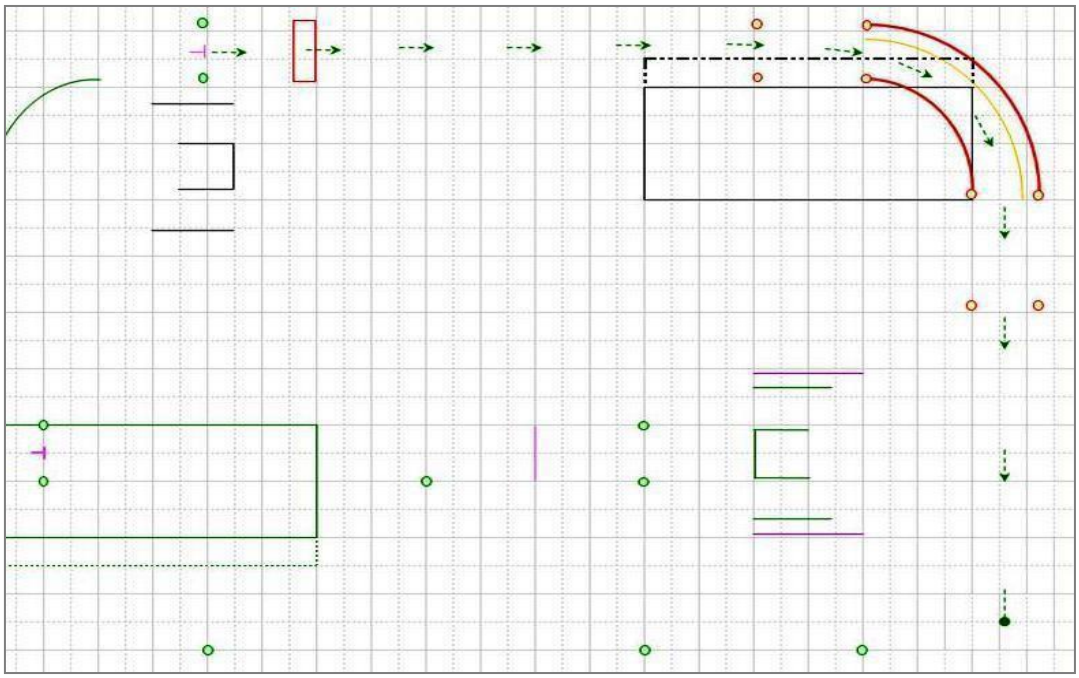

Figure 16

b) CORNERING (RIGHT) [maximum points: 15]

POINT SCORING	
Time > 2.5 seconds	5 points
Path (cross)	10 points

Table 22

(1) Scoring notes:
(a) "Time" scored if the rider's time is greater than 2.5 seconds (2.5") within the curve boundaries.
(b) "Path" is scored when either the contact patch of any tire completely covers or crosses over or past a boundary line or hitting a boundary cone (a cone upon a painted boundaryline).

E4. Run 3: Obstacle Swerve

a) Here are your instructions for Run #3.
(1) Objective of this run is to demonstrate the ability to avoid a hazard by swerving.
(2) Set-up: Obstacle lines and cones set for starting and swerving
(3) Directions
(a) Starting from the "Start T".
(b) When signaled, quickly accelerate straight up the path to a speed of 12-18 mph.
(c) Maintain a steady speed.
(d) Do not anticipate by adjusting speed or swerving before reaching the cue cones.
(e) When your front tire(s) pass(es) the [color] cue cones, swerve to the right.
(f) Avoid the obstacle line and stay to the inside of the escape sideline. Stay within the [color] lines.
(g) Do not touch either set of lines or cones.
(h) This is a timed evaluation; you must go fast enough to demonstrate swerving ability.
(i) After clearing the escape lane, come to a safe smooth stop.
(j) If necessary, a second run may be required for inappropriate speeds or anticipation.
(k) When signaled, return to end of line.
(l) This is a diagram of this run. [show the diagram]
(m) Dots on the illustration above indicate cone placement.
(n) Do you understand these instructions?
(o) Wait for my signal to begin.

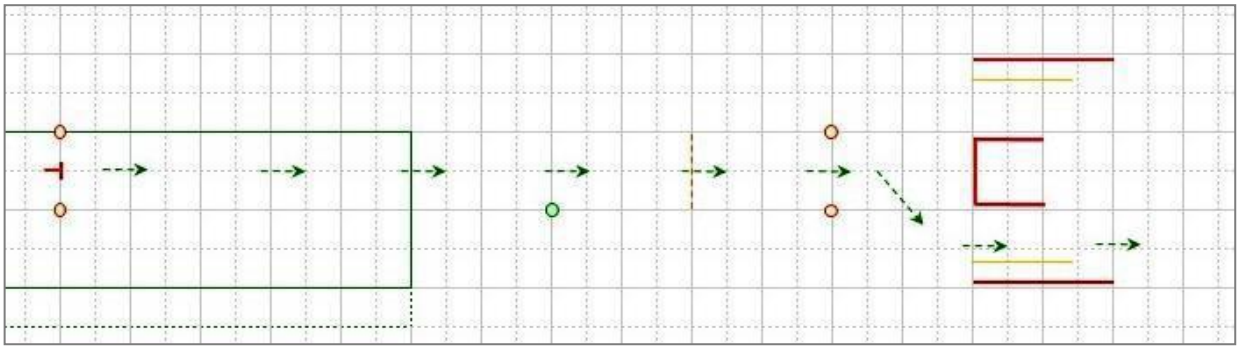

Figure 17

b) Scoring OBSTACLE SWERVE [maximum points: 15]

POINT SCORING	Brakes	Speed	Anticipation
Time (Brakes; Speed)	5 points	5 points	10 points
Path (cross)	10 points		

Table 23

1ST ATTEMPT RESULTS	No Path Violation	Path Violation
Too Slow > 1.15 sec	Re-run	Score Path and Time [speed]– no re-run
Too Fast < 0.72 sec	No points scored	Re-run
Anticipation	Re-run	Re-run
Brakes Within Swerve	Score Time [brakes] no re-run	Score Path and Time [brakes]- No re-run

Table 24

2nd ATTEMPT RESULTS	No Path Violation	Path Violation
Too Slow > 1.15 sec	Score Time as A10	Score Path and score Time as A10
Too Fast < 0.72 sec	No points scored	Score Path and Time [speed]
Anticipation	Score Time as A10	Score Time as A10
Brakes Within Swerve	Score Time [brakes]	Score Path and Time [brakes]

Table 25

(1) Scoring notes:
  (a) "Time (Speed)" is scored for improper speed (too slow or too fast)
  (b) "Time (Brakes)" is scored within the swerve only (from when front tire passes cue cones until a straight and safe path of travel is resumed). Any brake application or abrupt/obvious deceleration, within the swerve, that destabilizes or upsets thesuspension is scored as "Time (Brakes)".
  (c) "Anticipation" is scored with any brake application, obvious deceleration, or any clutch squeeze while within the timing zone; when swerving early (prior to cue cones); when front tire hits the cue cones; or riding "Too Slowly".
  (d) "Path" is scored for:
    (i) Crossing an obstacle/boundary or escape line.
    (ii) Swerving in the wrong direction.

E5. Run 4: Quick Stop

a) Here are your instructions for Run #4.
  (1) Objective of this run is to demonstrate the ability to avoid a hazard by stopping quickly.
  (2) Set-up: Obstacle lines and cones set for starting and stopping.
  (3) Directions
    (a) Starting from the "Start T", when signaled, quickly accelerate straight up the path to a speed of 12- 18 mph.
    (b) Maintain a steady speed.
    (c) Do not anticipate by adjusting speed or applying the brakes before reaching the cue cones.
    (d) After your front tire(s) pass(es) the [color] cue cones, stop in the shortest distance you safely can.
    (e) Once stopped, remain in place.
    (f) If necessary, a second attempt may be run for being too slow or anticipating.
    (g) When signaled, ride to the parking area.
    (h) This is a diagram of this run. [show]
    (i) Do you understand the instructions?
    (j) Wait for my signal to begin.

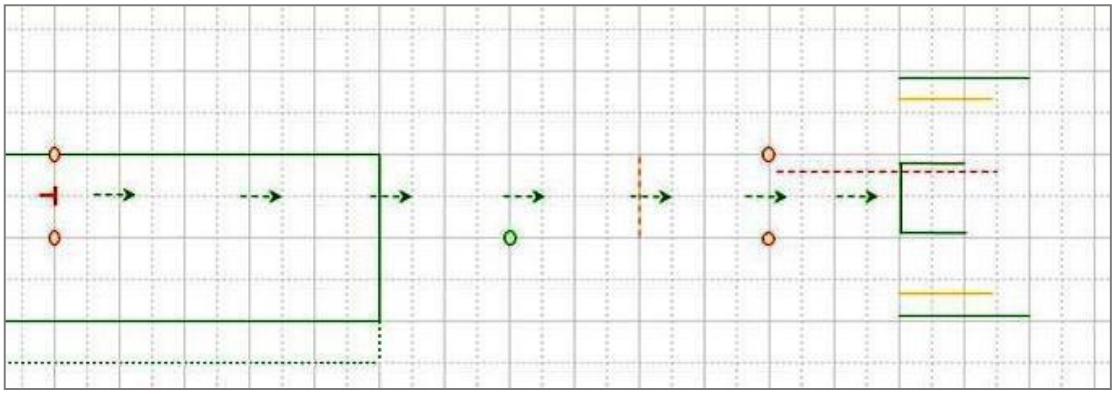

Figure 18

b) Scoring QUICK STOP [maximum points: 15]

POINT SCORING	Speed	Anticipation
Time	5 points	10 points
Position	1 point per foot; maximum 10 points	

Table 26

1st ATTEMPT RESULTS	Position ≤ 20'	Position > 20'
Too Slow > 1.15 sec	Re-run	Re-run
Too Fast < 0.72 sec	No points scored	Re-run
Anticipation	Re-run	Re-run

Table 27

DISTANCE STANDARDS	
Time (seconds)	Standard (feet)
0.72 to 0.75	20
0.76 to 0.79	18
0.80 to 0.84	16
0.85 to 0.90	14
0.91 to 0.97	13
0.98 to 1.05	11
1.06 to 1.14	09
1:15	08

Table 28

2nd ATTEMPT RESULTS	Position < 20'	Position > 20'
Too Slow > 1.15 sec	Score Time as A10, position not scored	Score Time as A10, position not scored
Too Fast < 0.72 sec	No Points Scored	Score Time [speed] and Position (using 20' as standard distance – up to 10'/pts.
Anticipation	Score Time as A10, position not scored	Score Time as A10, position not scored

Table 29

(1) SCORING NOTES:
   (a) "Time" is scored if rider has improper speed of "Too Slow" (greater than 1.15 seconds) or "Too Fast" (less than .72 seconds) during a 2nd run.
   (b) "Anticipation" is scored A10 for a 2nd anticipated run (for a total of 10 points).

(2) "Position" is scored using the forward-most part of the vehicle. If the forward-most part of the vehicle is at any point past a distance line, the next greater distance line is used.

E6. Final Test Scoring

(a) Total all points from each component of "Stalling"; Run #1 – Cone Weave, Curve (left), and Normal Stop; Run #2 – Curve (right); Run #3 – Obstacle Swerve; and Run #4 – Quick Stop:
   1) If the score is 15 points or less, the test is passed.
   2) If the score is 16 points or more, the test is failed.

(b) Debrief Participant(s) by explaining what penalty points were scored.

E7. 3-Wheel Post-Endorsement Test Instructions

a) Read to all applicants

(1) Congratulations on successfully passing the Washington State 3-Wheel motorcycle endorsement skills test!

(2) If you have passed the 3-Wheel knowledge test within the last 180 days, or currently have a valid permit, you are eligible to add a 3-Wheel motorcycle endorsement to your driver license. You must add the
endorsement and pay the required fee online or in a licensing office before you can legally ride your motorcycle.

(3) Your test results will be entered into the DOL licensing system within three (3) Business Days from today. You must wait the full three (3) Business Days before going online or visiting a licensing office to add the endorsement to your driver license.

(4) Your test scores are valid for 180 days from the date you took the test. You must add the endorsement to your driver license before the 180 days expire. Your permit or permit tests must also be unexpired. Failure to do so will require you to retake the 3W endorsement tests.

(5) Visit the DOL website for more information. Are there any questions before you leave?

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VIII. APPENDIX D: TEST MEASUREMENT STANDARDS

Test components may be measured in any order, but each component must be measured according to the specifications below. Contractors and auditors must use a U.S. Standard Measuring Tape for all measurements.

A. MEASURING INDIVIDUAL PERMIT TEST COMPONENTS – 2W

A1. Run 1: Weave and Normal Stop

a) Component: Weave
   (1) Measure from center of start T to center of first cone marking. [12’]
   (2) Measure distance between remaining cone markings, from center to center. [12’]

b) Component: Stop box
   (1) Measure width from inside to inside of lines. [5’]
   (2) Measure length from inside to inside of lines. [3’]

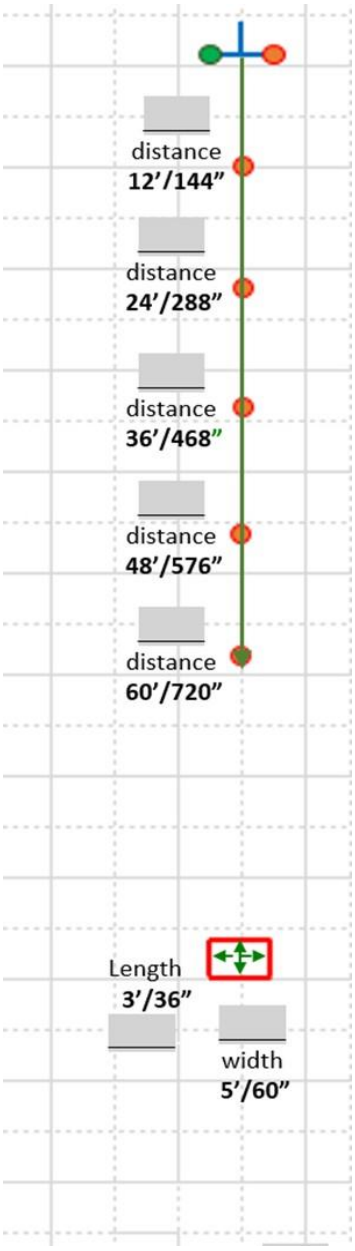


Figure 19

A2. Run 2: Turn-from-a-stop and U-turn

a) Component: Turn-from-a-stop
   (1) Measure distance from center of "start T" to far side of perpendicular outside boundary line. [16']
   (2) Measure distance from end of exit-side inside boundary line to far side of perpendicular outside boundary line. [10']
   (3) Measure distance from end of entry-side boundary line to far side of perpendicular outside boundary line. [10']
   (4) Measure width of entry from far side to far side of each boundary line. [6']
   (5) Measure width of exit from far side to far side of each boundary line. [6']
   (6) Measure length of each outside boundary line from end to end. [10']

b) Component: U-turn
   (1) Measure width of 24ft U-turn area from far side to far side of each boundary line at scoring zone entry. [24']
   (2) Measure width of 24ft U-turn area from far side to far side of each boundary line at end of box. [24']
   (3) Measure length of right-side U-turn boundary line, end to end of the line. [15']
   (4) Measure length of left-side U-turn boundary line, end to end of the line. [15']

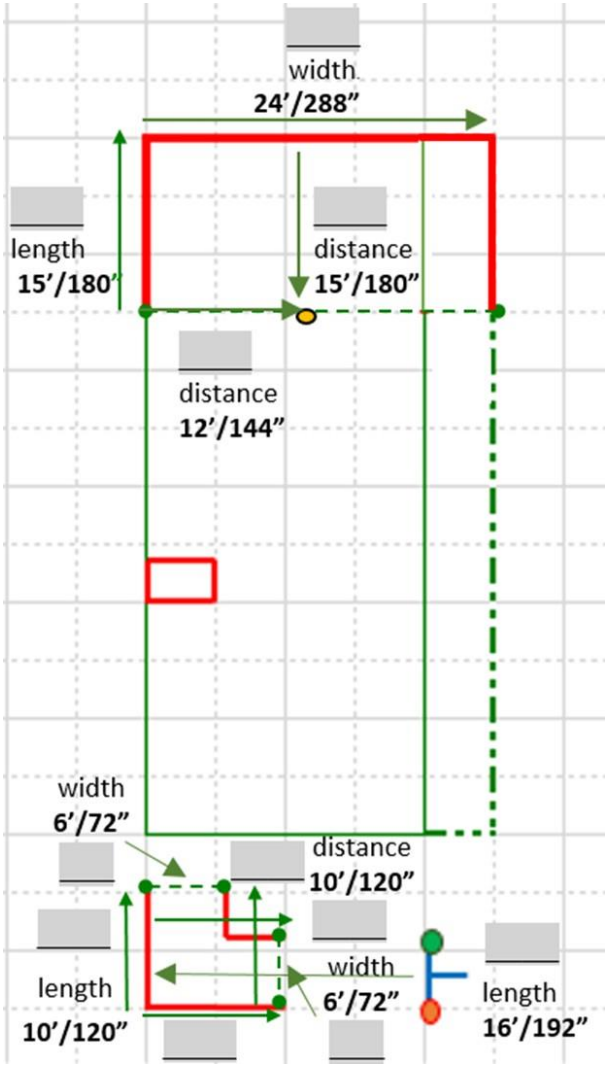


Figure 20

A3. Run 3: Swerve

a) Component: Swerve start to obstacle
   (1) Measure from center of start T to center of timing line. [25’]
   (2) Measure from center of timing line to center of cue cone markings. [20’]
   (3) Measure from center of cue cone markings to leading edge of obstacle. [13’]

b) Component: Obstacle and escape sidelines
   (1) Measure width of obstacle at front of box from far side to far side of lines. [8’]
   (2) Measure width of obstacle at rear of box from far side to far side of lines. [8’]
   (3) Measure length of left side of obstacle, end to end of line. [10’]
   (4) Measure length of right side of obstacle, end to end of line. [10’]
   (5) Measure left escape lane width at entry point from far side to far side of left escape sideline and left side of obstacle. [8’]
   (6) Measure left escape lane width at exit point from far side to far side of left escape sideline and left side of obstacle. [8’]
   (7) Measure length of left escape sideline, end to end of line. [15’]
   (8) Measure right escape lane width at entry point from far side to far side of right escape sideline and right side of obstacle. [8’]
   (9) Measure right escape lane width at exit point from far side to far side of right escape sideline and right side of obstacle. [8’]
   (10) Measure length of right escape sideline, end to end of line. [15’]

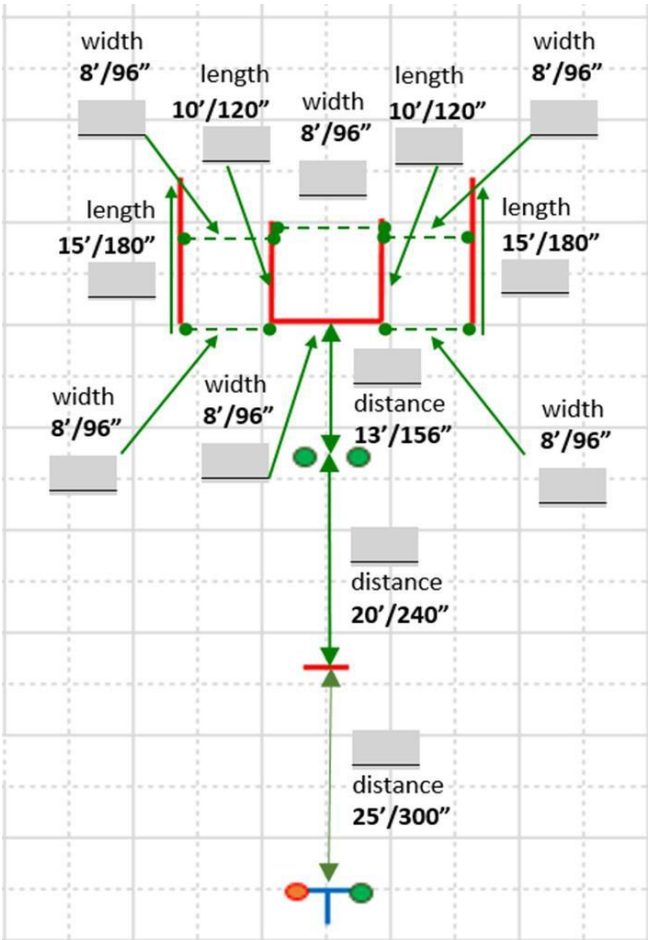


Figure 21

A4. Run 4: Quick Stop

a) Component: Start T to cue cone markings (may be same markings used for Run #3: Swerve)
   (1) Measure from center of start T to center of timing line. [25’]
   (2) Measure from center of timing line to center of cue cone markings. [20’]

b) Component: Stopping distance lines
   (1) Measure from center of cue cone mark to center of 5’, 10’, 15’, 20’, 25’, and 30’ braking distance markers. [5’, 10’, 15’, 20’, 25’, 30’]

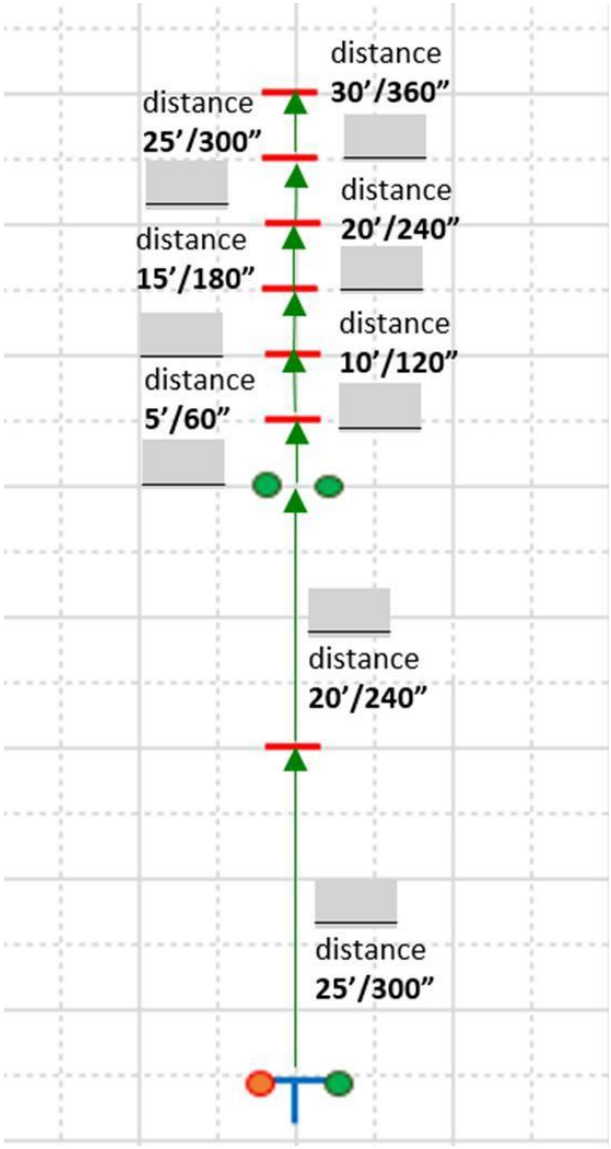


Figure 22

A5. Run 5: Corner

a) Component: Corner 1 width
   (1) Measure width of corner 1 at entry, mid-point, and exit from outside to outside of lines. [8’]
b) Component: Timing lines
   (1) Measure distance from center to center of timing lines. [29’ full size, 25’ alternate, 22’compact]
c) Component: Corner 2 width
   (1) Measure width of corner 2 at entry, mid-point, and exit from far side to far side of lines. [8’]

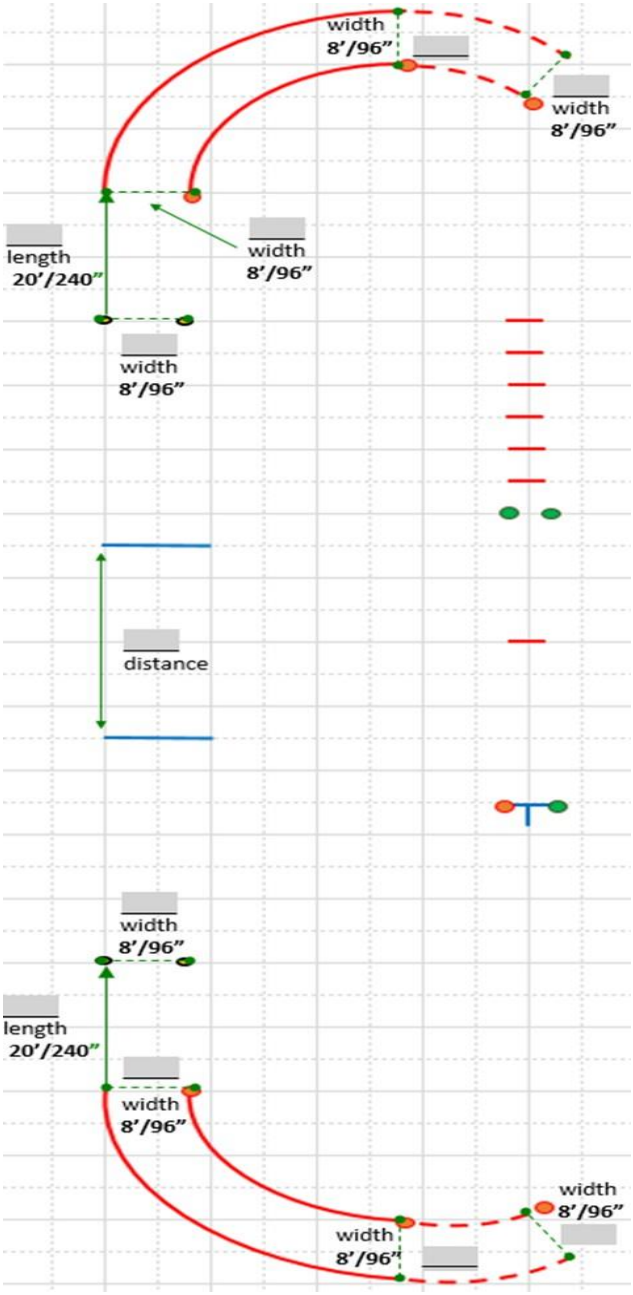


Figure 23

B. MEASURING INDIVIDUAL ENDORSEMENT TEST COMPONENTS – 3W

B1. Run 1: Offset Weave and Cornering

a) Component: Weave
   (1) Measure width of start area from center to center of start cone markings. [10’]
   (2) Measure from outside start cone marking to center of first weave cone marking. [40’]
   (3) Measure distance from center of first weave cone to point where second weave cone intersects straight path of travel at 90 degrees. [40’]
   (4) Measure distance from intersection point to second weave cone to obtain offset. [30’]
   (5) Measure remaining weave cones, from center to center of cone markings. [40’] (note: on a compact Range there will be no 4th weave cone)
   (6) Measure distance of each wheel arc line, from center of cone marking to outside of arc line. [48-53”]

b) Component: Corner
   (1) Measure distance between entry guide cones from center to center of cone markings. [10’]
   (2) Measure guide cone to corner entry from center of cone marking to tip of corner line. [10’]
   (3) Measure corner width at entry and exit from far side to far side of corner lines. [10’]
   (4) Measure corner exit to guide cone from tip of corner line to center of cone marking. [10’]
   (5) Measure distance between exit guide cones from center to center of cone markings. [10’]

c) Component: Stop Box
   (1) Measure width from inside to inside of lines. [10’]
   (2) Measure length from inside to inside of lines. [3’]

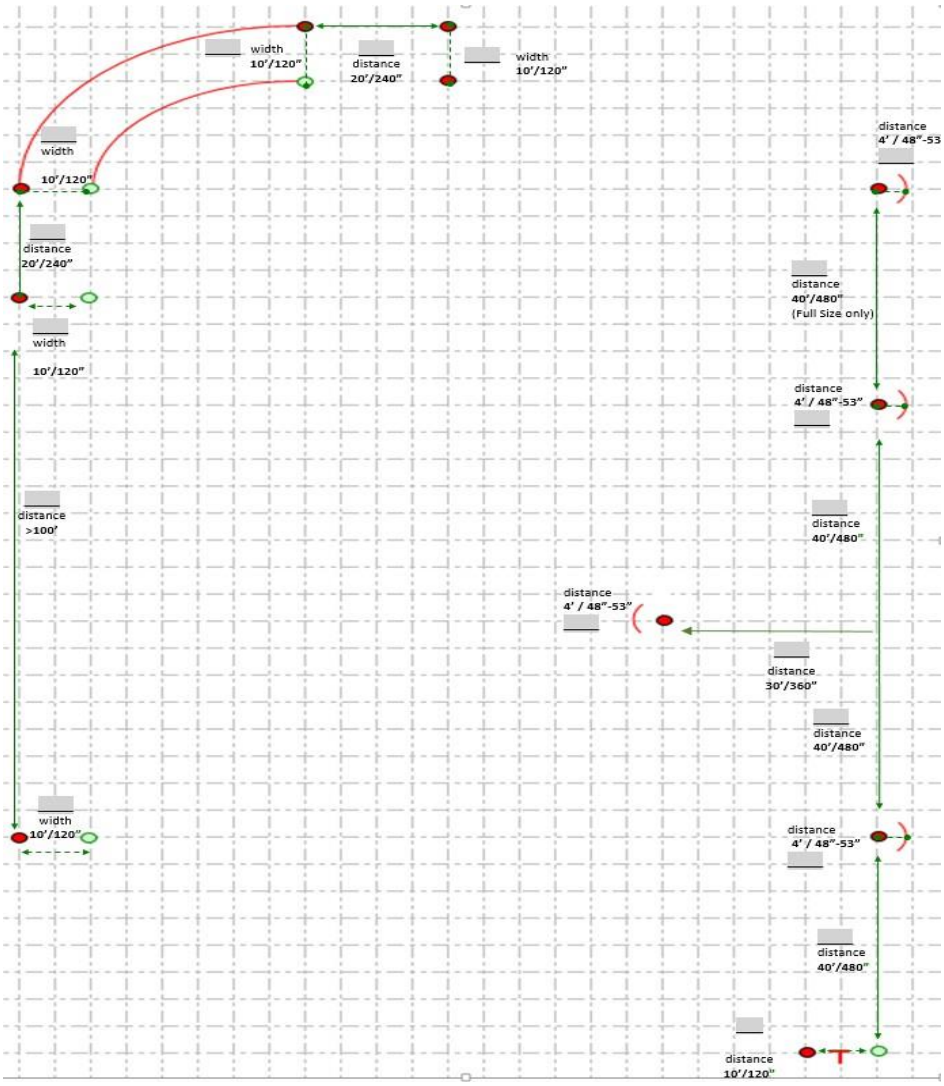


Figure 24

B2. Run #2: Cornering (Right)

a) Component: Start T to timing line

(1) Measure distance from center of outside start T cone to center of outside corner entry cone. [>100’]

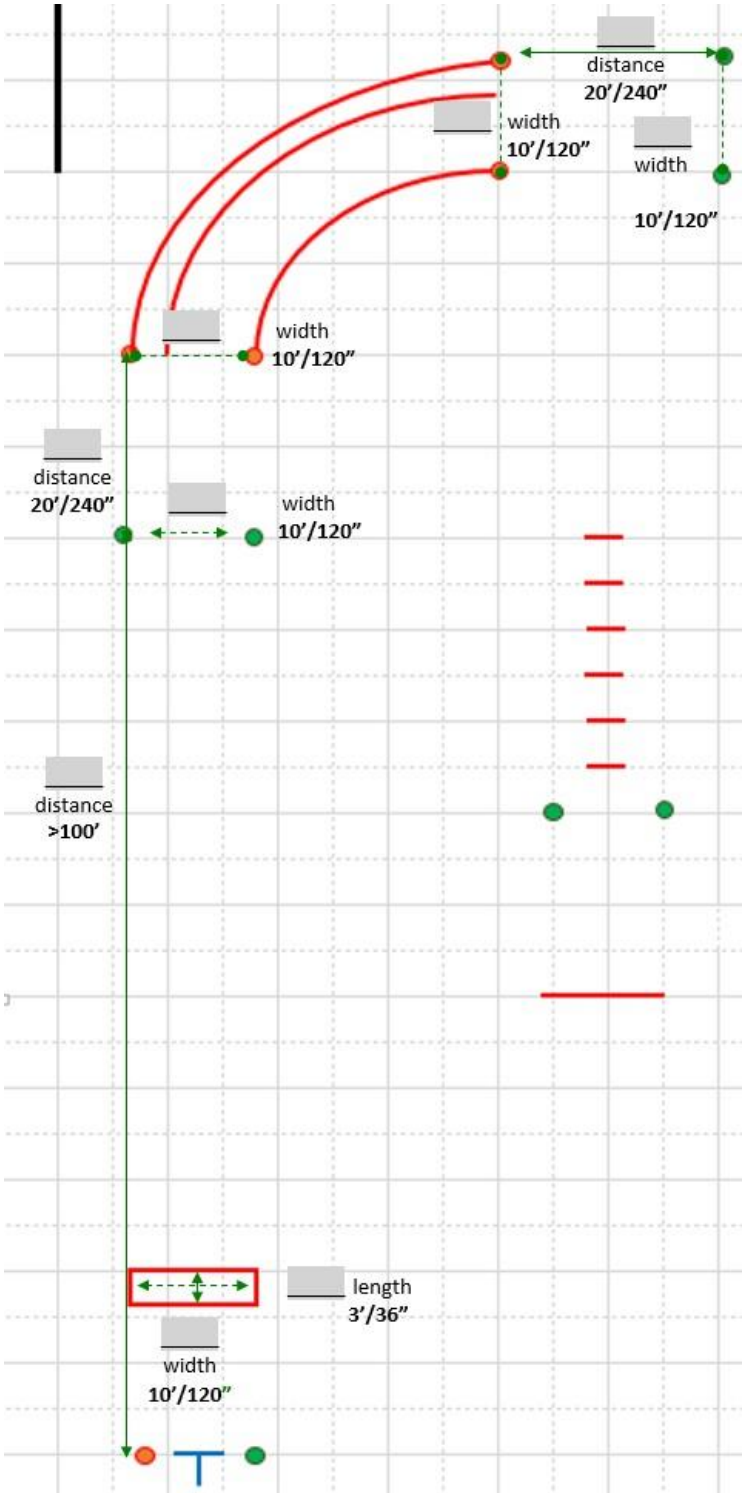


Figure 25

B3. Run 3: Swerve

a) Component: Start T to Obstacle

(1) Measure distance between center of start T and center of timing line. [>90’ full size, >85’ compact]

(2) Measure distance from center of timing line to center of cue cone marker. [20’]

(3) Measure distance between cue cones from center to center of each cone marking. [10’]

(4) Measure center of cue cone marking to leading edge of obstacle. [20’]

b) Component: Obstacle and escape sidelines

(1) Measure width of obstacle at front of box from far side to far side of lines. [8’]

(2) Measure width of obstacle at rear of box from far side to far side of lines. [8’]

(3) Measure length of left side of obstacle, end to end of line. [10’ or 15’]

(4) Measure length of right side of obstacle, end to end of line. [10’ or 15’]

(5) Measure left escape lane width at entry point from far side to far side of left escape sideline and left side of obstacle. [10’]

(6) Measure left escape lane width at exit point from far side to far side of left escape sideline and left side of obstacle. [10’]

(7) Measure length of left escape sideline, end to end of line. [20’]

(8) Measure right escape lane width at entry point from far side to far side of right escape sideline and right side of obstacle. [10’]

(9) Measure right escape lane width at exit point from far side to far side of right escape sideline and right side of obstacle. [10’]

(10) Measure length of right escape sideline, end to end of line. [20’]

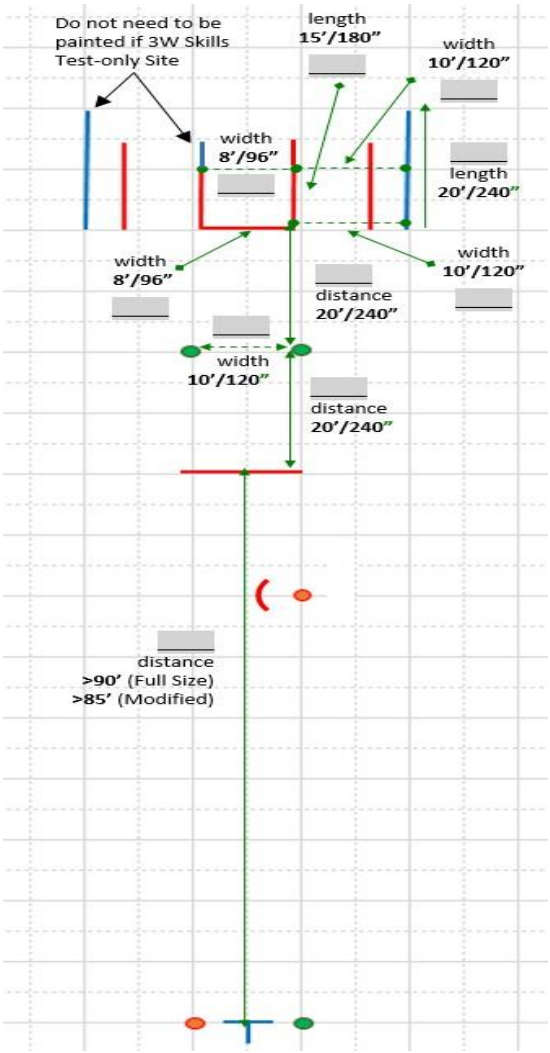


Figure 26

B4. Run 4: Quick Stop

a) Component: Start T to cue cone markings (may be same markings used for Run #3: Swerve)
   (1) Measure from center of start T to center of timing line. [>90' full size, >85' modified]
   (2) Measure from center of timing line to center of cue cone markings. [20']
   (3) Measure width between cue cones from center to center of each cone marking. [10']

b) Component: Stopping distance lines
   (1) Measure from center of cue cone mark to center of 5', 10', 15', 20', 25', and 30' braking distance markers. [5', 10', 15', 20', 25', 30']

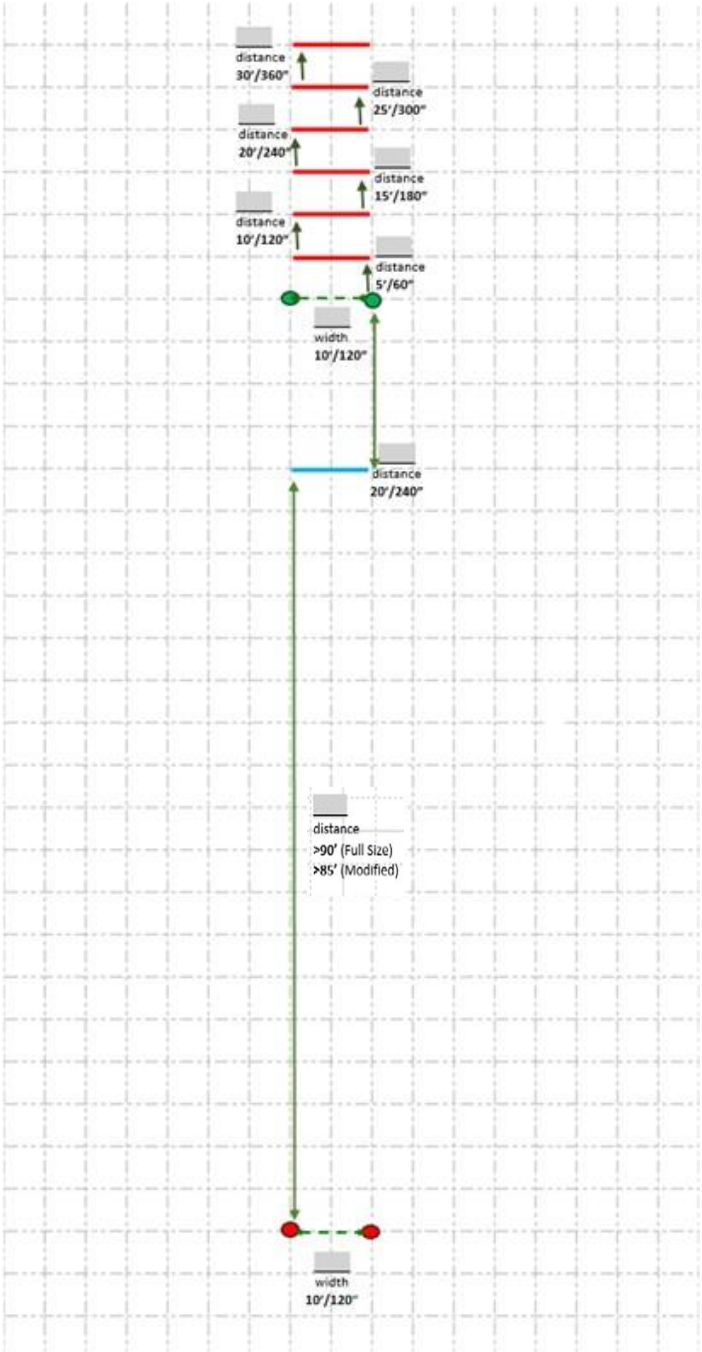


Figure 27

C. MEASURING INDIVIDUAL ENDORSEMENT TEST COMPONENTS – 2W

C1. Run 1: Quick Stop

a) Component: Start cue cone markings

(1) Measure from center of start cue cone to center of timing line. [85’]

(2) Measure from center of timing line to center of cue cone markings. [44’]

b) Component: Stopping distance lines

(3) Measure from center of cue cone mark to center of 5’, 10’, 15’, 20’, 25’, 30’, 35’, 40’, 45’, 50’ and 55’ braking distance markers. [5’, 10’, 15’, 20’, 25’, 30’, 35’, 40’, 45’, 50’, 55’]

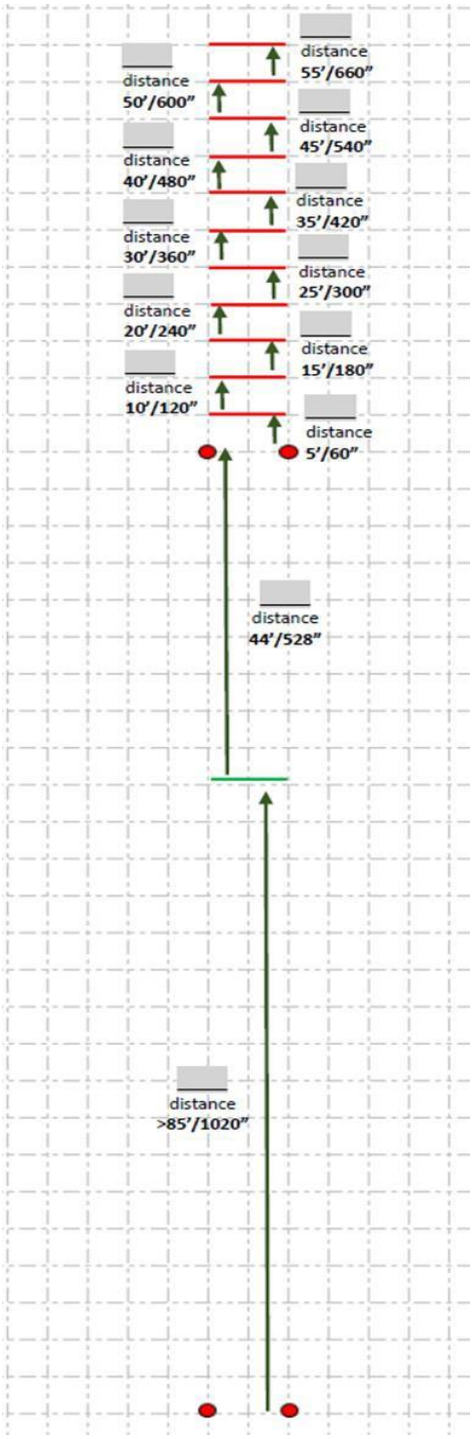


Figure 28

C2. Run 2: Cornering

a) Component: Start cue cone markings

(1) Measure from center of entry dot to center of entry dot gate of left corner. [9’]
(2) Measure from center of entry dot to center of quarter dot of left corner. [30’]
(3) Measure from center of apex dot to center of three-quarter dot of left corner. [30’]
(4) Measure from center of quarter dot to center of apex dot of left corner. [30’]
(5) Measure from center of apex dot to center of apex dot gate of left corner. [9’]
(6) Measure from center of apex dot to center of left corner. [8’]
(7) Measure from center of left corner to center of quarter and three-quarter dot gates. [23’]
(8) Measure from center of apex dot to center of three-quarter dot of left corner. [30’]
(9) Measure from center of three-quarter dot to center of exit dot of left corner.[30’]
(10) Measure from center of exit dot to exit gate dot of left corner. [9’]
(11) Measure from center of exit dot of left corner to center of exit dot of right corner[100’]
(12) Measure from center of exit gate dot to center of exit dot of right corner. [9’]
(13) Measure from center of exit dot to center of three-quarter dot of right corner. [30’]
(14) Measure from center of three-quarter dot to center of apex dot of right corner. [30’]
(15) Measure from center of apex dot to center of apex gate dot of right corner. [9’]
(16) Measure from center of apex dot to center of right corner. [8’]
(17) Measure from center of right corner to center of quarter and three-quarter dot gates. [23’]
(18) Measure from center of apex dot to center of quarter dot of right corner. [30’]
(19) Measure from center of quarter dot to center of entry dot of right corner. [30’]
(20) Measure from center of entry dot to center of entry gate dot of right corner. [9’]
(21) Measure from center of entry dot of center of right corner to entry dot of left corner. [100’]

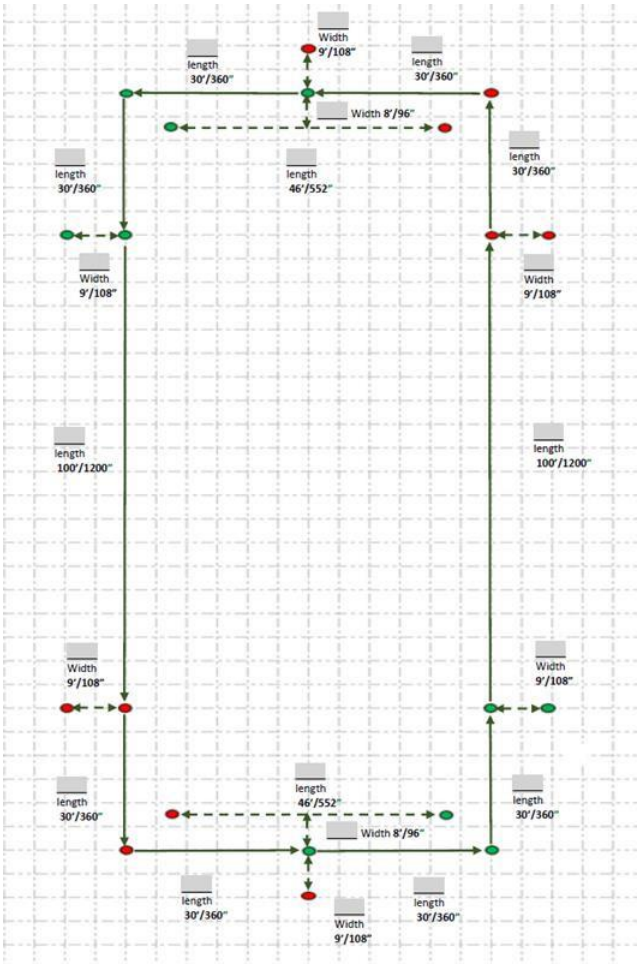


Figure 29

D. SKILLS TEST MEASUREMENT STANDARDS – 2W

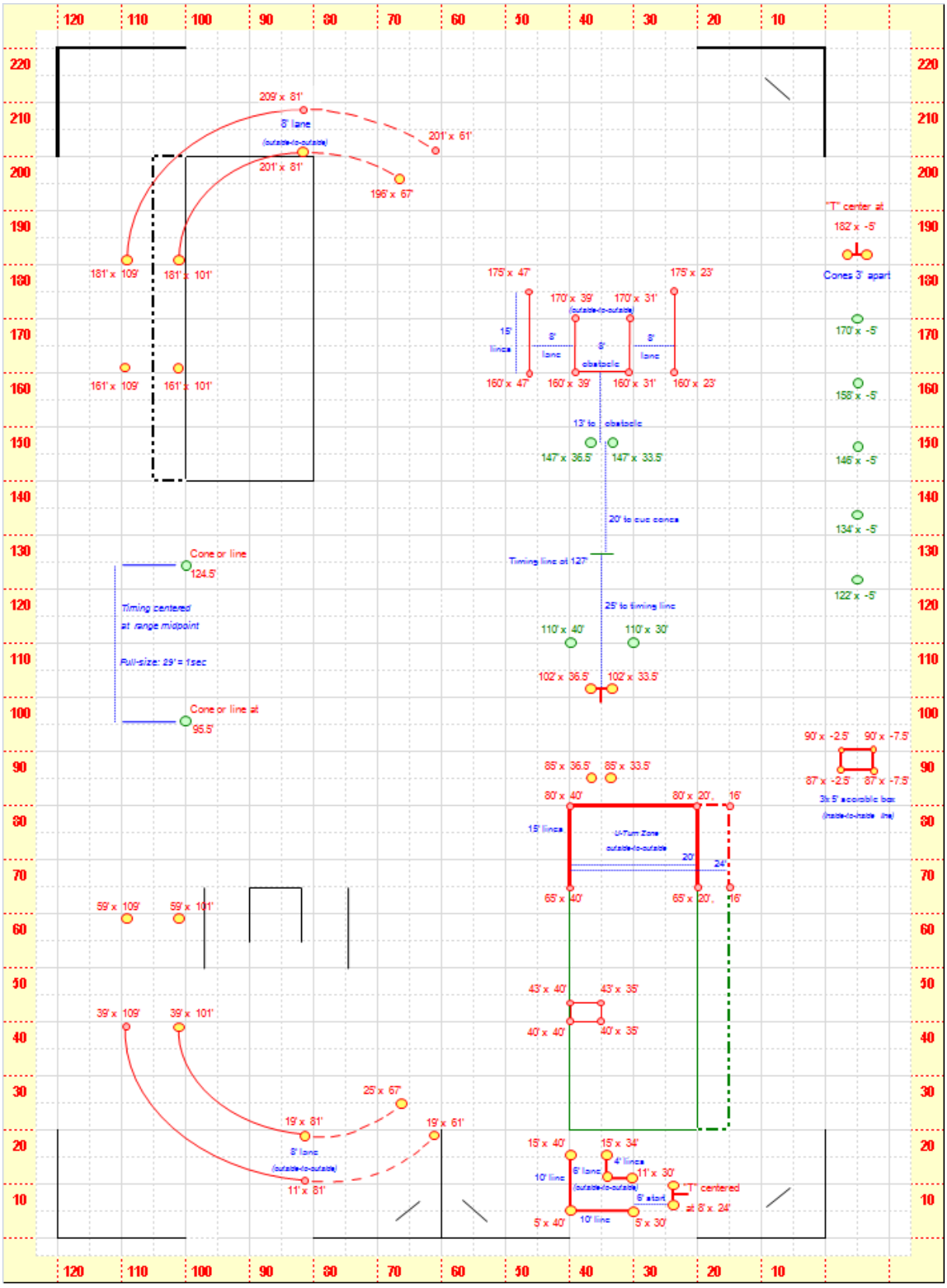


Figure 30

E. SKILLS TEST COMPACT MEASUREMENT STANDARDS – 2W

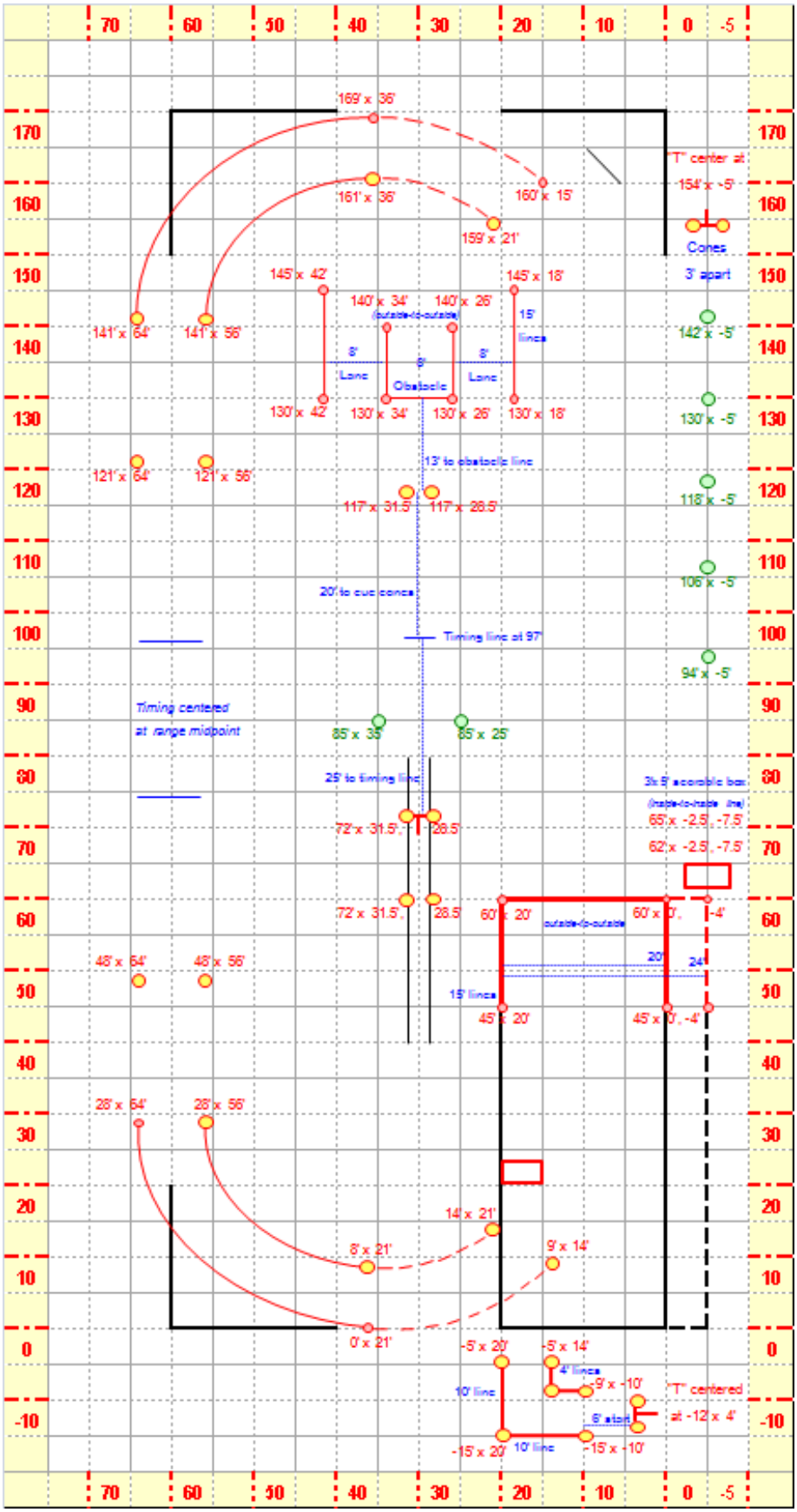


Figure 31

F. SKILLS TEST MEASUREMENT STANDARDS – 3W

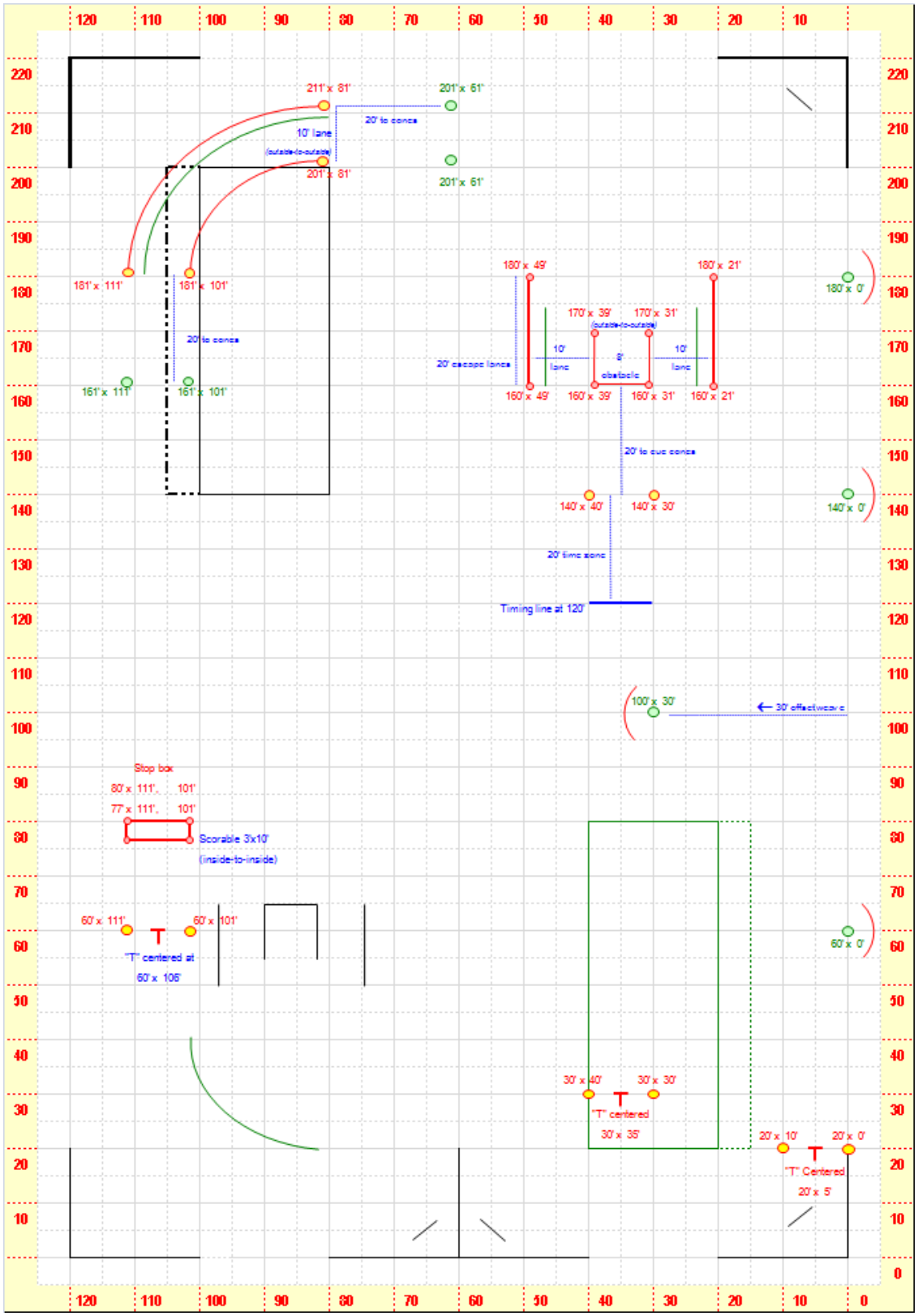


Figure 32

G. SKILLS TEST COMPACT MEASUREMENT STANDARDS – 3W

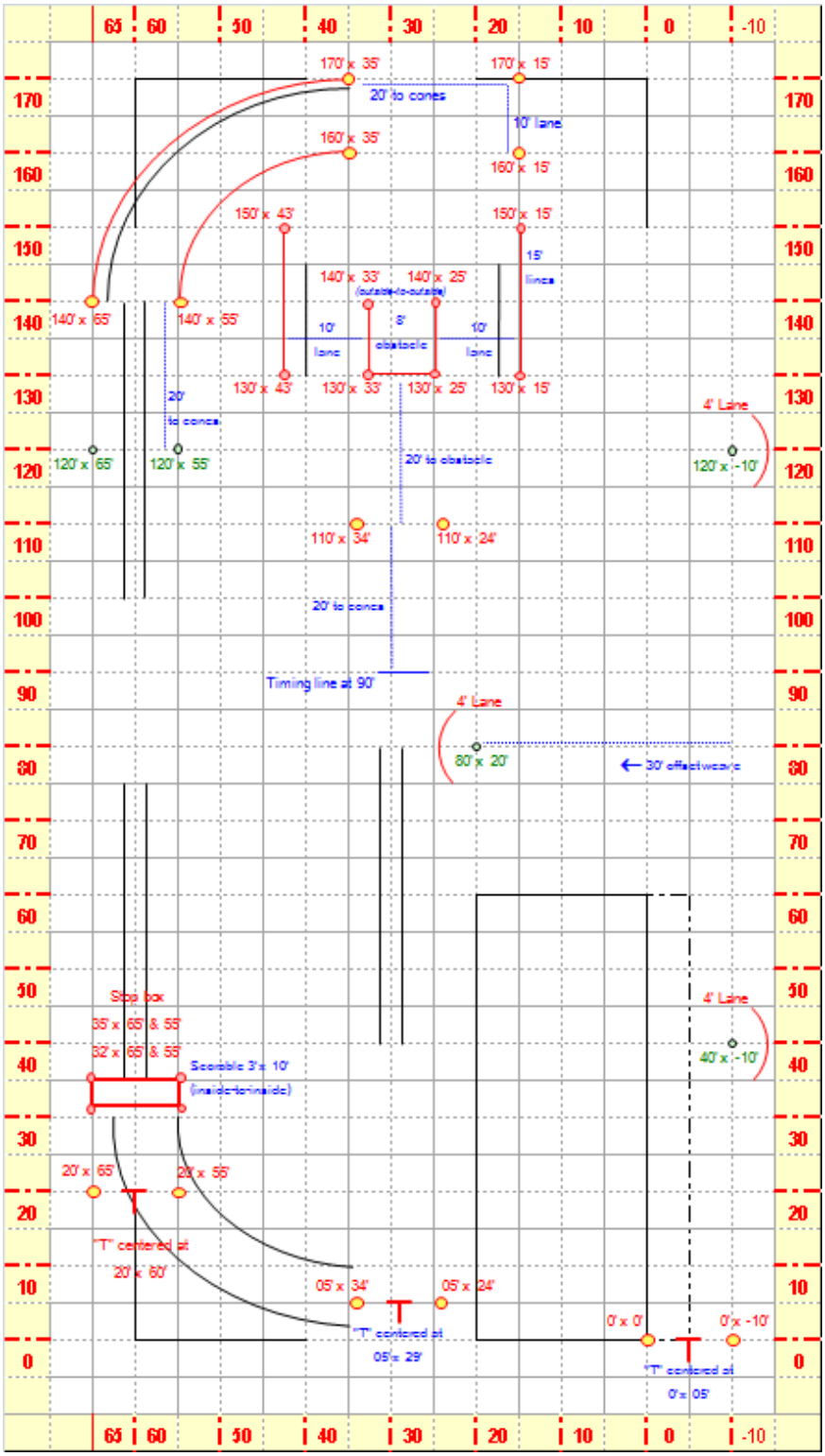
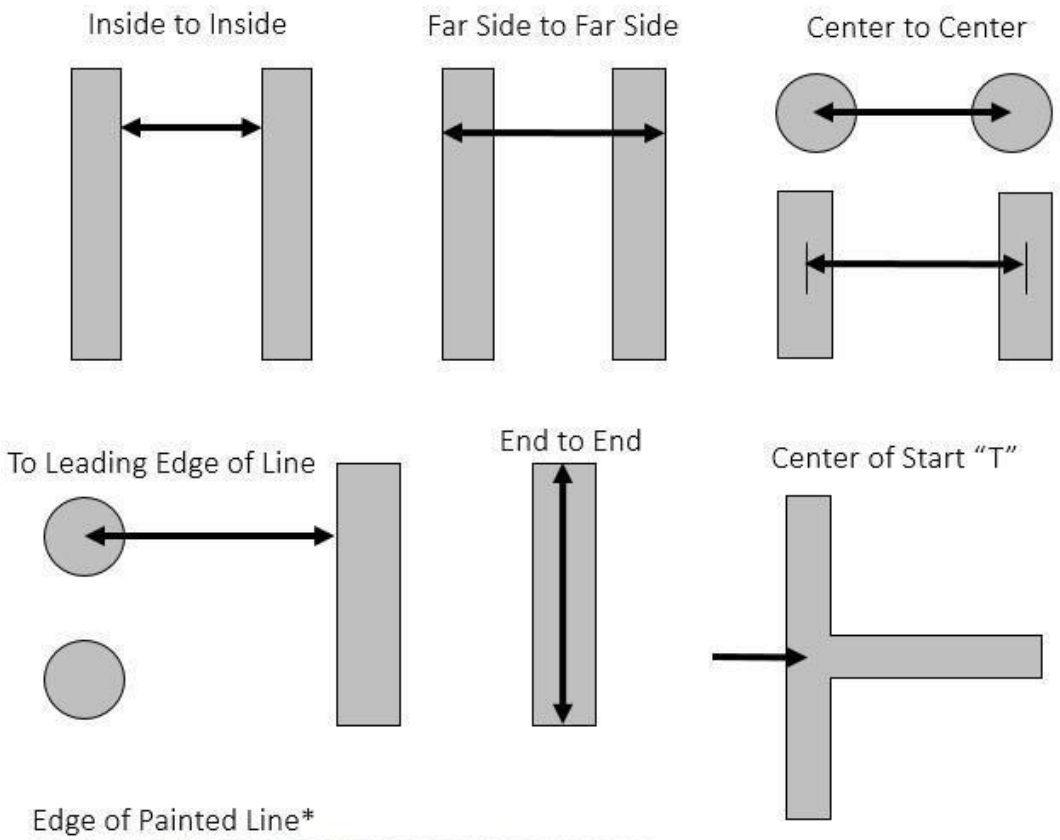
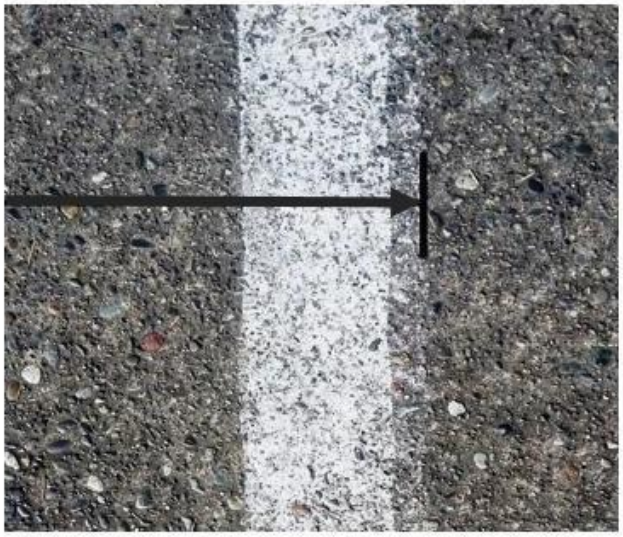


Figure 33

H. MEASURING TERMINOLOGY



Edge of Painted Line*



*The right-hand far-side edge of this line is measured from the edge of all the paint making up the line

Figure 34

APPENDIX E: License eXpress for Business Training/Testing Data Entry

A1. Course Completion/Testing

a) Contractor must enter course completion/testing information into License eXpress within three (3) Business Days from the end of the course/testing session (e.g., if a course ends on Sunday, the Contractor has until 11:59PM of the third Business Day (Wednesday) to enter results).

b) All mandatory fields must be filled out with accurate corresponding information.
   (1) Contractors must notify WMSP if they are unable to report Students/Participants due to system issues or other extenuating circumstances and provide class/test information within the 3-day deadline.
   (2) The reported results must be entered completely and accurately.
   (3) Contractors must immediately notify WMSP on a form prescribed by the Department if there is an error when entering training and testing data.

c) Every License Permit/Endorsement Course and/or Test must be entered into License eXpress.

d) Training Courses and Tests must be entered as outlined in the License Express for Driver Businesses E-Services Account User Guide and the Training Course and Testing Scenarios Guide, to include:
   (1) 2 Wheel Permit Training Courses and Tests
   (2) 2 Wheel Third Party Permit Tests
   (3) 2 Wheel Third Party Endorsement Tests
   (4) 3 Wheel Training Courses and Tests
   (5) 3 Wheel Third Party Tests

e) All Instructors and/or Examiners who actively participated in the Course/testing must be reported.

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IX. INDEX

T

V

W

NOTES:

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LICENSING

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Olympia, WA 98507–9030