

Gold Wing Road Riders Association

Director Rider Course Programs
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Date: May 30, 2009
From: Director, Rider Course Programs
Subject: After course paperwork

Now that we have a working Rider Education database in place, we can simplify the after course paperwork for our rider courses.

Instructor Responsibility

Upon completion of a Rider Course, complete the following:

1. Give students their completion cards and instruct them to make a copy and store it in a safe place for future reference if needed;
2. Fill out an Accident/Incident Report anytime a motorcycle and/or student falls onto the ground regardless of damage to the motorcycle or the level of the injury to the student (experience tells us that some injuries may appear to be minor, but later require medical attention. WHEN IN DOUBT, FILL IT OUT. It's difficult to reconstruct your report a week or more after the incident);
3. Attach the associated signed, dated and witnessed waiver(s) to the Accident/Incident report;
4. Deliver all completed paperwork (nothing missing) to the District Educator or his/her representative;
5. All paperwork forms are included with the course IG. Make an appropriate number of copies.

District Educator Responsibility

1. Enter data from the Completion Card Tracking Sheet into the Rider Ed database;
2. Snail mail the student evaluations to the Director, Rider Course Programs, currently Bob Berry;
3. A copy of the Accident/Incident Reports should be sent to your Region Educator and be retained for 1 year.
4. All other remaining paperwork may be destroyed 90 days from the completion of the course.

Thanks for your attention and your dedication to Rider Ed.

Bob