Hosting of TEEX/Harley-Davidson Police Motorcycle Training Classes

Before requesting hosting consideration, the prospective host agency should research to see if there is sufficient interest in their area for police motorcycle training. Class enrollment minimums are 6 students for Police Motorcycle Instructor (MSP203) and 12 students for Basic Police Motorcycle Operator (MSP201). Class minimums must be satisfied to run a class.

Note: The delivery of a Basic Police Motorcycle Operator Class is required to conduct the Instructor course.

The following information describes the infrastructure needed to conduct training classes:

- **Site Suitable for Motorcycle Operations.** The site should have an area equivalent to three (3) football fields (at least 300 yards X 50 yards). Asphalt is the preferred surface and should be smooth, even, and free from debris and crumbling. While asphalt is preferred, concrete surfaces are acceptable provided they do not have areas sprawling. Chip sealed surfaces are not acceptable. Inclusion of photographs of the training site is preferred as part of the application process.

- **Classroom Facilities.** A classroom is required for both course offerings: Instructor and Operator. These facilities can be a dedicated classroom or a large room located at the training site. Minimum classroom equipment needed includes a dry erase board and video projection capabilities. Classrooms will be utilized the first week of Instructor classes and the first and last two days of Basic Operator classes.

- **Restroom Facilities.** Must be immediately available on-site at the motorcycle operations site; may be co-located with the classroom facilities if they are within a reasonable distance. Portable facilities are acceptable; if portable units are used, a minimum of two (2) units are required.

- **Parking.** Must be available on-site and in close proximity to the classroom facilities and motorcycle operations site. Should have enough space for instructors and students to park their personal vehicles.

- **Lodging.** Should be reasonably close to the training site and provide a discounted (government) rate.

- **220 VAC/50 Amp Electrical.** This access is for the tractor-trailer and is preferred but not mandatory. The tractor-trailer is the equipment and repair facility for motorcycles provided for use during class operations.

- **ATV/UTV.** Access to an ATV or UTV is preferred but not mandatory. The vehicle allows for ease of movement of cones related to field exercises and activities and other miscellaneous supplies.
TEEX/HARLEY-DAVIDSON POLICE MOTORCYCLE TRAINING CLASSES APPLICATION

The annual training schedule runs from February to November each year. A point of contact (POC) is required as part of the application process. This individual is responsible for securing facilities, soliciting students, and other miscellaneous services as required to include providing maps, directions, and local meal information, etc.

Note: A host agency is offered one (1) complimentary student attendee slot in either the MSP201 course or the MSP203 course. If the host agency enrolls a minimum of 15 students 45 days prior to the MSP203 class start date, the host agency will receive an additional complimentary student attendee slot, resulting in a total of two (2) complimentary slots.

Hosting Agency:

Name: ______________________________________________________________________________

Address: ______________________________________________________________________________

City: _____________________________  State: ___________________ Zip code: _________________

Point of Contact (POC) Name: _________________________________________________________

POC Email: _______________________________________ POC Phone: _______________________

Motorcycle Training Site:

Physical Address: _____________________________________________________________________

City: _____________________________  State: ___________________ Zip code: _________________

Type of Pavement Surface: ____________________________________________________________

Size of Pavement Surface: ____________________________________________________________

What is the training site typically used for (e.g. dedicated drive track, parking lot, airport ramp, etc)?

________________________________________________________________________________________

Proximity to Classroom Facilities: _______________________________________________________

Additional Motorcycle Training Site Relevant Information:
**Classroom Facilities:**

Physical Address: __________________________________________________________

City: _____________________________ State: _____________ Zip code: _________________

Can the classroom materials be shipped to the address listed above?

☐ Yes    ☐ No*  *If no, please specify the shipping address for materials.

Shipping Address: __________________________________________________________

City: _____________________________ State: _____________ Zip code: _________________

Does the classroom have a dry erase board and video projection capabilities?

☐ Yes    ☐ No

Additional Classroom Facilities Relevant Information:

________________________________________________________________________________________

**Restroom Facilities:**

Type of Restroom Facilities (e.g. permanent or portable): _____________________________

Number of Restroom Units Available: _______________________________________________

Proximity to Motorcycle Training Site: _______________________________________________

Proximity to Classroom Facilities: _________________________________________________

Additional Restroom Facilities Relevant Information:

________________________________________________________________________________________

**Parking:**

Is parking available on-site and in close proximity to the classroom facilities and motorcycle operations site with enough space for instructors and students to park their personal vehicles?

☐ Yes    ☐ No
Lodging:

Physical Address: ____________________________________________

City: __________________ State: ___________ Zip code: ___________

Lodging Phone Number: __________________________________________

Does the lodging provider offer a discounted (government) rate?

☐ Yes  ☐ No

Will a block of rooms be required for this lodging provider?

☐ Yes  ☐ No

Distance to Motorcycle Training Site: ____________________________

Additional Lodging Relevant Information:

__________________________________________

220 VAC/50 Amp Electrical: *This is preferred but not required

Is access to 220 VAC/50 Amp Electrical available at the motorcycle training site?

☐ Yes  ☐ No

ATV or UTV: *This is preferred but not required

Is access to an ATV or UTV available at the motorcycle training site?

☐ Yes  ☐ No

ABILITY TO MEET MINIMUM CLASS ENROLLMENT NUMBERS

Class enrollment minimums are 6 students for Police Motorcycle Instructor (MSP203) and 12 students for Basic Police Motorcycle Operator (MSP201). The delivery of a Basic Police Motorcycle Operator Class is required to conduct the Instructor course.

Please demonstrate your ability to meet the minimum numbers; include details about interested agencies and number of students that will participate in your local offering.
SCHEDULING

The annual training schedule runs from February to November each year. Please rate your preferred months, including year(s), through selecting choices 1 through 5 below. Choice 1 should represent your most ideal month to host the training. If, at the time of application, there is a known month that will not work for your agency or location, you have the ability to exclude the month. Each answer should be entered as “Month, Year”. Example: April, 2030.

Note: We will make every effort to schedule classes according to your scheduling preferences. However, there will be instances where we may communicate back with you concerning availability if we cannot accommodate your desired scheduling. TEEX will contact you as soon as possible after the initial application period closes if this is the case.

Choice 1 (most preferred): ______________________
Choice 2: ______________________
Choice 3: ______________________
Choice 4: ______________________
Choice 5: ______________________

Month to Exclude (agency or location is not available): ______________________

Thank you for completing this application to host the TEEX/Harley-Davidson Police Motorcycle Training Classes.

Please email or fax your application to ILEPSE@teex.tamu.edu / Fax: (877) 289-9715.
FOR OFFICE USE ONLY

Date Application Received: _______________________  Date Application Approved: _______________________

Approved by: _________________________________________________________________________________________

Training Dates Assigned: ______________________________________________________________________________