



Call for Nominations

2008 Motorcycle Safety Foundation Awards Criteria for Outstanding State Program Award

We value your time in submitting your nominee for evaluation. This process allows for a comprehensive and objective evaluation of each state program. Each state is evaluated to a general guide and is measured on its own merits and not in competition with others.

An Outstanding State Program maintains a low risk training environment that is conducive to learning, effectively meets the needs of prospective and current riders, makes efficient use of public resources, maintains a high quality program with strong student satisfaction, develops its RiderCoaches, and maintains the quality of its fleet and training equipment.

Using the above as a guide, please review the list of criteria below and provide as much information as you can. You may attach additional pages and provide any supplemental material with your nomination.¹

State Award Category

Which category represents the state's overall motorcycle safety program budget?

- Category I: up to \$200,000
- Category II: \$200,00 to \$499,999
- Category III: \$500,000 to \$999,999
- Category IV: \$1 million and more

Effectively Meets Needs of Prospective/Current Riders

Please indicate all of the method(s) of registration used by the program.

- Toll free telephone number available
- Fax
- Mail-in
- Email
- State-wide online registration
- Other (describe)

¹ Please be aware that any material provided will not be returned but retained as part of MSF's files for this year's award evaluation process. All information provided to MSF under the Awards Nomination process is held in strict confidentiality and is not made public by MSF, except as may be required by law.



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Effectively Meets Needs of Prospective/Current Riders (continued)

- Does the nominee facilitate independent sites/private entities to complement/enhance public delivery? If so, how?

Yes No

- How does the nominee support lifelong learning? List RETS programs offered (e.g., ERC Suite, Seasoned Rider, Scooter School, etc.). Describe how they are provided, how often they are made available, and training numbers related to these courses. How does your program plan to implement other MSF curricular products?

Efficient Use of Public Resources and Efficient Administration

MSF national training survey will be used to assess growth of the nominated state's program. In addition, please provide additional and relevant information for consideration.

- How does the nominee promote rider education programs?
- Is the nominee involved in any special projects or engaged in any partnerships to advance motorcycle safety? If so, how?

Yes No

- List grants or other supplemental income the nominee has received and how the funds were used to improve the effectiveness of the program.
- Describe the use of available funding for motorcycle safety-related public awareness campaigns, specifically campaigns used in 2008.



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Makes Efficient Use of Public Resources/Efficient Administration

To assist in evaluating the state program that you have nominated, additional information is needed. Please review the information below and include it with your nomination, and any additional comments you may wish to include.

- Student training numbers 2008 – Please provide this information since MSF has not collected 2008 numbers.
 - Show % of increase over previous years
 - ✓ Review last 5 years for trend
 - ✓ Compare % change 2008/2007
- Cost per student – Please provide these numbers².
 - Budget \$ / # Students
 - ✓ Review last 5 years for trends
 - ✓ Compare % change 2008/2007
 - ✓ Please explain how this number was derived.
- Number of training sites as a percentage of registered motorcycles – Please provide these numbers.
 - Show % of increase over previous year
 - ✓ Review last 5 years for trend
 - ✓ Compare % change 2008/2007

Demonstrates Effective Quality Assurance Over Its Program

- Are written comprehensive program policies and procedures or guidelines provided to all training sites? If so, please include a copy.

Yes No

- Describe the Program's Quality Assurance process and structure.

² You may footnote major capital expenditures, such as the purchase of motorcycles, which are still included in the calculations.



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Demonstrates Effective Quality Assurance over its Program (continued)

- Please indicate the frequency of quality assurance visits.
 - 1 visit per site annually
 - 2 visits per site annually
 - 3 or more visits per site annually
 - None
- How does the nominee address concerns that may arise as a result of a quality assurance visit?

Maintains a High Level of Student Satisfaction

MSF Student Surveys and other information from MSF's Quality Assurance department will be reviewed. In addition, please provide additional and relevant information for consideration.

- Describe the nominee's student complaint or grievance process. Please include a copy if the process is in written form.
- Describe how student feedback is utilized for site and RiderCoach development.
- Describe to what extent your RiderCoach group demographics reflect your state's student demographics.



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Maintains a High Level of Student Satisfaction (continued)

To assist in evaluating the state program that you have nominated, additional information from MSF will be used. Please review the criteria below that will be evaluated and include any additional comments you may wish to add.

- Student satisfaction ratings from MSF annual student satisfaction surveys, which will be used to determine the following.
 - The number of student evaluations in 2008, including negative evaluations
 - The last two years of data to evaluate increases in favorable student evaluations and any reduction in negative student evaluations.
 - Additional comments you may add:

RiderCoach Development

- How does the nominee ensure that sites/RiderCoaches receive new versions of, or updates to, Policy and Procedures/Rules and Regulations manuals?
- How does the nominee ensure that sites/RiderCoaches receive new versions of, or updates to MSF curricular materials?
- Describe the mentoring and/or internship process or program for RiderCoaches, if one is in place.
- Describe the frequency, location, and content of any state or RERP provided Professional Development Workshops.
- Please provide the percentage of RiderCoaches evaluated each year.
- Please provide the percentage of male to female RiderCoaches.



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Fleet and Equipment Quality

- Please enter the average age of the training motorcycle fleet.

- What criteria are used to determine a need for motorcycle and helmet replacement?

- Describe the replacement cycle for helmets.

- Describe how the fleet maintenance is scheduled, tracked and documented.

- Describe the process for evaluating and replacing fleet motorcycles.

General Comments

This section is provided so that you may provide any other additional and helpful information for evaluating the state program. Again, we thank you for your time in preparing and submitting this nomination.