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# ROAD GUARD TRAINING MANUAL

## BIGGS CHAPTER NORTH SAN DIEGO COUNTY

Harley Owners Group

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## **FOREWORD**

This Road Guard Manual is based on the original Road Guard Handbook and its updates. It represents the knowledge gained over the years since the original Road Guards were founded and the Handbook was written.

This is a living document that will evolve as needed without notice.

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ATTACHMENT A: ROAD GUARD QUALIFICATION REQUIREMENTS DOCUMENT

## 1. INTRODUCTION

The Road Guard Program has continued to improve and evolve since its inception in 2000. What was considered as a radical and somewhat controversial program has proved itself as a positive force for the safety and organization of Chapter rides thus enhancing members' enjoyment of their motorcycle and the camaraderie of their fellow riders.

The Program today requires far more of the Road Guards than it did in 2000. Training has become increasingly important. This manual is intended to make a significant improvement in training as it documents much of what is in practice and initiates a more formal and professional training course. This is expected to make training easier for the students as more professional instructional techniques are adopted and students are better informed as to the course content, structure, and what is expected. Additionally, the Road Guard Program as a whole will become more involved to everyone's benefit.

In the past the Road Guard Manual, in one of its forms, and the Group Riding Manual were taught and elaborated on extemporaneously to provide training. This meant that every training course was different and what was taught varied depending on who was at the classes and what ideas were discussed. Sometimes these ideas were contradictory.

At this point in the program's evolution, it is possible and therefore reasonable to make a substantial improvement in the training program that will have a positive effect on the Program and all Road Guards.

The Road Guard Manual and Group Riding Manual state our policies for the operation of the Road Guard Program and the conduct of group rides. **The method and techniques a Road Guard is expected to know are documented in Appendix A of the Road Guard Manual. A person's ability to use good judgment in selecting and implementing these methods and techniques will remain the critical skill necessary for awarding a person Road Guard status.**

## 2. OBJECTIVE

The objective of this Road Guard Training Manual is to define the requirements, processes, methods, and materials used to train riders to become Road Guards.

### **3. REQUIREMENTS**

The requirements for successfully completing Road Guard training are:

- a. Take a Knowledge test on the Road Guard Manual and Group Riding Manual.
- b. Serve in a Passive OJT position (riding under instruction) in each of the three ride positions a minimum of three times on Chapter rides.
- c. Attend Classroom Sessions 1 and 2. Sessions will include the major points of serving in the three Road Guard positions.
- d. Attend Practice Rides 1, 2, and 3.
- e. Serve once as Mid-Pack and once as Sweep on a Chapter ride.
- f. Pass an Evaluation Ride.

### **4. TRAINING TECHNIQUES**

Training will consist of the following techniques:

#### **4.1 Independent Studies**

The student is responsible for learning some information outside of a formal training environment. The assistance of a mentor will be available if needed.

#### **4.2 Classroom Lecture**

An instructor present information using training aids as appropriate. Student questions should be welcomed, and answers should be provided.

#### **4.3 Passive OJT (Second Position on Chapter Ride)**

The student is assigned to ride with a Road Guard during a Chapter group ride and observe the total riding environment and the actions of the Road Guard the student is shadowing. The student may be assigned duties as the Road Guard sees fit. The Road Guard and student are expected to treat this as a learning experience for the student. Both the student and the Road Guard should constructively critique the ride including decisions that were made.

#### **4.4 Active OJT (Primary Position on Chapter Ride)**

The student is assigned to ride as Sweep or Mid-Pack with a Road Guard in the secondary position on a Chapter group ride. The student carries out the duties of that position during the ride. The Road Guard and student are expected to treat this as a learning experience for the student. Both the student and the Road Guard should constructively critique the ride including decisions that were made.

## 4.5 Practice Rides

The Student is assigned one of the three Road Guard ride positions and carries out the duties of that position during the ride. The student, the student's peers, and the Road Guards will offer constructive criticism after the ride.

This ride is limited to Road Guards and students only.

## 5. KNOWLEDGE TYPES

### 5.1 Policies

Policies are factual information and do not require extrapolation, calculation, or inference. The Road Guard Program and Group Riding Policies are contained in the:

- a. Group Riding Manual
- b. Road Guard Manual
- c. Road Guard Training Manual

This information is not taught in the course. Students are expected to enter the course with this knowledge.

### 5.2 Methods and Techniques

Policies are implemented by procedures that are referred to in this document as methods and techniques. It is not possible to present all methods and techniques. However, there are methods and techniques that all Road Guards are expected to know. This course is intended to present and discuss these methods and techniques along with their advantages and disadvantages. Additional methods and techniques will be discussed as time permits.

### 5.3 Judgment

This is not so much knowledge as it is a skill. However, it can be learned. A method for improving judgment and an opportunity to exercise it will be a part of the classroom and OJT sessions.

**A person's ability to use good judgment in selecting and implementing methods and techniques will remain the critical skill necessary for awarding a person Road Guard status.**

## **6. COURSE STRUCTURE**

### **6.1 Classroom Instructors**

The classroom instructors will be:

- a. A Road Guard.
- b. Capable of conducting and controlling a class.
- c. Skilled in presenting information.
- d. Knowledgeable in the information to be presented in the class.
- e. Capable of using the available training aids.

### **6.2 On Acceptance for Training**

On acceptance, the Road Captain gives each student:

- a. The web access code to download the Road Guard Manual and Road Guard Training Manual.
- b. The student's personal Road Guard Qualification Requirements Documentation.
- c. The schedule for the classes and rides.
- d. The name and contact information for the student's Mentor.

### **6.3 Class 1**

Class 1 is conducted in accordance with the Lesson Plan for Class 1 and will include:

- a. Orientation by Road Guard Panel - Lecture
- b. Knowledge Test administration
- c. Ride Methods and Techniques per Lesson Plan – Lecture and Interactive
- d. The test results and problem areas discussion – Lecture and Interactive
- e. Case Studies are passed out. Students are instructed to identify action plans, risks, and possible outcomes. Additional methods and techniques are identified for and students are instructed to identify action plans, risks, and possible outcomes. These will be discussed at the next class.

## 6.4 Class 2

Class 2 is conducted in accordance with the Lesson Plan for Class 2.

- a. Discuss Case Studies per Lesson Plan – Interactive
- b. Conduct general question and answer session – Interactive
- c. Assign Ride Lead methods and techniques for students to study and identify action plans, risks, and possible outcomes. These will be discussed at the next class.
- d. Review format for Practice Rides and pass our Practice Ride 1 route.

## 6.5 Practice Ride 1

The group may be broken in to several subgroups. The ride may be broken into legs. The student will serve in the Road Guard position. After each leg, the students in Road Guard ride positions will rotate positions. For each leg the procedure will be:

- a. Student Ride Leader will give the pre ride briefing.
- b. The ride leg will be conduct by the students in the three ride positions.
- c. After each leg, there will be a critique by the students acting in Road Guard position, the other students, and then the Road Guards.

Any route other than the Evaluation Ride route will be used. Old GAR routes and other Chapter ride routes may be used.

## 6.6 Practice Ride 2

The group may be broken in to several subgroups. The ride may be broken into legs. The student will serve in the Road Guard position. After each leg, the students in Road Guard ride positions will rotate positions. For each leg the procedure will be:

- a. Student Ride Leader will give the pre ride briefing.
- b. The ride leg will be conduct by the students in the three ride positions.
- c. After each leg, the there will be a critique by the students acting in Road Guard position, the other students, and then the Road Guards.

Any route other than the Evaluation Ride route will be used. Old GAR routes and other Chapter ride routes may be used.

## **6.7 Practice Ride 3**

The group may be broken in to several subgroups. The ride may be broken into legs. The student will serve in the Road Guard position. After each leg, the students in Road Guard ride positions will rotate positions. For each leg the procedure will be:

- a. Student Ride Leader will give the pre ride briefing.
- b. The ride leg will be conduct by the students in the three ride positions.
- c. After each leg, the there will be a critique by the students acting in Road Guard position, the other students, and then the Road Guards.

Any route other than the Evaluation Ride route will be used. Old GAR routes and other Chapter ride routes may be used.

## **6.8 Secondary Road Guard Positions (Passive OJT)**

Student must secure assignments to ride with a Road Guard during a Chapter group ride and observe the total riding environment and the actions of the Road Guard that is assigned. The student may be assigned duties as the Road Guard sees fit. The Road Guard and student are expected to treat this as a learning experience for the student. Both the student and the Road Guard should constructively critique the ride including decisions that were made.

Student must serve in a Passive OJT position in each of the three ride positions a minimum of three times.

## **6.9 Primary Road Guard Positions (Active OJT)**

Students are assigned to ride as primary Sweep or Mid-Pack during a Chapter group ride to fulfill the duties of the position. A Road Guard is assigned as the secondary for that position. The Road Guard and student are expected to treat this as a learning experience for the student. Both the student and the Road Guard should constructively critique the ride including decisions that were made.

Student must serve in each Active OJT position (Sweep and Mid-Pack) one time.

## **6.10 Evaluation Ride**

An evaluation ride is intended to determine whether a student should be awarded Road Guard Status.

The procedure is as follows:

- a. Students will be assigned to the three ride positions by the Road Guard in Charge.
- b. Student Ride Leader will give the pre ride briefing.
- c. The ride leg will be conducted by the students in the three ride positions.
- d. After each leg, there will be a critique by the students acting in Road Guard positions, followed by the other students, and then the Road Guards.
- e. The students will rotate ride positions and repeat the procedure for the next leg. The process is repeated until all students have served in each position and been critiqued.

### **6.10.1 Eligibility Requirements**

To be eligible to participate in an Evaluation Ride, the student must have:

- a. Taken the Knowledge Test
- b. Attended Classroom Sessions 1 and 2
- c. Participated in Practice Rides 1, 2, and 3
- d. Completed the Passive OJT requirement
- e. Completed the Active OJT requirement

### **6.10.2 Ride Conduct**

The group may be broken in to several subgroups. The ride may be broken into legs. The student will serve in the Road Guard position. After each leg, the students in Road Guard ride positions will rotate positions. For each leg the procedure will be:

- a. Student Ride leader will give the pre ride briefing.
- b. The ride leg will be conducted by the students in the three ride positions.
- c. After each leg, there will be a critique by the students acting in Road Guard position, the other students, and then the Road Guards.

The official Evaluation Route will be used.

## **7. KNOWLEDGE TEST**

### **7.1 Objective**

The objective of the test is to:

- a. Motivate students to learn the contents of the manuals in preparation for taking the test.
- b. Verify the students have the required working knowledge of the information in the manuals.
- c. Identify manual sections that need to be improved.

### **7.2 Test Type**

The test will consist of multiple-choice questions, each with four possible answers.

### **7.3 Test Answers**

The following are required answer characteristics:

- a. All answers must appear as factual information and not require extrapolation, calculation, or inference.
- b. All answers must appear reasonable and possibly correct to someone without specific knowledge of the contents of the manuals.
- c. Incorrect answers may be partially correct, and may include some correct information and some incorrect information.
- d. The correct answer must be the most correct answer and include no incorrect information.

### **7.4 Question Keying**

A control number will key questions to a manual and sections. This will allow identification of:

- a. Sections of the manuals that require improving.
- b. Knowledge that the RGIT does have.

### **7.5 Test Materials**

Test materials will include:

- a. Individually developed questions and answers to be compiled to create a test.
- b. Test booklets to include questions and their possible answers.
- c. Answer sheets for recording answers.
- d. Answer keys to overlay answer sheets for grading answers.

## 7.6 Test Integrity

The integrity of the tests must be maintained by controlling the individually developed questions and answers, test masters, all copies of the tests, all answer sheets, and all answer keys. Measures to ensure test integrity include:

- a. Limiting possession of tests to the Road Captain, Safety Officer, test administrator, and students being tested for the duration of the test and in the presence of the test administrator.
- b. Limiting possession of answer sheets to the Road Captain, Safety Officer, test administrator and students being tested for the duration of the test and in the presence of the test administrator.
- c. Limiting possession of answer keys to the Road Captain, Safety Officer, and test administrator.
- d. Limiting possession of individual tests questions to the Road Captain, Safety Officer, and test question developer.

## 7.7 Test Question Format

Control No.: < Manual - Section - Question ID for section >

Question No.: < No.>

<Test Question>

A. <Answer>

B. <Answer>

C. <Answer>

D. <Answer>

## 7.8 Answer Sheet Format

Test ID: < No.>					
Question No.	Answers				Control No
1	A ( )	B ( )	C ( )	D ( )	<Control No.>
2	A ( )	B ( )	C ( )	D ( )	<Control No.>
3	A ( )	B ( )	C ( )	D ( )	<Control No.>
4	A ( )	B ( )	C ( )	D ( )	<Control No.>

## 8. COURSE MATERIALS

Course materials include:

- a. Group Riding Manual
- b. Road Guard Manual
- c. Road Guard Training Manual
- d. Road Guard Qualification Requirements Documentation
- e. Individually Developed Questions
- f. Answers
- g. Test Masters
- h. Tests
- i. Answer Sheets
- j. Answer Keys

## **9. ROAD GUARD QUALIFICATION REQUIREMENTS DOCUMENTATION**

The Road Guard Qualification Requirements Document is used to document the required training and requirements for becoming a Road Guard. Each student is responsible for maintaining their personal document and securing the required signoffs.

The Road Guard Qualification Requirements Document is an attachment to this manual.

### **9.1 Requirement Signoff**

Students must complete each requirement under the supervision of a Road Guard. Upon completion of each requirement, the supervising Road Guard will sign in the appropriate place.

### **9.2 Authority to Sign Requirements**

Signatures on the qualification requirements do not imply that the student is qualified to serve as a Road Guard in any particular position; rather, these signatures indicate that the student has performed that particular qualification requirement in a manner consistent with the level of experience of a typical student.

No single Road Guard may sign more than two of these qualification requirements for each student.

Authority to signoff requirements is listed below:

- a. Membership Validation - Membership Officer
- b. Experienced Rider or Skilled Rider Course - Safety Officer
- c. Application - Road Captain
- d. Chapter riding experience - Road Captain
- e. Satisfactory completion of the Knowledge Test - Road Captain
- f. Satisfactory completion of the Evaluation Ride - Road Captain
- g. Participation in Classroom Sessions - Any Road Guard who was directly involved in the class
- h. Participation in Practice Rides - Any Road Guard who provided direct supervision to the student during the ride
- i. Participation in Passive OJT - The Road Guard who served in the primary position with the student during ride
- j. Participation in Active OJT - The Road Guard who served in the secondary position with the student during ride

## 10. MENTOR

A Mentor will be assigned to each student by the Road Captain at the beginning of the training period. The Mentor will take an active role in the student's training and maturing into a Road Guard by acting as the student's personal coach. The Mentor will provide the student with:

- a. Encouragement
- b. Challenges
- c. Information
- d. Feedback

It is important that the Mentor be readily available to the student and solicits the student's reaction to situations and opinions on action taken and alternatives. This will be a major factor in developing the student's judgment skill as a Road Guard