Requirements for the Review and Update of the

SMSA Entry-Level Rider Training Standards (SERTS)

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SECTION 1: ASSUMPTIONS

ADMINISTRATIVE

1. The State Motorcycle Safety Association (SMSA) is the professional organization responsible for promoting the enhancement of rider education and training at the national level and State implementation of the SMSA Entry-level Rider Training Standards (SERTS).

2. SMSA is directly responsible for developing and maintaining the SERTS. In addition, SMSA will distribute revisions of the SERTS.

3. SMSA will conduct activities necessary for reviewing and updating the SERTS.

4. The procedures SMSA should follow are contained in this document titled "*Requirements for the Review and Update of the SMSA Entry-level Rider Training Standards (SERTS).*"

PHILOSOPHICAL

1. The SERTS provide recommendations for the enhancement of rider education and training at the national, State, and local levels.

2. The SMSA shall review and update the SERTS and assist States with the implementation of the SERTS, where possible.

3. States are not required, but should be encouraged, to implement the SERTS.

4. An efficient and effective SERTS review and update process will:
   a. be cost effective for State agencies and private providers to implement, and
   b. promote uniform rider education and training procedures.

5. The SERTS review and update process will:
   a. ensure the Standards are current and up to date with the needs of rider education and training, and
   b. maintain a forum for collaboration between SMSA members.

SECTION 2: ASSOCIATION STRUCTURE

1. SMSA committees responsible for maintenance of the SERTS consist of:
   a. **SMSA Executive Committee** - responsible for approval of proposed updates and publication of the SERTS.
   b. **SMSA Motorcycle Safety Programs (MSP) Committee** - responsible for reviewing and proposing updates to the SERTS.

2. The SMSA Executive Committee consists of:
   a. Chairperson
   b. Vice Chairperson
   c. Three Regional Representatives (Eastern, Central, Western)
   d. Three Members-At-Large
   e. Supporting Member Representative
   f. Individual Member Representative

3. The MSP Committee consists of:
    a. Chairperson
    b. Vice Chairperson
    c. State Members
    d. Supporting Members
    e. Individual Members
    f. Executive Committee Liaisons

4. All members of these Committees shall have as part of their job responsibilities; rider education and training; rider education and training research; or rider licensing test development or administration activities.

5. Executive Committee member duties include:
    a. attending and actively participating in all Executive Committee meetings and conference calls when discussing updates to the SERTS;
    b. informing the membership of all SMSA activities regarding the SERTS;
    c. providing suggestions for updating the SERTS that will benefit rider education and training at the national level;
    d. assisting in all SMSA activities as set forth in this document; and
    e. approval and publication of updates and changes to the SERTS.

6. MSP Committee member duties include:
    a. attending and actively participating in all MSP Committee meetings and conference calls;
    b. review and maintenance of the SERTS, as needed;
    c. considering all suggestions from the SMSA membership on updates to the SERTS; and
    d. forwarding proposed changes for the SERTS to the Executive Committee for approval.

SECTION 3: COMMITTEE MEETINGS

1. As the body responsible for reviewing and providing proposed changes to the SERTS, the MSP Committee shall meet monthly.

2. The Executive Committee will review proposed changes from the MSP Committee when needed.

3. Dates, times, and locations of all meetings will be determined by the respective Committee members.

SECTION 4: IDENTIFICATION PROCESS FOR MODIFICATIONS AND REVISIONS TO THE SERTS

1. The SMSA Office will be the focal point for reporting suggestions and concerns for the SERTS on an on-going basis. Recommendations may be submitted via email or through the Submission Form.

   SMSA Office
   1434 Trim Tree Road
   Indiana, PA 15701
   Phone: (724) 801-8075
   Fax: (724) 349-5042
   Email: office@smsa.org

2. Any suggestions or concerns meeting the submission requirements under Section 9, shall be forwarded to the SMSA Office.

3. SMSA may solicit the membership, the rider education and training community, or the traffic safety community on an as needed basis for recommendations on the SERTS.

SECTION 5: RESOLUTION PROCESS FOR MODIFICATIONS AND REVISIONS OF THE SERTS

1. Suggestions or concerns identified by the SMSA Executive Committee, Executive Director, and/or MSP Committee members of a(n):

   a. routine nature will be discussed at regularly scheduled MSP Committee meetings.
   b. immediate nature will be discussed at special MSP meetings (e.g., conference calls).
   c. emergency nature will be discussed during a special conference call of the SMSA Executive Committee.

2. The MSP Committee will make recommendations on how the SERTS should be modified or revised via a vote of consensus of the MSP Committee members.

3. The MSP Committee shall take into consideration any suggestions or comments submitted.

4. The MSP Committee shall submit proposed revisions of the SERTS to the Executive Committee for approval and publication.

SECTION 6: DISTRIBUTION OF MODIFICATIONS AND REVISIONS OF THE SERTS

1. Modifications and revisions will be distributed, as needed, to the SMSA membership.

2. All modifications and revisions shall be posted to the SMSA website, and notification of the available revision will be provided by electronic communications.

SECTION 7: USE OF THE SMSA MEMBERSHIP, THE RIDER EDUCATION AND TRAINING COMMUNITY, AND THE TRAFFIC SAFETY COMMUNITY

1. Selected members of SMSA, the rider education and training community, and the traffic safety community may be contacted periodically for the purpose of soliciting SERTS suggestions or concerns.

2. The SMSA membership, the rider education and training community, and the traffic safety community are encouraged to report suggestions or concerns to the SMSA Office on a continuing basis.

SECTION 8: USE OF TECHNICAL EXPERTISE

1. SMSA may solicit technical expertise on an as needed basis.

2. Areas of technical expertise shall include, but not be limited to:
   a. practices that may affect the SERTS,
   b. automation of rider education and training practices,
   c. studies needed to enhance rider education and training, and
   d. management of an effective information sharing process.

SECTION 9: REQUIREMENTS FOR SUBMITTING RECOMMENDATIONS

1. Suggestions or concerns relating to the SERTS must be submitted to the SMSA Office via email or the Submission Form. The SMSA Office will then forward them to the MSP Committee. All submissions must include:

   a. Name of person submitting.
   b. Name of state, agency, organization, or school.
   c. Contact information.
   d. Background of the suggestion or concern and how it impacts the SERTS.
   e. Recommendation(s) to resolve the suggestion or concern for the MSP Committee to consider.
   f. If possible, the benefits and/or impacts of the recommendation(s) provided.

2. Submissions that do not meet the requirements, as described above, shall not be considered by the MSP Committee. The person or organization shall be notified that their submission does not meet the requirements by the SMSA Office.