

RoadRunner Harley Owners Group

Road Captain Guidelines

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Supersedes all previous issues

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1.0 **Welcome**

Welcome to the RoadRunner Harley Owners Group Road Captain Program. The intent of this document is to give both prospective and existing Road Captains helpful information in promoting a safe group riding environment and to outline the responsibilities of RoadRunner Harley Owners Group Road Captains. Please keep in mind that these guidelines are not intended to restrict your freedom, but instead, to help ensure that we all return home safely.

Our suggestions cannot encompass every possible set of circumstances, and they are intended to serve as a basic guide for most situations. We ask each person to read, understand, and apply these guidelines, using their best judgment.

Please remember that YOU have the ultimate responsibility for YOUR safety, and always ride within your capabilities and that of your machines.

We hope you will enjoy riding with us

2.0 Congratulations

You have volunteered for the most challenging and rewarding position within RoadRunner H.O.G., or any other motorcycle Chapter or Club. Once you have been accepted as a RoadRunner H.O.G. Road Captain and earned your new Road Captain's rocker, you will have joined a very special team that will help plan, organize, and execute our Chapter rides. The following guidelines have been developed to give you a basic understanding of the recommendations and responsibilities for our Road Captains, and the methods we employ to help ensure everyone's safety during our rides.

3.0 Objectives

- 3.1 Provide for the safety and welfare of all individuals within the riding group, and any surrounding motorists and/or pedestrians.
- 3.2 Lead the group to its destination in a well organized, disciplined, and safe manner.
- 3.3 Avoid creating hazardous situations.

4.0 Road Captain Recommended Qualifications

- 4.1 Maintain a current and valid Arizona motorcycle driver's license and insurance, with no less than the MINIMUM required for street riding purposes.
- 4.2 CPR/First Aid Class certification is a bonus to the Chapter
Not required

- 4.3 Successfully complete of a CMSP or MSF Advanced (experienced) Rider course is a bonus to the Chapter
Not required
- 4.4 Read and understand the RoadRunner “Group Riding Suggested Do’s and Don’ts” document
- 4.5 Participate in RoadRunner Road Captain meetings
- 4.6 Participate in a probationary orientation process

5.0 Road Captain Responsibilities

5.1 Lead

- 5.1.1 Has full charge of the group until arrival at the destination.
- 5.1.2 Will conduct rider’s briefing prior to departure.
- 5.1.3 Will lead the group in a manner consistent with the objectives and guidelines as stated herein, and will execute his or her best judgment in situations not specifically covered in these guidelines.
- 5.1.4 Will brief all other assigned Road Captains as to route, responsibilities, and other details pertinent to the ride prior to departure.
- 5.1.5 Will assign Road Captains (Lead, Shotgun, Sweeps) in the event of a formation split.
- 5.1.6 Will assign Road Guards and explain purpose and responsibilities.
- 5.1.7 During the ride the Lead will establish and maintain a uniform speed with consideration of safe roads, traffic, weather conditions, and riders’ ability.
- 5.1.8 The Lead will be responsible for initiating all

maneuvers within traffic in a “Safety First” manner leading the formation in a staggered double row, in one traffic lane.

- 5.1.9 Will be responsible for the final decision with regard to ride termination due to inclement weather, hazardous conditions, or other difficult or unsafe conditions.
- 5.1.10 Will instruct any rider to ride in a specific position of the group, or leave the group entirely, for reasons of misconduct, disorderly or unsafe riding, or faulty/unsafe equipment.
- 5.1.11 Will be responsible for bringing:
 - 5.1.11.1 Well maintained First Aid Kit to the ride.
 - 5.1.11.2 A well stocked tool kit for the ride.
 - 5.1.11.3 If possible, a cell phone for 911 purposes.
- 5.1.12 Locate other cell phones, tool kits, and first aid kits.
- 5.1.13 Designate a 911 notification caller within the group.
- 5.1.14 Will be responsible for the Road Captain sign-in sheet, to be signed before each event, and will be responsible for providing it to the Head Road Captain by the next membership meeting.
- 5.1.15 Will not consume any alcohol until relieved at the completion of the ride.
- 5.1.16 Will be at the head of the group, and will ride just to the left of the lane center.
- 5.1.17 Will maintain a safe following distance by using the MINIMUM 2 second rule between the group and any vehicle ahead. This distance may be increased at the discretion of the Lead Road Captain but should not be decreased.

5.2 **Shotgun**

- 5.2.1 Contact the Lead RC in advance of the ride to get the

route info and check the maps or pre-ride the route.

- 5.2.2 Be prepared to act as Lead Road Captain for a second group if needed.
- 5.2.3 Become the Lead Road Captain if the assigned Lead RC cannot make or complete the ride for any reason.
- 5.2.4 Assist Lead with pre-ride duties.
 - 5.2.4.1 Look for non-members and complete release forms.
 - 5.2.4.2 If toll money is required during the ride, Assist with collecting
- 5.2.5 On the road you are the Right hand eye for the group.
- 5.2.6 Right turns and right Lane changes can also be a function of the Shotgun if worked out and agreed upon prior to the start of the ride.

5.3 Sweep

- 5.3.1 Will ride at the rear of the group, unless required to take on the responsibilities of the Lead Road Captain position.
- 5.3.2 May be required to assume the duties of Lead Road Captain in his or her absence or in a separated formation condition.
- 5.3.3 Will be responsible for bringing a First Aid kit to each ride.
- 5.3.4 Will be responsible for bringing a well stocked tool kit to each ride.
- 5.3.5 Will be observant of any hazardous conditions or conduct, take immediate corrective action as appropriate, and inform the Lead Road Captain at the earliest safe opportunity. **The urgency to inform the Lead Road Captain must be left to the discretion of the observing Road Captain.**
- 5.3.6 Will instruct any rider to ride in a specific position of the group, or leave the group entirely, for reasons of misconduct, disorderly or unsafe riding, or faulty/unsafe equipment.

- 5.3.7 Will not consume any alcohol until relieved at the completion of the ride.
- 5.3.8 Lane protection is the Sweep's primary responsibility. On the highway, as the group prepares to make a lane change, the Sweep will make the lane change first as soon as it is safe to do so. The Sweep protects the lane, keeping it clear for the entire group to move into this lane.
- 5.3.9 In the event a member of the group stops or pulls over to the side, for whatever reason, the Sweep will be the only designated one to stop and assist the member.
- 5.3.10 In the event of an injury to a member of the group, it is the responsibility of a sweep to provide aid and comfort to the injured rider in-so-far as possible. The other sweep is responsible for contacting authorities for medical assistance, if necessary.

5.4 Road Guard

- 5.4.1 This position is used primarily for traffic control to ensure the safety of the sweeps during a breakdown or accident, especially on hilly and twisty back roads.
- 5.4.2 Usually positioned in front of the sweeps.
- 5.4.3 They can also move up when the group is split on a ride and assume a temporary lead position. This leaves the sweeps in the back to do their assigned jobs.

5.5 All Road Captains

- 5.5.1 Are expected to be properly equipped and "On Duty" while riding in Group Formation.
- 5.5.2 Will not consume any alcohol until relieved at the completion of the ride.

6.0 Ambassadors of Safety

6.1 All Road Captains are “Ambassadors of Safety”. This role includes seeking out new members and explaining the fun aspects of RoadRunner H.O.G. rides and events and being role models to others by adhering to our group riding “Do’s and Don’ts”.

7.0 Appendices

- A. Commonly Used Hand Signals
- B. Road Captain Checklist & Sign-in
- C. Adult Release Form
- D. Minor Release Form
- E. Minor Assumption of Risk Form
- F. Incident Report Form
- G. Sign-in Sheet (Pg 1 and 2)
- H. 2026 Membership Enrollment Form
- I. HOG Mileage Recognition Form
- J. Road Captain Mentoring Form

Road Captain Checklist & Sign-in

Date: _____ # of Bikes: _____ Ride Name: _____

RC Names:

1.	6.
2.	7.
3.	8.
4.	9.
5.	10.

Road Captain Check List

- Greeting, Everyone Sign-in, Guest sign Release form
- Any New members want to introduce themselves
- Identify Lead, Shotgun and Sweep, other RC assignments
- Who has a First aid kit, any trained personnel
- Discuss Destination and Route, Identify smallest tank
- We ride in a Staggered formation: maintain spacing
 - Stay in own wheel track
 - Stay 2 sec behind rider in your wheel track and 1 sec behind ride opposite wheel track
- If we move to Single file: maintain your spacing
 - Which means you may Use full lane, 2 sec behind rider ahead
- Please use & pass back hand signals
 - Two fingers, staggered formation
 - One finger, single file
 - Point to road hazards with hand or foot
 - Left, Right, slow down, stop
 - Tighten up our Stagger Formation
 - On your own signal
- Do not change lanes until Lead moves over - Follow the Leader
- Maintain position during a ride
- Let vehicles into formation if needed
- High Beams off. Sweeps are the exception
- New riders, we suggest may ride front or rear, Lead RC choice
- Lead Road Captain will slow for stale green light; stop on yellow
- Incidents: only Sweep stops (First aid kit if needed)
- If Group gets separated: explain use of cookie crumb
- Early departures ride in rear, let Lead know, wave off, other riders move forward to fill gap when safe
- Round Trip or Destination Ride? - No drinking alcohol or use of recreational drugs while on chapter ride
- QUESTIONS or COMMENTS
- Ride Your Own Ride – Be responsible - Have FUN and Ride SAFE

Signatures:

Lead RC: _____ Sweep RC: _____

Shotgun: _____ Sweep RC: _____



CHAPTER EVENT RELEASE FORM FOR ADULTS

Name of **EVENT(S)**: _____ Date: _____

Location: _____

The undersigned (on my own behalf and on behalf of my heirs, personal representatives, successors and assigns), for and in consideration of the opportunity to participate in a "Ride," "Poker Run," "Rally," "Field Meet" or "Activity" (hereinafter, **EVENT(S)**) sponsored and/or conducted by Harley-Davidson, Inc., Harley-Davidson Motor Company, the Harley Owners Group®, authorized Harley-Davidson Dealer(s) and/or local H.O.G.® chartered Chapter(s) and their respective officers, directors, employees and agents (hereinafter, the "**RELEASED PARTIES**") releases and holds harmless the "**RELEASED PARTIES**" from any and all claims and demands, rights and causes of action of any kind whatsoever which I now have or later may have against the "**RELEASED PARTIES**" in any way resulting from, arising out of, or in connection with the performance of their Chapter duties and my participation in any said **EVENT(S)**.

This Release extends to any and all claims I have or later may have against the "**RELEASED PARTIES**" resulting from or arising out of their performance of their Chapter duties whether or not such claims result from negligence (except willful neglect) on the part of any or all of the "**RELEASED PARTIES**" with respect to the **EVENT(S)** or with respect to the conditions, qualifications, instructions, rules or procedures under which the **EVENT(S)** are conducted or from any other cause. I UNDERSTAND THAT THIS MEANS THAT I AGREE NOT TO SUE ANY OR ALL OF THE "**RELEASED PARTIES**" FOR ANY INJURY RESULTING TO MYSELF OR MY PROPERTY ARISING FROM, OR IN CONNECTION WITH THE PERFORMANCE OF THEIR CHAPTER DUTIES IN SPONSORING, PLANNING OR CONDUCTING THE EVENTS.

I am experienced in and familiar with the operation of motorcycles and fully understand the risks and dangers inherent in motorcycling. I am voluntarily participating in the **EVENT(S)** and I expressly agree to assume the entire risk of any accidents or personal injury, including death, which I might sustain to my person and property as a result of my participation in the events, and any negligence (except willful neglect) on the part of any or all of the "**RELEASED PARTIES**" in performing their chapter duties.

WAIVER OF RIGHTS UNDER STATE STATUTES

I further agree to waive all benefits flowing from any state statute which would negate or limit the scope of this release and Indemnification Agreement, including but not limited to Section 1542 of the California Civil Code which provides:

"A general release does not extend to the claims which the creditor does not know or suspect to exist in his favor at the time of executing this release, which if known to him must have materially affected his settlement with the debtor."

By signing this Release, I certify that I have read this Release and fully understand it and that I am not relying on any statements or representations made by the "**RELEASED PARTIES**."

THIS IS A RELEASE – READ BEFORE SIGNING

Rider

Signature: _____

Print Name: _____

Address: _____

City/State/Zip: _____

Date: _____

Passenger

Signature: _____

Print Name: _____

Address: _____

City/State/Zip: _____

Date: _____



CHAPTER EVENT RELEASE FORM FOR MINORS

Chapter Name: _____ Date: _____

Event Name/Location: _____

In consideration of my minor child ("the **Minor**") being permitted to participate in a "Ride," "Poker Run," "Rally," "Field Meet" or "Activity" (hereinafter, **EVENT(S)**) sponsored and/or conducted by Harley-Davidson, Inc., Harley-Davidson Motor Company, the Harley Owners Group®, authorized Harley-Davidson Dealer(s) and/or local H.O.G.® chartered Chapter(s) and their respective officers, directors, employees and agents (hereinafter, the "**RELEASED PARTIES**") I agree as follows:

1. I know the nature of the **EVENT(S)** and the **Minor's** experience and capabilities, and believe the Minor to be qualified to participate, in the **EVENT(S)** or enter into restricted areas where the **EVENT(S)** are conducted. IF I OR THE **MINOR** BELIEVE ANYTHING IS UNSAFE, I WILL INSTRUCT THE **MINOR** TO IMMEDIATELY CEASE OR REFUSE TO PARTICIPATE FURTHER IN THE **EVENT(S)** AND/OR LEAVE THE RESTRICTED AREA.
2. I FULLY UNDERSTAND and will instruct the **Minor** that: (a) THE ACTIVITIES OF THE **EVENT(S)** MAY BE DANGEROUS and participation in the **EVENT(S)** and/or entry into Restricted Areas may involve RISKS AND DANGERS OF SERIOUS BODILY INJURY, INCLUDING PERMANENT DISABILITY, PARALYSIS AND DEATH ("RISKS"); (b) these Risks and dangers may be caused by the **Minor's** own actions or inactions, the actions or inactions of others participating in the **EVENT(S)**, the rules of the **EVENT(S)**, the condition and layout of the premises and equipment, or THE NEGLIGENCE OF THE "**RELEASED PARTIES**" in performing their Chapter duties; (c) there may be OTHER RISKS NOT KNOWN TO ME or that are not readily foreseeable at this time; (d) THE SOCIAL AND ECONOMIC LOSSES and/or damages that could result from those Risks COULD BE SEVERE AND COULD PERMANENTLY CHANGE THE **MINOR'S** FUTURE.
3. I consent to the **Minor's** participation in the **EVENT(S)** and/or entry into restricted areas and HEREBY ACCEPT AND ASSUME ALL SUCH RISKS, KNOWN AND UNKNOWN, AND ASSUME ALL RESPONSIBILITY FOR THE LOSSES, COSTS AND OR DAMAGES FOLLOWING SUCH INJURY, DISABILITY, PARALYSIS OR DEATH, EVEN IF CAUSED, IN WHOLE OR IN PART, BY THE NEGLIGENCE OF THE "**RELEASED PARTIES**" IN PERFORMING THEIR CHAPTER DUTIES.
4. I HEREBY RELEASE, DISCHARGE AND COVENANT NOT TO SUE the "**RELEASED PARTIES**" sponsors, advertisers, owners and lessors of the premises used to conduct the **EVENT(S)**, FROM ALL LIABILITY TO ME, THE **MINOR**, my and the Minor's personal representatives, assigns, heirs, and next of kin FOR ANY AND ALL CLAIMS, DEMANDS, LOSSES, OR DAMAGES ON ACCOUNT OF ANY INJURY, including, but not limited to, death or damage to property, CAUSED OR ALLEGED TO BE CAUSED IN WHOLE OR IN PART BY THE NEGLIGENCE OF THE "**RELEASED PARTIES**" in performing their Chapter duties.
5. If, despite, this **release**, I, the **Minor** or anyone on the **Minor's** behalf makes a claim against any of the "**RELEASED PARTIES**" named above, I AGREE TO INDEMNIFY AND SAVE AND HOLD HARMLESS THE "**RELEASED PARTIES**" and each of them from ANY LITIGATION EXPENSES, ATTORNEY FEES, LOSS, LIABILITY, DAMAGE, OR COST THEY MAY INCUR DUE TO THE CLAIM MADE AGAINST ANY OF THE "**RELEASED PARTIES**" NAMED ABOVE, ASSERTING NEGLIGENCE ON THE PART OF THE "**RELEASED PARTIES**" in performing their Chapter duties.
6. I sign this agreement on my own behalf and on behalf of the **Minor**.

I HAVE READ THIS PARENTAL CONSENT, RELEASE AND WAIVER OF LIABILITY, ASSUMPTION OF RISK, AND INDEMNITY AGREEMENT, UNDERSTAND THAT BY SIGNING IT I GIVE UP SUBSTANTIAL RIGHTS I AND/OR THE **MINOR** WOULD OTHERWISE HAVE TO RECOVER DAMAGES FOR LOSSES OCCASIONED BY THE "**RELEASED PARTIES**" FAULT, AND SIGN IT VOLUNTARILY AND WITHOUT INDUCEMENT.

Child's Name (printed): _____

(Signature of Parent or Guardian)

(Printed Name of Parent or Guardian)



MINOR'S ASSUMPTION OF RISK ACKNOWLEDGMENT

Name of Event: _____ Date: _____

Location: _____

I have obtained my parent's consent to participate in the **ACTIVITIES** conducted over the course of the above **EVENT(S)** and/or enter into restricted areas. I understand that I am assuming all of the risks of personal injury which might occur during the **EVENT ACTIVITIES** and I state the following:

1. Both my parents and I believe I am qualified to participate in the **EVENT ACTIVITIES** and/or enter into restricted areas established in connection with the **EVENT ACTIVITIES**. I will inspect the area and equipment and if, at any time, I feel anything to be unsafe, I will immediately leave and refuse to participate further in the **EVENT ACTIVITIES**.
2. I understand that the **EVENT ACTIVITIES** MAY BE VERY DANGEROUS AND INVOLVE RISKS AND DANGERS OF MY BEING SERIOUSLY INJURED OR HURT, MY BEING PARALYZED OR KILLED.
3. I know that these risks and dangers may be caused by my own actions or inaction, the action or inaction of others participating in the **EVENT ACTIVITIES**, the rules of the **EVENT ACTIVITIES**, the condition and layout of the premises and equipment, or the negligence of others, including those persons responsible for conducting the **EVENT ACTIVITIES**.

I HAVE READ THE ABOVE ASSUMPTION OF RISK ACKNOWLEDGMENT, UNDERSTAND WHAT I HAVE READ, AND SIGN IT VOLUNTARILY.

(Signature of Minor Participant)

(Date)

(Printed Name of Minor Participant)

(Age)



CHAPTER INCIDENT REPORT

Mail or fax completed form to:

Harley-Davidson Insurance

222 W. Adams, Suite 3100
Chicago, IL 60606

FAX: 800-699-2142 •**PHONE:** 888-690-5600 •**EMAIL:** dealershipinsurance@hdfsi.com

Chapter Name: _____ Chapter #: _____

Reporting Chapter Officer Name: _____ Home Phone: _____

Mailing Address: _____ Work Phone: _____

_____ Best time to call: _____

E-mail Address: _____

Date of Injury: _____

Place of Injury: _____

Name, address, ages of person(s) injured:

Names, addresses, telephone numbers of persons who saw incident. Attach extra sheets if necessary.

When, where, how injury occurred. Attach a separate sheet if necessary.

Type of injury. Check appropriate boxes.

Fatal	Head	Neck	Back/Spine	Arms	Legs	Internal Injuries	Amputation	Other

Name, address, phone number of person(s) having pictures of accident scene:

Name, address, phone number of responding police department and complaint #:

ATTACH A PHOTOCOPY OF EACH INJURED PERSON'S SIGNED RELEASE FORM (REQUIRED).
ATTACH THE POLICE REPORT IF AVAILABLE. ONLY POLICE SHOULD TAKE WITNESS REPORTS.



Roadrunner H.O.G. Chapter 5112 Official Sign-In Sheet

Road Captain: _____

Miles This Ride: _____

Date: _____

Ride: _____

	Print Name	Signature	R	P	Mileage	Last 6 Vin	Year
1							
2							
3							
4							
5							
6							
7							
8							
9							
10							
11							
12							
13							
14							
15							
16							
17							
18							
19							
20							
21							
22							
23							
24							
25							

This form is for dealership tracking of rides, participation, for dealership incentives and awards. THIS FORM IS NOT FOR H.O.G. Ride 365 mileage entry

Print Name	Signature	R	P	Mileage	Last 6 Vin	Year
26						
27						
28						
29						
30						
31						
32						
33						
34						
35						
36						
37						
38						
39						
40						
41						
42						
43						
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47						
48						
49						
50						



2026 CHAPTER MEMBERSHIP ENROLLMENT FORM AND RELEASE

Chapter Name: _____

Member Name: _____

Mailing Address: _____

City: _____ State: _____ Zip: _____

E-mail Address: _____

Phone: _____ Member Nat'l H.O.G. Number: _____

Expiration Date of National H.O.G.® Membership: _____

I have read the H.O.G.® Chapter Charter and hereby agree to abide by it as a member of this Dealer sponsored Chapter.

I recognize that while this Chapter is chartered with H.O.G.®, it remains a separate, independent entity solely responsible for its actions.

THIS IS A RELEASE, READ BEFORE SIGNING

I agree that the Sponsoring Dealer, Harley Owners Group® (H.O.G.®), Harley-Davidson, Inc., Harley-Davidson Motor Company, my Chapter and their respective officers, directors, employees and agents (hereinafter, the "**RELEASED PARTIES**") shall not be liable or responsible for injury to me (including paralysis or death) or damage to my property occurring during any H.O.G.® or H.O.G.® Chapter activities and resulting from acts or omissions occurring during the performance of the duties of the Released Parties, even where the damage or injury is caused by negligence (except willful neglect). I understand and agree that all H.O.G.® members and their guests participate voluntarily and at their own risk in all H.O.G.® activities and I assume all risks of injury and damage arising out of the conduct of such activities. I release and hold the "RELEASED PARTIES" harmless from any injury or loss to my person or property which may result from my participation in H.O.G. activities and EVENT(S). I UNDERSTAND THAT THIS MEANS THAT I AGREE NOT TO SUE THE "**RELEASED PARTIES**" FOR ANY INJURY OR RESULTING DAMAGE TO MYSELF OR MY PROPERTY ARISING FROM, OR IN CONNECTION WITH, THE PERFORMANCE OF THEIR CHAPTER DUTIES IN SPONSORING, PLANNING OR CONDUCTING SAID EVENT(S).

WAIVER OF RIGHTS UNDER STATE STATUTES

I further agree to waive all benefits flowing from any state statute which would negate or limit the scope of this Release and Indemnification Agreement including, but not limited to, Section 1542 of the California Civil Code which provides:

"A general release does not extend to the claims which the creditor does not know or suspect to exist in his favor at the time of executing the release, which if known to him must have materially affected his settlement with the debtor."

By signing this Release, I certify that I have read this Release and fully understand it and that I am not relying on any statements or representations made by the "**RELEASED PARTIES**".

Member Signature: _____ Date: _____

2026 dues are \$25

RETURN THIS FORM TO YOUR CHAPTER



H.O.G.® MILEAGE RECOGNITION FORM

SEE OTHER SIDE FOR PROGRAM DETAILS



Get riding! And while you're at it, earn pins, patches and motorcycle medallions – all for riding your Harley-Davidson® motorcycle!

Rider Email

First Name

Last Name

Street Address

City

State

ZIP

Home Phone Number

H.O.G. Number

(including Country Code)

Passenger Email

First Name

Last Name

Street Address

City

State

ZIP

Home Phone Number

H.O.G. Number

(including Country Code)

IMPORTANT NOTE: Each Harley-Davidson motorcycle must be enrolled prior to accumulating miles.

(VIN = Vehicle Identification Number)

FILL OUT THIS SECTION TO:

ENROLL (START IN THE MILEAGE RECOGNITION) OR ADD ADDITIONAL BIKE(S)

VIN

Current Odometer

Miles Kilometers

VIN

Current Odometer

Miles Kilometers

FILL OUT THIS SECTION TO:

REPORT MILEAGE FOR ENROLLED BIKE(S) OR FOR BIKE(S) SOLD

VIN

Current Odometer

Miles Kilometers

VIN

Current Odometer

Miles Kilometers

VIN

Current Odometer

Miles Kilometers

NOTE: An entry should be made in both sections above to report a vehicle trade.

DEALER ENDORSEMENT (REQUIRED):

Dealer Name

Dealer Number

Dealer Signature

Date

(I hereby certify that the information on this form is correct)

RIDE DATE	DESTINATION	LEAD ROAD CAPTAIN	POSITION WORKED	OBSERVED BY: RC
PRE-RIDE ASSISTANCE	PERFOMANCE SATISFACTORY	PERFORMANCE NEEDS IMPROVEMENT	COMMENTS	

This Booklet Belongs to: _____

Date Training Began: _____