



# ROAD OFFICER'S MANUAL

Mineola, NY Chapter #1976

Indian Motorcycle Riders Group



# 1. Objectives

The Mission of our Chapter is to Ride & Have Fun. The Road Director and Officer play a critical role in accomplishing this mission by making every effort to thoroughly plan and lead safe rides for the members and guests of our chapter.

As Road Officer, you have three basic objectives:

1. Plan and organize chapter rides for all riding skill levels in mind.
2. Lead the group to its destination in a well-organized, disciplined, and safe manner.
3. Avoid hazardous situations.

# 2. Road Officer Candidates

Candidate Prerequisites:

1. Its highly recommended Road Officer candidates should have attended a Motorcycle Safety Foundation Course (MSF) or equivalent as determined by the chapter Safety Director.
2. Possess a valid driver's license with motorcycle endorsement.
3. Plan, lead, and sweep a ride under the direction of the Road Director or Safety Director. Once a candidate has been evaluated and approved, he/she will be awarded the Road Officer patch. (Patch is optional)

# 3. Road Officer Responsibilities

1. The Road Director will maintain a roster of qualified and proficient Road Officers and will designate mentors to aid in training and recruiting new Road Officer candidates.
2. The Road Director and Officers will meet with the Primary Officers to assist in planning the ride calendar for the upcoming riding season.
3. Road Officers will usually meet with the Road Director and Safety Director to discuss any necessary ride calendar adjustments and general Chapter related business.

It is expressly noted that Road Officers share no responsibility or liability for actions of others that may be deemed irresponsible or occur due to inadequate rider skills

## 3.1. Road Officer:

1. Is responsible for planning the ride including, the route, ride level, destination, and other pertinent information.
2. Is responsible for ensuring that all release forms are completed and signed for the ride. Or appoints another chapter member to do so in his absence.
3. Is expected to lead a group of riders in a safe manner until the final destination has been reached.
4. Will execute his or her best judgment in situations not specifically covered in these guidelines.

5. Will make sure a Sweep is assigned. Sweep selection should be made from other Road Officers participating in the ride. If no other Road Officers are available, the Sweep shall be selected at the discretion of the Road Officer.
6. Will make every effort to pre-ride or drive the route prior to the scheduled ride date to verify road conditions. If no pre ride is conducted this will be mentioned at the pre-ride briefing before the ride.
7. Will conduct the pre-ride briefing for all riders.
8. May change the route as actual road and/or weather conditions dictate or may cancel the ride when necessary.
9. Will encourage any rider to ride in a specific position of their choice within the group, or to leave the group entirely for reasons of misconduct, disorderly or unsafe riding, or for faulty and unsafe equipment, or any reason deemed necessary by Road Officer. *(See special note on page 4)*
- 10. Ensure IMRG No Alcohol Use during ride is enforced.**
11. Should bring a list of Road Officers phone numbers and a cell phone to stay in touch with the other Road Officers and to call 911.
12. Will lead at a pace that is appropriate for the riding abilities of the group, obeying all traffic laws.
13. Must help plan, lead and sweep rides.
14. As soon as practical, following an accident/incident, the Road Officer shall notify the Road Director, Safety Director, and chapter President of the circumstances of the incident.

### **3.2. Sweep**

Will be observant of any hazardous conditions or conduct, take immediate corrective action as appropriate, and inform the Road Officer leading the ride at the earliest safe opportunity. In the event the group becomes split and in the absence of a Road Officer, the Sweep will use his or her best judgment to determine in which position (Lead or Sweep) to ride. Consideration will be given to the experience of the group:

1. Is someone else available that can assume either position,
2. How safely the Sweep could move into the Lead position,
3. How far apart the two groups are, and
4. How long it would be before they could rejoin.
5. Will carry a cell phone or make sure that one is available from another participant in the ride in order to stay in touch with the other Road Officer.

## **4. Recommended Road Officer Safety Equipment**

### **4.1. First Aid Kit**

All Road Officers should carry a well-stocked first aid kit.

### **4.2. Tool Kit**

Although Road Officers are not mechanics, all Road Officers should carry a basic tool kit to assist others who may need to make minor repairs. A recommended tool kit includes the following: assorted hex head

wrenches, assorted torx head wrenches, flat head & Phillips screwdrivers, pliers, electrical tape, and zip ties.

### 4.3. Communication Kit

Clear and precise communication is critical during the pre-ride briefing as well during any critical incident. The communication kit shall contain, but is not limited to, the following information and documents.

1. Cell phone with working camera
2. List of Road Officers Cellular Telephone Numbers

*Special Note: Section 3.1(9) Guests of members are always welcome on official chapter rides, however, Road Officers will ensure that the ratio of guests to members does not exceed 1:1.*

*Sections 3 and 4 of this manual set forth the recommendation for the Road Officers and Sweeps to carry specific equipment on official Chapter rides (i.e. Tool kit, First-Aid kit, & Communication kit). In the event the motorcycle of either a Road Officer, Sweep, or both is not equipped with saddlebags or other devices capable of carrying this equipment, the Road Officer leading the ride will use their best judgment in an attempt to accommodate.*

## 5. Meeting Place & Time

The Road Officer will determine the meeting place and time for each ride. Local rides will normally meet and depart from (dealership Name here). All of the Road Officers for each ride will meet at least 30 minutes prior to the ride to discuss ride specifics. **Participants of the ride will complete required IMRG Ride Liability Forms prior to the pre-ride briefing.** Local rides with multiple groups going to the same location should use the same route used by the planning Road Officer. The planning Road Officer will establish the appropriate departure times for each group to assure the integrity of the smaller group concept, which is consistent with established safety protocols (written or unwritten).

Out of town overnight trips can have more than one ride plan, which may involve multiple Road Officers going to the same final destination. Overnight ride meeting locations will be pre-determined by the Road Officer planning the ride. Each Road Officer will lead their group as one ride and will play an integral role with the ride planning and related pertinent information for their ride.

## 6. Pre-ride Briefing

Prior to each ride, the Road Officer will conduct a briefing for the entire group. During this briefing the Road Officer will review the route to the final destination, planned stops as applicable, procedure for return ride (i.e. on your own, organized groups, and routes home if needed) and if necessary, break the riders into groups for safety. Road Officers and Sweeps will be identified for each group by bringing their motorcycle to the briefing, or by other methods defined by the Chapter Officers. The Road Officer shall conduct the pre-ride brief. The briefing should be done as expeditiously as possible. The following talking points should be covered prior to every ride:

1. **Route Overview** and **known hazards** along the route
2. **Staggered Riding** - 1 sec interval minimum between you and the rider in the alternate lane position in front of you
3. **Two second interval minimum** between you and the rider directly in front of you
4. **No CROSSING IN FORMATION** to fill the gap of alternating lane positions.
5. **Trikes will ride in the center** of the lane keeping a minimum of 2 seconds between them and the closest bike in front of them.
6. **Stop Signs** - double up, proceed through as pairs and then return to normal staggered formation.
7. **Stop Lights** - stop if the light turns red, regardless of your position in the group. Proceed on green when the way is clear.
8. **Lane Changes** - pass signal back, each rider is ultimately responsible for their own safety. If possible, on multiple lane highways, the Sweep should secure the lane.
9. **Passing traffic** - single up while passing, use your own judgment. The Road Officer in the passing lane indicates no oncoming traffic. Return to your own lane and proper formation as soon as possible. **Warning; Passing may only be done where legal to do so!**
10. **Hand Signals** (Basic Signals can be found on The Motorcycle Safety Foundation Website)
  - 1) Single file
  - 2) Staggered
  - 3) Reorient staggered formation
  - 4) Slow down
  - 5) Railroad Crossing
  - 6) Left turn
  - 7) Right turn
  - 8) Obstacle left
  - 9) Obstacle right
  - 10) Pull over



PASS THESE SIGNALS BACK!

## **7. Accident or Breakdown Procedure**

### **The Sweep**

The Sweep, along with a witness, will stop to assess the situation and/or:

- 1) Ensure all other riders continue with the planned route,
- 2) Direct traffic away from incident/accident and if comfortable administer first aid to any injured parties.
- 3) Call 911 if necessary,
- 4) Remain with the disabled vehicle to provide any needed assistance as long as necessary.
- 5) You may be asked to assist the rider with necessary transportation if able. Such activities however are not the responsibility of the sweep.

### **The Road Officer**

- 1) Will continue to either the next planned stop, or to a safe location that will accommodate the remainder of the group.
- 2) Contact the Sweep and obtain the information regarding the accident/breakdown.

## **7. Riding Formations**

The basic formation for Chapter rides is normally the staggered formation. Environmental conditions will dictate when the Road Officer places the group in a single file formation.

Environmental considerations may include, but are not limited to:

1. Road width
2. Presence of frequent or tight curves (the twisties)
3. Road conditions (construction, sand or gravel, potholes, etc.)
4. Weather

## **8. Hand Signals**

Hand signals will be used to maneuver the group, change formation or point out hazards.

Hand signals should be given in a timely manner. Not so early that they are meaningless, and not so late that they become unnecessary.

Normally, the Road Officer will initiate all hand signals with the exception of pointing out hazards. Any rider in the group, in any position, upon becoming aware of a hazard, should point out the hazard to all riders that follow.

When the Road Officer issues a hand signal, he or she shall hold the hand signal for sufficient time to alert the riders behind the Road Officer of an important instruction/notification. Each subsequent rider will

maintain the hand signal until the rider behind acknowledges receipt by also performing the hand signal. The Sweep will perform the hand signal to acknowledge receipt to the rider in front of the Sweep.

***CAUTION: DO NOT MAINTAIN OR PERFORM ANY HAND SIGNAL IF SAFETY REQUIRES TWO HANDS ON YOUR HANDLEBARS.***

## **9. Annual Review**

On an annual basis, the Safety and Road Directors, along with Chapter Road Officers will review this manual for possible revisions and updates. The Road Director or Safety Director will solicit comments and/or concerns from the Primary Officers before any final revisions are implemented.