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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 Training 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 DOCUMENTATION BOOKLET

## 1. INTRODUCTION

This is a reference and control document containing the procedures and standards of the road guard training program. It is the basis for the training of road guard candidates and any subsequent remedial training of road guard candidates or road guards.

This document is not a stand-alone document. Used alone this document does not produce fully-trained road guards. Rather, this document must be used in conjunction with the Road Guard Manual and the Road Guard Qualification Requirements Documentation booklet.

## 2. RGIT TRAINING PROCESS

All RGIT training described in this manual begins with the road captain documenting that a RGIT applicant has completed all necessary qualification requirements of RGIT training as described in the road guard Manual. RGIT training concludes when the road captain briefs the Road Guard Panel on a RGIT's performance throughout the training process and specifically on the evaluation ride.

## 3. KNOWLEDGE TYPES

### a. 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:

- Group Riding Manual
- Road Guard Manual
- Road Guard Training Manual

### b. 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.

### c. Judgment

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

**A RGIT'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.**

## **4. COURSE STRUCTURE**

### **a. Orientation**

On acceptance for training, the road captain gives each RGIT:

- 1) The RGIT's personal Road Guard Qualification Requirements Documentation booklet.
- 2) The schedule for the classes and rides.
- 3) The name and contact information for the RGIT's Mentor.

### **b. Knowledge Test**

#### **1) Objective**

The objective of the test is to:

- a) Motivate RGITs to learn the contents of the Group Riding Manual, the Road Guard Manual, and Appendix A of the Road Guard Manual in preparation for taking the test.
- b) Verify the RGITs have the required working knowledge of the information in the manuals.
- c) Identify manual sections that need to be improved.

#### **2) Administration.**

The road captain will develop a short, multiple-choice test covering the Group Riding Manual, the Road Guard Manual including Appendix A, and the Road Guard Training Manual.

#### **3) Test Results**

Upon completion and correction of the tests, the road captain will assess the results and determine areas that will require extra focus during the training and any areas of the road guard manuals that require clarification or strengthening.

### **c. Classroom instruction**

#### **1) Class 1**

Contents will include:

- a) Orientation by Road Guard Panel - Lecture
- b) Knowledge Test administration
- c) The test results and problem areas discussion – Lecture and Interactive
- d) The remainder of the class will cover the contents of the Road Guard Manual.

#### **2) Class 2**

Contents will include:

- a) General questions and answers – Interactive

- b) A lecture and discussion from Appendix A on methods for ALL road guards.
- c) A lecture and discussion from Appendix A on methods for LEAD road guards.

### **3) Class 3**

Contents will include:

- a) General questions and answers – Interactive
- b) A lecture and discussion from Appendix A on methods for SWEEP road guards.
- c) A lecture and discussion from Appendix A on methods for MID-PACK road guards.
- d) Final questions and answers.

#### **d. Secondary Road Guard Positions (Passive OJT)**

RGITs 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 RGIT may be assigned duties as the road guard sees fit. The road guard and RGIT are expected to treat this as a learning experience for the RGIT. Both the RGIT and the road guard should constructively critique the ride including decisions that were made.

RGIT must serve in a passive OJT position in each of the three ride positions per the RGIT Qualification Requirements Documentation booklet. Unless specifically waived by the road captain, rides of less than 25 miles will not count toward meeting this requirement.

#### **e. Primary Road Guard Positions (Active OJT)**

RGITs must secure assignments to ride as primary lead, sweep, and mid-pack during chapter group rides and fulfill the duties of the position. A road guard is assigned as the secondary for that position. The road guard and RGIT are expected to treat this as a learning experience for the RGIT. Both the RGIT and the road guard should constructively critique the ride including decisions that were made.

RGIT must serve in each active OJT position (lead, mid-pack, and sweep) per the RGIT Qualification Requirements Documentation booklet. Unless specifically waived by the road captain, rides of less than 25 miles will not count toward meeting this requirement.

#### **f. Practice Rides**

RGITs will participate in three practice rides per the RGIT Qualification Requirements Documentation booklet. Each practice ride will be conducted as described below.

The RGITs and road guards may be broken into several groups. Each group will be broken into legs. The RGITs will serve in the road guard positions. The road guards will act as general members. After each leg, the RGITs in road guard ride positions will rotate positions. For each leg the procedure will be:

- 1) RGIT ride leader will give the pre-ride briefing.
- 2) The ride leg will be conducted by the RGITs in the three ride positions.
- 3) After each leg, there will be a critique by the RGITs acting in road guard

positions, the other RGITs, and then the road guards.

The objective in each practice ride will be to provide RGITs realistic experiences in all three positions in a controlled environment. The road captain may assign road guards, acting as general members, to behave in certain proscribed manners in order to provide specific training opportunities.

For each successive practice ride, RGITs will be held to a higher standard of performance.

Any route other than the evaluation ride route may be used. Old GAR routes and other chapter ride routes may be used.

### **g. Evaluation Ride**

RGITs will participate in an evaluation ride upon completion of all other requirements listed in the RGIT Qualification Requirements Documentation booklet.

The evaluation ride will be conducted in the same manner as a practice ride with the following exceptions:

- 1) The objective of the evaluation ride is simply to provide the road guards a basis upon which to assess each RGIT and forward a recommendation to the Road Guard Panel.
- 2) The road guards, acting as general members, will ride normally and will not behave in a manner as to create challenges beyond what would normally occur in a similar chapter ride.
- 3) After each leg, there will be a critique by the RGITs acting in road guard positions. Road guards may ask questions of the RGITs to explain any questionable actions or decision that were made. However, any critiquing by the road guards should be held until after the final leg.
- 4) Upon completion of the evaluation ride and all critiques, the road guards will vote on each RGIT in their ride group, and only those RGITs in their ride group. The voting will be done in the open; no secret ballots. Road guards casting negative votes must be able to support their votes with specific examples from the evaluation ride. The options available to the road guards are recommendations for pass, fail and remedial training. The road captain will convey these recommendations to the Panel, which will make the final determination per the Road Guard Manual.
- 5) Participation in an evaluation ride as a rider or passenger is limited to RGITs and road guards, excluding any road guard on a leave of absence unless that road guard is the subject of the evaluation ride.

## **5. ROAD GUARD QUALIFICATION REQUIREMENTS DOCUMENTATION BOOKLET**

The Road Guard Qualification Requirements Documentation booklet is used to document the required training and requirements for becoming a road guard. Each RGIT is responsible for maintaining their personal document and securing the required signoffs.

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

## **6. MENTOR**

The road captain will assign a mentor to each RGIT at the beginning of the training period. The mentor will take an active role in the RGIT's training and maturing into a road guard by acting as the RGIT's personal coach. The mentor will provide the RGIT with:

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

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

## **7. REMEDIAL TRAINING**

All remedial training described in this manual begins when a road guard or RGIT accepts a notice of deficiency and recommendation for remedial training from the road captain. Remedial training concludes when the road captain briefs the Road Guard Panel that a road guard or RGIT has satisfactorily completed the defined training, fails to successfully complete the defined training, or withdraws from the defined training.

### **a. Purpose of Remedial Training.**

The purpose of remedial training is to provide a framework for training to help correct a specific deficiency in the performance and/or conduct of a road guard or RGIT.

### **b. Overview of Remedial Training.**

The Road Guard Panel may not demand that a road guard or RGIT participate in a remedial training program, and road guards and RGITs are never entitled to a remedial training program. Typically, the road captain will identify a deficiency in the performance or conduct of a road guard or RGIT and make the Road Guard Panel aware of the deficiency. If the Panel decides that a remedial training program is appropriate, the road captain will offer remedial training to the road guard or RGIT. If the Panel declines to offer remedial training, or the subject road guard or RGIT declines any such offer, then no remedial training occurs, and the sections of the Road Guard Manual relevant to performance and conduct will apply to the situation. If the subject road guard or RGIT accepts remedial training, then the training will occur as soon as practical.

### **c. Content of Remedial Training.**

The Road Guard Panel will determine the specific content of each remedial training program depending upon the deficiency or deficiencies being addressed. This content may include any or all of the items in sections 2-6 of this manual. The Road Guard Panel will provide to the subject road guard or RGIT a description, in writing, of the deficiency or deficiencies, the specific training elements designed to address each deficiency, and a specific timeline for completion. There will be

no open-ended remedial training programs.

**d. Conclusion of Remedial Training.**

If a road guard or RGIT elects to withdraw from the training, completes all elements of the training, or reaches the end of the training timeline, the remedial training program will be concluded. At this time the sections of the Road Guard Manual relevant to performance and conduct will apply to the situation, and the Road Guard Panel will so advise the subject road guard or RGIT.