

RSA

RSA

Working To



# GUIDELINES FOR IBT MOTORCYCLE INSTRUCTORS

Údarás Um Shábháilteacht Ar Bhóithre  
Road Safety Authority

Version 1

## PREFACE

This document covers some of the procedures and guidelines to help assist IBT trainers plan and run their motorcycle courses in a structured and uniform way. Trainers do not need to provide their own site for the training but must ensure any site or classroom accommodation that is used is an 'approved site'.

### IMPORTANT

No IBT training may be provided until approval is obtained from the RSA and you are in possession of your 'certificate of approval' as an approved trainer.

## HOW TO APPLY FOR APPROVAL AS A CENTRE

There are specific requirements in relation to the centre being approved for motorcycle IBT. An application form to have a site approved as an IBT training centre is available from the ADI unit in Ballina (096 25000). It should be completed and returned to; ADI unit, RSA, Moy Valley business park, Primrose hill, Dublin road, Ballina, Co Mayo. There are important conditions that must be met prior to any approval being granted, and you should seek appropriate professional advice in relation to the terms and conditions prior to making an application. Centre providers do not themselves need to be Approved driving Instructor (ADI) for motorcycles, it is in order for approval as a 'centre provider' to be given (subject to terms and conditions) approval to make a site available for use by motorcycle trainers.

## IBT SITE REQUIREMENTS

### IMPORTANT

No centre or area may be used for IBT training until approval is obtained from the Road Safety Authority (RSA) and you are in possession of your 'certificate of approval' as a centre provider.

This Certificate of Approval' should be available for inspection upon request, and on display whilst training is underway.

If an IBT trainer has a problem with an approved site (for example; not available for training on a particular day) the IBT trainer cannot decide to move the training to another location, unless the site has been approved and a 'certificate of approval' is in place for that particular site.

Amendments or additional information may be provided by the RSA from time to time. If you have any queries on any of the points covered or any other matter relating to motorcycle IBT please contact the ADI unit-tel: 096-25000.

## HOW TO APPLY FOR APPROVAL AS A TRAINER

Motorcycle IBT Trainers must firstly be a fully qualified RSA – ADI registered motorcycle instructor. Once registered you may apply to become approved as an IBT (motorcycle) trainer. Information and application forms are available from the ADI unit in Ballina tel: 096 25000. It should be completed and returned to; ADI unit, Road Safety Authority, Moy Valley business park, Primrose hill, Dublin road, Ballina, Co Mayo.

## VOLUNTARY CODE OF PRACTICE

Once approved as either an ADI, an IBT trainer or IBT centre provider there is a need to maintain certain business and professional conduct. The RSA in partnership with the Stakeholders forum representatives have developed a Voluntary code of practice. Trainers & Centre providers should familiarise themselves with and conduct their IBT business within this voluntary code and in keeping with all the associated regulatory obligations. If you have not received a copy of the code it is available on-line from our website [www.rsa.ie/en/Utility/Driving-Instructors1/Tools-for-ADIs/](http://www.rsa.ie/en/Utility/Driving-Instructors1/Tools-for-ADIs/). A copy is also available on request on from the ADI unit.

# Procedures and Guideline's from first contact to the commencement of course

## INITIAL CONTACT (WITH STUDENT)

An IBT (motorcycle) trainer must satisfy him/herself that a client is entitled to undergo the training course selected. This is no less important when a learner is availing of the progressive access routes This can be verified by checking that the learner is in possession of a current learner permit for the proposed category of training, and or an appropriate full drivers licence for a the lower category.

Trainers should remind learners that they must produce their permit for inspection, on each day of training.

If the learner does not yet have a learner permit, advise them how to obtain one and provide relevant information on any theory test requirement etc. You may wish to forward/ give a copy of the motorcycle IBT information booklet and syllabus to the learner.

Some ADI's provide short training courses to help learners prepare for their theory tests, and or correctly interpret the 'Rules of The Road'.

If the learner does not have the correct learner permit for the category of training requested, check to see if they have their own motorcycle and if so, does it relate to the category of learner permit held (if this is in order) check to see if adequate insurance cover is in place (where learner is providing their own Insurance cover).

As a professional working in this area it is reasonable for learners to rely on your knowledge and understanding

## ESTABLISH STUDENT'S REQUIREMENTS;

The student's requirements may vary from learner to learner. For example some learners may have their own motorcycle and insurance cover and a full set of PPE others may have nothing at all and may require you to provide a motorcycle and equipment for them. Some may already hold a full licence for a lower category – how that licence was obtained is all relevant to determining what training course they need to do next.

## INSTRUCTOR SUPPLYING EQUIPMENT

- (a) Agree any terms to supply the motorcycle - Some trainers or Centres are planning to provide motorcycles for hire as part of the training package they offer to learners.

## ENSURE PROPER INSURANCE IS IN PLACE

- (b) If a trainer or centre is providing the machine it is easier to ensure that proper insurance cover is in place, as this is entirely within your control. If learners are providing their own machine, make certain cover is in place before commencing any course.

## AGREE TO PROVIDE/SUPPLY P.P.E

- (c) Some trainers and Centre providers are seeking to enter into agreements with local suppliers for the rent/discounted purchase of a range of PPE and even motorcycles in some cases. On completion of the training, some schemes may provide a learner with an opportunity to purchase the PPE that they themselves had used, or rented as part of their training package.

This type of agreement may prove useful in terms of always having quality 'PPE' for use within your training packages, and making sure riders are properly equipped

## STUDENT SUPPLYING EQUIPMENT

- (a) If the Student is supplying his/her own machine ensure it meets with the required standard (falls within the learner permit requirements in terms of engine size and or power output). Explain that if it does not meet the requirements, then the training may not proceed on the day, and could involve additional unnecessary costs. Confirmation from the student that his / her machine complies with any K/W restrictions is adequate , but trainers should stress the importance of compliance during and post the learners IBT training Refer to RSA website [www.rsa.ie](http://www.rsa.ie) for current licensing restrictions.
- (b) If the student has his/her own insurance then ensure it is current and covers the machine being used for the proposed training. Explain that the Insurance Certificate must be available for inspection on each day of training. Some Insurers may insist that you obtain a declaration of cover from each individual Learner (please check with your insurance company).
- (c) If the Student is supplying his/her own P.P.E then check that the helmet meets the current required standard and that other items are in a reasonable condition. Explain that if PPE does not meet requirements that it may be available for loan (if the trainer provides that service).

## ARRANGE APPOINTMENT FOR CORRECT MODULE

Before the first day of training; Post out / give a copy of the Information Booklet, Official Syllabus & Appointment card. Explain to the learner the rules around Obtaining the licence they require.

The information booklet will help your learner to understand the purpose and requirements of their course. Knowledge and understanding of the scheme will assist trainers in promoting the right attitude & thereby the correct behaviour.

The official syllabus will help your learner to understand the course objectives Knowledge and understanding of these objectives will assist trainers in motivating learners as they can see how they are progressing along the syllabus.

By sending out an appointment card and any special information relating to the terms and conditions, trainers will be seen to be conducting their business in a professional manner. If customers understand any terms and conditions in advance, they are less likely to be dissatisfied, or have any complaints about the service they receive.

## ORDERING COPIES OF THE INFORMATION BOOKLET & SYLLABUS

The (IBT) instructor needs to keep appropriate levels of stock of the Information booklet & the Syllabus which are to be issued at the start of every (IBT) course. These can be ordered through the (ADI) unit in Ballina (096 25000). Copies of the Information Booklet & Syllabus are issued with each order of IBT logbooks it is important not to run out of these documents.

## ON THE DAY OF TRAINING

- Welcome and introduction to (IBT)
- Check the following items: (and issue as appropriate)

### LEARNER PERMIT

- **Correct name:** That the name matches the one given
- **Correct category: (A,A2, A1 or AM etc)** That the machine matches the category. If proposed training is for a 'A1' type vehicle, then the motorcycle should not exceed 125 cc or a power output of 11KW
- **Dates of validity:** Issue date/expiry date
- **Photograph:** Establish that the photograph on licence is the same as the learner attending for the course (make a visual comparison).
- **Signature:** Check that the students signature is on the learner permit, also compare signature on licence with signature on pre training check list.
- **Note the Driver Number:** this may be needed to ascertain which category of progression may be possible.
- **Learner Permit number:** enter required details into log book and keep a note in your own records.
- **Date of birth:** The trainer must record the students date of birth as this information is required for 'certificate validation' when informing the RSA that the Course / or Modules have been completed.
- If the trainee holds a **category "A" learner permit** which was issued before the 6th of December 2010 and decides to apply for a category "A1" learner permit, after the 6th of December 2010, then the trainee is not legally required to do a motorcycle IBT training course.
- If the trainee holds a full driving licence with a **category 'B' code 73 (tricycle)** and wants to ride a two wheeled machine, they must obtain a learner permit for the category of licence being sought (AM,A1,A2 or A) and then do a IBT Progression module.
- If the trainee holds a learner permit in **category 'B'** and wants to ride a tricycle they will need to do a full IBT training course.

## INSURANCE CERTIFICATE – Student using own machine

- **Name of Insured:** Establish that the insurance policy does in fact relate to the student
- **Dates of validity:** Ensure the policy is in date by checking the issue date/ expiry date
- **Vehicle Registration:** The registration on policy relates to the motorcycle being used for course or check to see if the policy covers riding other machines

## PPE

- **Helmet** Fits correctly, no obvious damage, visor/goggles are clean & serviceable)
- **Gloves** (fits correctly, are appropriate)
- **Boots** (fit correctly, are appropriate)
- **Jacket** (fit correctly, is appropriate)
- **Trousers** (fit correctly and are appropriate)
- **L-Tabard** (fits correctly, is clean & visible)

## MOTORCYCLE

- The machine is roadworthy the correct size (restricted or un-restricted etc) for the learner Permit category and the individual. Simply ask the learner to confirm the K/W output is correct for his / her learner permit (then you can sign the Pre Riding checks form – where appropriate). Checking the vehicles certificate of conformity may help trainers and students.
- The machine is taxed and is displayed on the machine (tax disc relates to the motorcycle-Registration, CCs etc).
- Mirrors are fitted (Mirrors are secure not shattered or cracked).
- Is machine manual or automatic transmission. If the machine is an automatic the trainee would need to be informed that they would be entitled to commence their training on the automatic machine, however if they decided to change to a manual machine at some stage in the future then they would need to come back for an IBT ‘conversion’ module.
- Any vehicle adaptations as specified on learner permit (or otherwise).



# THE PRE TRAINING CHECK LIST SHOULD BE USED BY ALL INSTRUCTORS AT THE START OF EACH TRAINING SESSION AND SIGNED OFF ON BY BOTH INSTRUCTOR AND TRAINEE

## FORM

### PRE TRAINING CHECKS

The following checks have been carried out in preparation for the planned training session as part of the initial basic training (IBT) for motorcyclists. Both trainee & instructor must record carrying out the check by ticking the relevant section box 4 or 5 (as appropriate) and both signing the declaration at the bottom. No training session should commence without this form being fully completed.



1. Item	2. Details	3. Methodology	4. Trainee Checked/ Confirmed	5. Instructor Checked/ Confirmed
IDENTITY CHECK	Trainee must satisfy himself that the person attending for training is the correct person	Compare learner permit photograph with appearance.		
FITNESS TO RIDE	Check that the trainee is a fit condition to ride / undergo the training.	Trainee to confirm they are fit and not under the influence of alcohol or drugs that may affect their capabilities. Trainee is using corrective lenses as per learner permit requirement (if applicable).		
DOCUMENT IS IN ORDER	learner permit.	Check learner permit category and commencement / expiry dates.		
PERSONAL PROTECTIVE EQUIPMENT IS SATISFACTORY	Injured cover (if using own vehicle). That helmet is well fitting, not obviously defective and visor is clean & not scratched. Clothing including jacket, trousers & boots are of a suitable type and quality. Suitable gloves are available to each trainee.	Check effective status of certificate and that cover is in place to undergo IBT. Visual check on condition and ask trainee to confirm that it has not been borrowed or dropped. Check condition including fitting.		
MOTORCYCLE IS ROADWORTHY	Lubricant is available, clean and of the correct size. Valid tax disc is displayed. Check that machine is covered by the trainees learner permit. Check that machine is suitable for use.	Check condition including fitting. Check that disc is on display. Determine vehicle type including NV output. Use the P.O.W.D.E.S. check.		

THE ABOVE CHECKS RELATE TO THE MODULE ..... DATE TRAINING SESSION CARRIED OUT ON .....  
 THE ABOVE CHECKS HAVE BEEN CARRIED OUT AND I CAN CONFIRM THAT EVERYTHING IS IN ORDER

TRAINEE ..... INSTRUCTOR .....  
 IBT TRAINERS STAMP

Utilisez les statistiques et les données de l'AD1 Line, My Valley Business Park, Princess Hill, Dublin Road, Ballinacorney, Co. Mayo.  
 Road Safety Authority      local: t: 090 90 60 80 fax: (091) 25 007 email: info@rsai.ie website: www.rsai.ie

In relation to the K/W output of the machine ask students to confirm that the machine complies with any restriction placed on their Permit.

## USE OF LOG BOOK DURING (IBT) COURSE

### COMPLETE RELEVANT SECTIONS OF THE LOG BOOK

- (a) Student's name- This needs to include the student's full name as shown on the learner-permit
- (b) Students address- This should be the full address as shown on the learner-permit
- (c) Students Learner Permit number (the driver number from line 5)

### COMMENCE RELEVANT MODULE/S AS PER SYLLABUS

Carry out Module assessment making appropriate entries on log book including "note section" as required.

## IF SUCCESSFUL IN COMPLETING A MODULE;

You should enter the required details and stamp the 'module completion form' for the relevant module students log book to include;

- Students Name
- Trainers Name
- IBT Location
- Module Start date
- Module Completion date
- Include any comments in appropriate section
- Insert your ADI number
- Sign the Completion form
- Student signs Completion form
- Stamp the form with the official IBT Stamp

Enter required details on the 'Completed Modules' form at the back of the Log book

- Vehicle type used for the training course
- Date completed
- Sign at 'Trainers Signature'
- Enter the Centre Code number
- Stamp the appropriate module

## IF UN-SUCCESSFUL IN COMPLETING MODULE;

- Enter required details and issue a copy of the assessment sheet.
- Use the “Note Section” to elaborate on those areas that may have led to the learner not successfully completing the module. (This may help the student to understand those areas that will need more practice or attention).

In either case make sure the Learner is encouraged to complete the self analysis section for each module as it is completed. Research shows that those ADI’s that explain the importance and relevance of self analysis are the most successful at getting it integrated into the learning to ride / drive process.

## REPEAT APPROPRIATE MODULE OR SECTIONS AGAIN

It may be necessary to repeat an entire module again and trainers should use their judgment to determine how much needs to be covered in order to achieve the objectives for any particular module.

## PROGRESSION MODULE

If trainee undergoes IBT on a automatic type machine the trainer needs to inform the trainee that if they choose at some stage in the future to ride a manual type motorcycle, they would need to undergo a ‘progression module’ and this needs to be carried out on the new type motorcycle (manual). When moving from category ‘AM’ or ‘A1’ to category ‘A2’ or ‘A’ then the progression module needs to be carried out on the larger machine. If the trainee holds a category ‘B’ + code 73 (tricycle) but would like to ride a category ‘AM’, ‘A1’, ‘A2’ or ‘A’ in manual or automatic then the trainee will need to complete a progression module.

### **Please note**

A student who holds a full category ‘A1’ driving licence (irrespective of the date of issue) will be required to complete a progression module before being permitted to ride unsupervised on the bigger - category ‘A2’ or ‘A’ bike.

## IF THE STUDENT CHANGES INSTRUCTOR

If you become aware that a student has moved to a different IBT trainer, then you need to record the modules completed with that learner on the weekly return form, and include it in your next return to the RSA. In 2013 new arrangements for returning lesson records will come into effect and records will be returned electronically through an IBT trainer Portal. Learners will then be able to see and print off their IBT record if they wish using a feature of the RSA website called ‘MY IBT’

## SECURITY OF RECORDS

Trainers must take care when completing a learner's logbook, once each section is completed a trainer should:

- Detach and retain the top copy of each relevant page of the log book for a period of at least two years.
- Upload the training record via the new IBT portal on the RSA website
- The pre training checks document should also be retained for a period of at least two years.
- An RSA Examiner will ask to see records going back for a period up to two years. Please note you have a duty of care to keep any records safe and secure.

## COMPLETE CERTIFICATE OF 'SATISFACTORY COMPLETION'

Once a student has successfully completed the training course and the log book has been completed you will need to complete and issue a certificate of satisfactory completion. In doing so you need to place the protective card between the certificate set being completed and the next set, to avoid destroying the next certificate. A rider may also be asked by the Gardai to produce the certificate at a roadside check proving their entitlement to ride unaccompanied by a Motorcycle IBT Instructor, in a public place.

**Make sure** that you have placed the protective card between this and the next certificate in the book.

1. Enter Trainees name
2. Record trainees learner permit number, (driver number from line 5)
3. Place an 'X' in the appropriate course category
4. Sign the certificate (trainer)
5. Enter Date of Birth
6. Enter Vehicle registration Number
7. If progression enter details as appropriate (from – to etc)
8. Enter the date
9. Print your own name
10. Enter your unique ADI number
11. Ask Trainee to sign the certificate
12. Stamp the certificate with your official IBT Stamp
13. Then fully complete the Counterfoil

*Please note trainers should advise their learners that they may be required to produce the certificate together with their learner permit, to a driver tester on the day of their practical driving test.*

## Ordering IBT (Motorcycles) supplies

A special form requesting supplies must be used to order IBT supplies. If the form is not completed or the fee is not enclosed then the order cannot be dispatched. Cheques or Postal orders should be made payable to the Road Safety Authority, whilst stocks are limited, this publication is free of charge. From 2013 IBT Logbooks will be provided directly from the printers and orders / payments will be processed via the IBT portal.

### COPIES OF THE INFORMATION BOOKLET

The (IBT) instructor needs to keep appropriate levels of stock of the Information booklet to be issued at the start of every (IBT) course. A IBT Information booklet will be issued together with every copy of a logbook ordered through the portal

### COPIES OF THE SYLLABUS

The (IBT) instructor needs to keep appropriate levels of stock of the syllabus to be issued at the start of every (IBT) course. These can be ordered through the (ADI) unit in Ballina (096 25000).

### LOG BOOKS

The (IBT) instructor needs to keep appropriate levels of stock of the log books to be issued at the start of every (IBT) course. These can be ordered via the IBT Portal it is important not to run out of these forms as a course cannot progress commence without them. One feature of the portal is the ability for trainers to transfer a logbook to another IBT approved trainer.

### COPIES OF THE PRE-RIDING CHECK LIST FORM

The IBT trainer needs to keep appropriate levels of stock of the (pre-training check list form) to be completed at the start of each training day. These can be ordered (at a charge of- please see website for current price per pad of forms) through the ADI Unit in Ballina (096 25000) once again it is important not to run out of these forms as training cannot commence without the form being completed. A special form requesting supplies must be used to order IBT supplies. If the form is not completed or the fee is not enclosed then the order cannot be dispatched. Cheques or Postal orders should be made payable to the Road Safety Authority.

## CERTIFICATES OF SATISFACTORY COMPLETION

The IBT instructor needs to keep an appropriate level of stock of the 'Certificates of Completion' books, which are issued at the completion of all four modules of the IBT syllabus for motorcyclists. These can be ordered through the ADI unit in Ballina (096 25000). There is no charge for these certificates. Learners should be advised that a replacement certificate will cost €10 and will only be available from the Road Safety Authority.

### 'IBT' MOTORCYCLES - STAMP

The official IBT stamp needs to be kept secure at all times in a safe place. If the stamp is lost or destroyed it should be immediately reported to the ADI unit. If a trainer needs to order a replacement, he /she should submit a written request together with the appropriate fee (details of cost available on request from ADI Unit 096.25000) and confirmation that its loss (if appropriate) has been reported to An Garda Síochána.

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### RECORD STORAGE

The top copies of relevant pages from the log books, the Certificate of Satisfactory completion Stubs, relating to any learning during a course must be retained by the trainer for a minimum period of two years.

## CERTIFICATES OF SATISFACTORY COMPLETION

1. Once completed, the top copy should be handed to the student.
2. The copy of the 'Certificate of completion' must be returned to the (ADI) unit, Moy valley Business Park, Primrose Hill, Dublin Road, Ballina, Co. Mayo.



**Note.** A trainer must make a weekly return of completed courses (using the new IBT Portal) to the ADI unit of the RSA. The form should be submitted together with the counterfoils of all certificates issued in the last week. If no courses have been completed or certificates issued during the previous week there is no need to make a return.

3. The Stub for each certificate must be completed and retained for a period of at least two years, and be available for inspection by an authorised Officer of the RSA.
4. If on the return of the 'Certificate of completion' it is discovered by the ADI unit that the Learner permit number (driver number from line 5) has been recorded incorrectly, the ADI unit will return the counterfoil to the trainer. The trainer in turn will have to contact the student, retrieve the original certificate and issue a replacement.

The trainer must return both the original ‘certificate of completion’ and its counterfoil, together with the counterfoil of the newly issued ‘certificate’ to the ADI unit in Ballina. A separate note should also be enclosed explaining the circumstances under which the original was cancelled.

- If the student loses their ‘certificate of completion’ they should download a form to request a duplicate certificate from the IBT pages of our web site [www.rsa.ie](http://www.rsa.ie) or contact the ADI unit in Ballina (096 25000) who will advise the student of the steps needed to obtain a replacement. (cost €10).

The RSA are working to further streamline the administrative processes for IBT trainers. For that reason future improvements will take place and trainers will be kept advised as they happen.

 <p>Approved Driving Instructor</p>	<p><b>CERTIFICATE OF SATISFACTORY COMPLETION OF INITIAL BASIC TRAINING (MOTORCYCLES)</b>  <b>TEASTAS COMHLÍONTA SHÁSUIL UM THÚSOILÚINT BHUNATA</b></p> <p><i>Road Traffic (Courses of Instruction) (Motorcycles) Regulations</i>  <i>Rialacha in maídir le Traicín ar Bhóthra (Cúrsaí Theagasc) (Gluaisrothaíche)</i></p>	<p>CBT 1000000</p>  <p>Approved Driving Instructor</p>						
<p>Name _____</p> <p>Aim _____</p> <p>Training Course Category <i>Catagóir Cúrsa Oiliúna:</i></p> <p>AM or N0 A1 <input type="checkbox"/> A2 or N0 A <input type="checkbox"/></p> <p>A1 to Go A2 <input type="checkbox"/> A2 to Go A <input type="checkbox"/></p> <p>Cat A + Code 79.02 Cat A + Cód 79.02 <input type="checkbox"/></p> <p>Cat A + Code 79.03 Cat A + Cód 79.03 <input type="checkbox"/></p> <p>Manual <i>Uathbrioch Láimhe</i> <input type="checkbox"/></p> <p>Automatic <i>Uathbrioch</i> <input type="checkbox"/></p> <p>Category of previous course (conversion module only)  <i>Catagóir Cúrsa Romhe (modúl aistriáiche amháin)</i></p> <p>Registration Number of Vehicle  <i>Uimhir Cláracháin na Feithíche</i> _____</p> <p>Engine cc  <i>cc an innill</i> _____</p> <p>Progression  <i>Buí chun cinn</i> _____</p> <p>Signature of Trainer  <i>Sinse Oiliúna</i> _____</p> <p>Trainer Number  <i>Uimhir Oiliúna</i> _____</p> <p>Centre Number  <i>Uimhir Ionaid</i> _____</p> <p><b>CBT 1000000</b></p>	<p><b>M</b> _____ <b>Holder of Learner Permit Number:</b> / _____</p> <p><i>An tUasal</i> _____ <i>Sealbhóir na hUimhreach do Chéadainis Foghlaimera</i></p> <p>has successfully completed Initial Basic Training in respect of _____</p> <p><i>D'fhreast ar te dhúasúite ar Thúsóilúint Bhunata a bhaineann le</i> _____</p> <table border="1"> <tr> <td> <p><b>TRAINING COURSE CATEGORY</b> <i>CATAGÓIR CURSÉ OILIÚNA</i></p> <p>Vehicle registration <i>Clárú Feithíche</i></p> <p>Engine cc <i>cc an innill</i></p> <p>Progression <i>Buí chun cinn</i></p> </td> <td> <p><b>Motorcycle</b> <i>Gluaisrothar</i></p> <p>AM A2 or N0 A1 A</p> <p>A1 A2 to Go A2 to Go A</p> </td> <td> <p><b>Tricycle</b> <i>Riathar Trianach</i></p> <p>Cat A + Code 79.02 <i>Cat A + Cód 79.02</i></p> <p>Cat A + Code 79.03 <i>Cat A + Cód 79.03</i></p> </td> <td> <p><b>Manual</b> <i>Uathbrioch Láimhe</i></p> <p><b>Automatic</b> <i>Uathbrioch</i></p> </td> <td> <p><b>Direct Access</b> <i>Rochtain Dhíreach</i></p> </td> <td> <p><b>Date of birth</b> <i>Dáta Breithe</i></p> <p>DD / MM / YYYY</p> </td> </tr> </table> <p><b>Signed (Trainer)</b> _____ <b>Trainer Number</b> _____</p> <p><i>Sinthe (Oiliúna)</i> _____ <i>Uimhir Oiliúna</i></p> <p><b>Print Name</b> _____ <b>Holder's Signature</b> _____</p> <p><i>Priontáil Ainm</i> _____ <i>Síniú an Sealbhóra</i></p>	<p><b>TRAINING COURSE CATEGORY</b> <i>CATAGÓIR CURSÉ OILIÚNA</i></p> <p>Vehicle registration <i>Clárú Feithíche</i></p> <p>Engine cc <i>cc an innill</i></p> <p>Progression <i>Buí chun cinn</i></p>	<p><b>Motorcycle</b> <i>Gluaisrothar</i></p> <p>AM A2 or N0 A1 A</p> <p>A1 A2 to Go A2 to Go A</p>	<p><b>Tricycle</b> <i>Riathar Trianach</i></p> <p>Cat A + Code 79.02 <i>Cat A + Cód 79.02</i></p> <p>Cat A + Code 79.03 <i>Cat A + Cód 79.03</i></p>	<p><b>Manual</b> <i>Uathbrioch Láimhe</i></p> <p><b>Automatic</b> <i>Uathbrioch</i></p>	<p><b>Direct Access</b> <i>Rochtain Dhíreach</i></p>	<p><b>Date of birth</b> <i>Dáta Breithe</i></p> <p>DD / MM / YYYY</p>	<p><b>Date of Issue</b> _____</p> <p><i>Dáta Eisiúche</i> _____</p> <p>BT STAMP          STAMPÁIN ÁR-ITP</p>
<p><b>TRAINING COURSE CATEGORY</b> <i>CATAGÓIR CURSÉ OILIÚNA</i></p> <p>Vehicle registration <i>Clárú Feithíche</i></p> <p>Engine cc <i>cc an innill</i></p> <p>Progression <i>Buí chun cinn</i></p>	<p><b>Motorcycle</b> <i>Gluaisrothar</i></p> <p>AM A2 or N0 A1 A</p> <p>A1 A2 to Go A2 to Go A</p>	<p><b>Tricycle</b> <i>Riathar Trianach</i></p> <p>Cat A + Code 79.02 <i>Cat A + Cód 79.02</i></p> <p>Cat A + Code 79.03 <i>Cat A + Cód 79.03</i></p>	<p><b>Manual</b> <i>Uathbrioch Láimhe</i></p> <p><b>Automatic</b> <i>Uathbrioch</i></p>	<p><b>Direct Access</b> <i>Rochtain Dhíreach</i></p>	<p><b>Date of birth</b> <i>Dáta Breithe</i></p> <p>DD / MM / YYYY</p>			
<p><small>Note: The holder of an appropriate learner permit and this certificate may take a motorcycle vehicle in the category indicated without having to be accompanied by a registered instructor for that category. This certificate is valid for two years from the date of issue and cannot be extended.</small></p>		<p><small>This card is your sealbhóir ceadaíonn foghlaimera (a) a bhíolaí seith aige ar an ceathrú seo le h-éilead gléasrothar sa chathagóir a shíniúid a bhaineann le, agus in gclár 79.02 theagascóir ceadaíonn don chathagóir sin a bhíolaí na theagascóir. Tá an t-ionaid seo bailé ar feadh dhá bliain ón dáta eisiúcháin agus ní féidir é a shíniú.</small></p>						





## QUALITY ASSURANCE

The Road Traffic (Driving Instructor Licensing) (No.2) Regulations 2009 require driving instructors whose names are contained in the register of approved driving instructors to undergo a test of continuing ability to instruct, this test is commonly known as a “Check test”.

In addition, the road traffic (Courses of instruction) (Motorcycles) Regulations. 2010 require Each trainer or centre provider must undergo an ‘evaluation’ at least once during each 5 year period of approval.

As part of the RSA’s ongoing commitment to quality, all trainers & Training centres (for the delivery of Motorcycle IBT) will be assessed on an ongoing basis these assessments will cover the classroom the compound and observing the on road element of the syllabus.

IBT Trainers are encouraged to contact their local ADI Examiner for advice and guidance on any aspect of the IBT or ADI Schemes, Examiners will be pleased to assist.

## NOTES ON MODULES

### MODULE 1

This module is very much classroom based. The classroom being provided for this or any of the other modules must be of an acceptable standard and suitable for delivering the theory elements of the syllabus. Normal teaching aids should be incorporated into the training. For example the trainer may choose to use, flip charts, white drawing boards, overhead projector and any other teaching aids that may enhance the learning process.

The certificate of approval must be on display, available for inspection at all times when training is being carried out, in particular trainers should note that during Module 1...

- there is a Maximum of 12 learners to one trainer.
- there must be proper toilet facilities.
- there must be provision for refreshments including fresh drinking water on site or very close by.

**If these requirements are not met on any given day then training should not proceed.**

## MODULE 2

This module is very much compound based. There are strict rules and regulations regarding the compound being used for the delivery of IBT training. The certificate of approval must be on display available for inspection at all times when training is being carried out, in particular trainers should note that during Module 2...

- The trainer must comply with the requirements of the risk assessment at all times.
- Any cones being used must be a minimum of the recommended size which is 750mm tall and the trainer will need to have enough cones (Min 20) to set up the different exercise requirements; slalom, Figure of eight etc and have enough for the perimeter of the site if required (as per risk assessment).
- All trainees must be properly protected by personal protective equipment (PPE) the minimum requirement is, helmet, jacket, trousers, boots, gloves, hi-vis, L-tabard.
- The maximum ratio on a site of (37x 25) is 2:1.
- The maximum ratio on a site of (27x 15) is 1:1.
- The compound / training area must have a secure perimeter to prevent accidental access to the training area during periods of training.

**If these requirements are not adhered to then training should not proceed.**

## MODULE 3

This module is also very much classroom based. The classroom being provided for this or any of the other modules must be of an acceptable standard and suitable for delivering the theory elements of the syllabus. Normal teaching aids should be incorporated into the training. For example the trainer may choose to use, flip charts, white drawing boards, overhead projector and any other teaching aids that may enhance the learning process.

The certificate of approval must be on display and available for inspection at all times when training is being carried out, in particular trainers should note that during Module 3...

- there is a Maximum of 12 learners to one trainer.
- there must be proper toilet facilities.
- there must be provision for refreshments including fresh drinking water on site or very close by.

**If these requirements are not adhered to then training should not proceed. It is important to ensure that there is a safe means of Emergency egress every time the classroom is used**

## MODULE 4

This module is based on the public road. The trainer needs to make sure that everything is in order before taking to the road.

- The motorcycles are properly taxed and insured.
- The motorcycles are in road worthy condition. That full (PPE) is being worn.
- That all licences are in order and are available for inspection.
- That Students are wearing the 'L' tabard.
- That motorcycle radio equipment is working correctly, issued and used and that the student understands the radio commands.
- The trainer explains all the 'Do's' and 'Don'ts' before taking to the road.
- The trainer must not exceed a ratio of 2:1 students to trainer whilst on the road.
- Trainers should explain basic emergency procedures and also what the student should do if they should become separated from the trainer.

**If these requirements are not adhered to then training should not proceed.**

*Not adhering to the conditions listed above could lead to removal of the certificate of approval. Inspections and assessments will be carried out on a regular basis by ADI officers to ensure the high standards are met, and there is reasonable uniformity in the delivery of IBT training*

## CONCLUSION

This booklet has been compiled to assist IBT trainers in carrying out their role as an IBT motorcycle trainer in a uniformed way. By adhering to the procedures and guidelines IBT will be provided in a structured way regardless of where, when or by who it is being delivered. This will ensure that the same quality of service will be experienced by all learners.

At the end of the IBT training course the student should have the most up to date information and clearly understand what 'best practice' is, and how to apply that in their every day riding, helping to make them a better safer road user.

For any further information in relation to the delivery of motorcycle IBT please contact the ADI unit on 096-25000 or alternatively your local ADI Examiner.

## MODULE 5 (PROGRESSION)

This module is based in the classroom/ compound and on the public road.

### CLASSROOM;

The classroom being provided for this or any of the other modules must be of an acceptable standard and suitable for delivering the theory elements of the syllabus. Normal teaching aids should be incorporated into the training. For example the trainer may choose to use, flip charts, white drawing boards, overhead projector and any other teaching aids that may enhance the learning process.

The certificate of approval must be on display, available for inspection at all times when training is being carried out; in particular trainers should note that during training;

- There is a Maximum of 12 learners to one trainer.
- there must be proper toilet facilities.
- there must be provision for refreshments including fresh drinking water on site or very close by.

**If these requirements are not adhered to then training should not proceed.**

### COMPOUND

There are strict rules and regulations regarding the compound being used for the delivery of IBT training. The certificate of approval must be on display available for inspection at all times when training is being carried out, in particular trainers should note that during Module 2.

- The trainer must comply with the requirements of the risk assessment at all times.
- Any cones being used must be a minimum of the recommended size which is 750mm tall and the trainer will need to have enough cones (Min 20) to set up the different exercise requirements; slalom, Figure of eight etc and have enough for the perimeter of the site if required (as per risk assessment).
- All trainees must be properly protected by personal protective equipment (PPE) the minimum requirement is, helmet, jacket, trousers, boots, gloves, hi-vis, L- tabard.
- The maximum ratio on a site of (37x 25) is 2:1.
- The maximum ratio on a site of (27x 15) is 1:1.

- The compound / training area must have a secure perimeter to prevent accidental access to the training area during periods of training.

**If these requirements are not adhered to then training should not proceed.**

## ON THE PUBLIC ROAD

The trainer needs to make sure that everything is in order before taking to the road.

- The motorcycles are properly taxed and insured.
- The motorcycles are in road worthy condition. That full (PPE) is being worn.
- That all licences are in order and are available for inspection.
- That Students are wearing the 'L' tabard.
- That motorcycle radio equipment is working correctly, issued and used and that the student understands the radio commands.
- The trainer explains all the 'Do's' and 'Don'ts' before taking to the road.
- The trainer must not exceed a ratio of 2:1 students to trainer whilst on the road.
- Trainers should explain basic emergency procedures and also what the student should do if they should become separated from the trainer.

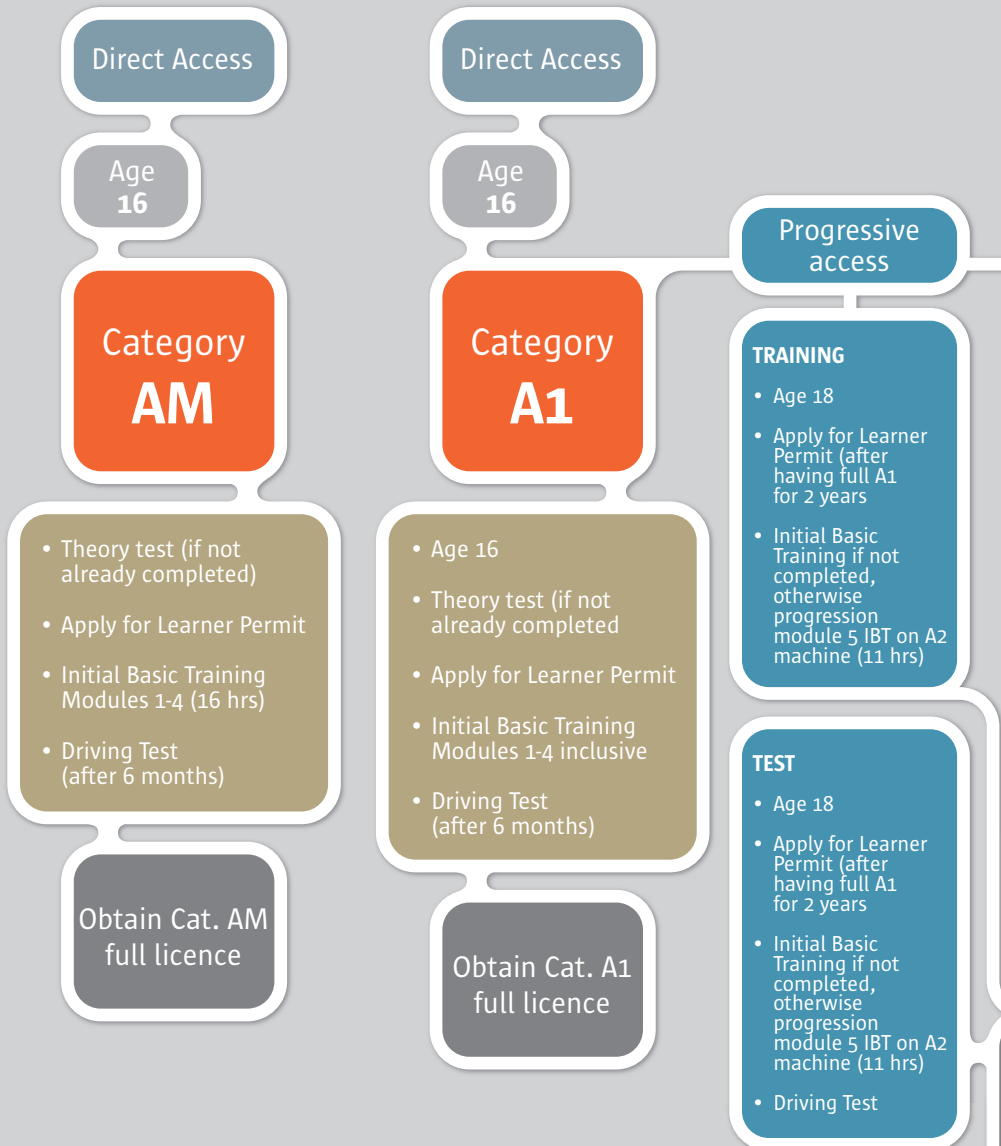
**If these requirements are not adhered to then training should not proceed.**

## Adding categories to the ADI Permit

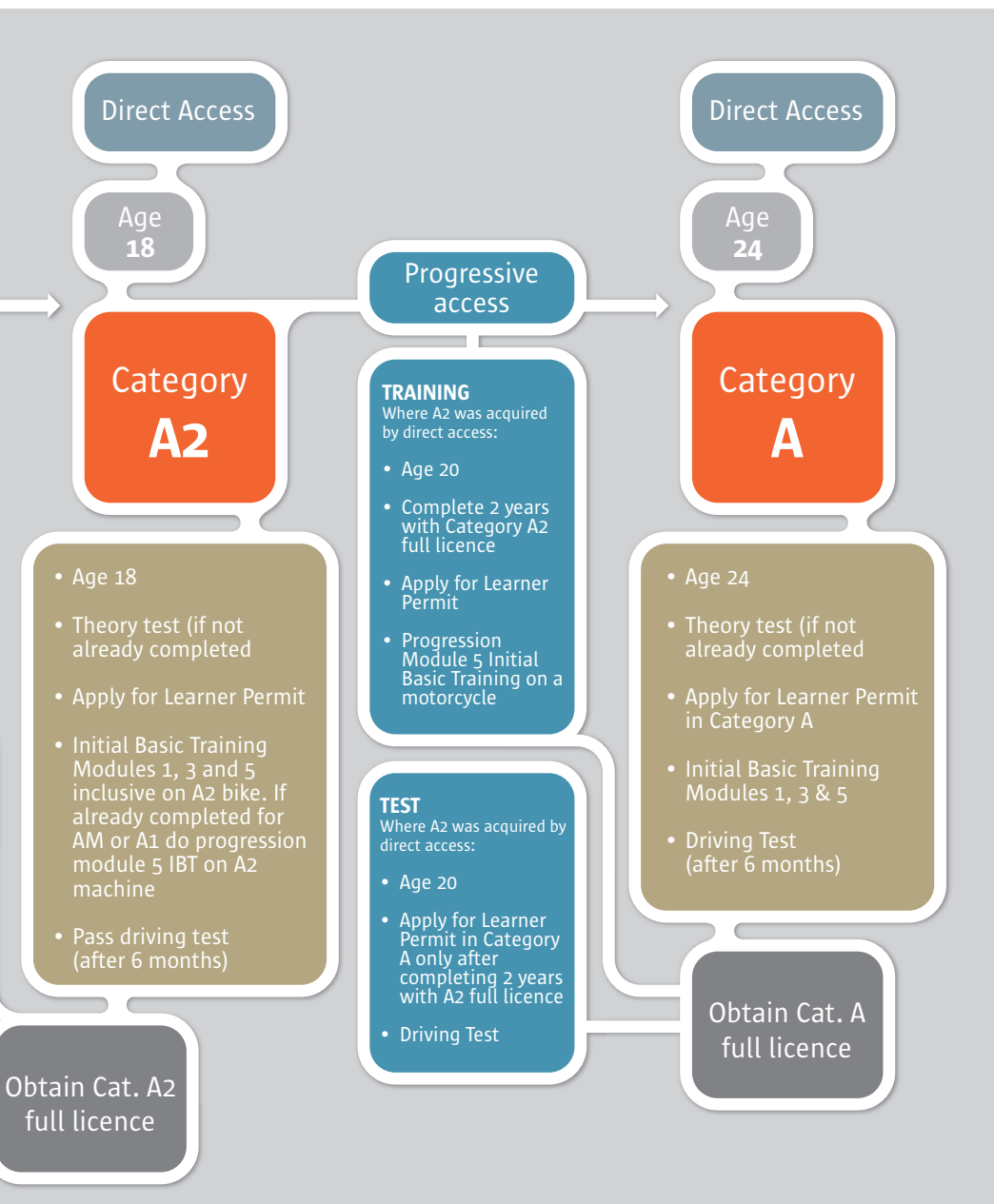
It is important to note that any ADI who is on the register of approved driving instructors and wishes to add category 'A' to their ADI permit must have held a full, valid category 'A' driving licence for the previous two years before s/he is permitted to take the qualifying Stage 1 or Stage 2 ADI assessments.

### Category A with code 78

A person who holds a driving licence in any category A with code 78 (restricted to automatics only) may have the code 78 removed only by taking a practical driving test on a qualifying motorcycle.



# Motorcycle driving licence



# Working To Save Lives

## **Údarás Um Shábháilteacht Ar Bhóithre** **Road Safety Authority**

Páirc Ghnó Ghleann na Muaidhe, Aonad ADI, Cnoc an tSabhaircín,  
Bóthar Bhaile Átha Cliath, Béal an Átha, Co. Mhaigh Eó.

ADI Unit, Moy Valley Business Park, Primrose Hill,  
Dublin Road, Ballina, Co. Mayo.

local: 1890 50 60 80 fax: (096) 25 252

email: [adi@rsa.ie](mailto:adi@rsa.ie) website: [www.rsa.ie](http://www.rsa.ie)