

Dear potential participant,

The Ottawa Safety Council is pleased that you have chosen the Gearing Up Motorcycle Course. Attached is the registration package that you have requested. It includes important information such as:

- course description
- course requirements
- rules and regulations for obtaining a motorcycle licence
- registration form
- schedule

Important:

After reading the information package, should you not feel confident as to whether you would like to pursue motorcycle riding, or have no experience on a motorcycle, please consider the **Gearing Up Introduction** course offered by the Ottawa Safety Council. It is a three hour, practical course aimed at those who would like some extra time and confidence prior to pursuing the full Gearing Up Course. Should you decide *after* taking **Gearing Up Introduction** that you would like to continue with Gearing Up, we will offer a credit towards your course. Please contact us for more information.



The Gearing Up Motorcycle Training Program requires mild physical activity and full concentration. It is advised that you consult your doctor should you have any medical conditions that would cause you difficulty.

The Ottawa Safety Council would like to acknowledge the following that have helped to make this program so successful:

- General Dynamics Canada
- Alcatel Lucent
- University of Guelph; Kemptville Campus
- the Ministry of Transportation of Ontario
- and the numerous motorcycle dealerships in and around Ottawa

If you have any questions, please feel free to contact the office or visit our website at www.ottawasafetycouncil.ca.

We trust that you will enjoy the course.

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COURSE DESCRIPTION

Lessons include: Cold Starting, move off and stop, braking and balancing, slow speed control, gear changing, signals and shoulder checks, low speed maneuvers, high speed maneuvers, and emergency techniques.

After the evaluation: Your instructor tells you your riding results and discusses your general performance, giving you guidance where necessary. For those who are not successful, the instructor may recommend either a retest on another weekend (free) or a retraining (taking the course again at a reduced rate).

COURSE TIMES & LOCATIONS

LECTURE: Wednesday evening lecture will take place at *the Jim Robillard Union Center, 1505 Carling Ave (west of Kirkwood)*. It runs from 6:30 pm -9:30 pm.

RIDING: Saturday and Sunday classes will take place at *General Dynamics at 3685 Richmond Rd or Alcatel-Lucent at 600 March Rd*. Each day runs from 7:45 am-5:00 pm.

We may offer limited weekends in the Kemptville area, please ask the office about availability.

*The course schedule may be found on p.8.

REGISTRATION

Applicants will be treated on a first paid – first served basis.

Please complete the registration form and either *fax* or *email* it in to us. You may also send it by mail, however it is not recommended as the courses tend to fill very quickly. Please feel free to stop by our office as well, should you wish to pay by debit.

Please ensure that you are available to attend all three dates of the course that you wish to register for!

Full payment is required when the registration form is sent in, and we cannot hold any spots until it is processed. If the registration form is not filled out correctly, or payment information is missing, the processing of your application will be delayed. As well, it is imperative that you write neatly when filling out the forms, if your address or email address is not legible your confirmation package may not make it to you. **It is your responsibility to provide us with accurate, legible information.**

Once your form is received it will be placed in queue, processed, and you will be booked into a session. Please keep in mind, the high volume of registrations we receive may delay the processing of your form (usually 3-5 days). We will email you once payment is processed and your spot reserved. Should the sessions you indicate be fully booked, we will contact you for alternate dates.

We welcome you to call us to ensure your form was received. We may not be able to answer at that time whether you will make it into your desired course, however.

Three weeks prior to the course, you will receive your confirmation package which will include a course manual, waiver, and session information. Should your course date be a week away and you have not received a package, please call the office to confirm the session in which you have been placed.

Should, at any time, you have questions regarding the session in which you were placed, please do not hesitate to give us a call to confirm your dates.

How to Pay:

Course fee: **\$399.00** HST included. **\$75.00** *non-refundable* deposit is included in the price.

We accept Visa, MasterCard, certified cheques and debit.

Please include your credit card number on your registration form. You may also provide your card number over the phone—please phone in your number upon submission of your form.

Failure to do so may result in a delay in processing your registration.

*For information regarding course switches or refunds, please see p. 6.

MTO HANDBOOKS

The OSC is an authorized distributor of the MTO Driver and Motorcycle Handbooks and they are available for purchase at the office. If you require one or both of these (and are not registering in person), please indicate this in the space provided on the registration form. We will mail out the handbooks to you once your registration is processed*. They are \$16.00 each (tax incl.). This will be added to your total course price.

Please note: The MTO handbooks are not required for the course. However, it is urged that you study the MTO Motorcycle handbook prior to writing the M1 exam.

*Please keep in mind possible delays in receiving the handbook via Canada Post if you are relying on it to write the M1 exam.

WHAT TO BRING / EQUIPMENT

All students must have their M1 licence for the first night of their course. If you do not have your M1 for the first night you will not be able to continue on and no refund will be issued. It is your responsibility to have valid licensing!

Note: If you do not hold an Ontario driver's licence you MUST have an M1 equivalent licence in your province of issue to take the course. We will NOT be able to upgrade your licence.

*Please see pg. 5 for more information regarding motorcycle licensing.

The *Getting into Gear* manual will be sent to you in your confirmation package three weeks before your course starts, please bring it with you to the lecture night.

Students must provide their own protective equipment and have it available for all sessions. Anyone not properly equipped will not be allowed to take the course. Your equipment includes:

- helmet (DOT or SNELL approved)
- leather, heavy denim, or motorcycle jacket
- pants (jeans) in good condition without holes
- leather boots that cover the ankle
- leather gloves (must cover the entire hand & fingers),
- eye protection (helmet visor preferred. Sunglasses/prescription eyeglasses accepted.)

Students are required to bring all of their equipment to the lecture so that our instructors can check over it to make sure that they meet our requirements.

For more information on equipment, visit <http://www.ottawamotorcycle.ca/prereq.shtml>.

MOTORCYCLES

The OSC provides the motorcycles for the Gearing Up course. The motorcycles are 125 cc and 250cc. We offer a variety to suit student's needs.

For more information about our motorcycles, visit: <http://www.ottawamotorcycle.ca/ourbikes.shtml>

WAIVER FORMS

The Ottawa Safety Council will be sending you a waiver form in your confirmation package. You will be required to bring the waiver unsigned to the first night of your course. On the lecture night, you will be asked to sign the waiver in front of an Ottawa Safety Council representative. *If you are under 18, your parent/guardian **must** be at the lecture night to sign the waiver form.* If you decide not to sign the waiver, then you will not be allowed to continue with the course and your registration fee will be refunded.

MOTORCYCLE LICENCE REQUIREMENTS

If you wish to obtain a M2 licence through the Gearing Up Course, you must first obtain a M1 licence and it must not expire until after you have successfully completed your riding test at the end of your course. The M1 is valid for 90 days. To obtain your M1, proceed as follows:

- visit a Ministry of Transportation (MTO) Examination Center to complete an *Application for Ontario Driver's Licence*. You will also be required to do a vision test as well as a written test. The two main MTO Offices in Ottawa are at **1570 Walkey Rd** and **5303 Canotek Rd, Unit 14**.
- The cost for the M1 is **\$17.50** (incl. tax) providing you are taking an accredited safety course.
- Be sure to bring your driver's licence (if you already have one). If you are a new driver, then you need to produce some identification with your signature on it such as a passport.

Once the MTO has completed your *Application for Ontario Driver's Licence*, you must bring the form with you to the course on Sunday to complete your riding test.

You do NOT need to have held the M1 for 60 days to take the course.

DO NOT FORGET:

On the final day of the Gearing Up course, successful candidates will receive an envelope with the paperwork required by the MTO to upgrade the M1 to an M2. This must be done *only after 60 days has elapsed on your M1*, but no later than 90 days. Failure to take this envelope into the MTO prior to expiry will result in you having to re-write the M1 test before you may upgrade your licence.

LICENCE RESTRICTIONS

Level One (Class M1)

Level one lasts a minimum of 60 days and no longer than 90 days*.

Restrictions:

- your blood alcohol level must be zero;
- you must ride only during daylight hours (1/2 hour before sunrise to 1/2 hour after sunset)
- you may not ride on highways with speed limits over 80 km/hr, except highways: 11, 17, 61, 69, 71, 101, 102, and 144; and
- you may not carry passengers.

You must pass a road test of your riding skills before being eligible to proceed to an M2. Once you pass the road test, you will be given an M2 licence.

***If you take your M1 test as part of a recognized motorcycle course, you must still wait the 60 days before moving to an M2.**

Level Two (Class M2)

Level two lasts a minimum of 22 months, unless you take a recognized course. If you take a recognized course, it is reduced to 18 months. At Level Two, you gain more privileges. You may ride at night, have passengers and ride on any public road. **Your blood alcohol level must be zero.** You must complete a comprehensive road test in order to obtain your Level Three (M Class). This must be done no sooner than the 18 or 22 months, and no later than 5 years. If you go past the five years, then you will lose your motorcycle licence and will be required to start over again.

****Note: If you do not hold an Ontario Driver's Licence you MUST have an M1 equivalent licence in your province of issue to take the course.**

We will NOT be able to upgrade your licence.

OTTAWA SAFETY COUNCIL REFUND POLICY

Refund requests must be made through the OSC office.

- The Gearing Up course fee is \$399 including tax and a \$75 non-refundable deposit. If you cancel for any reason prior to seven (7) days before your course, you are entitled to your full refund minus the \$75 deposit. If you cancel fewer than seven (7) days before your course you will forfeit the entire fee. Courses begin on Wednesday.
- **If you take any part of the course and do not complete it, no refund will be given.** *Students that fail to attend any part of the course will forfeit the entire fee.* Attendance of the Wednesday night lecture is mandatory prior to your two (2) practical course days.
- Motorcycling is a sport that requires coordination, multi-tasking, concentration, and balance. It is possible that a student may decide that motorcycling is simply not for him/her or an Instructor might feel that it is in the best interest for the student not to continue for certain reasons. *Although we sympathize with this situation, we cannot offer refunds to students who do not complete or pass a course.* We will do everything we can, however, to help these students overcome their difficulties and continue with their scheduled course, if they wish to continue.
- To *change* your course date, please contact the office at least 5 business days prior. You will be charged a \$25 administration fee for each change, up to 2 changes. *Changes with less than 5 business days' notice will result in a \$75 administration fee.*
- **Full time attendance is mandatory. You must notify the office if you are unable to attend the course. If you are late for any of the sessions, you will forfeit the registration fee.** In order for us to complete all of the required elements; it is imperative that everyone show up on time. We cannot allow you to complete the course if you have missed any of the exercises.

GEARING UP SCHEDULE 2012

COURSE #	MONTH	WEDNESDAY (6:30pm-9:30pm)	SATURDAY (7:45am-5:00pm)	SUNDAY (7:45am-5:00pm)
1	April	25	28	29
2	May	2	5	6
3	May	9	12	13
4	May	16	19	20
5	May	23	26	27
6	May/June	30	2	3
7	June	6	9	10
8	June	13	16	17
9	June	20	23	24
10	July	4	7	8
11	July	11	14	15
12	July	18	21	22
13	July	25	28	29
14	August	1	4	5
15	August	8	11	12
16	August	15	18	19
17	August	22	25	26
18	September	5	8	9
19	September	12	15	16
20	September	19	22	23
21	September	26	29	30

*Session 4 – Session 7 have limited spots available in Kemptville. Please call the office to enquire regarding availability.