Memorandum of Understanding

This memorandum of understanding (MOU) is an agreement between the Office of Community Education at Mission College ("Community Ed") of the West Valley-Mission College District and Two Wheel Safety Training, Inc. ("TWST") of Hayward, CA.

This MOU outlines the Terms of agreement to implement and provide a motorcycle safety training program ("Program") at Mission College for the period commencing April 1, 2012 and extending to March 31, 2014.

TWST agrees to Pay Community Ed on a per-student basis for each new student successfully completing the BRC Training Course based on the following schedule:

- 1. \$35.00 per student for the first 1000 non-mandated students per range per year meeting the above criteria
- 2. \$50.00 per student for each additional non-mandated student over the initial 1000 per range per year meeting the above criteria
 - 3. \$13.00 per student for each mandated student meeting the above criteria

TWST agrees to Pay Community Ed on a per-student basis for each new student successfully completing the BRC II Training Course based on the following schedule:

1. \$15.00 per student meeting the above criteria

These rates are based on the operation of two MSF approved ranges. Should TWST and Community Ed attain authorization for the development and operation of an additional range, these rates will be renegotiated at that time. Either party may terminate with or without cause this agreement with written notice within 60 Calendar days.

TWST will provide for:

- A quality instructional program;
- Student screening, registration, enrollment and fee collection;
- Interface with the CA Motorcycle Safety Program (CMSP) and Motorcycle Safety Foundation (MSF):

Instructor certification;

Course and class reviews;

DL389 Certificates for all successful students;

Recruitment and hiring of RiderCoaches who meet CMSP and MSF standards;

- Program liability insurance which provides \$2,000,000 in liability to cover Mission College for Classes held on campus, AND provide a Certificate so stating (includes Mission College);
- All the necessary capital equipment and infrastructure for the program;
- All required equipment and maintenance;
- Design and maintenance of official range;
- The primary marketing of the program;
- Official documentation to verify registrations, confirm student completion, and to create monthly invoices:

Official student rosters;

Official registration reports;

List of students who successfully completed classes and were issued DL 389 certificates

- Completed MSF/CMSP evaluation forms which will be submitted to Community Ed on request;
- Additional documentation to Community Ed as necessary for verification of any activities conducted by TWST and
- Designing and operating the Program in such a manner that is transparent and accountable directly to Community Ed.

Community Ed will:

- Provide administrative liaison services for the West Valley-Mission College District, Mission College, the Office of Administrative Services, and TWST;
- Determine and schedule all dates for the motorcycle safety training;
- Provide for range support:

A vacant and cordoned area in Parking Lot A for 2 official ranges, with option to increase ranges with CMSP authorization

A space on the range in Parking Lot A for 2 storage containers;

Classrooms to accommodate 36-48 students equipped with the required audio/visual equipment;

Access to restrooms and water fountains within 200 yards of classrooms and ranges;

• Provide support services:

Groundskeeper to secure the training area from traffic and make sure surface is smooth and clear of debris;

Seasonal adjustments in lighting as needed;

Parking for students;

District police security as needed;

Develop a map for the students directing them to the College and explaining where to park and purchase parking permits;

- Retain all student records as submitted by TWST for liability and producing an end of the month invoice for TWST; and,
- List the TWST motorcycle safety program in the Community Education Schedule of Classes which is circulated to over 125,000 each semester and summer, and on its website with a link.

Dean, Workforce Development & Community/Bo	usiness Partnerships, Mission College
Nora Ampriz-Galaviz, V.P. of Instruction	Date: 7/25/12
/(Interim Authorized Signer)	
IORMA	
V.P., Administrative Services	
Rick Bennett	Date:
President, Mission College .	
Dr. Laurel Jones	Date:
Di. Eddici delles	
President, Two Wheel Safety Training, Inc.	
Signify injust by the major of a few and the	Date:
Ms. Bonnie Lee Kellogg	