Motorcycle Licensing and Safety

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16. Abstract

All Wisconsin residents who plan to operate a Type 1 motorcycle on public roads must have a Class M (Motorcycle) license. In 2012, more than 513,000 Wisconsin residents held a valid Class M License. Data indicates there could be as many as 31,000 unlicensed motorcycle operators in the state without a Class M endorsement. Unlicensed operators account for approximately 35% of motorcycle fatalities, and there is concern that unlicensed operators may not be operating as safely as licensed operators. One component of this study was to gather data on the true safety differences between licensed and unlicensed motorcycle operators. In addition to quantifying the numbers of both operators, this study examines crash data to determine differences in riding habits.

The Wisconsin Department of Transportation (WisDOT) conducted an initiative to encourage Wisconsin motorcyclists who own registered motorcycles and who are likely riding without appropriate Class M Licensing to successfully complete some form of formal rider education to become compliant under Wisconsin law. To increase compliance and provide outreach to the community, WisDOT needs to have accurate information on how many of these owners do not have a Class M license and their contact information; the safety differences between licensed and unlicensed operators; an analysis of crash data to determine driving habits of unlicensed riders; and an understanding of the major barriers to obtaining licenses.

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By

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University of Wisconsin-Madison
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Contents

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Acronyms

Accdloc – The type of location at which a crash occurred. Types **I** and **N** are public roadway crashes.

- **I** = Intersection related
- **N** = Non intersection related
- **PL** = Parking lot
- **PP** = Private property

Accdtype – Description of type of crash based on the first harmful event.

- **ATTEN** = Impact attenuator
- **BIKE** = Bicycle
- **BRPAR** = Bridge parapet
- **BRPIER** = Bridge/pier/abutment
- **BRRAIL** = Bridge rail
- **CULVRT** = Culvert
- **CURB** = Curb
- **DEER** = Deer
- **DITCH** = Ditch
- **EMBKMT** = Embankment
- **FENCE** = Fence
- **FIRE** = Fire / Explosion
- **GR END** = Guardrail end
- **GR FAC** = Guardrail face
- **IMMER** = Immersion
- **JKNIF** = Jackknife
- **LTPOLE** = Lum light support
- **MAILBOX** = Mailbox
- **MED B** = Median barrier
- **MVIT*** = Vehicle in transit
- **OBNFX** = Object not fixed
- **SIGN** = Overhead sign post
- **OTH FX** = Other object fixed
- **OTH NC** = Other non-collision
- **OT ANL** = Other animal
- **OT RDY** = Veh trans other rdwy
- **OT PST** = Other post
- **OVRTRN** = Overturned vehicle
- **PED** = Pedestrian
- **PKVEH** = Parked vehicle
- **TFSIGN** = Traffic sign
- **TF SIG** = Traffic signal
- **TRAIN** = Train
- **TREE** = Tree
- **UNKN** = Unknown
- **UT PL** = Utility Pole

*__MVIT__ = Motor Vehicle in Transit involves moving vehicles. This field appears blank.

AGE – The age of a driver, bicyclist or pedestrian at the time of the crash, generated from birthdate (age=0 if birthdate unknown).

Alcflag – Flag to indicate whether a driver, bicyclist or pedestrian was listed on the police report as drinking alcohol before the crash.

Hwyclass – A code which describes the type of road the crash took place on.

- **BLNK** = Blank
- **R CITY** = City street rural
- **R CTH** = County trunk rural
- **R IH** = Interstate highway rural
- **R STH** = State highway rural
- **R TOWN** = Town road rural
- **U CITY** = City street urban
- **U CTH** = County trunk urban
- **U IH** = Interstate highway urban
- **U STH** = State highway urban
- **OTHR** = Parking lot / other

INJSVR – Highest level injury severity for a crash, taken over all persons involved in a crash.

- **K** = Killed
- **A** = Incapacitating
- **B** = Non-incapacitating
- **C** = Possible
- **Blank** = Unreported

Mnrcoll – Manner (first harmful event) in which participants collided in the crash.

- **ANGL =** Angle
- **HEAD** = Head On Collision
- **NO C** = No collision with another vehicle
- **REAR** = Rear End
- **RTR** = Rear to rear
- **SSO** = Sideswipe/Opposite Direction
- **SSS** = Sideswipe/Same Direction
- **UNKN** = Unknown

Roadcond – Surface condition of the road at the point of origin for the unit apparently most at fault. If blank the road condition is **DRY.**

Roadhor – The horizontal road terrain at the point of impact. The options for this field are either straight or curve. The field will only be filled in on this summary if curve **C** was indicated.

Roadvert – The vertical road terrain at the point of impact. The options for this field is either flat or hill. The field will only be filed in on this summary if hill **H** was indicated.

Wthrcond – A code which identifies the weather condition at the time of a crash.

- **BLNK** = Blank
- **CLR** = Clear
- **CLDY** = Cloudy
- **RAIN** = Rain
- **SNOW** = Snow

- **FOG** = Fog / smog / smoke
- **SLET** = Sleet / hail
- **WIND** = Blowing sand / dirt / snow
- **XWIND** = Severe crosswinds
- **OTHR** = Other
- **UNKN** = Unknown

Summary

The Wisconsin Department of Transportation (WisDOT) conducted an initiative to encourage Wisconsin motorcyclists who own registered motorcycles and who are likely riding without appropriate Class M (motorcycle) Licensing to successfully complete some form of formal rider education to become compliant under Wisconsin law. In order to increase compliance and provide outreach to the community, WisDOT needs to have accurate information on how many of these owners do not have a Class M license and their contact information; the safety differences between licensed and unlicensed operator; an analysis of crash data to determine driving habits of unlicensed riders; as well as an understanding of the major barriers to obtaining licenses. This information will help WisDOT improve their outreach and safety programs.

Background

According to the National Highway Traffic Safety Administration (NHTSA), per vehicle mile traveled in 2010, motorcyclists were about 30 times more likely to die in a traffic crash than passenger car occupants.

In 2012, more than 513,000 Wisconsin residents held a valid Class M License. However, not all of these holders were active cyclists, and other data, including a comparison of owners of registered motorcycles, indicates there could be as many as 31,000 unlicensed motorcycle operators in the state without a Class M endorsement.

Unlicensed operators account for approximately 35% of motorcycle fatalities, and there is concern that the unlicensed operators may not be operating as safely as licensed operators. One component of this study would be gathering data on the true safety differences between licensed and unlicensed motorcycle operators. In addition to quantifying the numbers of both operators, this study would examine crash data to determine if there are actual differences in riding habits.

All Wisconsin residents who plan to operate a Type 1 motorcycle on public roads must have a Class M license. The applicant must demonstrate competency in motorcycle operation by passing a WisDOT administered motorcycle driving skills test or providing a waiver showing completion of WisDOT approved basic motorcycle rider course or 3-wheel basic rider course.

If under the age of 18, the following are required:

- Be at least 16 years old
- Have a sponsor
- Provide proof of driver education program completion
- Provide proof of enrollment or completion (Form MV3575) of a basic motorcycle rider course

Objectives

- Encourage Wisconsin residents who own registered motorcycles to complete formal rider education and become compliant with Wisconsin law.
- Obtain accurate information regarding how many riders are operating without the proper Class M license, and analyze crash data and differences in trends.

Research Objectives

- Establish Wisconsin Class M compliance based on unlicensed owners of registered motorcycles.

- Analyze crash data.
- Gather information and opinions from motorcycle owners as to why they are not obtaining the appropriate Class M license.

Licensing Letter and Survey

WisDOT Bureau of Transportation Safety (BOTS) and University of Wisconsin-Madison Traffic Operations of Safety Laboratory (TOPS Lab) worked to query the Division of Motor Vehicles (DMV) to determine a list of people who had a current registration for a motorcycle (a motor vehicle designed and built to have no more than 3 wheels. It must have its own power source capable of speeds in excess of 30 M.P.H. with a 150 pound rider, under ideal conditions) but the owner did not ~~a~~ hold a motorcycle license (Class M Motorcycle license/endorsement) for use on public roads. The full query is shown in Appendix A.

The scope of the letters include:

- Approximately 12,750 letters were mailed.
- The letters were black ink on both sides and printed on 20# white bond paper.
- The letters were sent via the mainframe print, in weekly batches of 2000, with pre-merged data, designed to fit in the Enterprise ZY-101 #10 envelopes (DOA provided).
- DSP provided an additional insert (Brochure MS528 Wisconsin Motorcycle Safety Program) as well as survey insert as shown in Appendix B.
- There were sequence numbers in the address block to better ensure proper accounting of all outgoing pieces.
- Each batch of 3000 letters were to be inserted and metered first class presort and released into the mail stream as they were completed.
- The letters were sent out weekly for 4 weeks. There were 4 batches total with the remaining letters in the last batch. The amounts and dates were:
    - 3000 out on 3/18/2015
    - 3000 out on 3/25/2015
    - 3000 out on 4/1/2015
    - 3750 out on 4/8/2015

Survey Questions

The survey was administered through the UW Madison Qualatrics Survey tool. The questions were approved by WisDOT and are listed below:

- Do you currently have a valid Wisconsin driver's license?
- Do you currently have a valid (CIP) Cycle Instruction Permit?
- Do you currently have a valid Class M License/Endorsement?
    - If no, please respond to the following questions:
        - Have you ever had a Class M License/Endorsement? (answer: y/n)
        - What have been some of the reasons for not obtaining a Class M License/Endorsement? (check all that apply)

        - Only ride a limited number of miles per year (less than 500 miles a year).
        - Process to obtain too cumbersome.
        - Financial constraints.
        - DMV hours are not convenient.
        - DMV location is too far away.
        - Other: (place to write in response).
    - What would make you more likely to obtain your Class M License/Endorsement?
    - Are you aware that you can obtain your Class M License/Endorsement by successfully completing a rider education course?
- Would you be willing to participate in a focus group to help us identify ways to improve motorcycle safety and licensing?

Summary of Survey Results

There were 35 respondents. Out of which, 33 held valid Wisconsin drivers license. Out of the 35, 3 held Cycle Instruction Permit and 7 currently have a Class M License/Endorsement. An additional two respondents used to have a Class M License/Endorsement.

The reasons for not obtaining Class M License included:

- Currently have a class M license in another jurisdiction (2).
- Are registered motorcycle owner, but not the driver (3).
- Ride less than 500 miles per year (7).
- Process to obtain class M is too cumbersome (6).
- Financial constraints to obtaining class M (2).
- DMV hours are inconvenient (4).
- DMV too far away (1).

The write-in answers included:

- Owns scooter under 50 cc.
- This is first motorcycle they have owned.
- Took the course, and was not made clear only had 1 year to complete DMV written test.
- Class was full.
- Started riding this year and has registered for the course.
- Waiting to take the class.
- Bought the bike and waiting to take the class.
- I don't ride the bike, I just look at it.
- Not 18 yet, don't have temps.

The results to the question 'What would make you more likely to obtain class M licensing' include:

- Shorter course time.
- Cheaper class.

- Easier way to obtain Class M.
- Course closer to home.
- Allow technical colleges to administer the temps written portion as well as course.
- Grandfather in “experienced” riders.
- Training courses that are less intimidating or offer smaller bikes.

With the inserts, researcher’s office number was also included for questions or follow-up (as shown in Appendix B). All of the voicemails are available electronically if requested. A majority of people either claim they have since sold their motorcycle or are driving a motor scooter rather than a motorcycle which does not require a Class M license. The summary of the voicemail reasons for not having a class M license include:

- “Does not own a motorcycle owns 2 mopeds, under 49 CC.”
- “Sold the motorcycle a few years ago.”
- “No longer owns the motorcycle. Sold the motorcycle to someone else who just took over the payments, is no longer driving the motorcycle.”
- “Owns a scooter, that does not exceed 30 mph.”
- “Talked to someone a few years ago about this and she said what had happened was the motorcycle endorsement probably got taken off the license by accident by the DMV.”
- “Wondering if this is applicable to his Hondo Elite motor scooter?”

Crash Analysis

Preliminary Crash Data Analysis

Preliminary crash data analyzed from the WisTransPortal, a system that serves the computing and data management needs of Wisconsin TOPS Lab, is from January 2010 to December of 2014; encompasses 5 years of data. This included 12,145 motorcycle crashes that resulted in 447 total fatalities. The below figure shows 2009 through 2014 motorcyclist fatalities in the various counties.

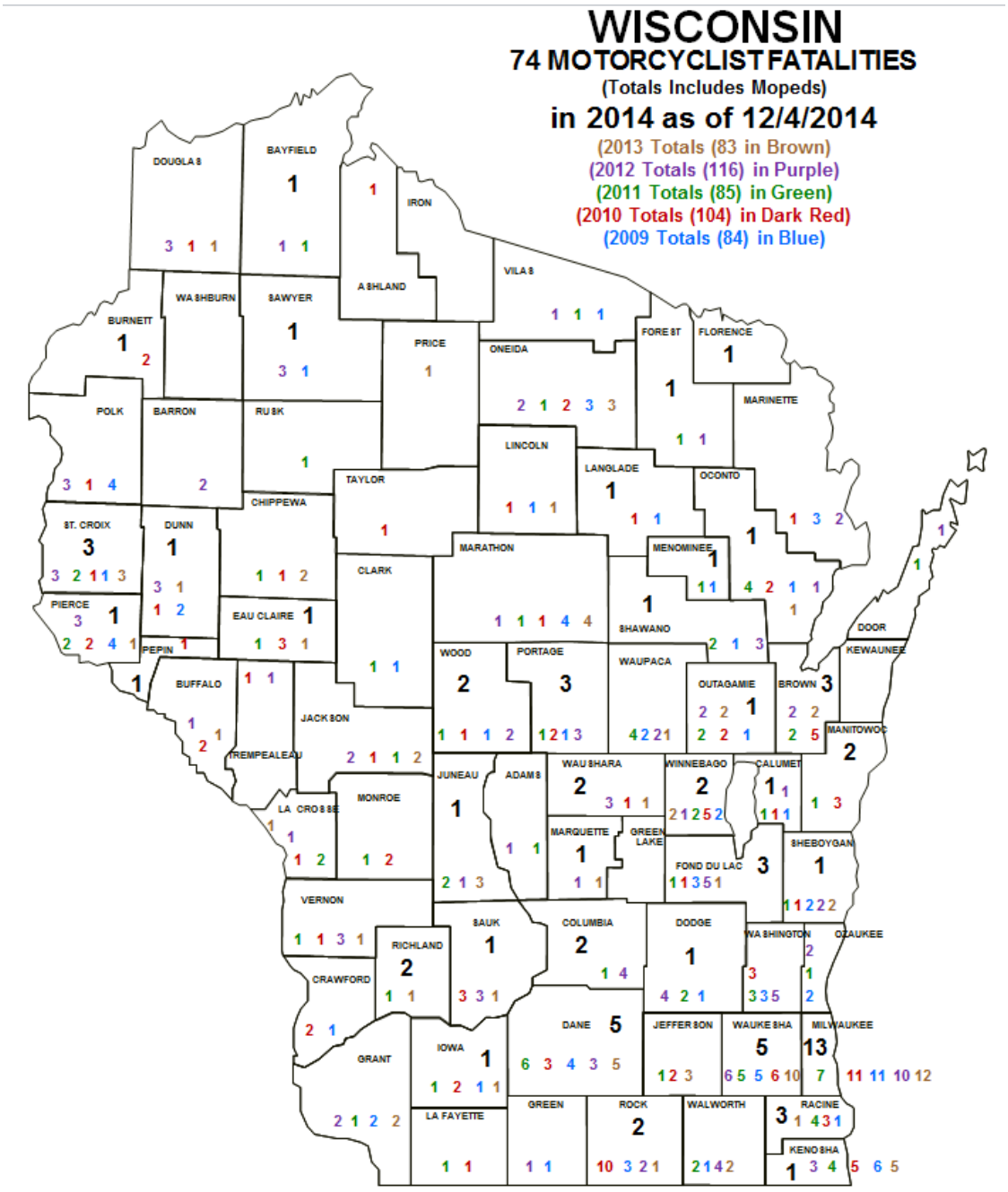

Figure 1 Wisconsin Motorcycle Fatalities in 2014

Researchers examined the preliminary crash data and realized that there was a problem with the fields being analyzed. Of the 12,145 total incidents, 70 were reported operating a motorcycle with Class D (regular vehicle) license. Researchers than examined citations listed on the crash report forms to determine if there were incorrect licensing citations given at the time of the crash. The citations that were examined included:

- 343.05(3)(A); No person may operate a motor vehicle which is not a commercial motor vehicle upon a highway in this state unless the person possesses a valid operator's license issued to the person by the department which is not revoked, suspended, cancelled or expired.
- 343.05(3)(B); No person may operate a Type 1 motorcycle unless the person possesses a valid operator's license specifically authorizing the operation of Type 1 motorcycles.
- 343.43(1)(D); Unlawful use of license, violation of any of the restrictions placed on that persons license.
- 343.44(1)(A); Operating while suspended.
- 343.44(1)(B); Operating while revoked.
- 343.44(1)(D); Operating while disqualified. No person may operate a commercial motor vehicle while disqualified.

There were 1,408 reports of the previously mentioned citations within the 12,145 total incidents. There is a mismatch between reported license class in the crash database and the citations given, since far more citations were issued for operating with the incorrect license.

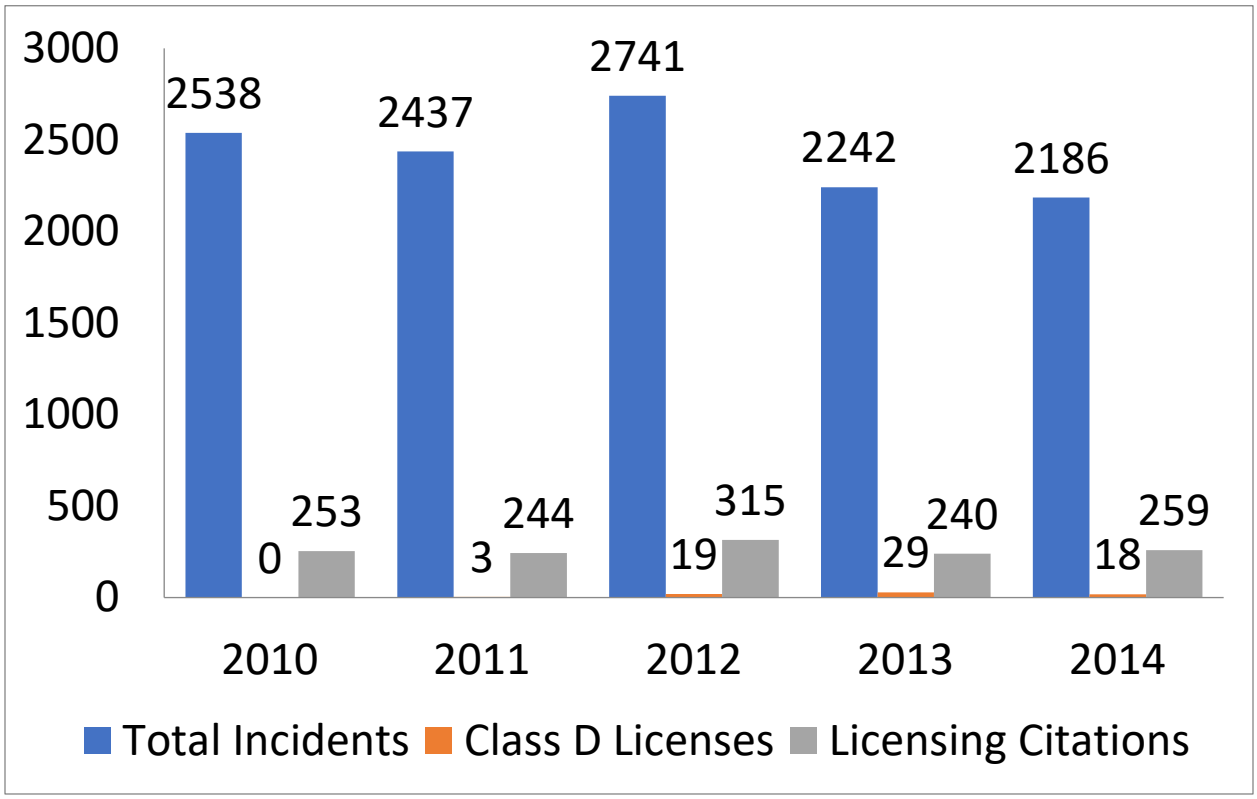

Figure 2 Total Preliminary Crashes 2010-2014

Updated Crash Data Introduction

This study aims to analyze Wisconsin motorcycle crash data to understand the complex nature of motorcycle crashes in Wisconsin. The researchers constructed a database using crash data and drivers' license data and conducted a multi-year analysis of these data with an emphasis on understanding the nature of severe crashes (fatal and incapacitating injury crashes).

Data

Crashes that occurred on Wisconsin roadway network are available in Wisconsin Motor Vehicle Accident Reporting Form 4000 (MV4000) and are stored and maintained at WisTransPortal data hub (*1*). WisTransPortal is developed through collaboration between the Wisconsin TOPS Laboratory at the University of Wisconsin-Madison and the Wisconsin Department of Transportation (WisDOT) Bureau of Traffic Operations (BTO). Crash data include detailed information such as weather conditions, manner of collision, crash severity, and road conditions. The severity of crashes is based on the KABCO type scale indicating fatal (K), incapacitating (A), non-incapacitating evident (B), possible injury (C) and no apparent injury (O) crashes.

Motorcycle crashes from 2012 to 2017 (6 years) were collected which included 142,288 crashes. After cleaning and preprocessing the data 13,929 crashes were selected for the analysis. Out of 13,929 crashes, 3.23% (450) were fatal crashes and 20.05% (2,793) were incapacitating crashes. Percent share of B, C, and O crashes were 41.40%, 14.41%, and 20.90%, respectively.

Driver license data was also obtained which included 7751 records. The crash data and driving license data were merged based on the crash number.

Analysis

Spatial Distribution

The roadway attributes for local roads in Wisconsin are collected from Wisconsin Information System for Local Roads (WISLR). With Geographic Information System (GIS) technology, WISLR combines local road data with interactive mapping functionality. The result is an innovative system that allows users to display their data in a tabular format, on a map, or both. WISLR provides a system for local governments to report local road information (such as width, surface type, surface year, shoulder, curb, road category, functional classification, and pavement condition ratings) to WisDOT.

Out of 13,929 crashes, geographic information (latitude and longitude) of 12,217 crashes were obtained from WISLR. Out of 12,217 crashes, 3.42% (418) were fatal crashes and 20.57% (2,513) were incapacitating crashes. The spatial distribution of crashes by severity type is shown in Figure 3. Figure 4 and Figure 5 show the spatial distribution of fatal crashes, and fatal crashes by gender type, respectively.

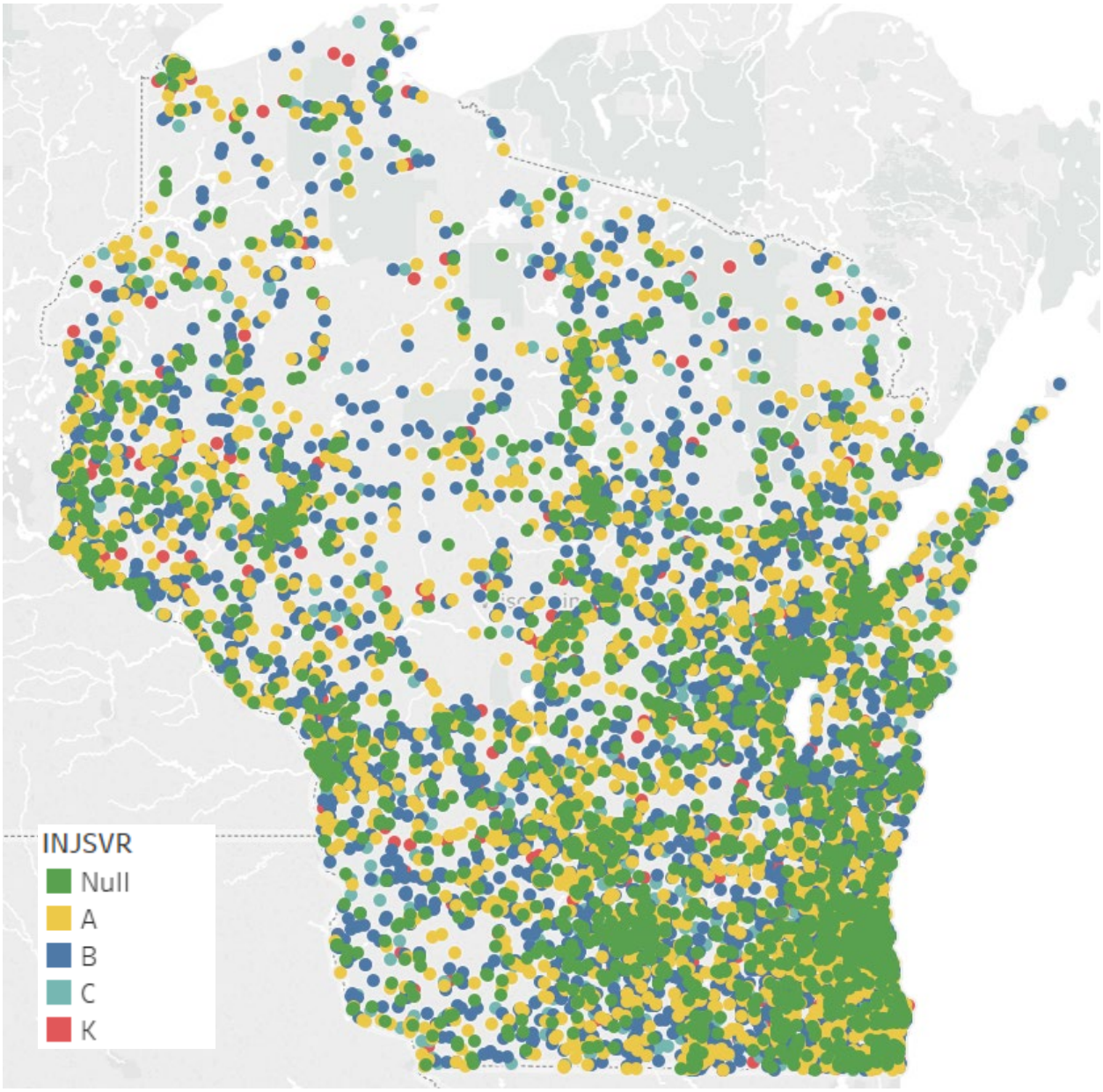

Figure 3 Spatial Distribution of Total Motorcycle Crashes

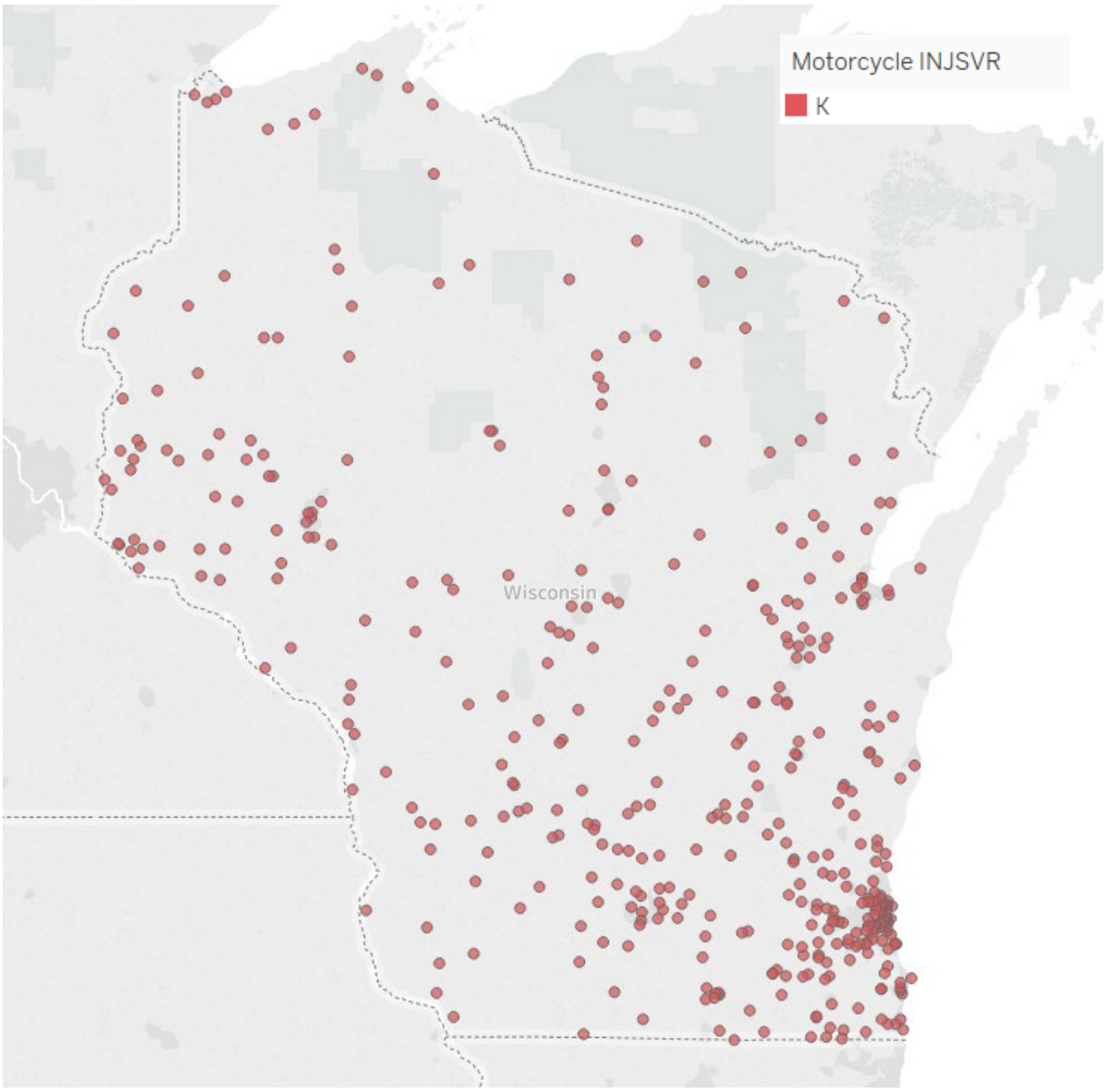

Figure 4 Spatial Distribution of Fatal Motorcycle Crashes

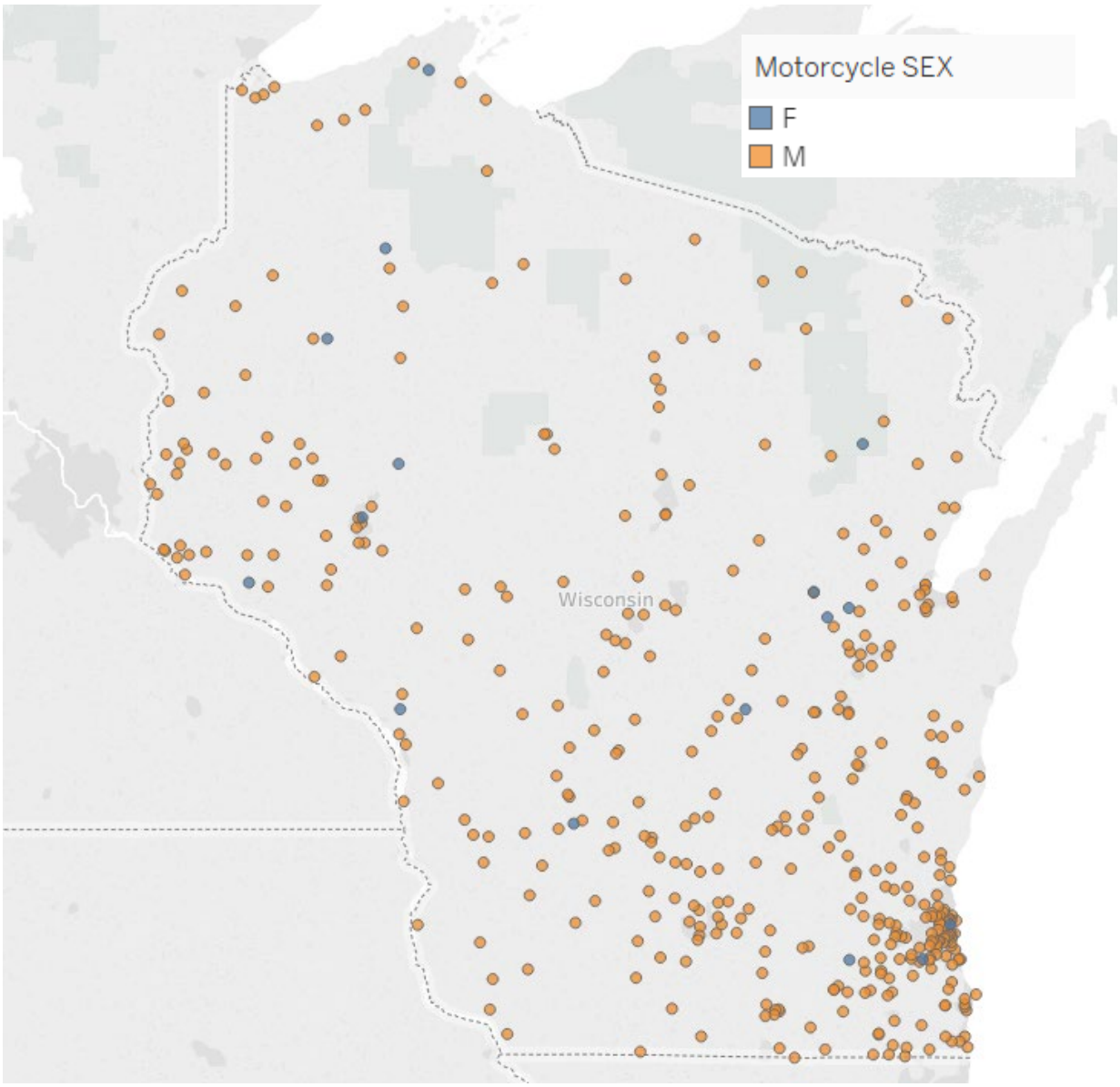

Figure 5 Spatial Distribution of Fatal Motorcycle Crashes by Gender

Temporal Distribution

The frequency of motorcycle crashes vary on different times of year. Figure 6 illustrates the trend of total motorcycle crashes by month and year. The trend for all six years of the study is consistenet. Winter (December and January) has the lowest frequencies while summer has the highest frequency. The temporal distribution of fatal crashes is shown in Figure 7.

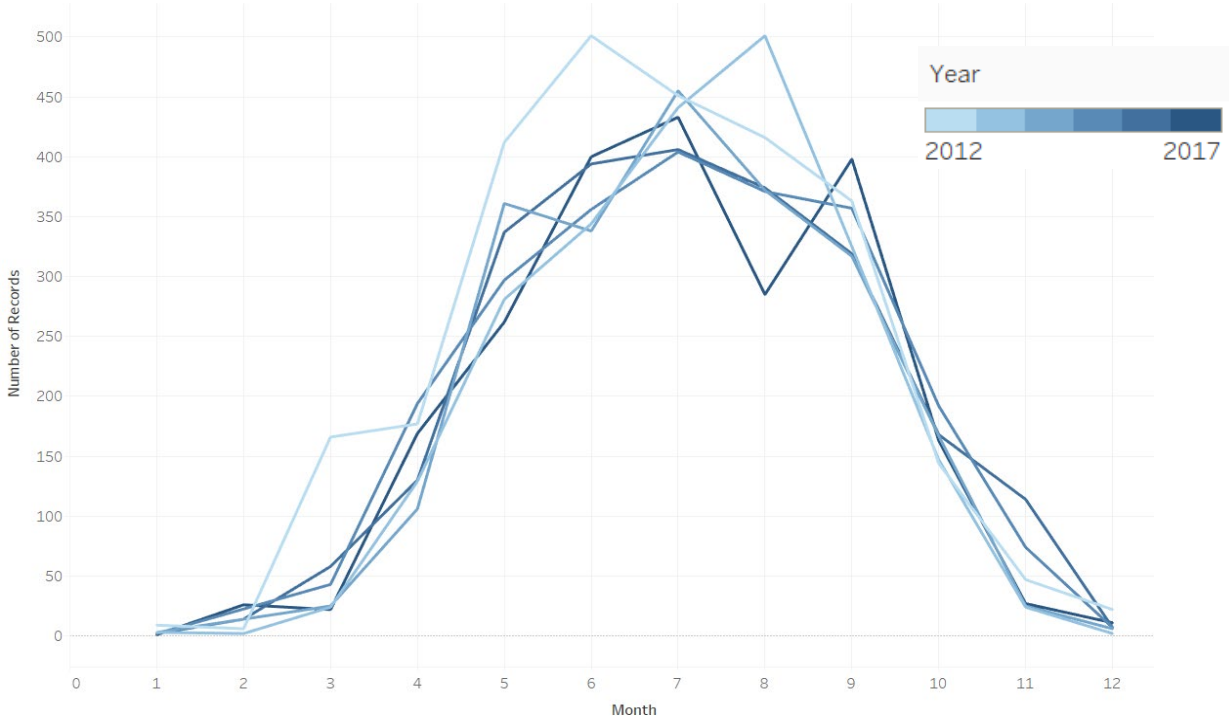

Figure 6 Total Crashes by Month and Year

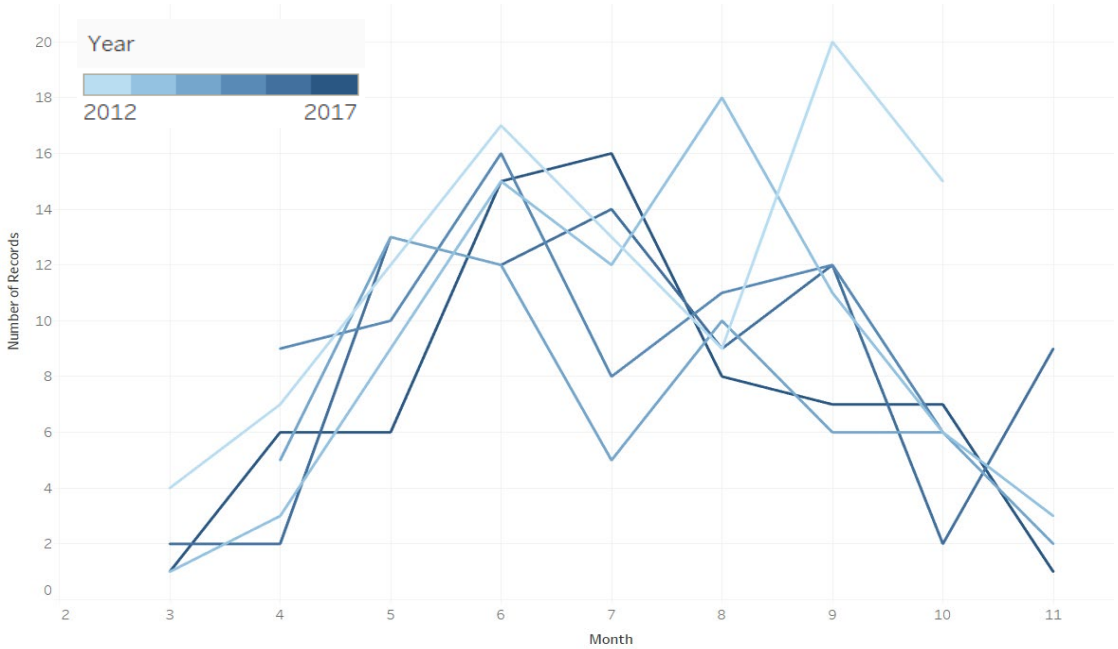

Figure 7 Fatal (K) Crashes by Month and Year

Crash Location

Majority of the motorcycle crashes (59.77%) occurred along roadway segments. About 36.14% of the total crashes occurred at intersections and 0.77% occurred at parking lots. Figure 8 shows the share of total crashes based on crash location. Majority of fatal motorcycle crashes (67.78%) occur along roadway segments (Figure 9). The share of segment-related motorcycle crashes between 2012 and 2017 is shown in Figure 10. From 2012 to 2014, the share of segment-related crashes decreased from 22.02% to 18.74%; however, it increased to 20.86% in 2017.

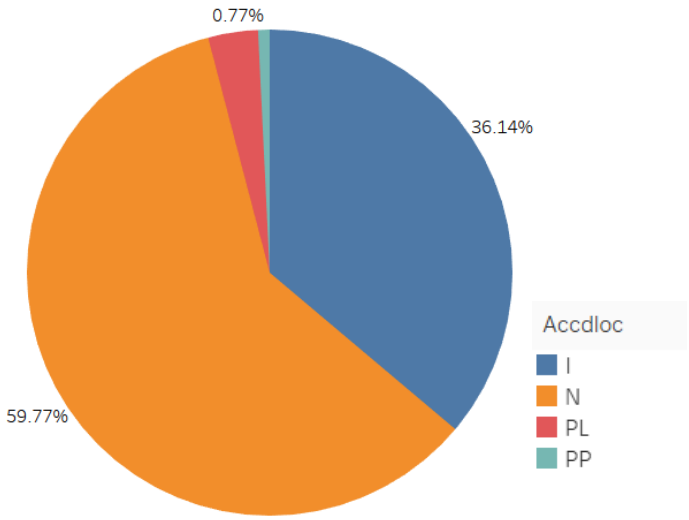

Figure 8 Total Crashes Based on Crash Location

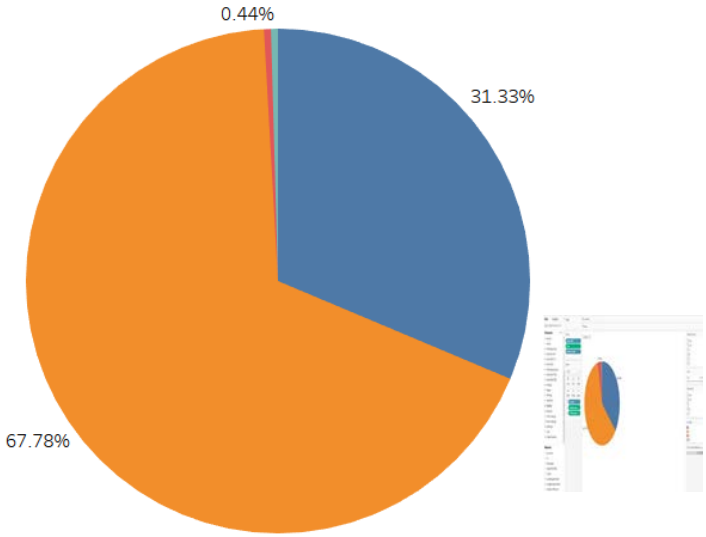

Figure 9 Fatal Crashes (K) by Location

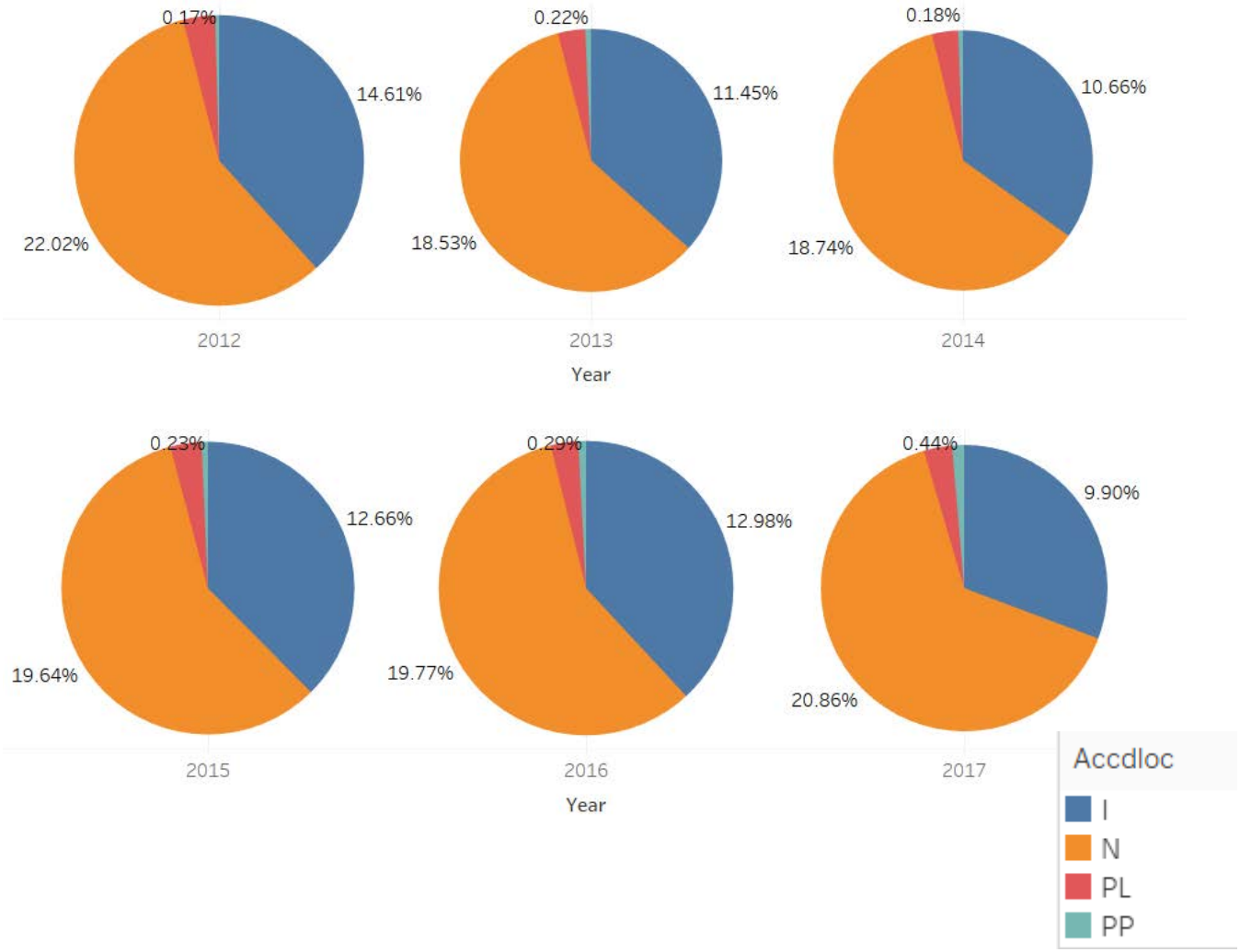

Figure 10 Total Crashes Based on Crash Location and Year

Crash Severity

Figure 11 and Figure 12 illustrate the trend of motorcycle crashes by severity. From 2012 to 2013, all types of crash severities experienced a drop; however, from 2013 to 2017, there is small variation. The majority of motorcycle crashes in Wisconsin during the study period were B crashes.

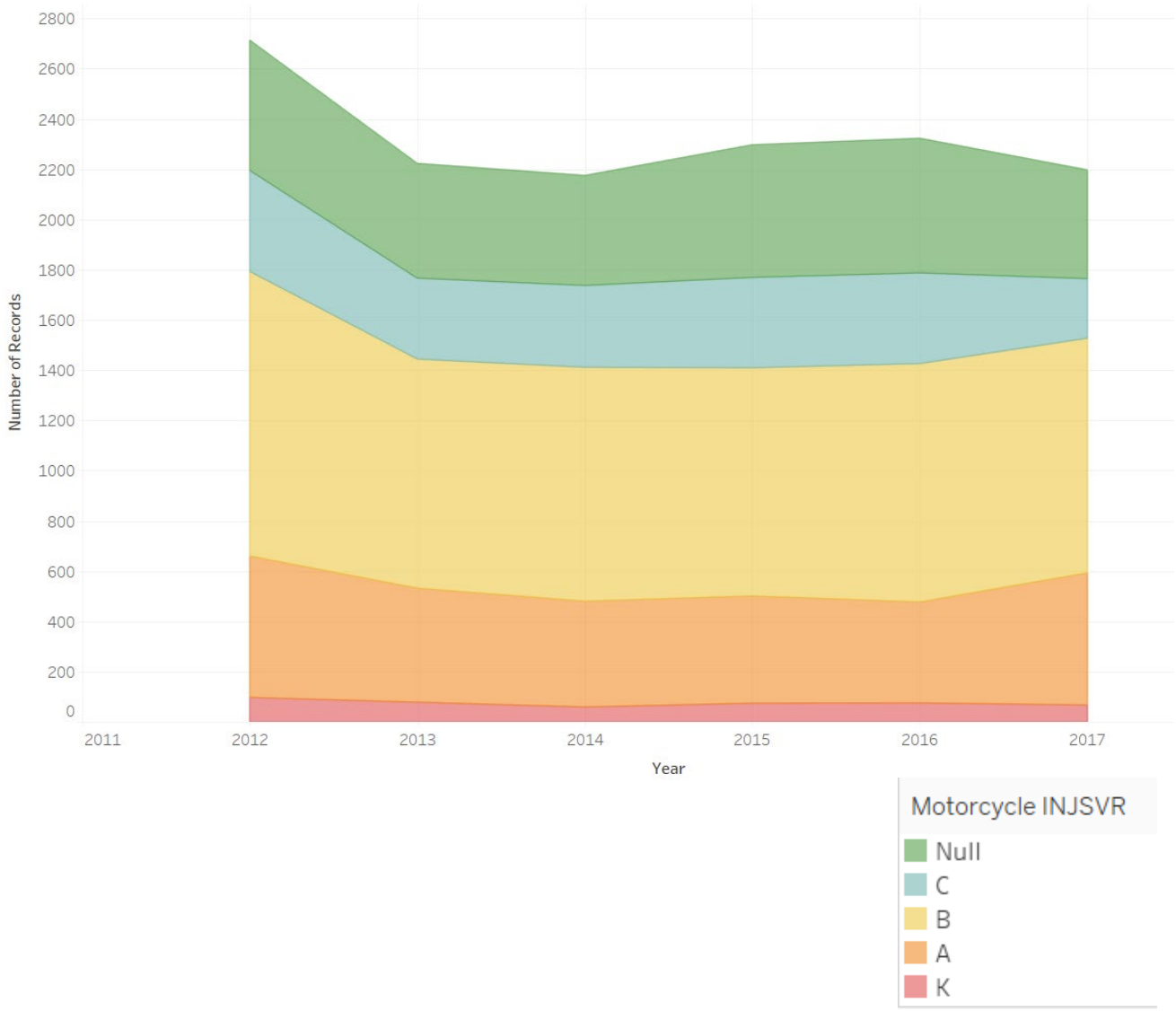

Figure 11 Total Crashes (Cumulative) by Severity and Year

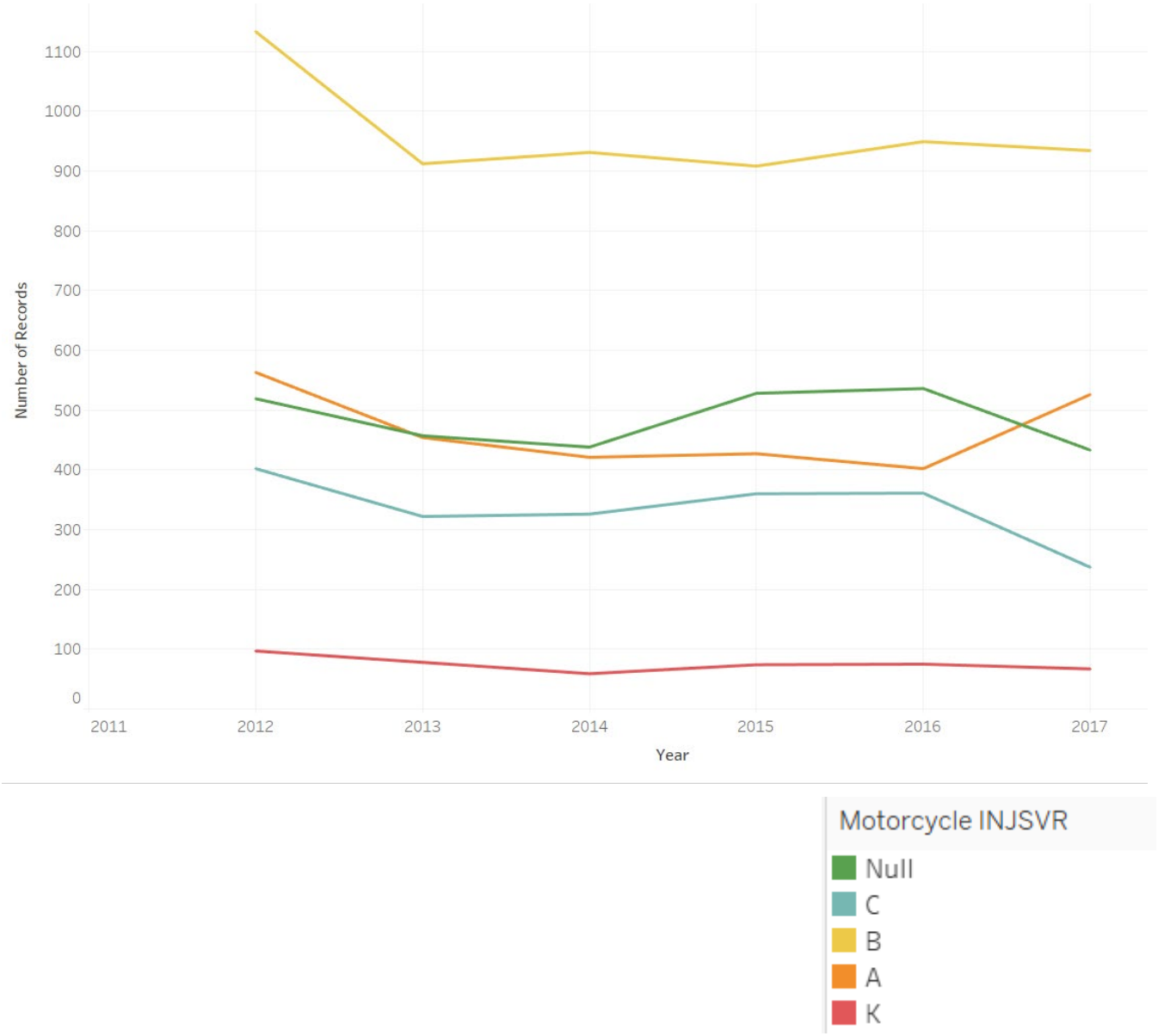

Figure 12 By Severity (Not Aggregated) and Year

Gender Distribution

Total and fatal motorcycle crashes are shown in Figure 13 and Figure 14, respectively. Male drivers have the majority share in both total and fatal crashes; however, their share is higher in the fatal crashes. Female drivers involved in fatal crashes ranges between one and five per year.

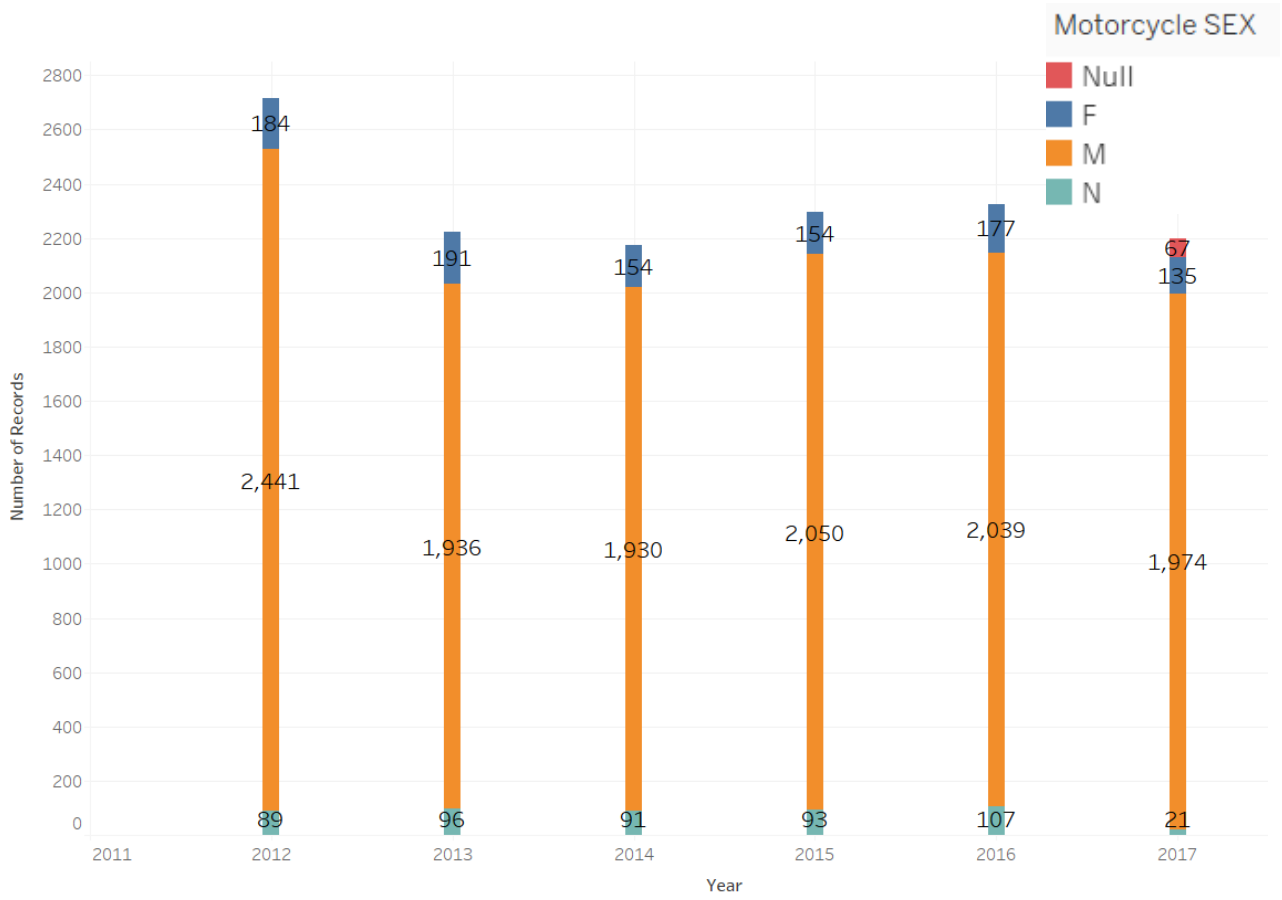

Figure 13 Total Crashes by Gender and Year

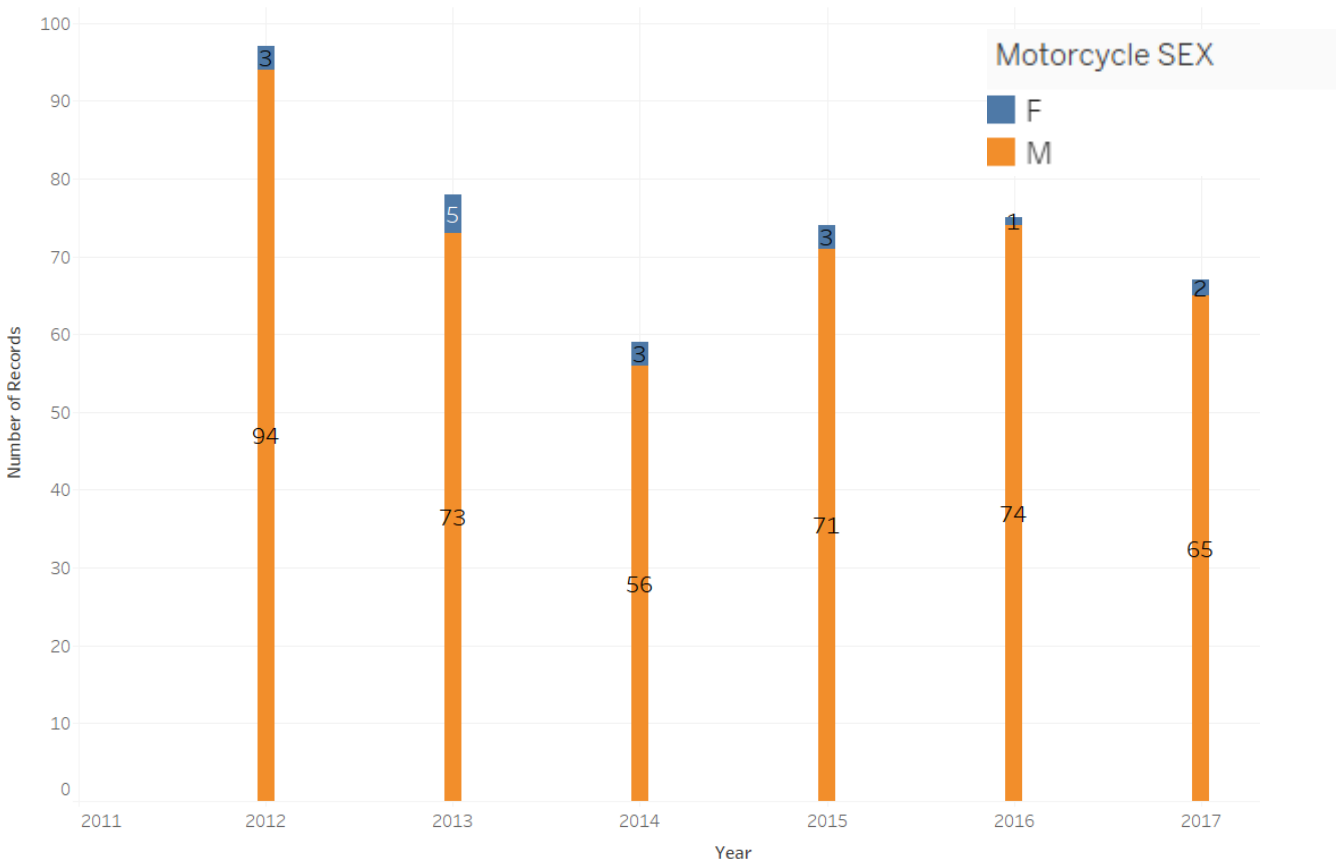

Figure 14 Fatal (K) Crashes by Gender and Year

Alcohol Flag

The trends of fatal crashes with alcohol-impaired drivers are shown in Figure 15 and Figure 16. Between 2012 and 2017, fatal crashes with alcohol-impaired drivers decreased every year except in 2015.

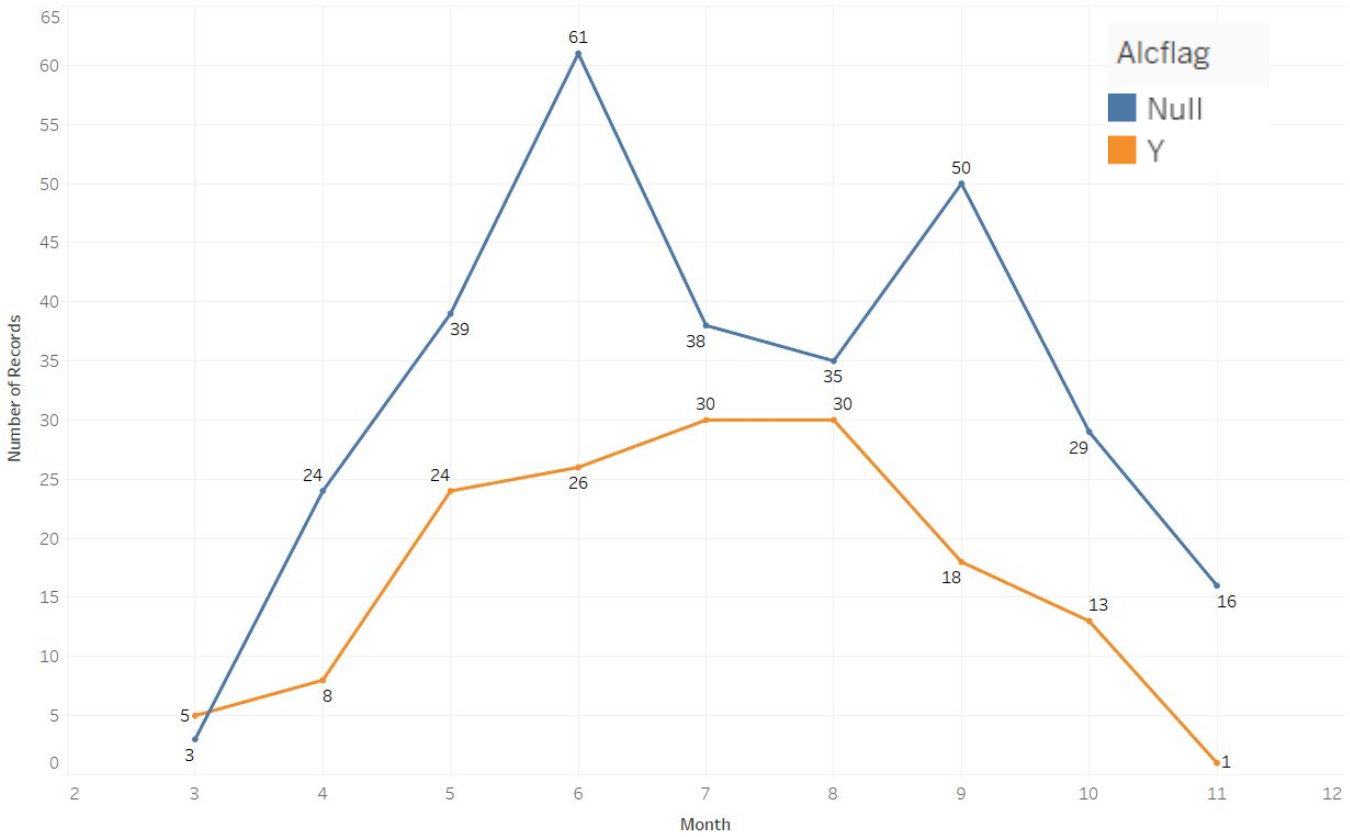

Figure 15 Fatal (K) Crashes (6-Year) by Month and Alcohol Flag

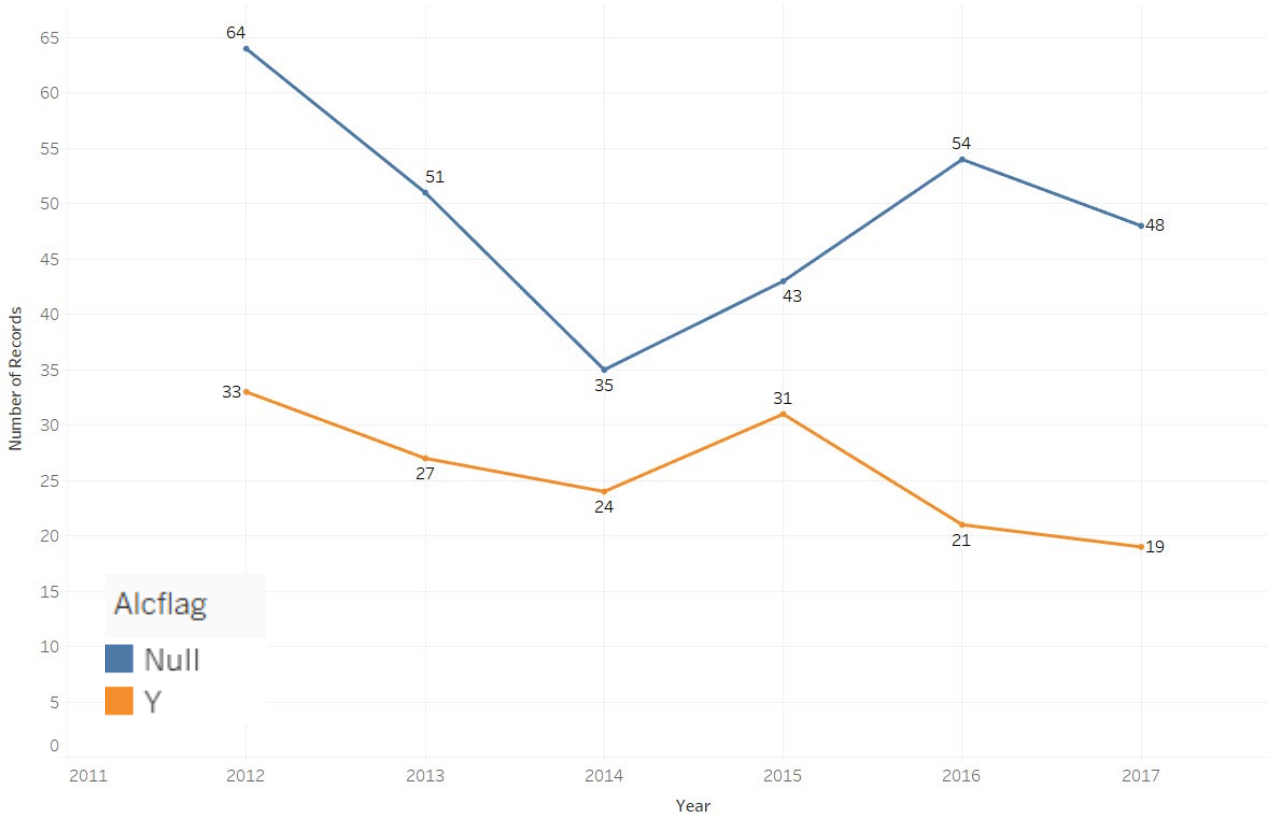

Figure 16 Fatal (K) Crashes by Alcohol Flag and Year

Weather Condition

The majority of total and fatal motorcycle crashes occurred during clear weather condition, as shown in Figure 17 and Figure 18. Cloudy weather condition is in the seond rank. During the study period, the trend of clear weather condition varies while the trends of other weather conditions have small variations.

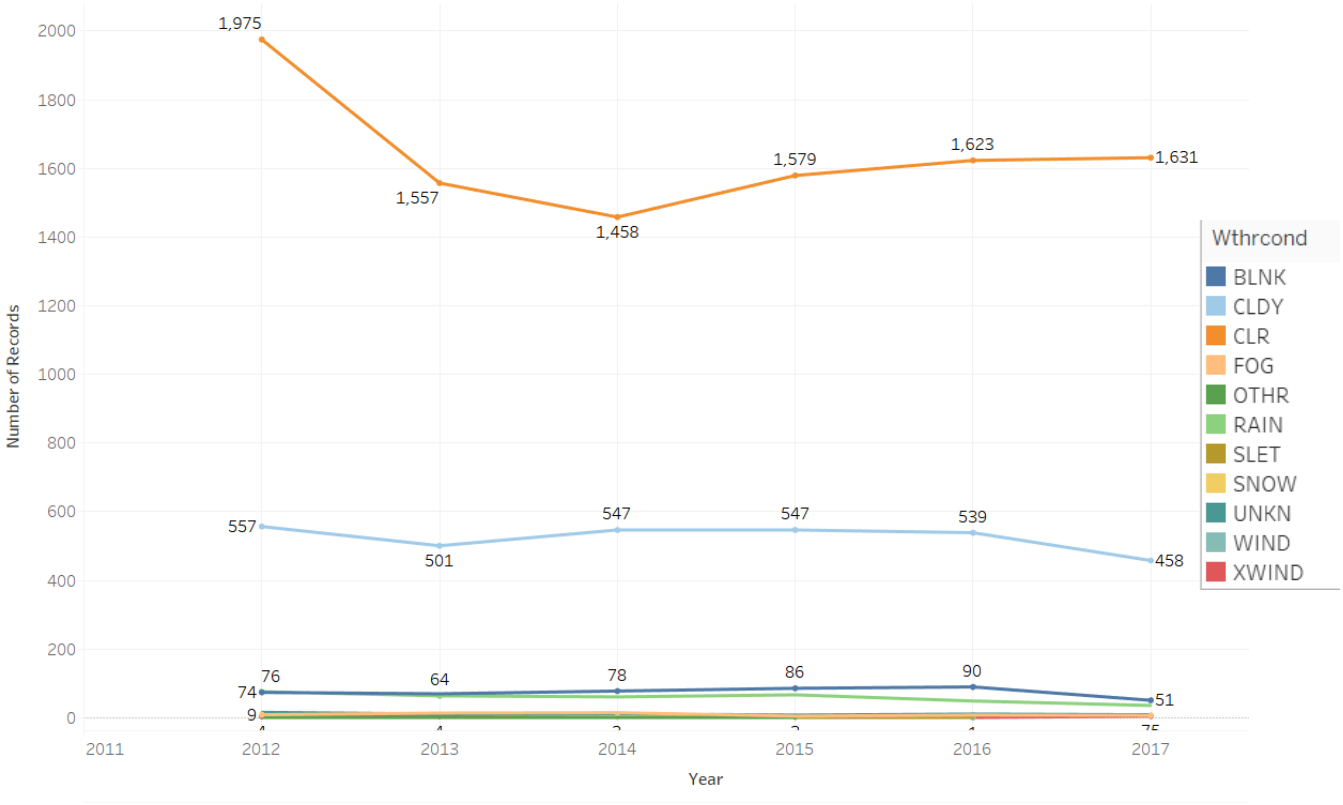

Figure 17 Total Crashes by Weather Condition and Year

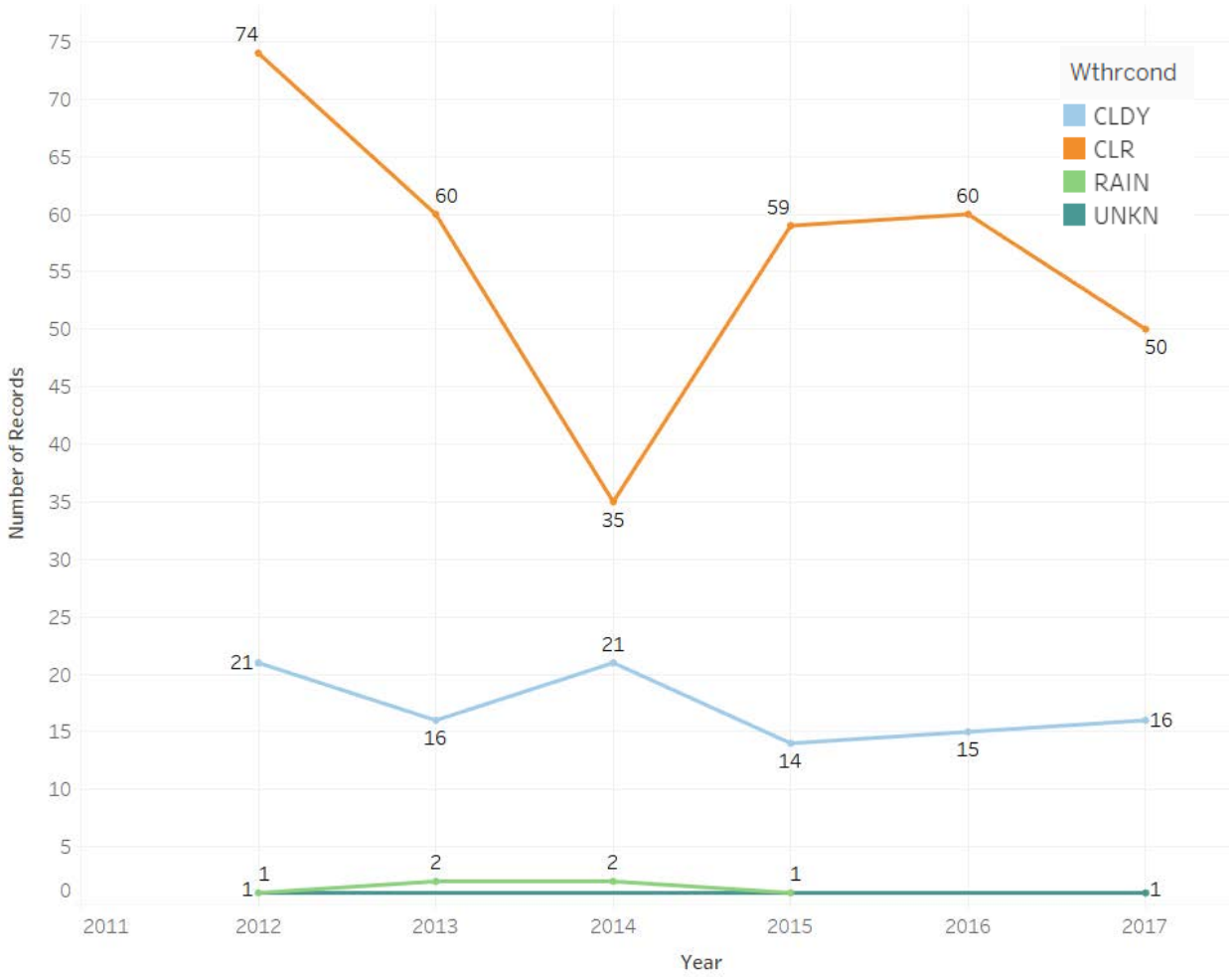

Figure 18 Fatal (K) Crashes by Weather Condition and Year

Age Distribution

Age groups of 35-50 and 50-70 have similar total crash frequencies trends and values as shown in Figure 19. However, age group 50-70 have higher shares in fatal crashes (Figure 20). Age groups of more than 70 and less than 18 have the lowest shares in both total and fatal crashes.

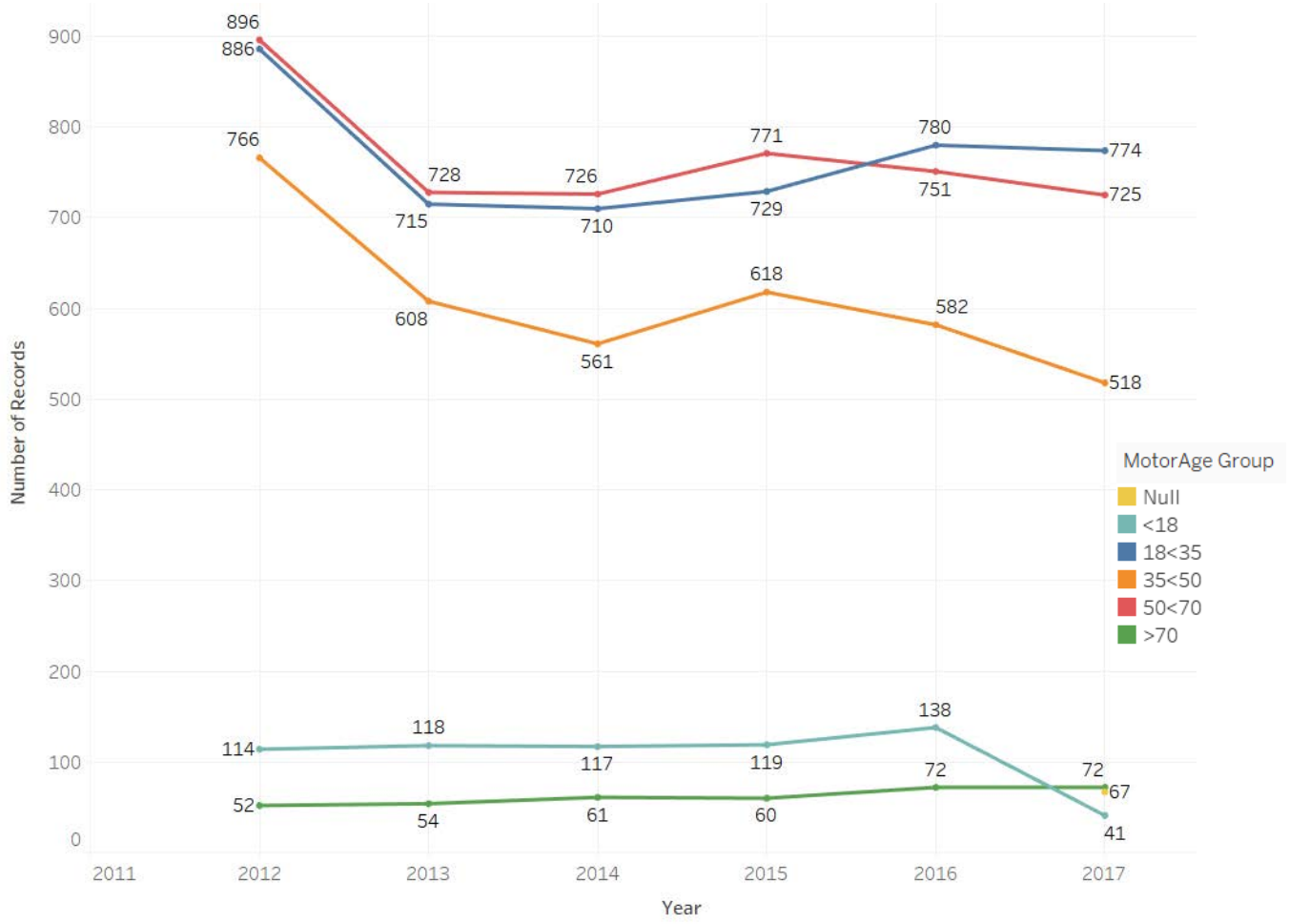

Figure 19 Total Crashes by Age Group and Year

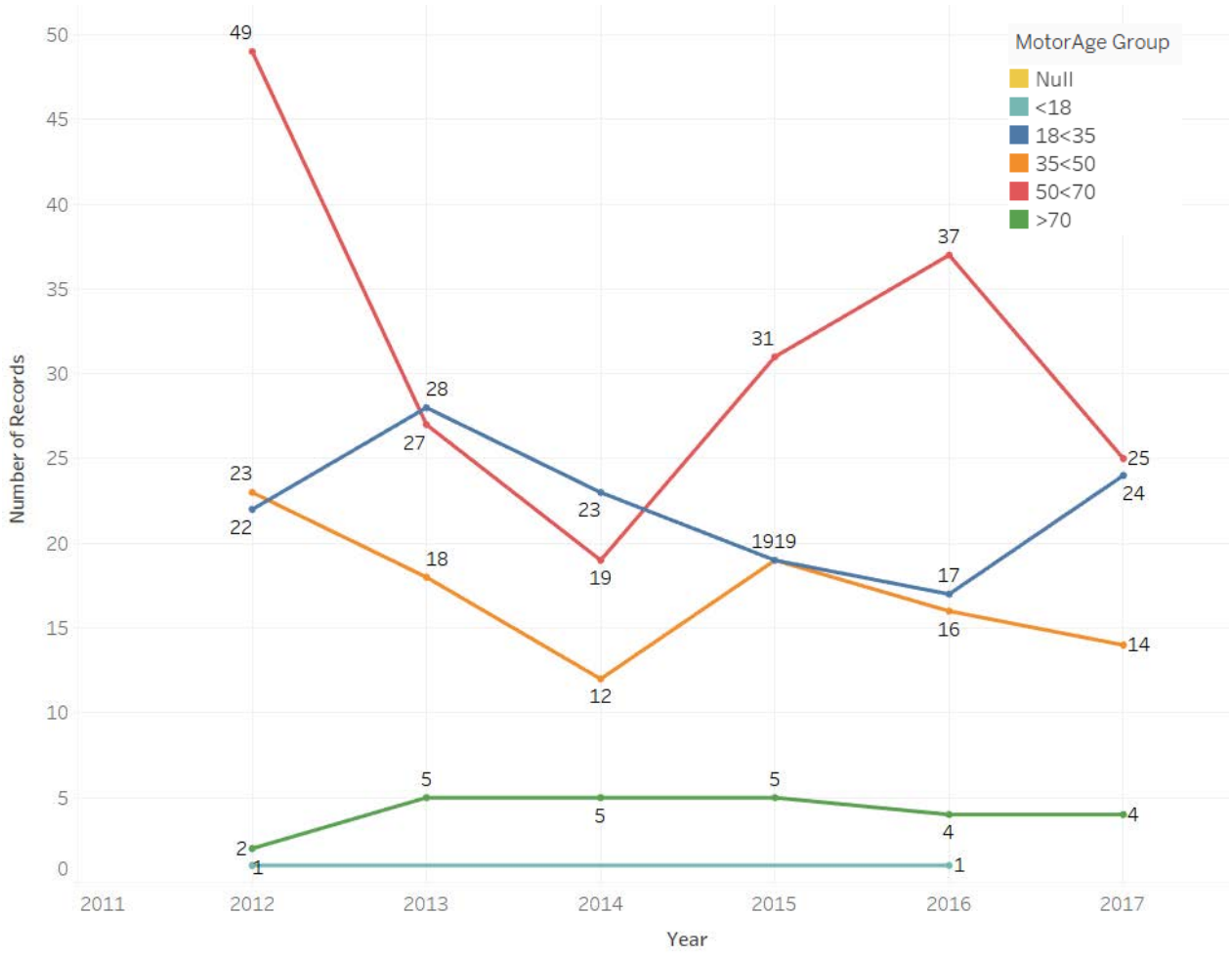

Figure 20 Fatal (K) Crashes by Age Group and Year

Roadway Condition

Vast majority of total and fatal crashes occurred on dry roadways (Figure 21 and Figure 22). Total crashes occurred on all other roadway conditions have steady trend as shown in Figure 21. Each year, between two and three fatal crashes happened on wet roadways.

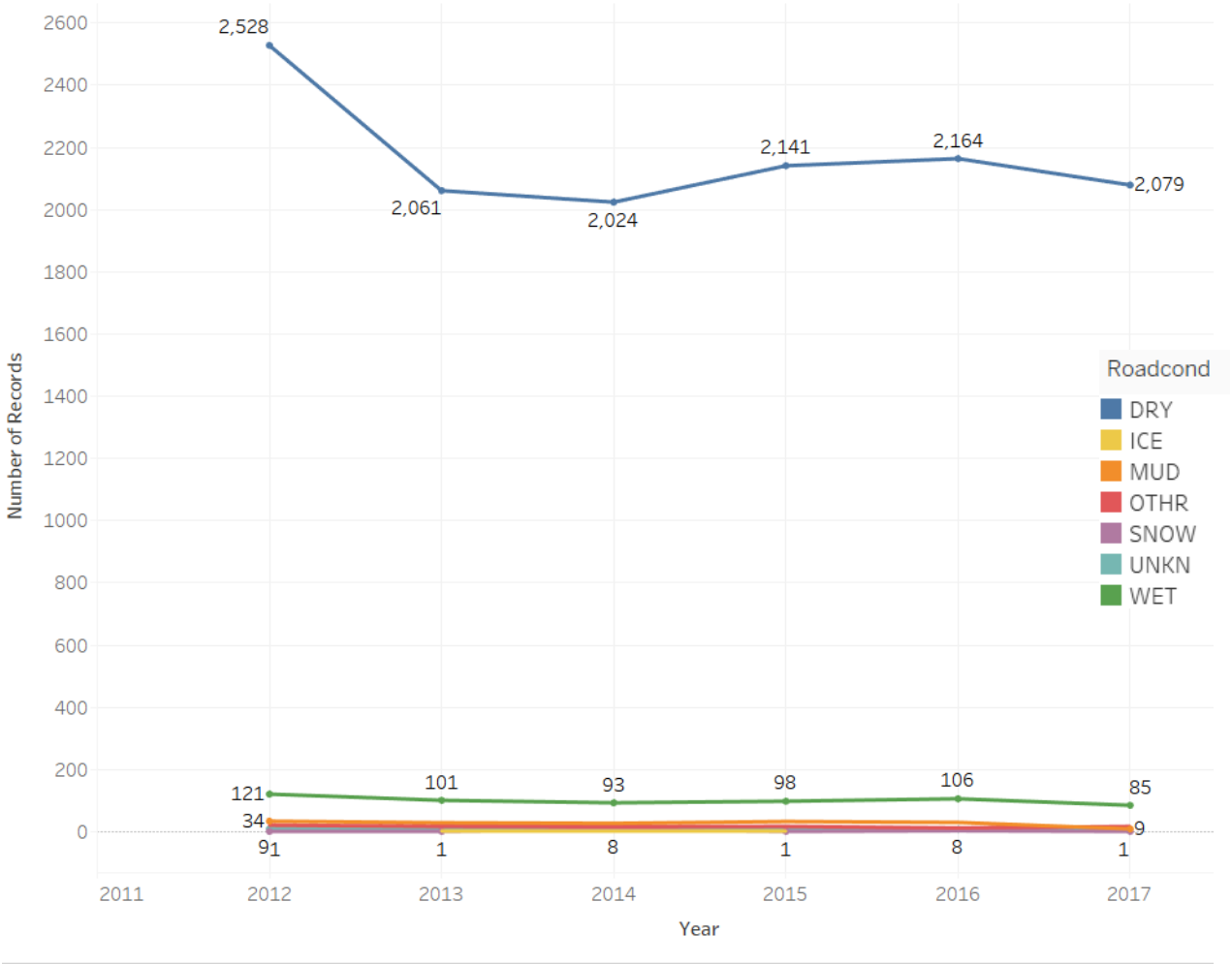

Figure 21 Total Crashes by Roadway Condition and Year

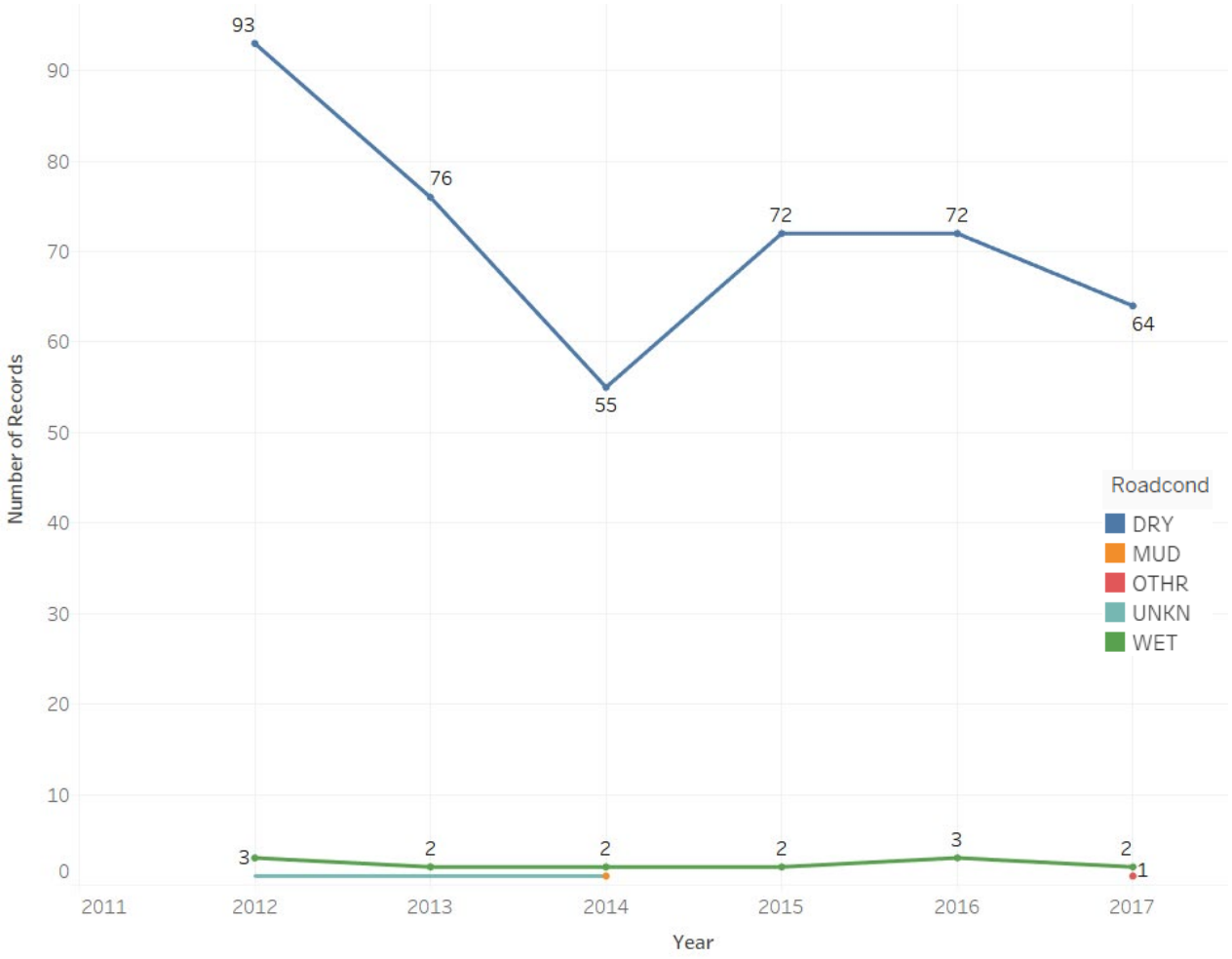

Figure 22 Fatal (K) Crashes by Roadway Condition and Year

Alignment

The trends of total and fatal crashes on horizontal and vertical curves are shown in Figure 23 to Figure 26. Majority of total crashes occured on straight raodways; howeer, the share of curvatures increase in fatal crashs.

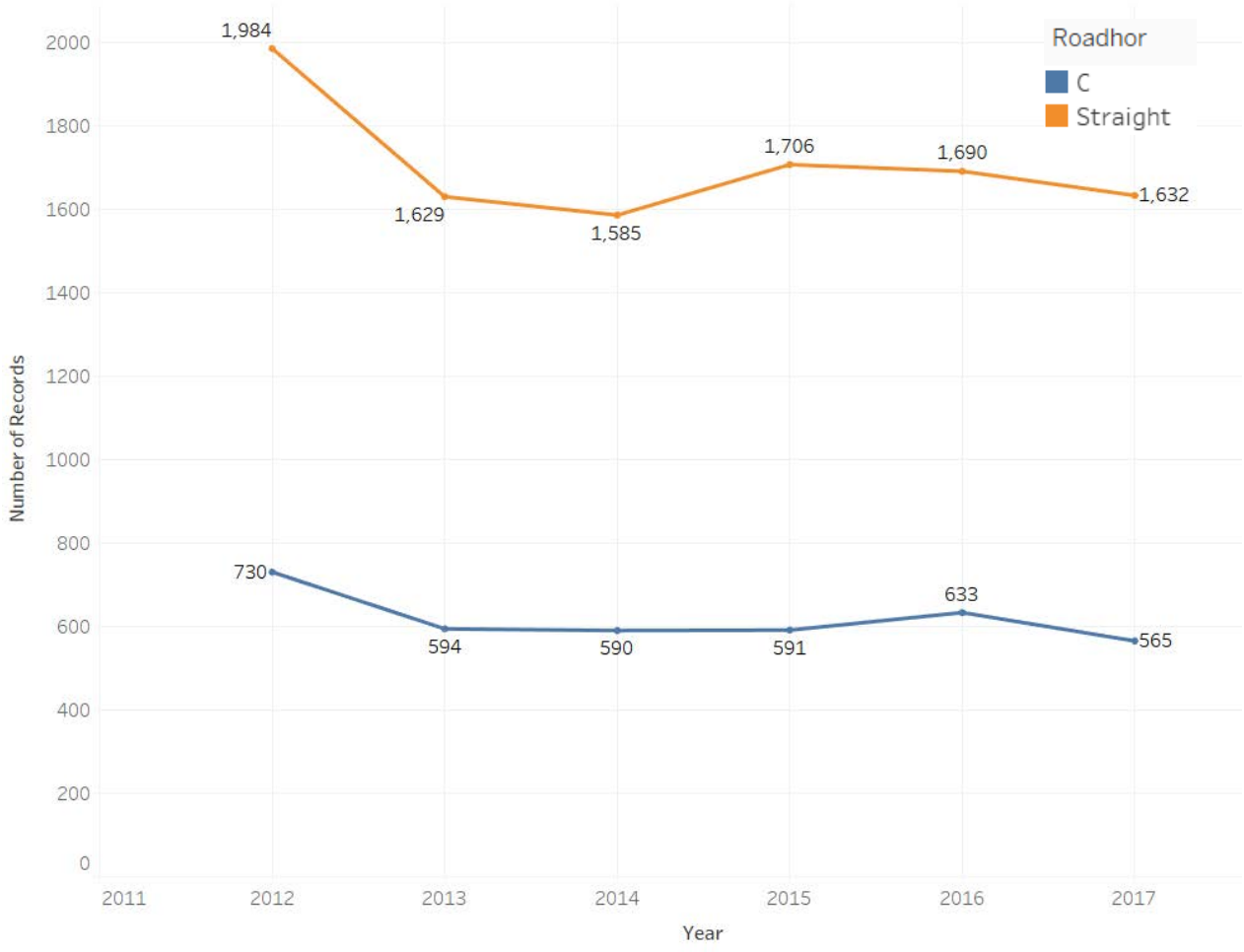

Figure 23 Total Crashes by Horizontal Curve and Year

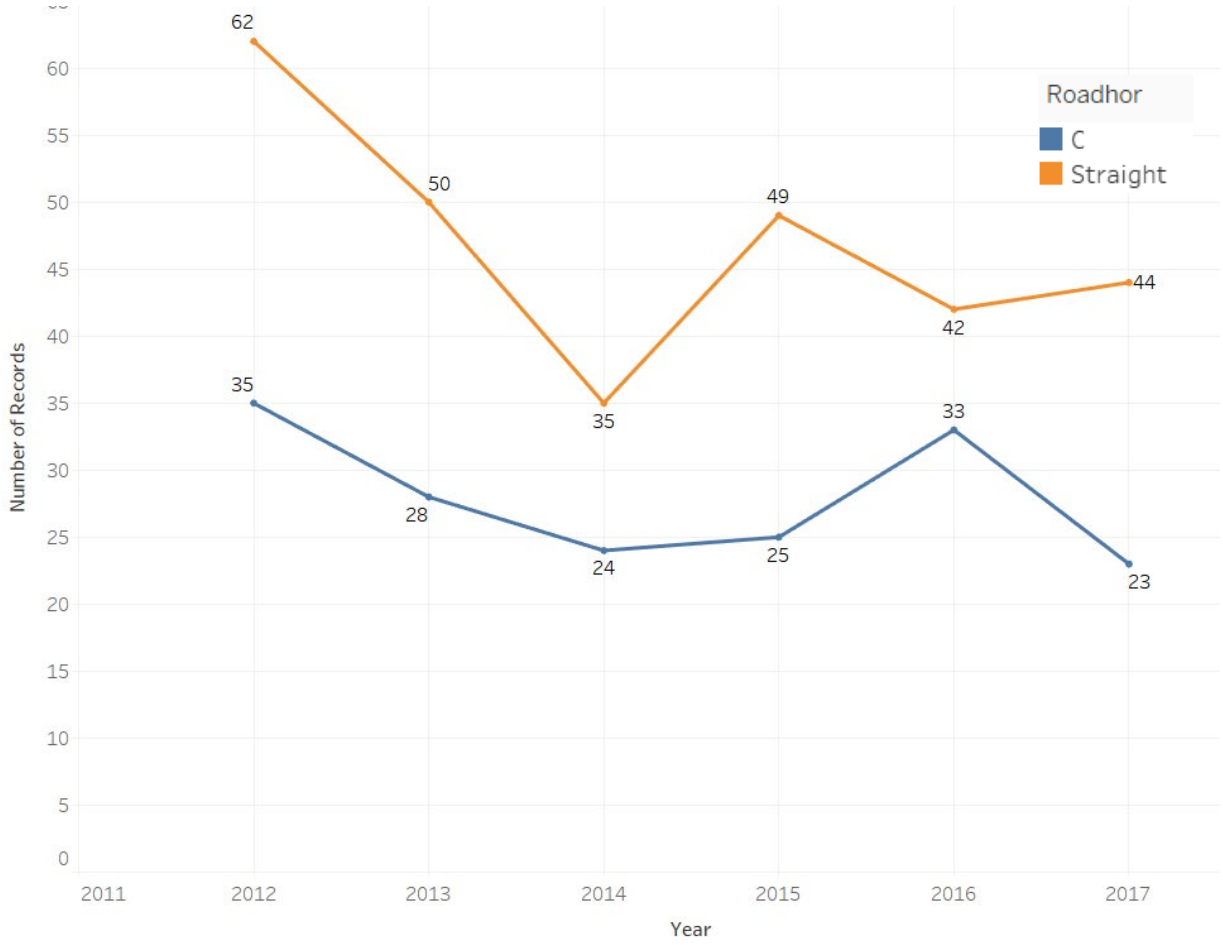

Figure 24 Total Crashes by Horizontal Curve and Year

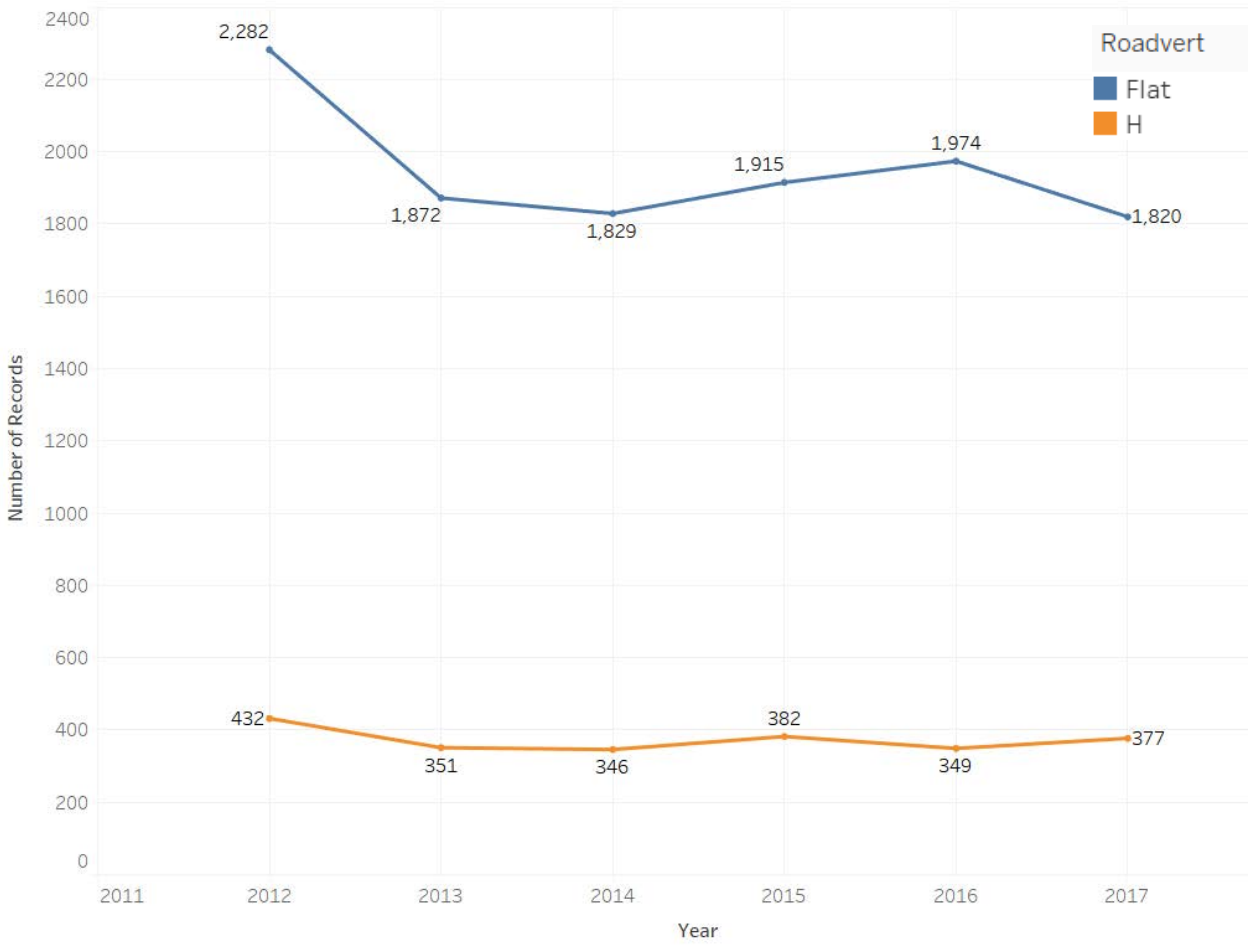

Figure 25 Total Crashes by Vertical Curve and Year

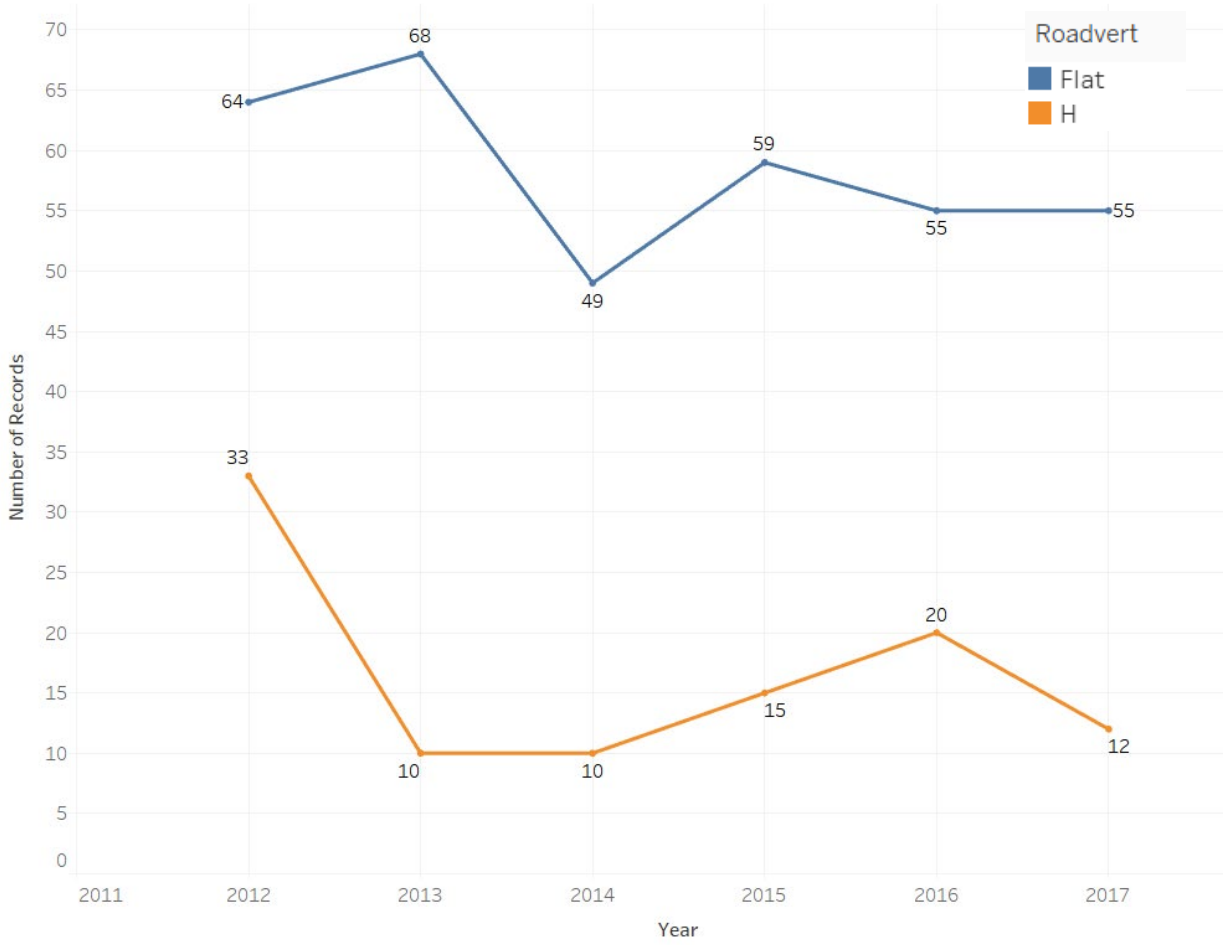

Figure 26 Fatal (K) Crashes by Vertical Curve and Year

Crash Type

Vehicle in transit type has the highest share in both total and fatal crashes with 39.89% and 44.44%, respectively (Figure 27 and Figure 28). For total crashes, other non-collision type is in the second rank with 16.81% while it is in the fifth rank in the fatal crashes with 6.67%. For fatal crashes, Ditch type is in the second rank with 10.67%.

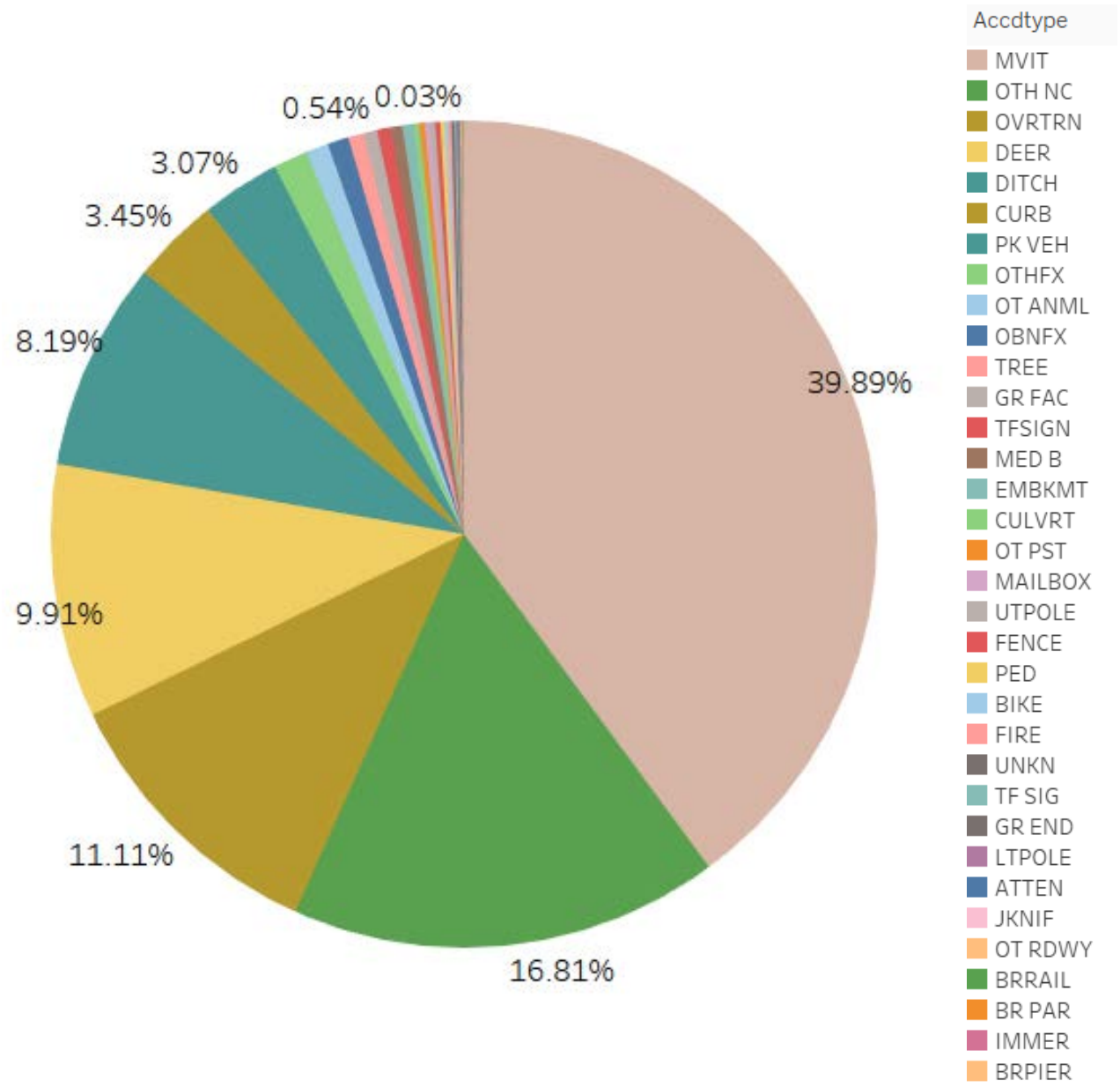

Figure 27 Total Crashes (6-years) by Crash Type

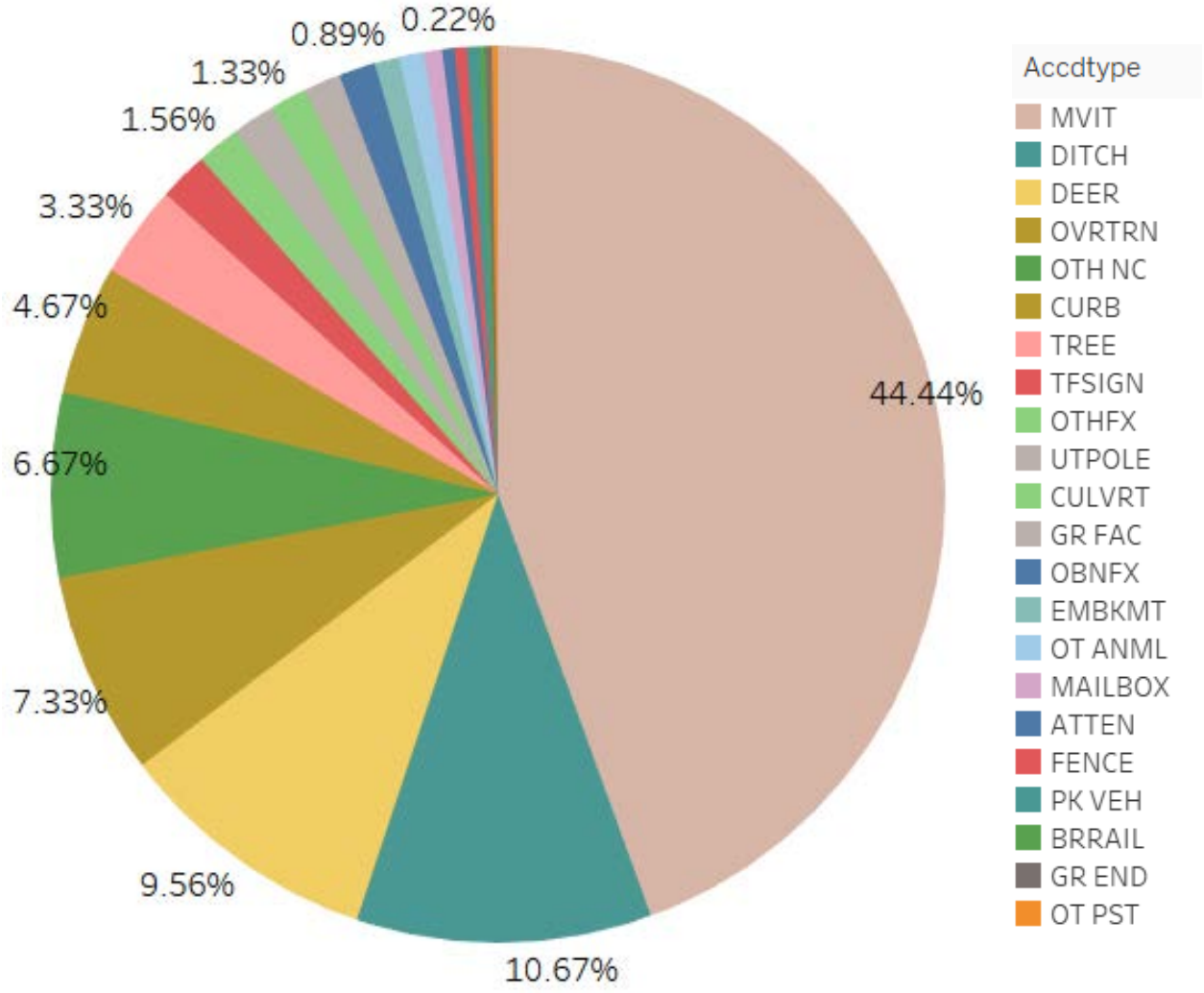

Figure 28 Fatal (K) Crashes by Crash Type

Highway Class

Figure 29 and Figure 30 show the trends of total and fatal crashes, respectively. Majority of total crashes occurred in urban city class. The total crash trends are steady; however, the fatal crash trends fluctuate.

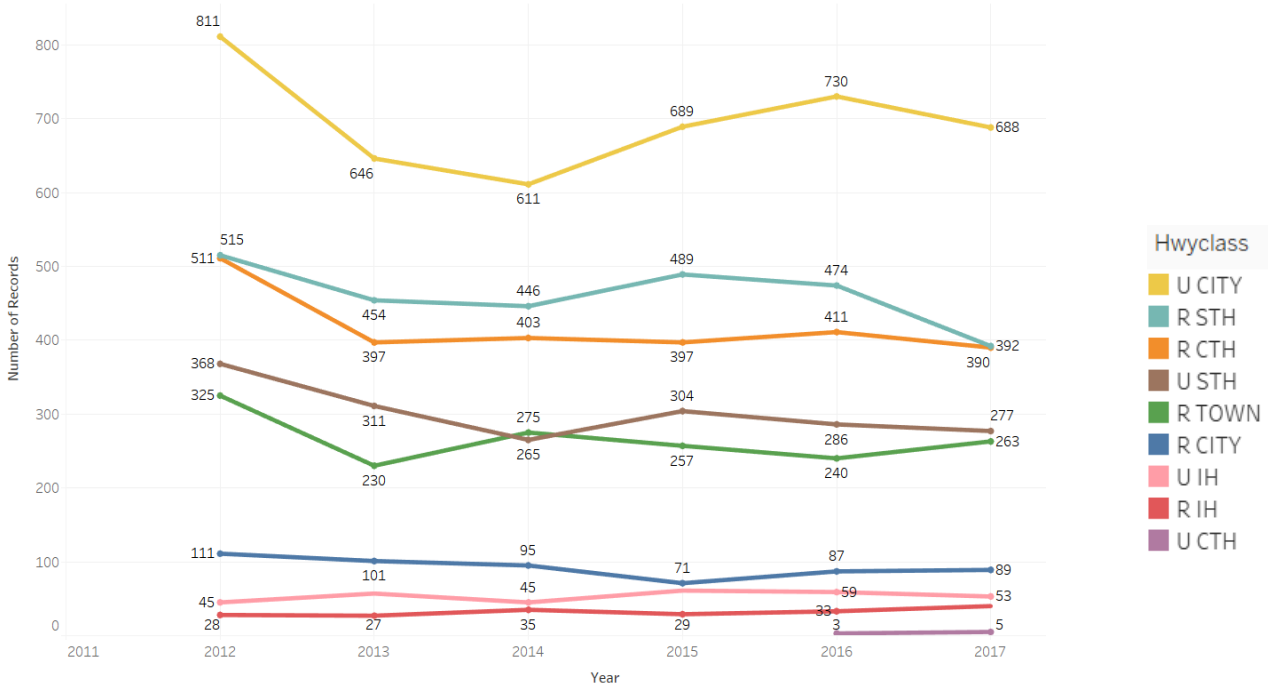

Figure 29 Total Crashes by Highway Class and Year

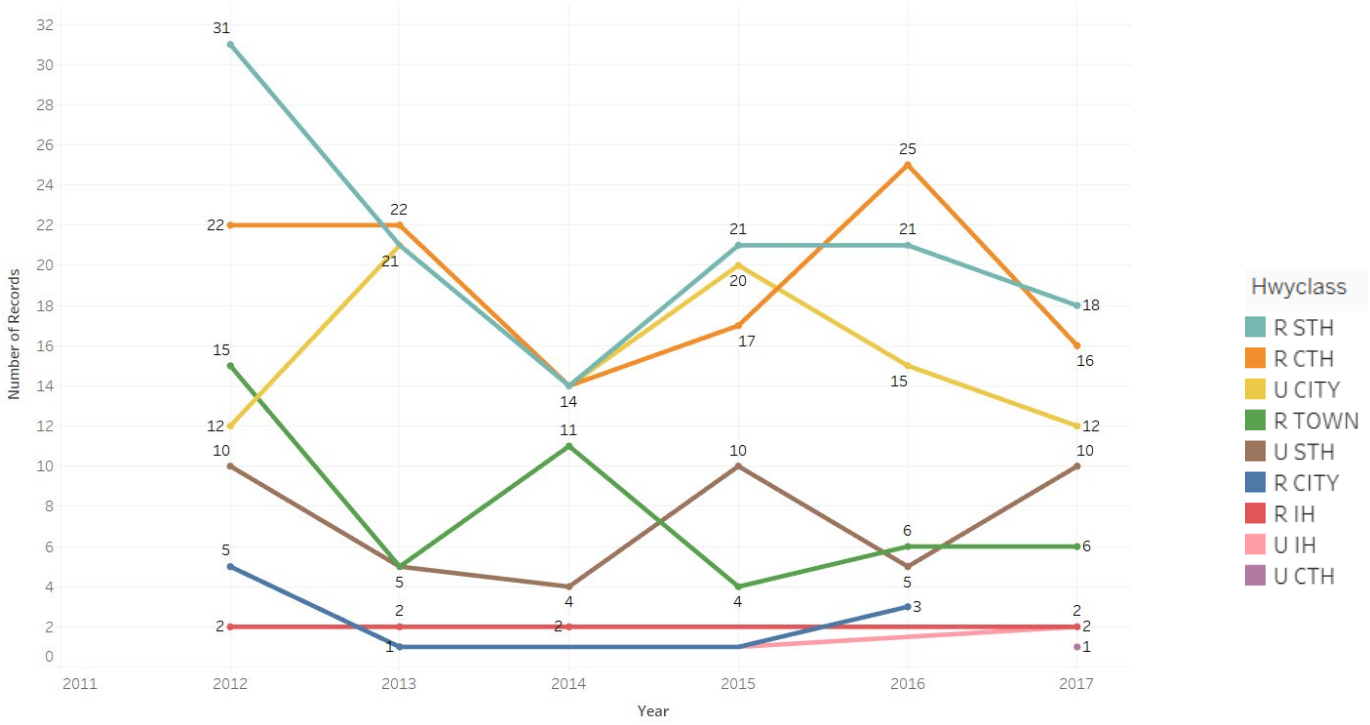

Figure 30 Fatal Crashes by Highway Class and Year

Manner

Total and fatal crashes by manner of collision and year are shown in Figure 31 and Figure 32. In both total and fatal crashes, no-collision and angle manners are in the first and second ranks.

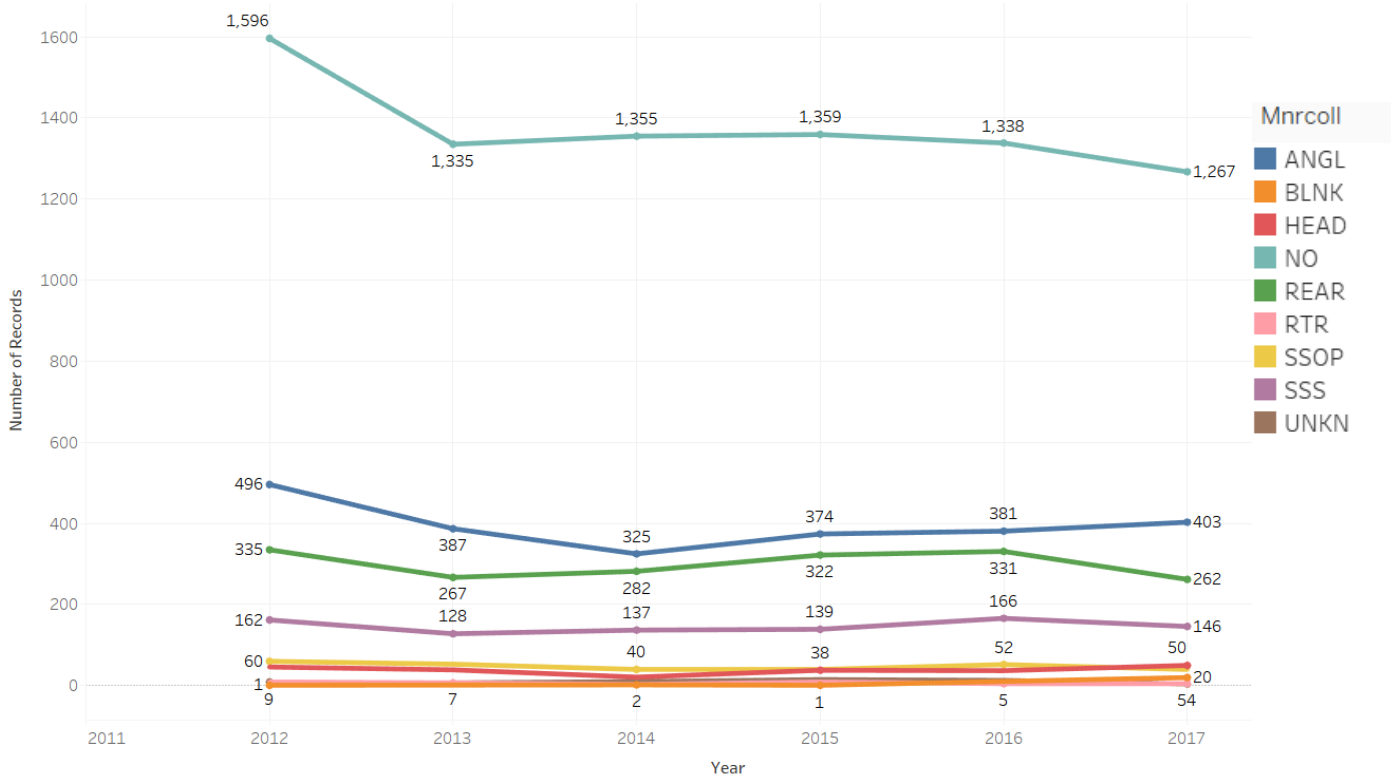

Figure 31 Total Crashes by Manner and Year

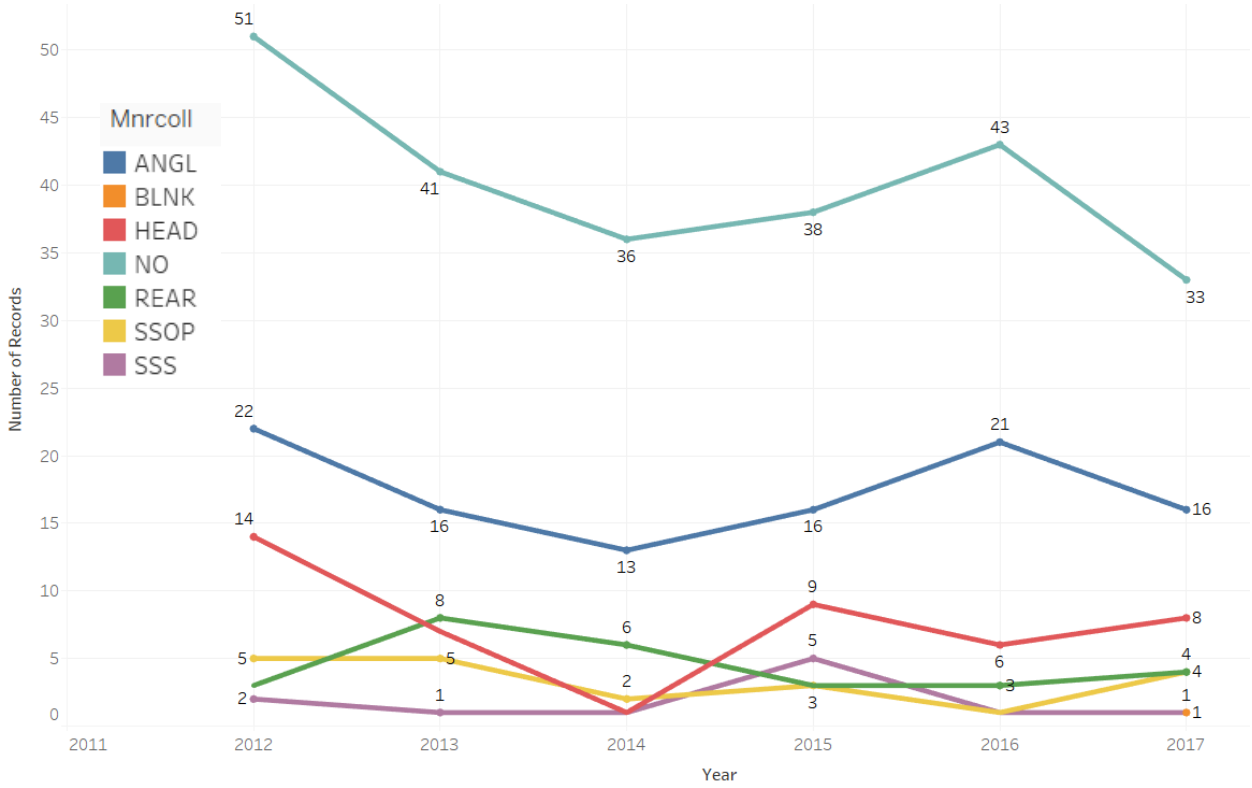

Figure 32 Fatal Crashes by Manner and Year

Driving License

Motorcycle crashes (WisTransPortal) merged with driver license data by crash number (key)

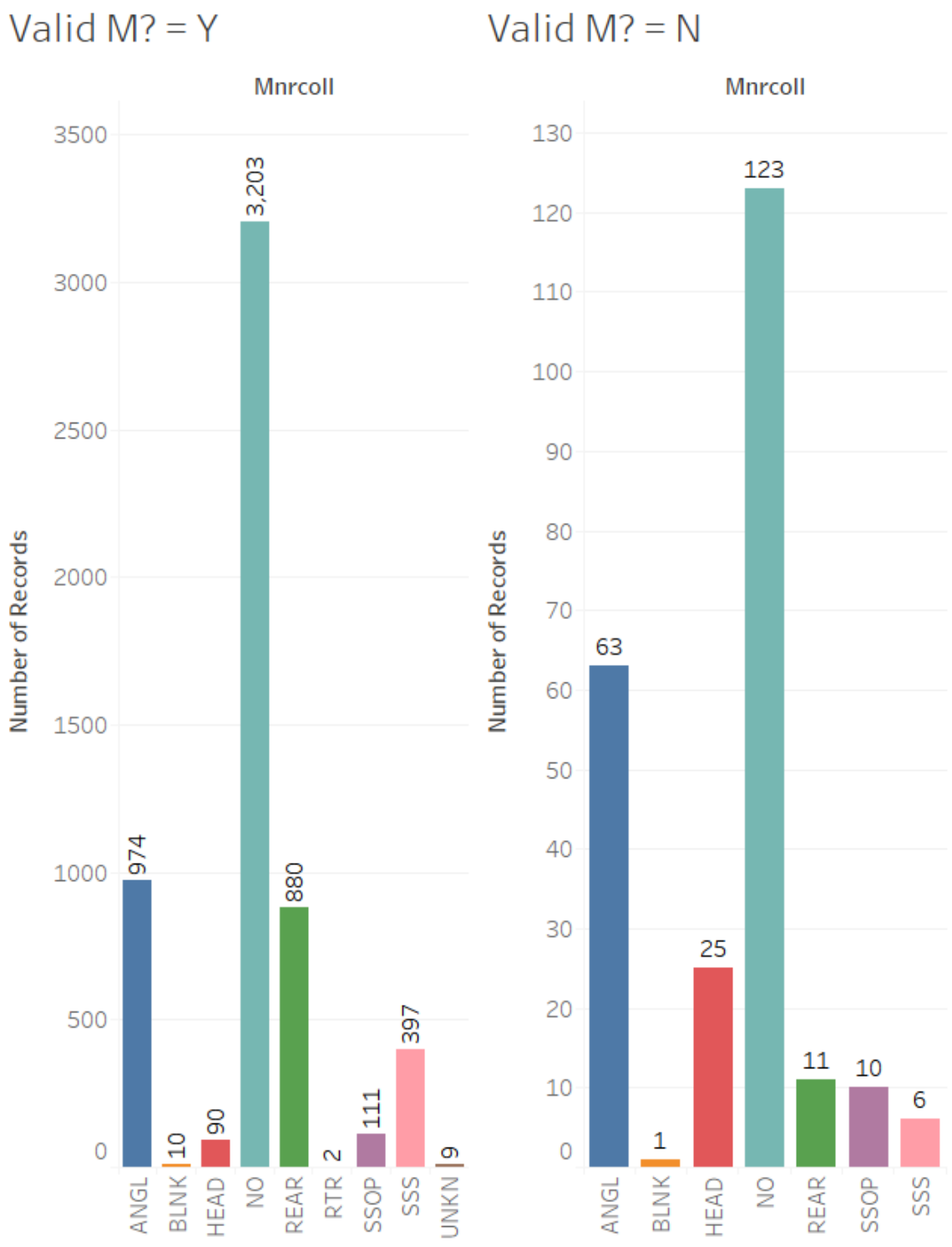

Figure 33 Total Crashes by Manner and Valid M

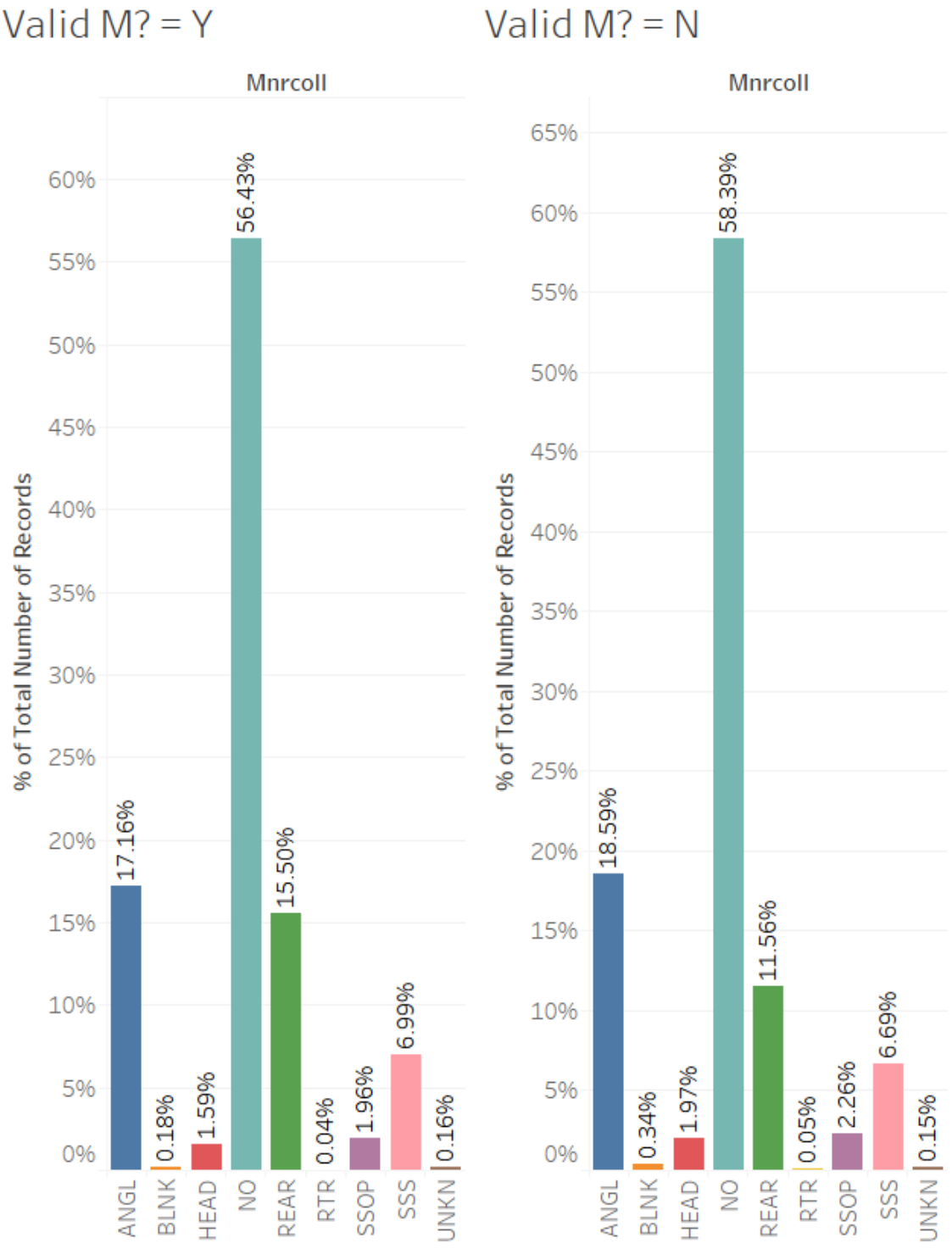

Figure 34 Total Crashes by Manner and Valid M (% of the Manners With or Without Valid M)

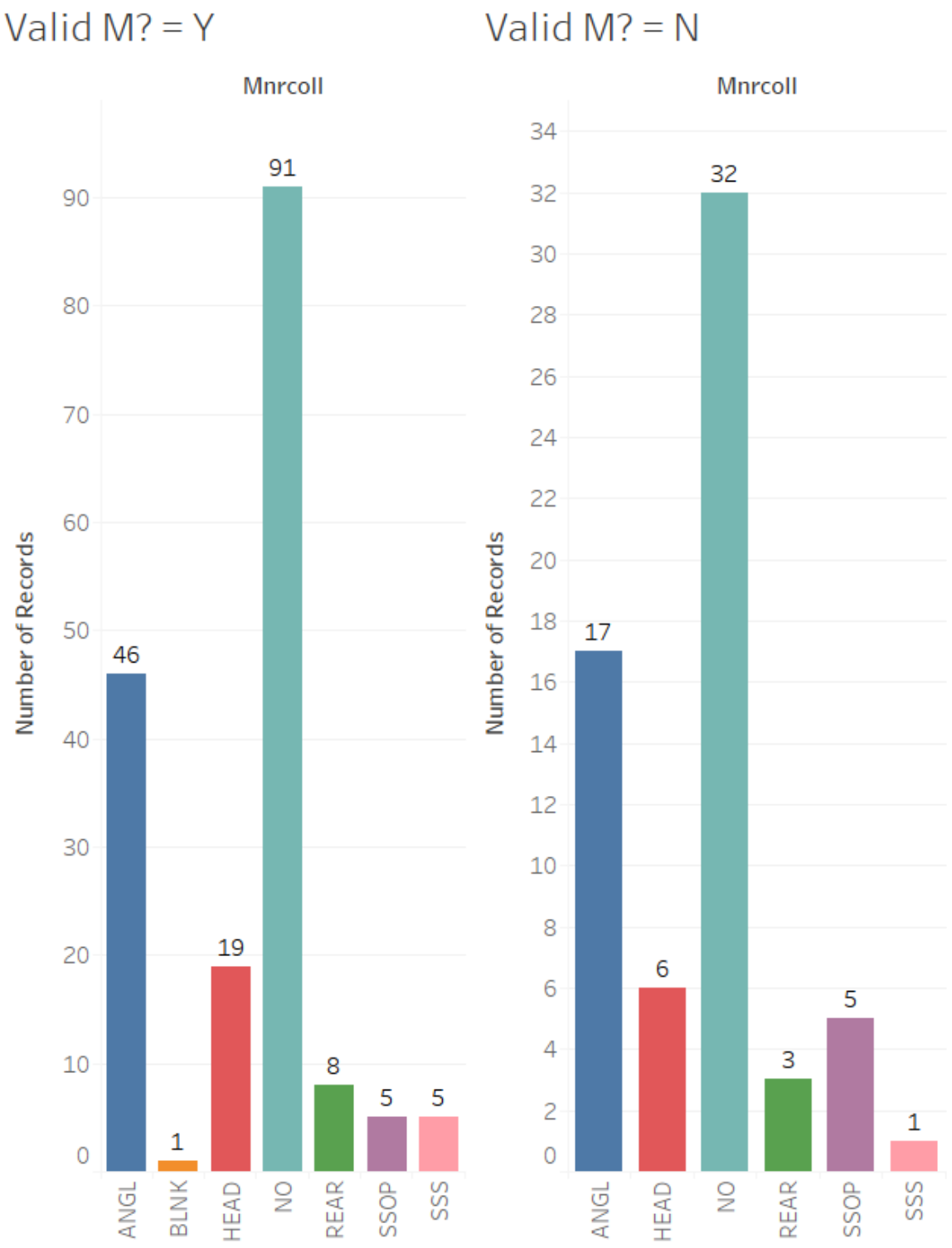

Figure 35 Fatal (K) Crashes by Manner and Valid M

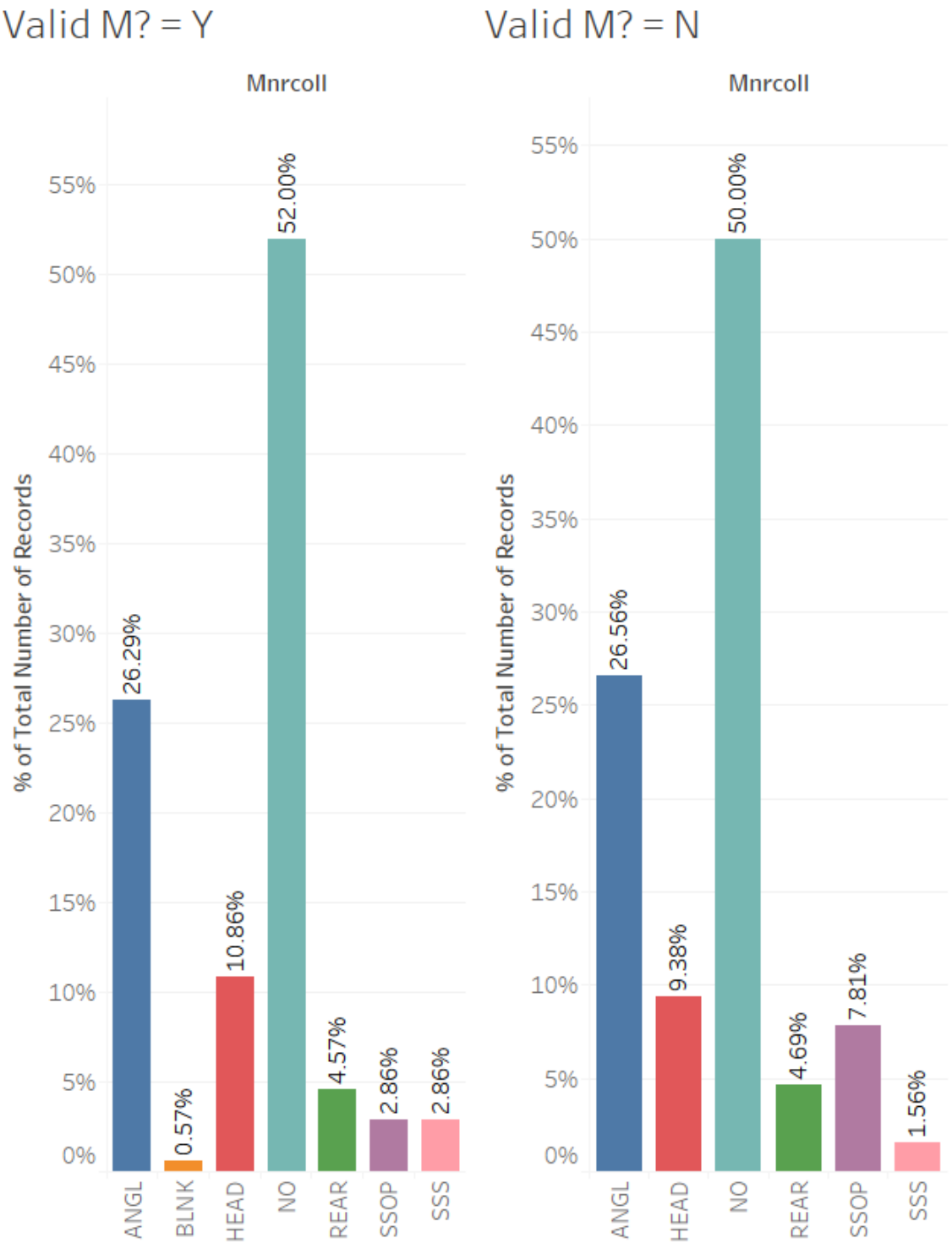

Figure 36 Fatal (K) Crashes By Manner and Valid M (% of The Manners With or Without Valid M)

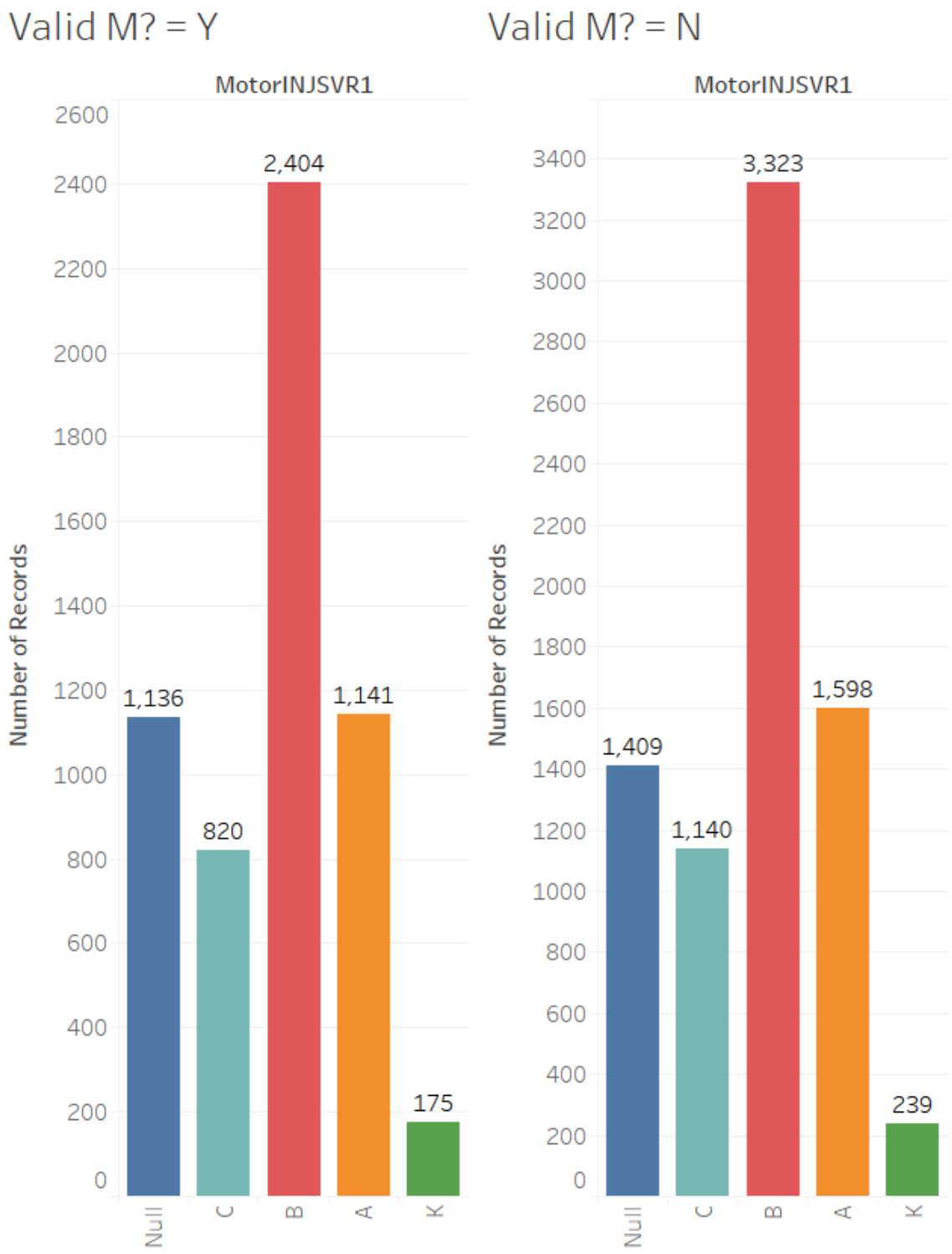

Figure 37 Total Crashes by Injury Severity and Valid M

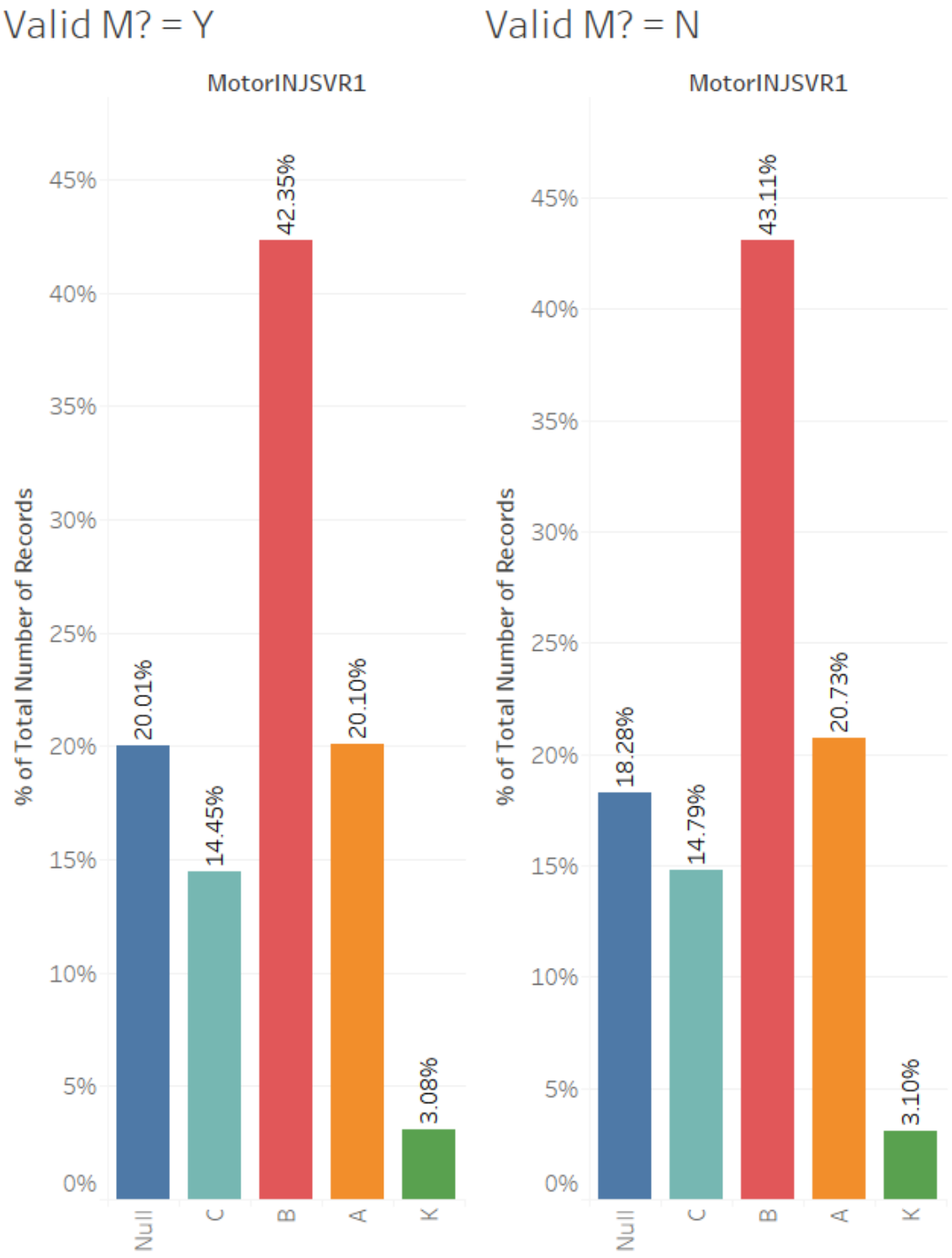

Figure 38 Total Crashes by Injury Severity and Valid M (%)

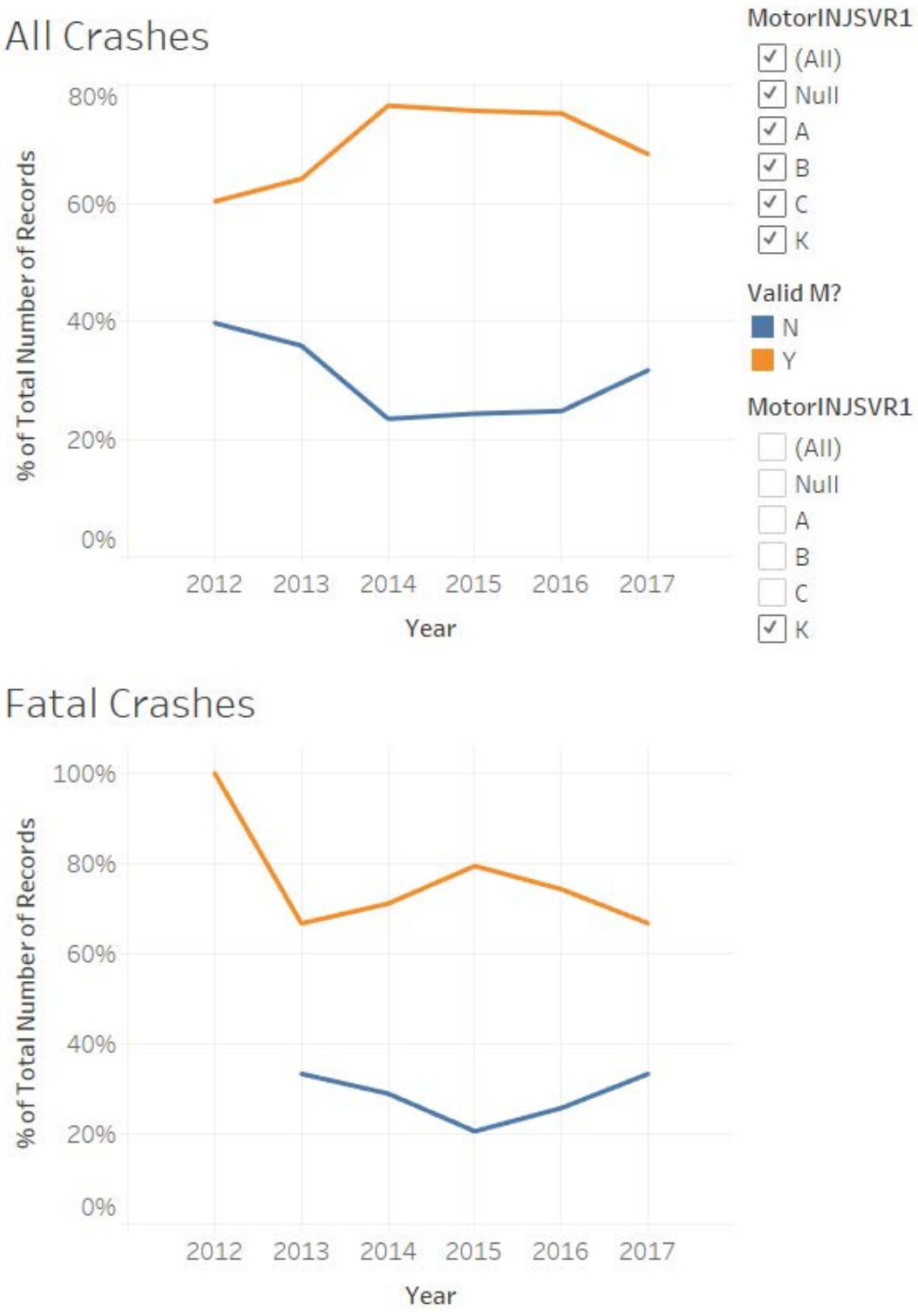

Figure 39 Percent of valid m for all crashes and fatal crashes

Conclusions/Recommendations

From the letter and survey results, the recommendation is to do analysis to see if there are less inconsistencies based on the current work of the Bureau of Transportation Safety. If letters are sent back out again, the survey should be included to try and get a better sample size of respondents.

- Updated training for DMV centers about differences between moped/motorcycles.
- Stress importance of training even for low mileage riders.
  - Would be beneficial to examine crashes by mileage ridden.
- Taking class before getting motorcycle ownership.
- Verify locations of training compared to crash data (are they in the "right" locations?).

From a crash data perspective, researchers recommended a more in depth analysis of motorcycle versus crash type of "Motor Vehicle in Transit" to determine any trends that can be used in training. Focus on correct citations for motorcycle crashes (licensing to help improve with training). Licensing data at the time of the crash should be added to the crash data.

References

1. The WisTransPortal System. Wisconsin Traffic Operations and Safety Laboratory Website. (Url: https://transportal.cee.wisc.edu/)

Appendix A- Criteria for Letters

From 1/23/15 minutes:	From document reviewed in 2/6/15 meeting:
Search Criteria – NEW (?[AW]): 1. Has to contain a Title 2. Expired plates – greater than today 3. Junk – On the vehicle notation 4. Co-owners – 1 most contain a class M endorsement 5. Does not contain a valid license 6. Motorcycle versus Moped 7. Vehicle end title status if it's history under customer do not pull the customer. Basically, they are no longer the owner which could mean they are out of state. **Manish – existing code** Not looking at title 1. Only looking at Registration information – greater than today's date 2. CYC style code type: CY, RS, MR, RT Not moped? 3. Customer has a class M 4. Individual customer	**DMV Core Unit work –** Update mainframe application code to generate a list of customer contacts. 1. Do not send letters to Customers with Expired plates i.e. their registration expiration date should be greater than current date. 2. Do not send letters to Customers with only Junk plate (Junk plates can be found in product notation table. 3. If one of the co-owners of the vehicle has a class M license do not send the letter. 4. Send the letter only to primary owner. 5. If the customer does have some license but that license is not in VALID status, do not send him the letters. 6. Select customers with a Motorcycle and not a Moped to send the letters out. 7. If the Vehicle's end title status is only in history table, do not send the letter to that customer as they are no longer the owner which could mean they are out of state.

Additional/clarifying items for search of records:

VEHICLE:

A. CYC style code type: CY, RS, MR, RT
   — Mopeds do not require a cycle endorsement to operate, only valid class D license
B. Record has to contain a VALID title, see **A)** of title statuses to omit
C. Current license plates—expiration date greater than current date
   — License plates should have a VALID status, see **B)** of plate statuses to omit

CUSTOMER:

A. Customer (owner, lessee or driver) must be an individual
   — If co-owned/co-leased/co-driver one has to have a class M endorsement on their license → 1 has = no letter
   — Use the primary owner, lessee and/or driver's address → can "CC" of letter go to co-owner/lessee/driver?

★ Address rules – TBD → current Address rules used for vehicles (word document) – see bottom of page 2 for "sort" of which address is used when mailing a product.

☆ Items #3 & #4 from 2/6/15 meeting document – what if 'secondary' owner is the operator?

A)

Title statuses that should be omitted	
Status	Reason
HST	NTI
HST	RESC
HST	DON
HST	JNK
HST	INC
HST	SOS
RTP	NA

B)

Plate statuses that should be omitted	
Status	Reason
AsgdDupOrd	
AssgnOrder	
~~Assigned~~	
Allocated	
Cancelled	
Destroyed	
OnOrder	
Received	
Reserved	
ReservePro	
Stolen	

Appendix B- Survey Insert

Help Us Learn More About Motorcyclists

Safety and Licensing

The University of Wisconsin-Madison in collaboration with WisDOT is conducting a short (5 minutes or less) survey. Please go to the following link or use the QR code.

http://goo.gl/y8FkF7

Feel free to contact Andrea Bill (608 890 3425) or bill@wisc.edu