



ABATE of Wisconsin

Duties and Responsibilities of a Share The Road District Coordinator January 2017

STR District Coordinator (STR DC) - Reports to the Share the Road Director.

ABATE of Wisconsin covers the state of Wisconsin through a system of eight (8) Districts. For the Share The Road Program, each of the eight Districts will be represented by a STR DC who is appointed by the STR Program Director. A STR DC may represent more than one district.

- STR DC candidates should have a minimum of 2 years' experience as a STRI and should have taught a minimum of 16 classes.
- It is the responsibility of the STR DC to provide "as needed" assistance to the Share The Road Instructor (STRI) within the district(s) they represent. The STR DC will serve as a reference source for regional questions and concerns.
- The STR DC will promote the STR Program within their district in a positive, rewarding way.
- The STR DC shall maintain a positive working relationship with the District Director(s) in their district(s). The STR DC will keep them informed of all pertinent STR Program activities, opportunities and issues. The STR DC will work with them and reply in a timely manner.
- The STR DC shall respond in a timely manner to phone calls, voice mail messages, e-mail, faxes, or any information sent or forwarded from the STR Program Director, State Officers and the State Office.
- The STR DC will adhere to ABATE of WI guidelines for conduct.

Duties and Responsibilities – In addition to those of the STRI (listed in the ABATE of WI Officer's Manual "Red Book")

1. Primary contact for STRI.
 - a. Assists regional STRI when needed.
 - b. Distributes supplies to STRI.
2. Sets up, maintains or coordinates a class schedule for the regional STRI.
3. Certifies new STRI as set forth by the STR Program Director and as outlined below.
 - a. May appoint appropriate STRI to certify new instructors.
4. Monitor the reporting (Classroom Reporting Forms, Expense Reimbursement, etc.) of the STRI.
5. Is the primary contact with Driver's Education Schools (DES).
 - a. Maintains positive relationships with DES.
 - b. Pursues and secures DES or their online/auxiliary programs to teach the STR Program.
6. Collects and logs Classroom Reporting Forms as outlined by the STR Program Director.
7. Provides STR Program Director with budgetary request for upcoming year when requested.
8. Provide the STR Program Director a request for equipment, supplies (out of the ordinary), etc. for approval prior to purchase, as outlined in the ABATE of WI Procedures and Policies Manual.
 - a. Assists in raising funds and buying equipment.
 - b. Maintains equipment for their district.
9. Attends meetings as required.
10. Monthly / regular oral or written communication with the STR Program Director may be required / requested.
11. Any additional relevant duties from the STR Program Director.
12. Personal expenses will be reimbursed following the financial guidelines set by the Board of Directors or as directed by the Board.

Reporting

1. Provide the STR Program Director a quarterly summary of classes taught, by STRI and by location.
 - a. The STR Program Director will provide the format for this summary.
 - b. This Summary is due no later than 5 days before each BOD meeting in the first month of the new quarter.
 - c. This summary should be shared with their STRI and District Director(s).
2. Provide the STR Program Director an annual summary of classes taught, by STRI and by location.
 - a. The STR Program Director will provide the format for this summary.
 - b. This Summary is due no later than 5 days before the January BOD meeting of the new year.
 - c. This summary should be shared with their STRI and District Director(s).

There are several supporting STR Program documents, forms & handouts available (in hard copy and electronically) from the STR Director. Here is a listing of the essentials;

1. Share The Road DVD (2014)
2. STR PowerPoint (on CD and available electronically)
3. Class Reporting Form
4. DES Instructor Evaluation Form
5. STRI Duties
6. STR DC Duties
7. Instructor Guidelines
8. Motorcycle Quiz / Answers
9. "What is Share The Road?"
10. DES Instructor Class (without a STRI) DVD Request Form
11. Fuel Reimbursement Form

If there is a document, form or handout you would like that is not listed please contact your STR DC or STR Director.

STR Logo apparel is available during select times through the year. Contact your STR DC or the STR Program Director for availability.

Motorcycle Awareness and Education publications, handouts, stickers, etc. are also available from the State of Wisconsin. These publications can be order directly at –

<http://wisconsindot.gov/Pages/global-footer/formdocs/default.aspx>

Select either of these forms and fill out your request.

[DT48](#) Motorcycle Safety Materials Request or

[DT1265](#) Transportation Safety Materials Request

Your request is provided at no charge and can be mailed to your home. Availability is not guaranteed.

Some of the more popular requests are;

HS503 Share the Road (brochure 4/2012)

HS505 Motorcycle Law (reference sheet 6/2007)

HS513 Cycles Have Equal Rights (bumper sticker 3/2013)

HS522 Vision Test (brochure 3/2013).

If you are interested in becoming a Share the Road Instructor or involved with the Share the Road Program in your area, or would like more information, call the Share the Road Director listed on the back page of the newsletter.