

MINNESOTA MOTORCYCLE

ROAD GUARD FIELD GUIDE





INTRODUCTION AND DISCLAIMER

To You, the Road Guard:

REMEMBER — Your job is very important to the ride. Your life and the lives of individuals participating in the ride, as well as the traveling public, depend on YOU!

The following information is designed to give you basic guidelines regarding flagging operations. Be very familiar with these procedures.

For your personal safety as a road guard, NEVER turn your back to or stand in the path of moving traffic.

- Minnesota State Statute 169.06, subdivision 4 states, “a person may stop and hold vehicles in place until it is safe for the vehicles to proceed, if the person:
 - (1) holds a motorcycle road guard certificate issued under state statute 171.60;
 - (2) meets the safety and equipment standards for operating under the certificate;
 - (3) is acting as a flagger escorting a motorcycle group ride;
 - (4) has notified each statutory or home rule charter city through which the motorcycle group is proceeding; and
 - (5) has obtained the consent of the chief of police, or the chief’s designee, of any city of the first class through which the group is proceeding. A flagger operating as provided under this paragraph may direct operators of motorcycles within a motorcycle group ride or other vehicle traffic, notwithstanding any contrary indication of a traffic control device, including stop signs or traffic control signals. A person operating a vehicle that has been stopped by a flagger under this paragraph may proceed only on instruction by the “flagger or a police officer.”
- Minnesota State Statute 171.60, subdivisions 1 and 2, established basic standards for road guard certification. Specific rules for road guarding are defined in Minnesota Rules, chapter 7422.0100 – 7422.1200. This field guide briefly covers operational aspects of these rules. For greater detail., applicants and road guards must consult the full text of these statutes and rules.

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MOTORCYCLE ROAD GUARD REQUIREMENTS

LEGAL ROAD GUARDING HOURS

Road guards may control traffic only during daytime hours. Daytime hours are defined as one-half hour before sunrise to one-half hour after sunset .

DEFINITION OF A GROUP RIDE

Certified road guards may provide traffic control only for motorcycle group rides. A group ride is defined as an organized gathering of at least 20 motorcycles. Additionally, a group ride follows a route where each statutory or home rule charter city on the route has been given advanced notice of the ride route. Finally, the ride must be conducted in accordance with the guidelines and procedures outlined in the *Motorcycle Road Guard Field Guide*.

INELIGIBLE DRIVING RECORDS

The Minnesota Department of Public Safety Driver and Vehicle Services Division (DVS) will review a road guard certificate applicant's driving record before the department will issue a road guard certificate. A road guard certificate will not be issued to applicants who have more than two moving violation convictions in the past two years; a prior qualified impaired driving violation within the past five years; reckless or careless driving violations within the past five years; or any conviction for criminal vehicular operation or homicide.

MOTORCYCLE ROAD GUARD REQUIREMENTS

VEHICLE INSURANCE REQUIREMENTS

There are no additional vehicle insurance requirements for a motorcycle road guard who is escorting a group ride. A motorcycle road guard must carry proof of current liability insurance for the vehicle they are operating; just as they would if they were not acting in the capacity of a road guard.

HEARING AND VISION REQUIREMENTS

Road guard applicants must be able to hear and speak well enough to conduct a normal conversation at a distance of five feet. Additionally, road guards must be able to meet the vision requirements to obtain an unrestricted class D license. The corrective lenses restriction enables the applicant to meet the vision requirement with corrective lenses.

WIRELESS COMMUNICATION DEVICE

Road guards must carry a wireless communication device, such as a cell phone, capable of contacting law enforcement in the event of a roadside emergency. Two way radios that enable road guards at an intersection to be on the same channel may work best for intersection-control communication.

ALCOHOL AND CONTROLLED SUBSTANCE PROHIBITION

Road guards may not perform road guard duties while there is physical evidence present in the person's body that the person has consumed alcohol or a controlled substance. A peace officer who has reason to believe that a road guard is in violation of this rule may require a breath test. If the test is positive, or refused, the peace officer will confiscate a road guard's certificate.

MOTORCYCLE ROAD GUARD REQUIREMENTS

POSSESSION OF ROAD GUARD CERTIFICATE

Road guards must carry a valid road guard certificate at all times while they are road guarding and be prepared to show it to a peace officer upon request .

ROAD GUARD INSURANCE REQUIREMENT

Since vehicle liability insurance will not cover road guards when they are off of their motorcycles controlling traffic as a road guard, road guards are required to carry proof of liability insurance that covers their actions when controlling traffic and produce it upon request by a peace officer.

RETRO-REFLECTIVE GARMENT REQUIREMENTS

A road guard must wear a class 2 or 3 ANSI/ISEA-approved, high visibility vest, Jacket or shirt when acting as a flagger. While class 2 or 3 ANSI/ISEA-approved pants are not required, they are highly recommended in low light or inclement weather conditions.

REQUIRED PORTABLE SIGNAGE

Road guards must use a retro-reflective Stop/Slow paddle to control traffic. The pad die must be octagonal in shape, at least 18 inches wide and displaying letters at least six inches high. The Stop side of the paddle must have white letters and a white border on a red background. The Slow side of the paddle must have black letters and a black border on an orange background. The lower edge of the sign must be held a minimum of five feet high above the ground when in use.

ROUTE PREPARATION

ROUTE CONSIDERATIONS

- **Roadway and intersection types***

- * We are training in single lane approach intersection control to conform to the Minnesota Manual on Uniform Traffic Control Devices (MnMUTCD). Utilizing two-lane, two-way roads will provide for a safer and more scenic ride. If your group ride needs traffic control at a multi-lane approach intersection, contact the local road authority so they can cone the approach down to one lane, or contact local law enforcement to control the intersection.

- **Freeway** – any divided highway with full control of access (i.e. has ramps and no at-grade intersections). In metro areas, these are typically high volume roadways. Volumes vary in rural areas. It is unsafe to conduct road guarding of freeways. Both the Minnesota State Patrol and the Minnesota Department of Transportation (MnDOT) should be engaged if a group ride will need freeway traffic control.
- **Expressway** – any multi-lane, divided highway for through traffic with partial control of access and generally with at-grade intersections. In metro areas, these are typically high volume roadways. Volumes vary in rural areas. It is unsafe to conduct road guarding of expressways. Both the Minnesota State Patrol and the Minnesota Department of Transportation (MnDOT) should be engaged if a group ride will need expressway traffic control.
- **Two-Lane, Two-Way Road** – a roadway consisting of two opposing lanes of undivided traffic. In metro areas, these are typically high volume roadways. Volumes vary in rural areas.
- **Local** – can be single lane or multi-lane. Speeds are generally under 45 MPH and often set at 30-35 MPH within city limits.

ROUTE PREPARATION

ROUTE PLANNING RECOMMENDATIONS FOR GROUP RIDE ORGANIZERS AND/OR ROAD GUARDS

- Route planning is critical to insure a safe ride.
- Pre-ride the route well in advance of the group ride to scout for:
 - Road construction or posted upcoming construction
 - Road closures
 - Road conditions
 - Intersection types for:
 - Ease of control
 - Ride flow
 - Number of road guards needed for each intersection
- Intersections requiring advance road guards
- Rally points for road guards to catch up (particularly important if any road guards will need to be redeployed)
- Overall safety

EVENT ROUTE NOTIFICATION FOR GROUP RIDE ORGANIZERS

REQUIRED NOTICE

- Event route information handout, if available
- Event route with local detail
- Event start and end times
- Names of certified road guards who'll be controlling traffic for the event
- Expected arrival, anticipated stop(s) and exit time for the city being notified

REQUIRED CONTACTS

- All statutory and home rule charter cities
 - Link to a list of these cities from the Secretary of State's Website: <http://www.sos.state.mn.us/index.aspx?page=840>. A good predictor of a statutory city is that it will post a population on the city sign, and the sign will not say "unincorporated".
 - For cities of the first class (Minneapolis, Saint Paul, Rochester, and Duluth), consent from the chief of police or the chief's designee is required.

RECOMMENDED CONTACTS

- Local law enforcement
 - Link to a list of these agencies from the Peace Officer Standards and Training Website: <https://dps.mn.gov/entity/post/Documents/agency-directory-statistics.pdf>
- County sheriffs
 - Link to a list of these agencies from the Minnesota POST Board Website: <https://dps.mn.gov/entity/post/Documents/agency-directory-statistics.pdf>
- County engineers
 - Link to a list of county engineers from the Minnesota County Engineers Association Website: <http://www.mncountyengineers.org/counties/>
- MnDOT districts
 - Link to MnDOT district information: <http://www.dot.state.mn.us/information/districts.html>
- Public works
 - There is not a listing by city for all of the state's city engineers or public works departments; although there is a City Engineers Association of Minnesota which may be of assistance: www.ceam.org/

FLAGGING POSITION

- Park your vehicle off the road, away from your station.
 - A road guard is difficult to see when next to a vehicle.
Never sit in or on your vehicle while flagging.
- Be alert, remain standing at all times.
- Face oncoming traffic — NEVER turn your back to oncoming traffic or stand in the path of moving traffic.
- A road guard's normal station is on the shoulder of the road. See the following diagrams for exact position.
- Identify an escape route for your flagging station.
- Stand alone, do not mingle with others.
- Make sure you are visible to oncoming traffic, not standing where the sun is impeding visibility or in a shadow.
- Stand in a location that allows approaching traffic adequate time to react. Drivers must be able to recognize you as a road guard for at least the *Decision Sight Distance*. Use the *Decision Sight Distance* in the following chart to determine a good visibility location.
- Never move in front of a vehicle until it has completely stopped.

FLAGGING SITUATIONS

- At least one road guard is required wherever traffic is required to stop and allow a group ride to proceed through an intersection.
 - A second road guard for advanced warning is recommended on approaches where speeds are 55 MPH or greater.
 - An advanced warning road guard* is required at each approach where traffic is required to stop for the group ride proceeding through the intersection in these following situations:
 - Signalized Intersections
 - All intersections with hills or curves within the *Decision Sight Distance*
 - All intersection approaches that do not have traffic control
- * In lieu of an advanced warning road guard, a “Flagger Ahead” warning sign that meets the MnMUTCD standard may be used. These are 48-inch, diamond shaped signs featuring black lettering on an orange background displaying the words “Flagger Ahead” or the standard flagger symbol.

DECISION SIGHT DISTANCE

Posted Speed (MPH)	Decision Sight Distance (feet)
0–30	550
35–40	700
45–50	900
55	1,200
60–65	1,400

FLAGGING PROCEDURES

TO STOP TRAFFIC

- Stand on the shoulder of the road, away from moving traffic. Face traffic and extend the STOP paddle in a stationary position with the arm extended horizontally away from the body.
- The free arm should be raised with the palm toward approaching traffic.
- Look directly at the approaching driver; make sure that you make direct eye contact with the driver.
- Remain on the shoulder of the road after the first vehicle has stopped.
- Always make certain that you and the paddle are visible to the drivers of all stopped vehicles.
- The road guard should never stand in the traffic lane unless, in the road guard's opinion, the drivers of the stopped vehicles are unaware of the road guard's presence.
- If it is necessary for the road guard to stand in the traffic lane, the road guard may stand near the centerline and never cross it.
 - When the road guard is satisfied that the drivers of all stopped vehicles are aware of his/her presence, the road guard should return to the shoulder of the road.

NOTE: Anytime the road guard is required to take a position near the centerline of the traffic lane, the road guard should remain aware of the traffic traveling in the opposite direction.

FLAGGING PROCEDURES

DIRECT TRAFFIC TO PROCEED

- To Direct Stopped Traffic to Proceed
 - Remain at the road guard station on the shoulder.
 - If in the stopped traffic lane, return to the shoulder.
 - Face traffic and turn the SLOW paddle to face traffic.
 - Hold the SLOW paddle in a stationary position with the arm extended horizontally away from the body.
 - The road guard may motion with the free hand for traffic to proceed.
 - Do not wave the paddle.
- To Alert or Slow Traffic (for the Advance Road Guard)
 - Stand on the shoulder of the road and face traffic with the SLOW sign paddle held in a stationary position with the arm extended horizontally away from the body.
 - The road guard may motion up and down with the free hand, palm down, indicating that the vehicle should slow down.
 - Never stand in the path of oncoming traffic.

FLAGGING PROCEDURES



**TO SLOW AND
ALERT TRAFFIC**



**TO STOP
TRAFFIC**



**FOR TRAFFIC
TO PROCEED**

ROAD GUARDING AT INTERSECTIONS

- The road guard will stop and hold vehicles from other approaches prior to the group ride proceeding through the intersection.
- The road guard should be aware of traffic conditions at adjacent and nearby intersections and should coordinate operations to minimize traffic backups.
- Generally, traffic should be held for only five minutes. It may never be held for more than 10 minutes. Group ride organizers should have their rides platooned accordingly, and maximum platoon size should not exceed 250 riders or take more than 10 minutes to proceed through an intersection.
 - Designate a road guard timer at each intersection for larger rides.
- The group ride may not proceed through an intersection until road guards have traffic stopped at all signalized and uncontrolled intersection approaches or, in the case of a stop sign, are in position to stop traffic at that approach.
- Road guards positioned at the intersection need to be in contact with each other and riders to give an “all clear” signal when it is safe for the ride to proceed through an intersection.

PROPER CONDUCT

- Present a professional appearance.
- Do not abandon your post for any reason until the group ride has cleared the intersection.
- Do not engage in extended conversations with motorists or lean on vehicles.
 - Be polite, but brief. Provide a courtesy “statute information” card, if appropriate.
- Do not argue with a motorist who becomes confrontational.
 - Be courteous, be calm and thank them for their patience.
- If a driver refuses to obey instructions, alert the group ride and other road guards, if possible; then regain and maintain intersection control.
- Ensure that ride organizers have set up rally points for road guards to catch up to the ride if they need to be redeployed at other intersections.
 - Road guards are not to engage in “leapfrogging” to get into position for their next deployment.
- Be alert for emergency vehicles. They have priority rights. Allow them to pass as quickly as possible.
- Do not attempt road guard flagging in construction zones.

ROAD GUARD POSITIONS BY INTERSECTION AND ROUTE

The following diagrams depict single-lane approach intersections. Potential paths for the group ride are highlighted in various colors with the corresponding road guard positions for that route. Note that a second, advanced warning road guard or flagger ahead sign will be needed at:

- All signalized intersections
- All intersections with hills or curves within the Decision Sight Distance
- All intersection approaches that do not have traffic control

This advance road guard position is denoted by the diamond (◆) symbol. This road guard takes position at the appropriate *Advance Warning Distance* for the roadway's speed.

Decision Sight Distance

Posted Speed (MPH) — Decision Sight Distance (feet)

0–30	-----	550
35–40	-----	700
45–50	-----	900
55	-----	1,200
60–65	-----	1,400

Advance Warning Distance

Posted Speed (MPH) — Advance Warning Distance (feet)

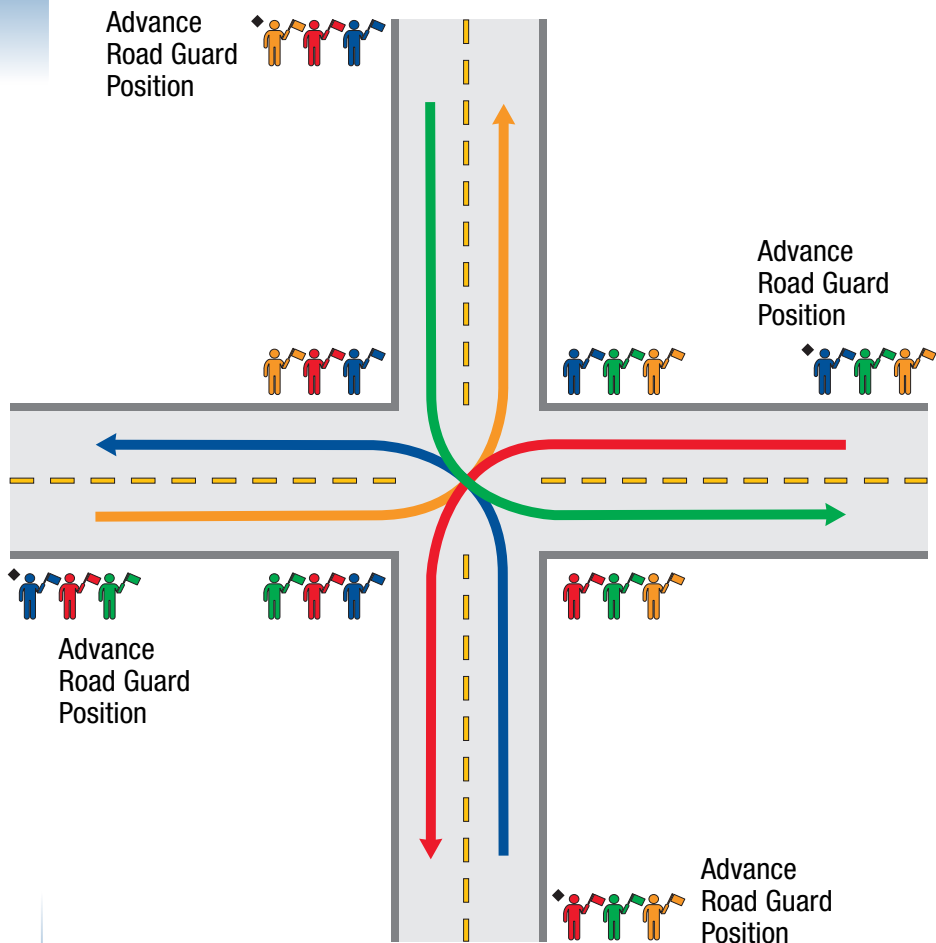
0–30	-----	250
35–40	-----	325
45–50	-----	600
55	-----	750
60–65	-----	1,000

Distance Definitions:

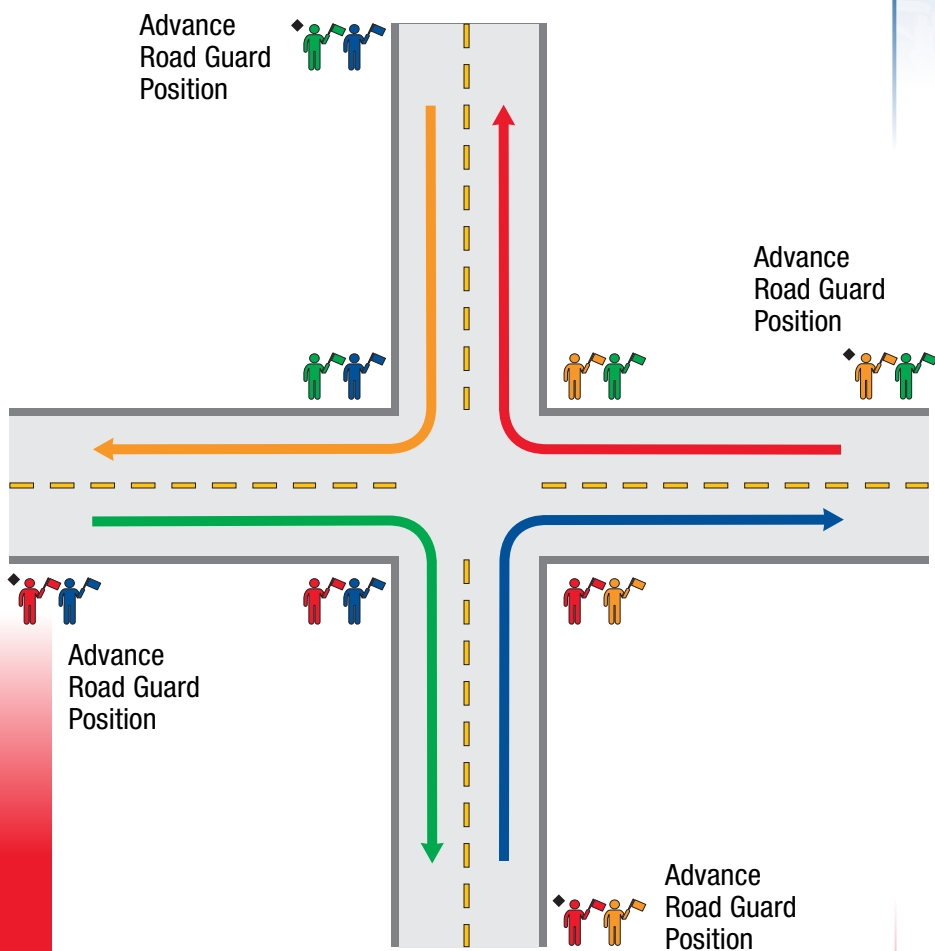
Decision Sight-Distance is the distance traveled during the time required for a driver to detect unexpected information; recognize it; select an appropriate speed and path; and complete the required action safely and efficiently.

Advance Warning Distance is the amount of distance you need to read traffic signs and react appropriately. The advance warning distance will change depending on the posted speed limit.

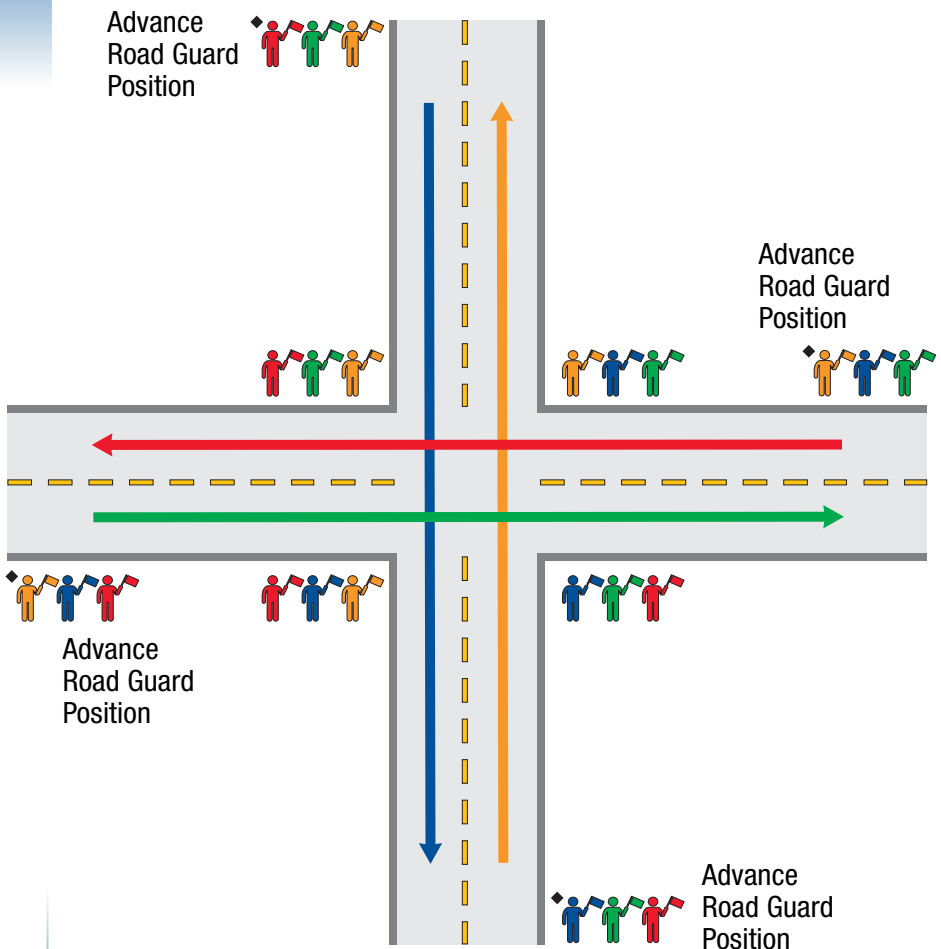
Left turning at a four-way, single lane approach intersection



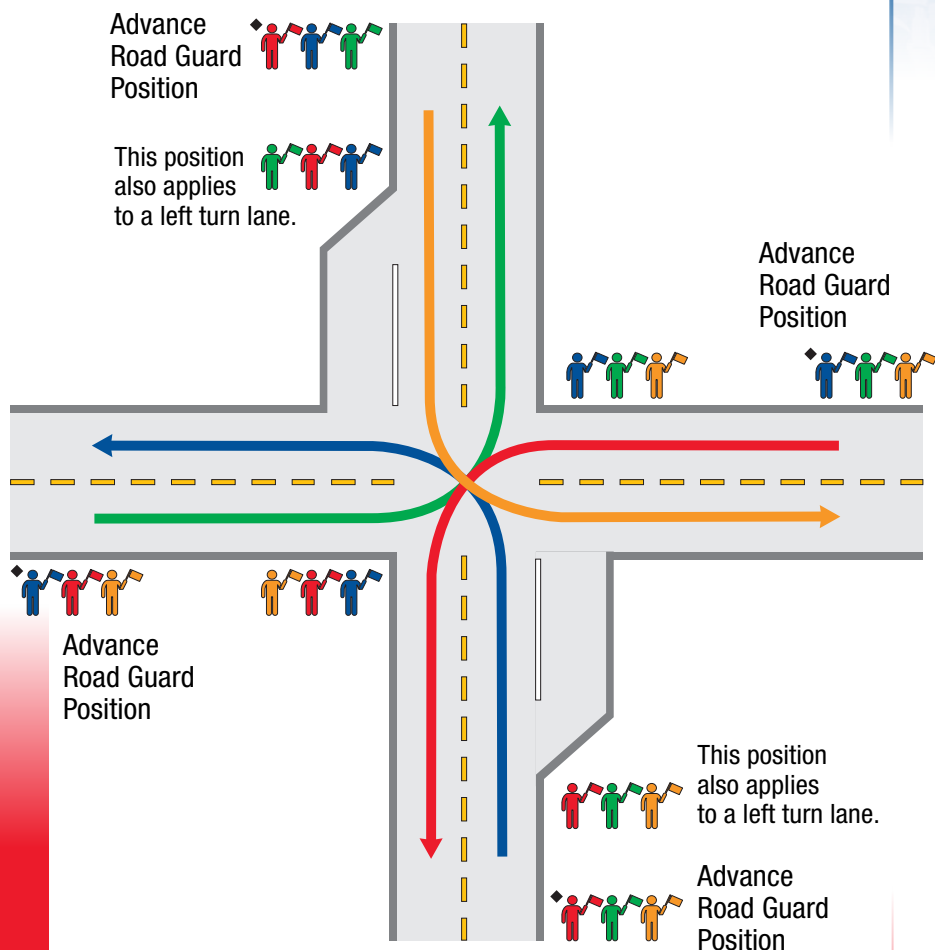
Right turning at a four-way, single lane approach intersection



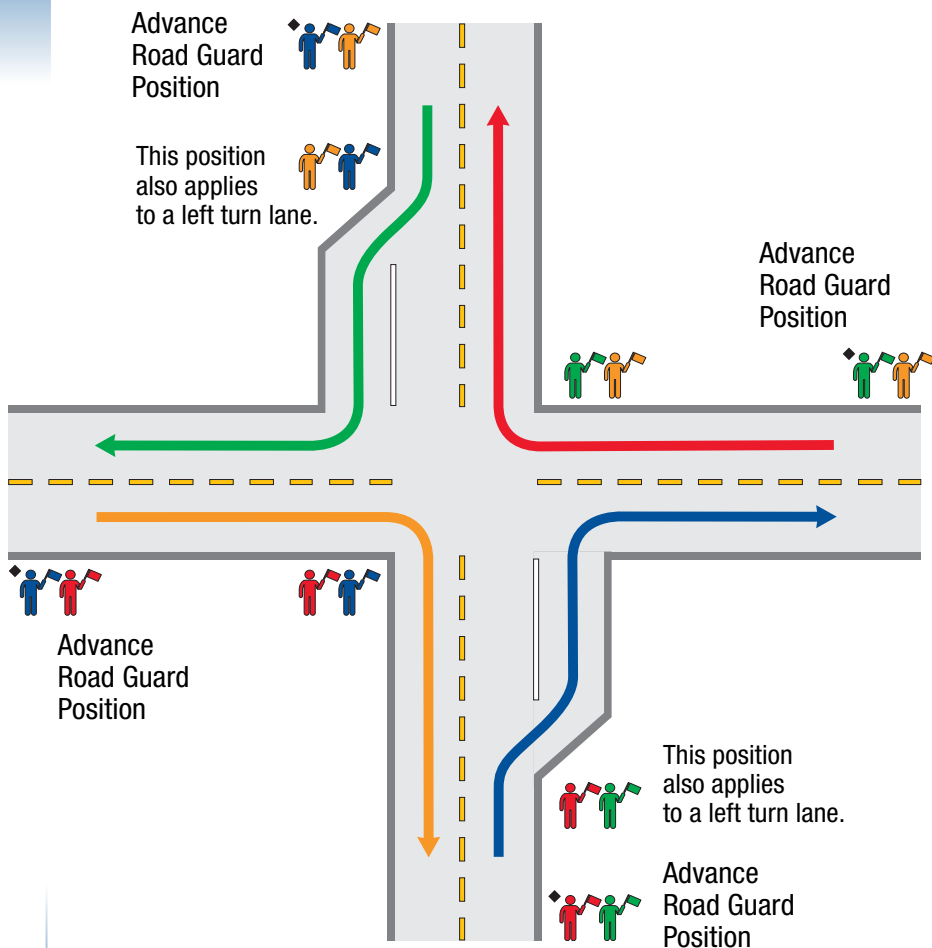
Straight through at a four-way, single lane approach intersection



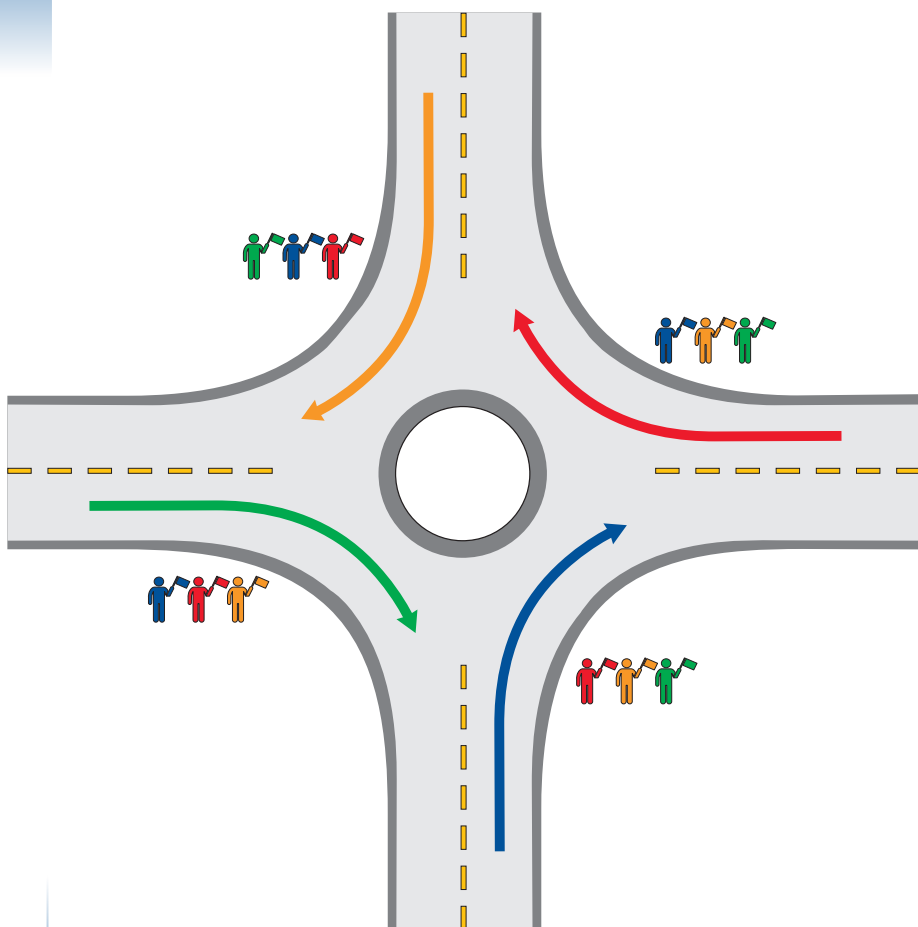
Left turning at a four-way, single lane approach intersection with turn lane(s)



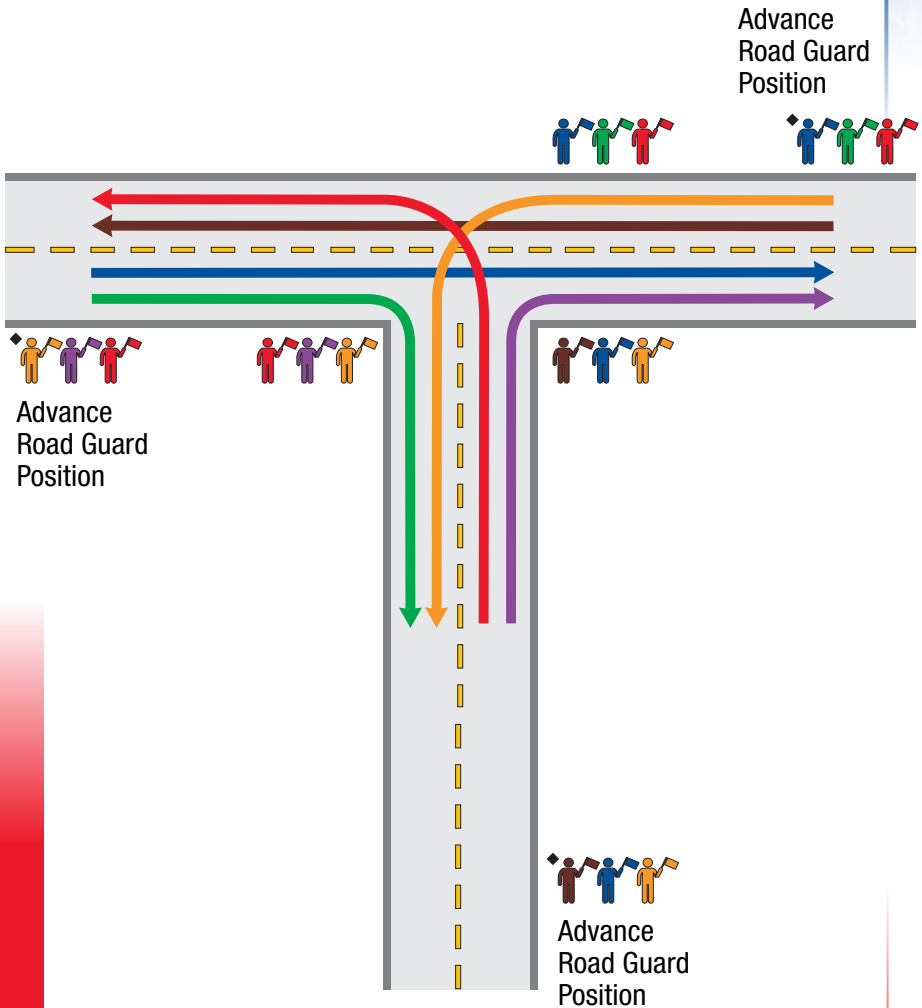
Right turning at a four-way, single lane approach intersection with turn lane(s)



Roundabout intersection



Left turning, right turning and straight through at a single lane approach "T" intersection



CRASH MANAGEMENT

- If a crash occurs during road guard flagging, continue traffic control duties and ask someone to call 911 and report the crash.
- If you have traffic under control and are safely able to contact 911 yourself, then do so.
- The ride should continue moving through the intersection, if possible. When the ride has passed, traffic should be released.
- Primary witnesses, including the road guard stationed at the specific intersection approach where the crash occurred, will need to stay and make a statement to law enforcement.
- Controlling traffic in accordance with the Motorcycle Road Guard Field Guide makes a road guard's actions more defensible if a matter goes to court.

DECISION SIGHT AND ADVANCE WARNING DISTANCES

Decision Sight Distance

Posted Speed (MPH) — Decision Sight Distance (feet)

0–30	550
35–40	700
45–50	900
55	1,200
60–65	1,400

Advance Warning Distance

Posted Speed (MPH) — Advance Warning Distance (feet)

0–30	250
35–40	325
45–50	600
55	750
60–65	1,000

Distance Definitions:

Decision Sight-Distance is the distance traveled during the time required for a driver to detect unexpected information; recognize it; select an appropriate speed and path; and complete the required action safely and efficiently.

Advance Warning Distance is the amount of distance you need to read traffic signs and react appropriately. The advance warning distance will change depending on the posted speed limit.

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