



# **Group Riding/ Road Captain Guidelines**

**Central Midwest**

**HOG 2793**

**Olathe, KS**

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## I. Objectives

The Mission of our Chapter is to Ride & Have Fun. In order to accomplish this everyone needs to be aware of group riding techniques and safety procedures. In addition, the Road Captain plays a critical role in accomplishing this mission by making every effort to assist with the safety of our members and guests on Chapter rides.

As Road Captain, you have two basic objectives:

1. Lead the group to its destination in a well-organized, disciplined, and safe manner.
2. Avoid hazardous situations.

## II. Road Captain/ Sweeps

Anyone can be a Road Captain, however if you choose to lead a ride below are some **suggestions** to make the ride more enjoyable and safe for everyone. It is expressly noted that Road Captains share no responsibility or liability for actions of others that may be deemed irresponsible or occur due to inadequate rider skills. Motorcycling is inherently dangerous and each rider is responsible for his/her own safety. Everyone should “ride their own ride” at all times.

### 1. Road Captain:

- a. Plan the ride, the route and destination, if possible.
- b. Is responsible for ensuring that the HOG release forms are completed and signed for the ride by all non-members.
- c. Is expected to lead a group of riders in a safe manner until the final destination has been reached.
- d. Should execute his or her best judgment in situations not specifically covered in these guidelines.
- e. Assign a Ride Sweep
- f. At the discretion of the Road Captain, he or she may designate and assign additional Road Captains and Sweeps for the ride.
- g. Conduct the pre-ride briefing for all riders.
- h. May change the route as actual road and/or weather conditions dictate, or may cancel the ride when necessary.
- i. Should instruct any rider to ride in a specific position within the group, or to leave the group entirely for reasons of misconduct, disorderly or unsafe riding, or for faulty and unsafe equipment.
- j. Should assure that a first aid kit and basic tool kit is available for the ride.
- k. Ensure that the HOG alcohol policy should be enforced.
  - i. HOG alcohol policy is: No alcohol before or during a ride.
- l. As soon as practical, following an accident/incident, the Road Captain shall notify the Director, Assistant Director or Head Road Captain of the circumstances of

the event. All accidents/ incidents should be relayed to National HOG as soon as possible by the Director, Asst. Director or Head Road Captain.

## **2. Sweep**

- a. Should be observant of any hazardous conditions or conduct, take immediate corrective action as appropriate, and inform the Road Captain at the earliest safe opportunity.
- b. In the event the group becomes split and in the absence of a Road Captain, the Sweep should use his or her best judgment to determine in which position (Lead or Sweep) to ride. Consideration should be given to the experience of the group:
  - i. is someone else available that can assume either position,
  - ii. how safely the Sweep could move into the Lead position,
  - iii. how far apart the two groups are, and
  - iv. how long it would be before they could rejoin the rest of the group.
- c. Should carry a well-stocked first aid kit to the ride (see special note on page 5)
- d. Should carry a well-stocked tool kit to the ride, (see special note on page 5)
- e. Should carry a cell phone or make sure that one is available from another participant in the ride in order to stay in touch with the other Road Captains and to call 911.

## **III. Road Captain/ Sweep Safety Equipment**

### **1. First Aid Kit**

All Road Captains/ Sweeps should carry a well-stocked first aid kit. The Chapter should provide the kit if the Road Captain/ Sweep does not have his own. Kits provided by the Chapter should be signed out to Road Captains/ Sweeps.

### **2. Tool Kit**

Although Road Captains/ Sweeps are not mechanics, all Road Captains/ Sweeps should carry a basic tool kit to assist others who may need to make minor repairs. A recommended tool kit includes the following: assorted hex head wrenches, assorted torx head wrenches, flat head & Phillips screwdrivers, pliers, electrical tape, and zip ties.

### **3. Communication Kit**

Clear and precise communication is critical during the pre-ride briefing as well during any critical incident. The communication kit shall contain, but is not limited to, the following information and documents.

- a. The Pre-Ride checklist and ride evaluation criteria form**
- b. Accident report forms**
- c. Camera**

**d. List of Ride Participants cellular telephone numbers**

**e. The HOG Road Road-Side Assistance Number (888-443-5896)**

#### **4. Mobile Communications**

It is recommended (but not required) that the Road Captain and Sweep be equipped with some type of mobile communication system (ie: CB radio or other) so that constant communication within the group can be maintained.

### **IV. Meeting Place & Time**

The Road Captain/ Sweep should determine the meeting place and time for each ride. Local rides should normally meet and depart from Rawhide Harley Davidson. All of the Road Captains/ Sweeps for each ride should meet at least 30 minutes prior to the ride to discuss ride specifics. Any Chapter member(s) can request rides; however, it is the responsibility of a Road Captain/ Sweep to facilitate and coordinate all aspects of rides.

Local rides with multiple groups going to the same location should use the same route used by the planning Road Captain. The planning Road Captain should establish the appropriate departure times for each group to assure the integrity of the smaller group concept, which is consistent with established safety protocols (written or unwritten).

Out of town overnight trips can have more than one ride plan, which may involve multiple Road Captains/ Sweeps going to the same final destination. Overnight ride meeting locations should be pre-determined by the Road Captain planning the ride. Each Road Captain should lead their group as one ride and should play an integral role with the ride planning and related pertinent information for their ride.

### **V. Pre-ride Briefing**

Prior to each ride, the Road Captain should conduct a briefing for the entire group. During this briefing the Road Captain should review the route to the final destination (end of ride), planned stops as applicable, procedure for return ride (i.e. on your own, organized groups, and routes home if needed) and if necessary, break the riders into groups for safety. Road Captains and Sweeps should be identified during the briefing. The Road Captain should conduct the pre-ride brief utilizing the pre-ride briefing sheet. The briefing should be done as expeditiously as possible. The following talking points should be covered prior to every ride.

## 1. Staggered Riding -

- 1 sec interval minimum between you and the rider in the alternate lane position in front of you
- 2 sec interval minimum between you and the rider directly in front of you
- No crossover to fill the gap of alternating lane positions.
- Trikes should ride in the center of the lane keeping a minimum of 2 seconds between them and the closest bike in front of them.

2. **Stop Signs** - double up, proceed through as pairs and then return to normal staggered formation.

3. **Stop Lights** - stop if the light turns red, regardless of your position in the group. Proceed on green when the way is clear.

4. **Lane Changes** - pass signal back, each rider is ultimately responsible for their own safety. If possible, on multiple lane highways, the Sweep should secure the lane.

5. **Passing traffic** - single up while passing, use your own judgment. The Road Captain in the passing lane indicates no oncoming traffic. Return to your own lane and proper formation as soon as possible. Warning; Passing may only be done where legal to do so!

6. **Blocking** – Lane blocking is not permissible.

## 7. Hand Signals

**Stop** - arm extended straight down, palm facing back



**Single File** - arm and index finger extended straight up



**Double File** - arm with index and middle finger extended straight up



**Slow Down** - arm extended straight out, palm facing down



**Speed Up** - arm extended straight out, palm facing up



**Hazard in Roadway** - on the right, point with right foot; on the left, point with left hand



**Pull Off** - arm positioned as for right turn, forearm swung toward shoulder



**Fuel** - arm out to side pointing to tank with finger extended



## 8. Accident or Breakdown Procedure

### The Sweep

The Sweep, along with a witness, should stop to assess the situation and/or:

- 1) Ensure all other riders continue with the planned route,
- 2) Direct traffic away from incident/accident and administer first aid to any injured parties, if necessary.
- 3) Call 911 if necessary,
- 4) Remain with the disabled vehicle to provide any needed assistance as long as necessary, and
- 5) You may be asked to coordinate the transport of the vehicle to a repair facility and assist the rider with necessary transportation if able.

### The Road Captain

- 1) Should continue to either the next planned stop, or to a safe location that should accommodate the remainder of the group.
- 2) Contact the Sweep and obtain the information regarding the accident/breakdown.
- 3) Determine what action to take after discussing the situation over with the Sweep.

## VI. Riding Formations

The basic formation for Chapter rides is normally the staggered formation. Environmental conditions should dictate when the Road Captain places the group in a single file formation.

Environmental considerations may include, but are not limited to:

- 1) Road width
- 2) Presence of frequent or tight curves (the twisties)
- 3) Road conditions (construction, sand or gravel, potholes, etc.)
- 4) Weather

## VII. Hand Signals *(see Section V-6)*

Hand signals should be used to maneuver the group, change formation or point out hazards.

Hand signals should be given in a timely manner. Not so early that they are meaningless, and not so late that they become unnecessary.

Normally, the Road Captain should initiate all hand signals with the exception of pointing out hazards. Any rider in the group, in any position, upon becoming aware of a hazard, should point out the hazard to all riders that follow.

When the Road Captain issues a hand signal, he or she shall hold the hand signal for sufficient time to alert the riders behind the Road Captain of an important

instruction/notification. Each subsequent rider should maintain the hand signal until the rider behind acknowledges receipt by also performing the hand signal. The Sweep should perform the hand signal to acknowledge receipt to the rider in front of the Sweep.

***CAUTION: DO NOT MAINTAIN OR PERFORM ANY HAND SIGNAL IF SAFETY REQUIRES TWO HANDS ON YOUR HANDLEBARS***

### **VIII. Road Captain Candidates**

- 1) Anyone can become a Road Captain/Sweep.
- 2) It is suggested that the candidate attend Group Rider Orientation and Road Captain Training administered by the Head Road Captain or Senior Road Captains and/or Safety Officer first.



# Road Captain Pre Ride Check List

## **Sign up sheet**

- Check that everyone has completely filled in information
- Note Road Captain or Captains and all Sweeps on form.

## **Waiver Sheets**

- Check that everyone has signed a waiver (riders & passengers)

## **Accident reports**

- Check for copy of form to be present on all rides.

## **List of cell numbers for Captain and Sweeps**

- Make available a list of cell phone #'s to each rider, upon request.

## **Maps of route (road conditions)**

- Go over route to be covered and any road hazards that may occur.

## **Ride level of ride (all riders are skilled for the level)**

- State level of ride, makes sure everyone is comfortable, and divides into two groups if needed.

## **Stops on ride and where ride is to end**

- Announce any stops along ride and where it should end. Assist anyone needing help in returning.
- Ask if anyone needs more frequent stops than planned stops?

## **Roadside Assistance (888-443-5896)**

- Furnish number for those that have Road Side Assistance

## **First Aid Kit, Tool Kit, Cameras**

- Check for riders that have First Aid Kits, Tool Kits, Cameras, if none available, Road Captain needs to check out chapter Kits & return after the event

## **Hand signals (pass signals back)**

- Go over all hand signals to be used and make sure that they are passed back.

# Ride Tally Sheet

Ride Type: Open Closed (Circle one)

Ride Name: \_\_\_\_\_

Road Captain: \_\_\_\_\_

Sweep: \_\_\_\_\_



Date: \_\_\_\_\_

Mileage: \_\_\_\_\_

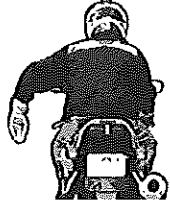
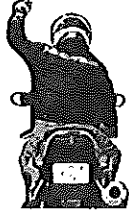
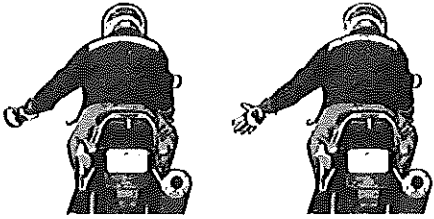
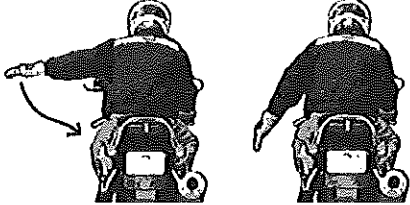
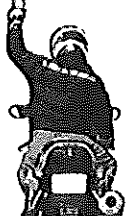

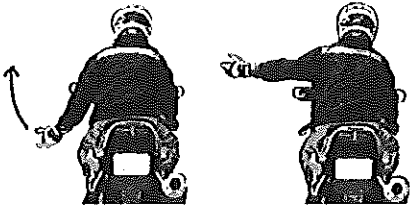
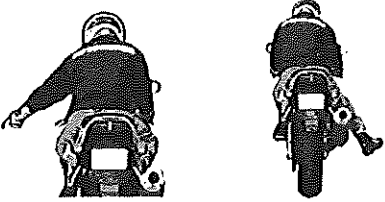

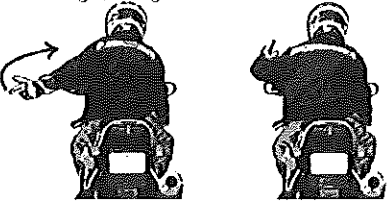
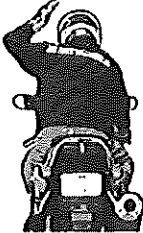
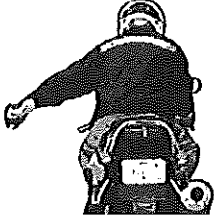
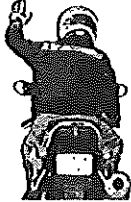
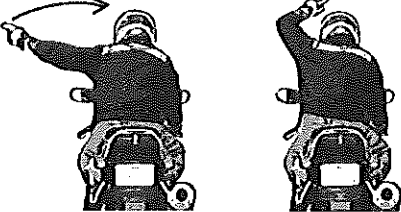
First Aid Kit: #1: \_\_\_\_\_

First Aid Kit: # 2: \_\_\_\_\_

Participants Name	Signature	Email	Emergency Contact	Emergency Contact Number	Guest
1					
2					
3					
4					
5					
6					
7					
8					
9					
10					
11					
12					
13					
14					
15					
16					

<b>Participants Name</b>	<b>Signature</b>	<b>Email</b>	<b>Emergency Contact</b>	<b>Emergency Contact Number</b>	<b>Guest</b>
17					
18					
19					
20					
21					
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## MSF's Guide to Group Riding: Hand Signals

<p><b>Stop</b> - arm extended straight down, palm facing back</p> 	<p><b>Single File</b> - arm and index finger extended straight up</p> 	<p><b>Turn Signal On</b> - open and close hand with fingers and thumb extended</p> 
<p><b>Slow Down</b> - arm extended straight out, palm facing down</p> 	<p><b>Double File</b> - arm with index and middle finger extended straight up</p> 	<p><b>Fuel</b> - arm out to side pointing to tank with finger extended</p> 
<p><b>Speed Up</b> - arm extended straight out, palm facing up</p> 	<p><b>Hazard in Roadway</b> - on the right, point with right foot; on the left, point with left hand</p> 	<p><b>Refreshment Stop</b> - fingers closed, thumb to mouth</p> 
<p><b>You Lead/Come</b> - arm extended upward 45 degrees, palm forward pointing with index finger, swing in arc from back to front</p> 	<p><b>Highbeam</b> - tap on top of helmet with open palm down</p> 	<p><b>Comfort Stop</b> - forearm extended, fist clenched with short up and down motion</p> 
<p><b>Follow Me</b> - arm extended straight up from shoulder, palm forward</p> 	<p><b>Pull Off</b> - arm positioned as for right turn, forearm swung toward shoulder</p> 	



# CHAPTER EVENT RELEASE FORM FOR ADULTS

Name of **EVENT(S)**: \_\_\_\_\_ Date: \_\_\_\_\_

Location: \_\_\_\_\_

The undersigned (on my own behalf and on behalf of my heirs, personal representatives, successors and assigns), for and in consideration of the opportunity to participate in a "Ride," "Poker Run," "Rally," "Field Meet" or "Activity" (hereinafter, **EVENT(S)**) sponsored and/or conducted by Harley-Davidson, Inc., Harley-Davidson Motor Company, the Harley Owners Group®, authorized Harley-Davidson Dealer(s) and/or local H.O.G.® chartered Chapter(s) and their respective officers, directors, employees and agents (hereinafter, the "**RELEASED PARTIES**") releases and holds harmless the "**RELEASED PARTIES**" from any and all claims and demands, rights and causes of action of any kind whatsoever which I now have or later may have against the "**RELEASED PARTIES**" in any way resulting from, arising out of, or in connection with the performance of their Chapter duties and my participation in any said **EVENT(S)**.

This Release extends to any and all claims I have or later may have against the "**RELEASED PARTIES**" resulting from or arising out of their performance of their Chapter duties whether or not such claims result from negligence (except willful neglect) on the part of any or all of the "**RELEASED PARTIES**" with respect to the **EVENT(S)** or with respect to the conditions, qualifications, instructions, rules or procedures under which the **EVENT(S)** are conducted or from any other cause. I UNDERSTAND THAT THIS MEANS THAT I AGREE NOT TO SUE ANY OR ALL OF THE "**RELEASED PARTIES**" FOR ANY INJURY RESULTING TO MYSELF OR MY PROPERTY ARISING FROM, OR IN CONNECTION WITH THE PERFORMANCE OF THEIR CHAPTER DUTIES IN SPONSORING, PLANNING OR CONDUCTING THE EVENTS.

I am experienced in and familiar with the operation of motorcycles and fully understand the risks and dangers inherent in motorcycling. I am voluntarily participating in the **EVENT(S)** and I expressly agree to assume the entire risk of any accidents or personal injury, including death, which I might sustain to my person and property as a result of my participation in the events, and any negligence (except willful neglect) on the part of any or all of the "**RELEASED PARTIES**" in performing their chapter duties.

### WAIVER OF RIGHTS UNDER STATE STATUTES

I further agree to waive all benefits flowing from any state statute which would negate or limit the scope of this release and Indemnification Agreement, including but not limited to Section 1542 of the California Civil Code which provides:

"A general release does not extend to the claims which the creditor does not know or suspect to exist in his favor at the time of executing this release, which if known to him must have materially affected his settlement with the debtor."

By signing this Release, I certify that I have read this Release and fully understand it and that I am not relying on any statements or representations made by the "**RELEASED PARTIES.**"

### THIS IS A RELEASE – READ BEFORE SIGNING

**Rider**

**Passenger**

Signature: \_\_\_\_\_

Signature: \_\_\_\_\_

Print Name: \_\_\_\_\_

Print Name: \_\_\_\_\_

Address: \_\_\_\_\_

Address: \_\_\_\_\_

City/State/Zip: \_\_\_\_\_

City/State/Zip: \_\_\_\_\_

Date: \_\_\_\_\_

Date: \_\_\_\_\_



# CHAPTER EVENT RELEASE FORM FOR MINORS

Chapter Name: \_\_\_\_\_ Date: \_\_\_\_\_

Event Name/Location: \_\_\_\_\_

In consideration of my minor child ("the **Minor**") being permitted to participate in a "Ride," "Poker Run," "Rally," "Field Meet" or "Activity" (hereinafter, **EVENT(S)**) sponsored and/or conducted by Harley-Davidson, Inc., Harley-Davidson Motor Company, the Harley Owners Group®, authorized Harley-Davidson Dealer(s) and/or local H.O.G.® chartered Chapter(s) and their respective officers, directors, employees and agents (hereinafter, the "**RELEASED PARTIES**") I agree as follows:

1. I know the nature of the **EVENT(S)** and the **Minor's** experience and capabilities, and believe the Minor to be qualified to participate, in the **EVENT(S)** or enter into restricted areas where the **EVENT(S)** are conducted. IF I OR THE **MINOR** BELIEVE ANYTHING IS UNSAFE, I WILL INSTRUCT THE **MINOR** TO IMMEDIATELY CEASE OR REFUSE TO PARTICIPATE FURTHER IN THE **EVENT(S)** AND/OR LEAVE THE RESTRICTED AREA.

2. I FULLY UNDERSTAND and will instruct the **Minor** that: (a) THE ACTIVITIES OF THE **EVENT(S)** MAY BE DANGEROUS and participation in the **EVENT(S)** and/or entry into Restricted Areas may involve RISKS AND DANGERS OF SERIOUS BODILY INJURY, INCLUDING PERMANENT DISABILITY, PARALYSIS AND DEATH ("RISKS"); (b) these Risks and dangers may be caused by the **Minor's** own actions or inactions, the actions or inactions of others participating in the **EVENT(S)**, the rules of the **EVENT(S)**, the condition and layout of the premises and equipment, or THE NEGLIGENCE OF THE "**RELEASED PARTIES**" in performing their Chapter duties; (c) there may be OTHER RISKS NOT KNOWN TO ME or that are not readily foreseeable at this time; (d) THE SOCIAL AND ECONOMIC LOSSES and/or damages that could result from those Risks COULD BE SEVERE AND COULD PERMANENTLY CHANGE THE **MINOR'S** FUTURE.

3. I consent to the **Minor's** participation in the **EVENT(S)** and/or entry into restricted areas and HEREBY ACCEPT AND ASSUME ALL SUCH RISKS, KNOWN AND UNKNOWN, AND ASSUME ALL RESPONSIBILITY FOR THE LOSSES, COSTS AND OR DAMAGES FOLLOWING SUCH INJURY, DISABILITY, PARALYSIS OR DEATH, EVEN IF CAUSED, IN WHOLE OR IN PART, BY THE NEGLIGENCE OF THE "**RELEASED PARTIES**" IN PERFORMING THEIR CHAPTER DUTIES.

4. I HEREBY RELEASE, DISCHARGE AND COVENANT NOT TO SUE the "**RELEASED PARTIES**" sponsors, advertisers, owners and lessors of the premises used to conduct the **EVENT(S)**, FROM ALL LIABILITY TO ME, THE **MINOR**, my and the Minor's personal representatives, assigns, heirs, and next of kin FOR ANY AND ALL CLAIMS, DEMANDS, LOSSES, OR DAMAGES ON ACCOUNT OF ANY INJURY, including, but not limited to, death or damage to property, CAUSED OR ALLEGED TO BE CAUSED IN WHOLE OR IN PART BY THE NEGLIGENCE OF THE "**RELEASED PARTIES**" in performing their Chapter duties.

5. If, despite, this **release**, I, the **Minor** or anyone on the **Minor's** behalf makes a claim against any of the "**RELEASED PARTIES**" named above, I AGREE TO INDEMNIFY AND SAVE AND HOLD HARMLESS THE "**RELEASED PARTIES**" and each of them from ANY LITIGATION EXPENSES, ATTORNEY FEES, LOSS, LIABILITY, DAMAGE, OR COST THEY MAY INCUR DUE TO THE CLAIM MADE AGAINST ANY OF THE "**RELEASED PARTIES**" NAMED ABOVE, ASSERTING NEGLIGENCE ON THE PART OF THE "**RELEASED PARTIES**" in performing their Chapter duties.

6. I sign this agreement on my own behalf and on behalf of the **Minor**.

I HAVE READ THIS PARENTAL CONSENT, RELEASE AND WAIVER OF LIABILITY, ASSUMPTION OF RISK, AND INDEMNITY AGREEMENT, UNDERSTAND THAT BY SIGNING IT I GIVE UP SUBSTANTIAL RIGHTS I AND/OR THE **MINOR** WOULD OTHERWISE HAVE TO RECOVER DAMAGES FOR LOSSES OCCASIONED BY THE "**RELEASED PARTIES**" FAULT, AND SIGN IT VOLUNTARILY AND WITHOUT INDUCEMENT.

Child's Name (printed): \_\_\_\_\_

\_\_\_\_\_  
(Signature of Parent or Guardian)

\_\_\_\_\_  
(Printed Name of Parent or Guardian)



# MINOR'S ASSUMPTION OF RISK ACKNOWLEDGMENT

Name of Event: \_\_\_\_\_ Date: \_\_\_\_\_

Location: \_\_\_\_\_

I have obtained my parent's consent to participate in the **ACTIVITIES** conducted over the course of the above **EVENT(S)** and/or enter into restricted areas. I understand that I am assuming all of the risks of personal injury which might occur during the **EVENT ACTIVITIES** and I state the following:

1. Both my parents and I believe I am qualified to participate in the **EVENT ACTIVITIES** and/or enter into restricted areas established in connection with the **EVENT ACTIVITIES**. I will inspect the area and equipment and if, at any time, I feel anything to be unsafe, I will immediately leave and refuse to participate further in the **EVENT ACTIVITIES**.
2. I understand that the **EVENT ACTIVITIES** MAY BE VERY DANGEROUS AND INVOLVE RISKS AND DANGERS OF MY BEING SERIOUSLY INJURED OR HURT, MY BEING PARALYZED OR KILLED.
3. I know that these risks and dangers may be caused by my own actions or inaction, the action or inaction of others participating in the **EVENT ACTIVITIES**, the rules of the **EVENT ACTIVITIES**, the condition and layout of the premises and equipment, or the negligence of others, including those persons responsible for conducting the **EVENT ACTIVITIES**.

I HAVE READ THE ABOVE ASSUMPTION OF RISK ACKNOWLEDGMENT, UNDERSTAND WHAT I HAVE READ, AND SIGN IT VOLUNTARILY.

\_\_\_\_\_  
(Signature of Minor Participant)

\_\_\_\_\_  
(Date)

\_\_\_\_\_  
(Printed Name of Minor Participant)

\_\_\_\_\_  
(Age)



# INJURY REPORT FORM

Mail or fax completed form to:  
**Harley-Davidson Insurance**  
222 W. Adams, Suite 2000  
Chicago, IL 60606-5312

**FAX:** 800-699-2142 • **PHONE:** 888-690-5600 • **EMAIL:** *dealershipinsurance@hdfsi.com*

Chapter Name: \_\_\_\_\_ Chapter #: \_\_\_\_\_

Reporting Chapter Officer Name: \_\_\_\_\_ Home Phone: \_\_\_\_\_

Mailing Address: \_\_\_\_\_ Work Phone: \_\_\_\_\_

\_\_\_\_\_ Best time to call: \_\_\_\_\_

E-mail Address: \_\_\_\_\_

Chapter Insurance Certificate #: \_\_\_\_\_ Date of Injury: \_\_\_\_\_

Place of Injury: \_\_\_\_\_

Name, address, ages of person(s) injured: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Names, addresses, telephone numbers of persons who saw incident. Attach extra sheets if necessary.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

When, where, how injury occurred. Attach a separate sheet if necessary. \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Type of injury. Check appropriate boxes.

Fatal	Head	Neck	Back/Spine	Arms	Legs	Internal Injuries	Amputation	Other
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Name, address, phone number of person(s) having pictures of accident scene: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

Name, address, phone number of responding police department and complaint #: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

**ATTACH A PHOTOCOPY OF EACH INJURED PERSON'S SIGNED RELEASE FORM (REQUIRED).**  
**ATTACH THE POLICE REPORT IF AVAILABLE. ONLY POLICE SHOULD TAKE WITNESS REPORTS.**