



REPLY TO
ATTENTION OF

DEPARTMENT OF THE ARMY
HEADQUARTERS UNITED STATES ARMY MANEUVER CENTER OF EXCELLENCE
1 KARKER STREET
FORT BENNING, GEORGIA 31905-5000

Policy Memorandum 385-10-7

18 OCT 2012

IMBE-SO (385)

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Maneuver Center of Excellence (MCoE) Motorcycle Safety Policy

1. REFERENCES:

- a. AR 385-10, The Army Safety Program, RAR, 4 October 2011.
- b. Department of Defense Instruction 6055.4, Army Traffic Safety, 2 April 2010.
- c. TRADOC Regulation 385-2, Training and Doctrine Command Safety Program, 23 January 2009.

2. PURPOSE: This policy establishes the standards, concept, and implementation of the Maneuver Center of Excellence and Fort Benning Motorcycle Safety Program to promote and foster an environment of safe motorcycle riding for riders both on and off duty.

3. POLICY:

a. Army-wide motorcycle accidents continue to be a leading cause of Soldier fatalities and serious injuries. Motorcycle accidents continually contribute to indiscipline, overconfidence, and aggressive speed as top factors in our past accident history. Our current concerns over motorcycle operation will require the personal involvement of Leaders at all levels. Training, Leader involvement, enforcement of standards, and Leader and Soldier mentorship, along with the integration of composite risk management, will be the driving force behind the MCoE Motorcycle Safety Program. This policy will integrate the Progressive Motorcycle Program and applies to all military personnel assigned to or under the operational control of the MCoE and Fort Benning, GA, who own and/or operate a motorcycle on or off duty and on or off post. Civilian personnel or contracted laborers that are properly licensed to ride a motorcycle will not be required to receive service-sponsored training, or to prove that they have taken other motorcycle training to operate a motorcycle on a DoD installation.

b. Concept of Operations: Reducing the number of accidents requires the dedicated support of every Commander, Leader and Soldier. This policy includes mandatory training, Leader mentorship, and the reinforcement of Soldier's personal responsibility to ride safely. Training is free for active duty, National Guard, and Reservist personnel. National Guard and Reservists must have official orders or a letter from their command to participate.

(1) Mandatory Training: Mandatory motorcycle training consists of the Basic Rider Course (BRC), Basic Rider Course 2/Experienced Rider Course (BRC2/ERC), Motorcycle

Sports Rider Course (MSRC), and Motorcycle Refresher Training (MRT). Training can be scheduled on-line at <https://apps.imcom.army.mil/AIRS/default.aspx>.

(a) BRC: All service member motorcycle riders must complete this course prior to operating the motorcycle on or off post. Upon completion of the course, the rider is permitted to ride on post as long as they have an MCoE Motorcycle Contract signed by the rider and Company Commander/1SG. Upon successful completion of the BRC, the rider can obtain the one-year MCoE Motorcycle Operators Badge (MOB) for access onto Fort Benning.

(b) BRC2/ERC: Within 12 months of completing the BRC, military non-sport bike motorcycle riders will complete the BRC2/ERC. Upon successful completion of the BRC2/ERC, the rider can obtain the three-year MCoE Motorcycle Operators Badge (MOB) for access onto Fort Benning. Riders will attend the training with their Privately Owned Motorcycle (POM). Operators will then have three years until they have to take the BRC2/ERC to comply with the Progressive Motorcycle Program stated in reference 1.a.

(c) MSRC: Within 12 months of completing the BRC, military sport bike motorcycle riders will complete the MSRC. Upon successful completion of the MSRC, the rider can obtain the three-year MCoE MOB for installation access. Riders will attend the training with their POM. Operators will then have three years until they have to take the MSRC to comply with the Progressive Motorcycle Program stated in reference 1.a.

(d) MRT: Prior to operation, all redeployed soldiers (180 days or greater deployment) will complete Motorcycle Refresher Training with their unit motorcycle mentor. Riders will attend with their own privately owned motorcycle.

c. MCoE Motorcycle Operator badge is for ease of access onto the installation. It is not mandated but is regarded as a Best Practice by TRADOC.

(1) Upon completion of the BRC, Soldiers can make an appointment with the MCoE Safety Office to obtain a MCoE motorcycle operators badge. The MCoE MOB will expire one year after the BRC has been completed. This will coincide with the Progressive Motorcycle Program in reference 1.a.

(2) Upon completion of the BRC2/ERC and or MSRC, Soldiers can make an appointment with the MCoE Safety Office to obtain a MCoE Motorcycle Operator badge. The MCoE Motorcycle Operator badge will expire three years after the BRC2/MSRC was completed. This will coincide with the Progressive Motorcycle Program in reference 1.a.

d. Commanders/Leaders:

(1) Identify all unit motorcycle riders and ensure face-to-face counseling between first-line supervisors and Soldiers who ride (Encl 4).

(2) Support and promote unit level motorcycle safety activities that reinforce positive training, mentorship, and riding within regulatory limits.

(3) Establish an incentive awards program as part of the mentorship program for accident-free riders.

(4) Establish brigade and battalion Motorcycle Mentorship Programs as part of their Safety Standard Operating Procedures. The program will be evaluated as part of the Staff Inspection Program.

(5) Ensure all Soldiers have completed a Motorcycle Safety Foundation rider's course operator inspection checklist (Encl 1), and have a signed motorcycle agreement on file.

(6) Mentors will be in grade E-6 or above, be an experienced rider (five years or more), and are in good rider standing. Mentor should be a mature rider and designated on appointment orders by a Company Commander or higher.

(7) Commanders will educate all riders and non-riders on motorcycle awareness, as part of the privately owned vehicle and privately owned motorcycle prevention program.

e. Motorcycle Mentors:

(1) Foster positive conduct and behavior of all motorcycle riders and serve as an integral part of the Commander's accident prevention program by implementing a Motorcycle Mentorship Program.

(2) Promote awareness, education, and training of all riders without regard to experience level.

(3) Mentors will ensure each rider has an individual file containing the following items:

(a) Copy of valid state driver's license and insurance.

(b) Copy of approved Motorcycle Safety Foundation card.

(c) Motorcycle Safety Inspection Checklist, updated quarterly, and prior to holiday weekends and leave (Encl 1).

(d) Signed copy of the MCoE Motorcycle Operators Agreement (Encl 2).

f. Service Member Motorcycle Riders Responsibilities:

(1) Maintain a valid state driver's license with a motorcycle endorsement to operate a motorcycle and a valid insurance card meeting state minimum insurance requirements.

(2) Complete a Department of the Army approved motorcycle safety foundation course and carry the issued Motorcycle Safety Foundation card when operating the motorcycle.

(3) Complete a Director of Emergency Services (DES) driver's history record information background check waiver, with attached driving history record, signed and stamped by DES. (Encl 3). This is a onetime requirement.

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(4) Operators and passengers must wear the following personal protective equipment when operating a motorcycle on or off post. On post, passengers must be 13 years or older to ride on the back of a motorcycle.

(a) Properly fastened, Department of Transportation approved helmet, Federal Motor Vehicle Safety Standard No. 218 certified helmet, or Snell Standard M2005 helmet.

(b) Proper eye protection (shatter resistant glasses, goggles, or face shield). Eyewear must meet or exceed ANSI Safety Code Z87.1.

(c) Leather boots or sturdy over-the-ankle shoes. The Army Combat Uniform canvas boots are acceptable. High-top basketball shoes are not acceptable.

(d) Long-sleeved shirts, jackets, and full-fingered gloves.

(e) Motorcycle jackets and pants constructed of abrasion-resistant materials such as leather, Kevlar®, or Cordura® and containing impact-absorbing padding are strongly encouraged.

(f) Operators and passengers are strongly encouraged to wear reflective or brightly colored outer garment (vest, shirt, or jacket).

(g) If a Soldier wears a vest, the vest will not have patches/insignias other than military specific.

g. Civilians, contractors, dependants, retirees, and visitors will comply with paragraph f. (1) and f. (4) (a-f). Minimum requirements for installation access are a driver's license or civilian/military identification card.

h. Directorate of Emergency Services:

(1) Enforce the provisions of this policy for Soldiers who are found to be in violation. They may be detained at the access control point and released to unit personnel. Their motorcycle may be impounded if found operating on the installation illegally.

(2) Access control point (ACP) guards will ensure standardization and enforcement of this policy at all ACPs.

(3) Process the Director of Emergency Services (DES) driver's history record information background check waiver, with attached driving history record, signed and stamped (Encl 3). This is a onetime requirement.

i. MCoE Safety Office will:

(1) Oversee the Army Traffic Safety Training Program contract provided by Cape Fox, who implements the training program for the Army.

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(2) Ensure Soldiers are attending and completing the Motorcycle Safety Foundation rider's courses and assist with contractor issues.

(3) Verify and check the unit's motorcycle safety training program during the Staff Inspection Program inspections.

(4) Issue MCoE Motorcycle Operator badges to military motorcycle riders. Expiration dates on the MCoE Motorcycle Operator badges will be 1 year after the motorcycle rider completes the BRC and 3 years after the motorcycle rider completes the BRC2/ERC or MSRC.

4. SUPERSESSION: This policy memorandum supersedes MCoE Policy Memorandum 385-10-5, 25 April 2011, MCoE Motorcycle Safety Policy and Implementation Plan, and all other motorcycle policies prior to the date of this Policy Memorandum.

5. PROPONENT: MCoE Safety Office, Jill E. Carlson, 706-545-3268, e-mail jill.e.carlson.civ@mail.mil

FOR THE COMMANDER:



ROBERT E. CHOPPA
Colonel, Infantry
Chief of Staff

4 Encls

1. Motorcycle Inspection Checklist
2. Operators Agreement
3. NCIC Background Sheet
4. Commanders Memo



Motorcycle / Moped / Scooter Rider Inspection Checklist

SECTION 1 - Personal Data			Page 1 of 2	
Name:		Rank:	Unit:	
Motorcycle Operators License: YES ____ NO ____ State and Expiration date:		Motorcycle Safety Course: YES ____ NO ____ Course Date/Card Number:		
SECTION 2 - Vehicle Information				
Post Decal Number:		License Plate Number (State and Expiration Date):		
Make	Model	Color	Year	
SECTION 3 - Insurance Coverage				
Insurance Company		Expiration Date		
SECTION 4 - Vehicle Inspections				
T-CLOCS ITEM	WHAT TO CHECK	WHAT TO LOOK FOR	CHECK-OFF	
T-TIRES AND WHEELS				
Tires	Condition	Tread depth, wear, weathering, evenly seated, bulges, embedded objects	Front	Rear
	Air Pressure	Check when cold, adjust to load.	Front	Rear
Wheels	Spokes	Bent, broken, missing, tension, check at top of wheel: "ring" = OK- "thud" = loose spoke	Front	Rear
	Cast	Cracks, dents	Front	Rear
	Rims	Out of round>true=5mm. Spin wheel, index against stationary pointer.	Front	Rear
	Bearings	Grab top and bottom of tire and flex. No free play (click) between hub and axle, no growl when spinning.	Front	Rear
	Seals	Cracked, cut or torn, excessive grease on outside, reddish-brown around outside.	Front	Rear
C-CONTROLS				
Levers and Pedal	Condition	Broken, bent, cracked, mounts tight, ball ends on handlebars levers, proper adjustment		
	Pivots	Lubricated		
Cables	Condition	Fraying, kinks, lubrication: ends and interior		
	Routing	No interference or pulling at steering head, suspension, no sharp angles, wire supports in place.		
Hoses	Condition	Cuts, cracks, leaks, bugles, chafing, deterioration.		
	Routing	No interference or pulling at steering head, suspension, no sharp angles, hose supports in place.		
Throttle	Operation	Moves freely, snaps closed, no revving when handlebars are turned.		
L-LIGHTS				
Battery	Condition	Terminals: clean and tight, electrolyte level, held down securely.		
	Vent Tube	Not kinked, routed properly, not plugged.		
Headlamps	Condition	Cracks, reflector, mounting and adjustment systems.		
	Aim	Height and right/left.		
	Operation	Hi beam/low beam operation.		
Tail lamp/brake lamp	Condition	Cracks, clean and tight.		
	Operation	Activates upon front brake/rear brake application.		
Turn Signals	Operation	Flashes correctly.	Front Left	Front Right
			Rear Left	Rear Right
Mirrors	Condition	Cracks, clean, tight mounts and swivel joints.		
	Aim	Adjust when seated on bike.		

Any fault or failure to meet the standard results is a "NO GO" for the entire vehicle.

ENCL 1

L-LIGHTS (continued)					
Lenses & Reflectors	Condition	Cracked, broken, securely mounted, excessive condensation.			
Wiring	Condition	Fraying, chafing, insulation			
	Routing	Pinched no interference or pulling at steering head or suspension, wire looms and ties in place, connectors tight, clean.			
O-OIL					
Levels	Engine Oil	Check warm on center stand on level ground, dipstick, sight glass.			
	Hypoid gear Oil, Shaft Drive	Transmission, rear drive, shaft.			
	Hydraulic Fluid	Brakes, clutch, reservoir or sight glass.			
	Coolant	Reservoir and/or coolant recovery tank - check only when cool.			
	Fuel	Tank or gauge.			
Leaks	Engine Oil	Gaskets, housings, seals.			
	Hypoid gear Oil, Shaft Drive	Gaskets, seals, breathers.			
	Hydraulic Fluid	Hoses, master cylinders, calipers.			
	Coolant	Radiator, hoses, tanks, fittings, pipes.			
	Fuel	Lines, fuel valve, carbs.			
C-CHASSIS					
Frame	Condition	Cracks at gussets, accessory mounts, look for paint lifting.			
	Steering-Head Bearings	No detent or tight spots through full travel, raise front wheel, check for play by pulling/pushing forks.			
	Swing Arm, Bushings/Bearings	Raise rear wheel, check for play by pushing/pulling swing arm.			
Suspension	Front Forks	Smooth travel, equal air pressure/damping, anti-dive settings.	Left	Right	
	Rear Shock(s)	Smooth travel, equal pre-load/air pressure/damping settings, linkage moves freely and is lubricated.	Left	Right	
Chain or Belt	Tension	Check at Tightest Point			
	Lubrication	Side plates when hot. <i>NOTE: Do not lubricate belts.</i>			
	Sprockets	Teeth not hooked, securely mounted			
Fasteners	Threaded	Tight, missing bolts, nuts.			
	Clips	Broken, missing.			
	Cotter Pins	Broken, missing.			
S-STANDS					
Center Stand	Condition	Cracks, bent.			
	Retention	Springs in place, tension to hold position.			
Side Stand	Condition	Cracks, bent (safety cut-out switch or pad equipped).			
	Retention	Springs in place, tension to hold position.			
Comments/Faults/Signature:			Go / No Go	Date:	
Comments/Faults/Signature:			Go / No Go	Date:	
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Comments/Faults/Signature:			Go / No Go	Date:	
Comments/Faults/Signature:			Go / No Go	Date:	
Comments/Faults/Signature:			Go / No Go	Date:	

Any fault or failure to meet the standard results is a "NO GO" for the entire vehicle.



REPLY TO
ATTENTION OF

MCoE Motorcycle Operator's Contract

DEPARTMENT OF THE ARMY
HEADQUARTERS UNITED STATES ARMY INFANTRY SCHOOL
1 KARKER STREET
FORT BENNING, GEORGIA 31905-5000

1. I am a Soldier in the U.S. Army or military service member from another service or country assigned to a TRADOC organization. I have identified myself as a potential motorcycle rider (current or future). I understand my responsibility as an operator of a motorcycle to ride in a safe manner and IAW the provisions of local laws, DOD and Army regulations, directives, and local policies.
2. I understand that before I operate a motorcycle (either street or off-road) on or off a DOD installation and on or off duty, I will be appropriately licensed (except when not required by the Status of Forces Agreement or local laws), will successfully complete a Motorcycle Safety Foundation (or a Motorcycle Safety Foundation based state approved) course, and comply with the PPE requirements stated in paragraph 3.
3. As an operator of a government and/or privately owned motorcycle (either street or off-road versions) I understand that all motorcycle safety equipment will be fully operational and the headlight turned on at all times (when equipped). Whenever I operate a motorcycle, I will wear the appropriate PPE. I am aware the **minimum PPE requirements** are: a U.S. Department of Transportation approved helmet properly fastened under the chin (even if the state does not require it); impact or shatter resistant goggles or full-face shield properly attached to helmet (a windshield or eye glasses alone are not proper eye protection); sturdy footwear is mandatory (leather boots or over the ankle shoes are strongly suggested); long sleeve shirt or jacket, long trousers and full fingered gloves or mittens; a brightly colored outer upper garment during the day, and a reflective upper garment during the night.

4. Local, State and Installation:

a. I, _____ am stationed at _____ and the installation motorcycle requirements here include: _____

b. The motorcycle requirements for the state I am located in are: _____

5. **Cautions and Hazards:** I fully understand my responsibility to comply with all requirements for motorcycle operation and these requirements apply to me on and off duty, on or off post. **I will never ride while under the influence of drugs or alcohol. I will avoid riding at an excessive speed. I will be extra cautious while riding over difficult terrain.**

6. **TRADOC's goal** is to ensure that I am fully aware of the hazards and risks associated with motorcycle operation and that I fully and freely accept the responsibility for operating IAW the laws, regulations, and policies listed above. I acknowledge I have been briefed on and understand the information provided above.

Soldier Signature Date _____

Commander ISG Supervisor Signature Date _____

Director of Emergency Services

Fort Benning, GA. 31905

Consent Form

I hereby authorize _____

to receive any Georgia drivers history record information pertaining to me which may be in the files of any state or local criminal justice agency in Georgia.

Full Name (print)

Address

Sex _____ Race _____ Date of Birth _____ Social Security Number _____

Driver License #/State _____

Signature

Date

Special employment provisions (check if applicable):

- ☐ Employment with mentally disabled (Purposed code 'M')
- ☐ Employment with elder care (Purposed code 'N')
- ☐ Employment with children (Purposed code 'W')

One of the following must be checked:

- ☐ This authorization is valid for 90/180/____ (circle one) days from date of signature.
- ☐ I, _____ give consent to the above named to perform periodic drivers' history background checks for the duration of my assignment on Fort Benning.



DEPARTMENT OF THE ARMY
HEADQUARTERS UNITED STATES ARMY MANEUVER CENTER OF EXCELLENCE
35 RIDGWAY LOOP
FORT BENNING, GEORGIA 31905-4500

Office Symbol

Date

MEMORANDUM FOR RECORD

SUBJECT: Motorcycle Rider Authorization

REFERENCE: Policy Memorandum xxxxxxxx, MCoE Motorcycle Safety Policy and Implementation Plan

1. This memorandum for record is to provide written documentation that the following Soldier assigned to the (unit) have met the requirements outlined in the above memorandum and have the (first line supervisor) approval to operate, register or renew registration of a motorcycle.

SFC Easy Rider 123-45-6789

2. Point of contact for this memorandum is the Motorcycle Mentor.

Name
Rank
Unit