DEPARTMENT OF THE ARMY
HEADQUARTERS, 4TH INFANTRY DIVISION AND FORT CARSON
6105 WETZEL AVENUE, BUILDING 1435
FORT CARSON, COLORADO 80913-4289

REPLY TO
ATTENTION OF

AFYB-CG

JUN 0 3 2020

MEMORANDUM FOR RECORD

SUBJECT: Fort Carson Motorcycle Safety Policy

1. References:

a. DODI 6055.04, DoD Traffic Safety Program, 20 April 2009, incorporating Change 4, 31 August 2018.

b. AR 190-5, Motor Vehicle Traffic Supervision, 22 May 2006.

c. AR 385-10, The Army Safety Program, 24 February 2017.

d. AR 600-55, The Army Driver and Rider Standardization Program (Selection, Training, Testing, and Licensing), 17 September 2019.

2. Purpose: To mitigate the risks associated with the operation of motorcycles.

3. Applicability: This policy applies to all Fort Carson military personnel operating a motorcycle both on and off post using the definition of a motorcycle in AR 385-10. The word Soldiers in this policy refers to all military members regardless of service component. This policy does not apply to minibikes, pocket bikes, electric bicycles or any other vehicle that does not meet federal highway safety standards. Such vehicles are prohibited from being operated on installation roads. However, the wearing of personal protective equipment (PPE) as listed in this policy, the use of vehicle safety equipment, and safe operation standards IAW AR 190-5 still apply in all instances of use of any of the above-referenced vehicles.

4. Policy:

a. Implementation: Commanders at all levels are responsible for implementing motorcycle mentorship programs at echelon, not lower than company level, and will ensure all Soldiers in their command are in compliance. All units will include this policy as part of their Unit Safety Program, and will post in the company area or on the unit safety board.

b. Licensing: All motorcycles must be properly registered and riders properly licensed IAW state and local law in order to operate on Fort Carson. Riders must apply for and obtain a Fort Carson Motorcycle License through their unit motorcycle mentor. The license is prepared by Brigade Level Mentors (or separate Battalion Mentors) upon

confirmation of a completed rider packet and endorsed by the rider's O6 Commander on the installation. At the discretion of the O6 Commander, the rider's Fort Carson Motorcycle License will be fully processed within 72 hours of submission. IAW AR 385-10, prior to the operation of a motorcycle on or off the installation, military riders will complete the Motorcycle Safety Foundation's (MSF) Basic RiderCourse™ (BRC) or state-approved curriculum for motorcycle operator's safety training and will have a motorcycle endorsement on their license.

c. Mandatory Progressive Training: All military riders will complete the progressive training outlined in Enclosure 1, paragraph **4**. The required courses can be taken on or off post. Installation MSF training courses are provided to active duty military at no cost to the Service Member IAW Enclosure 3 of DODI 6055.04.

d. Motorcycle Safety Personnel Protective Equipment (PPE): PPE will be worn at all times by riders and passengers while operating/riding a motorcycle. PPE wear will be IAW AR 385-10. Riders are required to wear PPE when seated upon any motorcycle, on or off post, on or off duty. Wearing PPE over the military uniform is permitted provided it is specifically designed for motorcycling. If in military uniform, PPE must be removed before departing the motorcycle's parked position. PPE is covered in Enclosure 1, paragraph 6.

e. Prohibited Gear: Motorcycle club jackets, vests, and other non-military uniform outer-garments (i.e. "patches" or "cuts"), are not permitted for wear while in any military uniform. The wear of any garment that displays the operator's affiliation with a motorcycle organization or other non-federal entity is strictly prohibited while in military uniform.

f. Responsibilities: See "Enclosure 1" for specific responsibilities of commands, unit motorcycle mentors, and individuals.

g. Penalties: Any Soldier who, while operating a motorcycle, is issued a summons for, and convicted of, a moving violation (as defined by Enclosure 1) may have their on-post motorcycle driving privileges suspended by the Garrison Commander up to six-months. Commanders should consider "no-ride" orders until sufficient remedial training is completed.

h. Duty to Report: Soldiers have a duty to report to their chain of command any summons, citation, arrest, or criminal charge for any motorcycle moving violations (as defined in Enclosure 1) alleged to have occurred either on or off post.

i. The above duty to report is required to monitor and maintain the personnel readiness, welfare, safety and deployability of the force. Disclosure of a summons, citation, arrest, or criminal charge is not an admission of guilt and may not be used as such, nor is it intended to elicit an admission from the Soldier self-reporting. No person subject to the Uniform Code of Military Justice (UCMJ) may question a Soldier self-

reporting a summons, citation, arrest, or criminal charge about any aspect of the self-report, unless the would-be questioner first advises the Soldier of his/her rights under Article 31(b), UCMJ.

5. This policy is punitive in nature. Violators are subject to punishment under the UCMJ, and/or other appropriate adverse action.

6. This policy remains in effect until such time as it is rescinded or superseded.

7. The proponent for this policy is the 4th Infantry Division and Fort Carson Safety Office at, 719-503-0934 or usarmy.carson.4-id.list.4id-safety@mail.mil.

MATTHEW W. McFARLANE
Major General, USA
Commanding

7 Encls:
1. Mentorship Program SOP
2. Training Sequence
3. Rider Information Sheet
4. Rider Contract
5. Rider Support Documents
6. Rider Roster
7. Check Ride Evaluation Checklist
8. Safety Inspection – Tires, Controls, Lights, Oils, Chassis, Stands (TCLOCS)

Enclosure 1 - Fort Carson Motorcycle Mentorship Program SOP

1. Purpose: To outline the standards of the Fort Carson Motorcycle Mentorship Program and provide clarity on Commanding General's 4ID and Fort Carson Motorcycle Safety Policy.

2. Definitions:

a. Motorcycle: Defined IAW AR 385-10 as any powered two- and three-wheeled vehicles, including mopeds and motorbikes. Motorcycles are further classified by three types; street, dual-purpose or off-highway. Sub-types are not required except for determining course selection after completion of the Basic Rider Course.

b. Riders: Defined as personnel who intend to operate, operate, and own any motorcycle. Operators of off-highway (or off-street) motorcycles are classified as motorcycle riders, they require the same training as on-street riders in order to meet DA requirements.

c. Moving violation: refers to a violation of a statute, ordinance or rule of traffic movement and control arising from the operation of a motor vehicle.

d. Riding Season: At Fort Carson it is defined as the months of April to October for any given year. Colorado may experience winter weather phenomena starting as early as September and as late as May. This is not a limitation on when riders may ride their motorcycles. Riding year round in Colorado is permissible and is a rider risk decision.

3. Motorcycle Mentorship Program: The Motorcycle Mentorship Program is unit program intended to pair experienced riders with inexperienced riders, develop safe riding practices, and build upon initial training received.

a. Program requirements: Brigade, Battalion, Company Commanders appoint mentors in writing for their organization. A primary mentor is appointed to serve as the unit's senior motorcycle mentor. Units will appoint alternate mentors based on rider population. The recommended ratio is one mentor for every six riders.

b. Mentor Qualifications: Mentors should be an experienced motorcycle rider; one who espouses safe riding principles, demonstrates at least three years of safe motorcycle riding experience, understands basic motorcycle skill teaching principles, and desires to share experiences when mentoring others in safe riding. Mentors help riders develop and integrate the knowledge, awareness and skill needed to manage the risks of motorcycle riding.

(1) Units will ensure that prospective mentors undergo a "records check" at the MP station to determine if the candidate has received any traffic citations in the past five

years. Any prospective mentor that has received three or more moving violations (on or off post) in the past five years is not eligible to become a motorcycle mentor.

(2) Mentors must maintain currency on all directed training progressions. It is encouraged that they complete additional motorcycle training courses at unit expense to further their education and acknowledgement of their unique responsibility to safe motorcycle operations. Courses to consider are advanced MSF Training courses, mentorship improvement courses, and perhaps MSF RiderCoach certification. All courses can be coordinated by mentors with local motorcycle training providers.

4. Progressive Motorcycle Training: All training on Fort Carson is at no cost to the Soldier. Off post training providers are available at the local area, however, the Soldier will bear the cost of training. Commands should seek to prepay or reimburse those riders for training costs incurred off-post if directed by the command to complete training. Training registration is outlined below in paragraph 4f.

a. The progressive motorcycle training program is designed to consistently keep motorcycle operator training current and sustain or enrich rider skills. The program consists of the following courses: Basic RiderCourse (BRC), BRC2, Military Sportbike RiderCourse (MSRC) or Advanced RiderCourse (ARC), Motorcycle Refresher Training (MRT), and sustainment training.

(1) New motorcycle riders are required to complete initial motorcycle training consisting of the BRC and BRC2 or MSRC within 12 months.

(2) Riders who have previously completed BRC, are not required meet the initial training 12 month requirement. However, if the rider has not ridden in a significant time, a mentor completes a rider skills assessment and follows procedures in paragraph 4d below.

(3) Military duties may prevent rider's initial training completion within 12 months; mentors must be diligent and track initial rider training progression and attain the 12 month training requirement for riders. BRC is a one-time requirement IAW DoDI 6055.04 and AR 385-10. Repeating the BRC is a command decision based on risk reduction or mitigation and rider skill assessments. As a risk mitigation strategy, mentors conduct a rider skill level assessment and provide an evaluation report with a recommendation to the rider's Commander to determine the next training course. Riders must be integrated into the next appropriate and available progressive training course.

(4) BRC is a two-day training course and the directed initial training course for all motorcycle riders. BRC provides basic knowledge and skills required to safely operate any motorcycle. MSF training providers provide riders training motorcycles to complete the course.

(5) BRC2 is a one-day basic skills refresher course which provides riders with a seamless opportunity to progressively improve motorcycling strategies, skills and techniques. Riders must provide their own personal, street-legal motorcycle. Military riders owning cruiser, scooter, standard, and touring motorcycles take the BRC2. MSF training providers present this course utilizing one of two methods, license waiver or skills practice. Either course completion card is sufficient for recording completion of BRC2. The major difference is the license waiver version completes the BRCs on motorcycle skill evaluation and written examination to complete for endorsement actions. The skills practice version has no written or skill test requirements. The BRC2 course on Fort Carson offers the skills practice version. Most off post training providers offer the course as the license waiver version.

(6) MSRC is one-day sport bike safety education and training program which provides for sport bike rider development in the areas of risk management, safety strategies and skill development; it enables sport bike riders to improve knowledge, skill, attitude, and values to safe operation of their motorcycle. Riders must provide their own personal, street-legal sport bike. Military riders owning sport bikes take this course; sport bikes are commonly marketed as off-highway, naked, sport, and sport-touring. They typically place the rider in a forward-canted position, have high power-to-weight ratios, and often have significant bodywork coverings across much of the motorcycle. The MSRC is typically not provided off-installation by MSF training providers. The classroom training and range riding exercises are identical to the MSF's ARC; the additional requirement in the MSRC is a video introduction at the beginning of the course specifically for military riders. Riders who have successfully completed ARC should be given credit for completion of the MSRC.

(7) Motorcycle Refresher Training (MRT): Riders who have deployed longer than 180 consecutive days complete this progressive training module. Riders are counseled upon redeployment to not operate their motorcycle until they successfully complete the MRT by a certified mentor within 90 days of redeployment. Commanders will make appropriate weather related risk decisions as to whether the training is offered and how often (non-riding season months). Unit motorcycle mentors will complete a one-time MRT train-the-trainer session with the Division Senior Mentor prior to conducting MRT training. The division mentor will complete this training is completed upon request with the Division Senior Mentor via a 4 hour train the trainer course. The MRT course content is posted to the Division Safety Motorcycle Mentor Portal under the shared documents tab. (https://army.deps.mil/Army/cmds/4id/Safety2/SitePages/Motorcycle%20Mentor%20Portal.aspx)

b. Sustainment Training: Riders complete the BRC2 or MSRC every five years based on their motorcycle platform owned or operated. A Soldier can meet the

sustainment training requirement, at no expense to the Government, by taking an Army-approved advanced level motorcycle training course (found on the Combat Readiness Center webpage; (https://safety.army.mil/OFF-DUTY/PMV-2-Motorcycles/Training/Advanced-Motorcycle-Training). It is strongly recommended that commanders reduce this sustainment training interval, but this recommendation should be balanced with the unit's OPTEMPO. Riders who obtain a different motorcycle should be directed to retake BRC2/MSRC as appropriate for their new motorcycle, unless it is the same type and engine size as the previously or still operated motorcycle.

c. Riders who previously completed a BRC or State-approved curriculum for motorcycle operator's safety training will be offered a skill assessment from their assigned mentor. The results of the skill assessment should be provided to the command for determining the next training progression course. Completion of BRC2 or MSRC is the typical next training progression.

d. Upon completion of training or new arrival to the unit, unit mentors execute a check ride and prepare a counseling session for the rider. The mentor documents a check ride using Enclosure 7 (Check Ride Evaluation Checklist) and counsels the rider on a DA Form 4856. The documents are presented to the rider's commander with a recommendation for rider training progression and filed with the unit's motorcycle mentor's rider records. Any decisions rendered by the commander should be recorded in the DA Form 4856 plan of action or assessment portions of the counseling form.

e. Non-MSF courses should be vetted with the Division Senior Motorcycle Mentor for validation prior to acceptance as course completion.

f. Army IMCOM Registration System (AIRS): Training slots are scheduled using the AIRS portal (https://imc.army.mil/airs/default.aspx). Riders are not permitted to self-register for courses effective 1 May 2020. Mentors requesting training must select their CAC authentication certificate when logging into the website. Mentors will enroll riders for training after confirming rider availability from the rider's commander. Mentors assist riders to prepare training memorandum for the rider's commander to sign.

(1) Riders scheduled for the BRC2 or MSRC must meet the motorcycle classification type for that course. Any rider showing up to BRC2 at Fort Carson on any bike platform the instructor deems a sport style will not be permitted to enroll and directed to take the MSRC.

(2) Training courses are generally available in AIRS not later than the 25th of each previous month; for example courses in April will be available by March 25th. To locate available courses on the portal, select the items from drop down menus at the top of the calendar; REGION: West, GARRISON: Fort Carson. Select the appropriate course for the rider. When registering, the registration requires specific rider information

and unit information, mentors should have that from the rider packet. Mentors will input all fields as a matter of practice.

(3) The division mentor will send training rosters to brigade mentors at least one week ahead of training for distribution to subordinate unit mentors/commanders. Riders on these lists are listed as registered, cancelled or standby. Registered riders are slotted for training; cancelled riders were either cancelled by the unit mentor, installation safety personnel or RiderCoaches; standby riders should plan to attend and will be enrolled based on registration date based on available seats. Seat maximums for BRC/BRC2 are six (6) riders and twelve (12) for MSRC. Any rider not enrolled at class start time will be released to the unit.

(4) Mentors must accompany riders to training site start location. BRC or MSRC have classrooms identified for start locations in the registration instructions. BRC2 starts on the training range (301 Tevis Street).

(5) All riders require a memorandum of record signed by the unit commander which permits the rider to take the scheduled training. Failure to provide the memorandum can be mitigated with Mentor attendance to enrollment. If a mentor is not present at enrollment and a memorandum is not provided the rider will be dismissed from training. A template for this memorandum (moto training letter) can be found in the Mentor Tools folder on the Division Safety Motorcycle Mentor SharePoint Portal.

5. Responsibilities:

a. Commanders:

(1) Responsible for the complete implementation of this program and enforcement of motorcycle training requirements outlined in AR 385-10. Ensure this program is included as part of their Unit Safety Program and display program information on unit safety boards.

(2) Appoint Unit Motorcycle Mentors at each command level. Forward copies of the Brigade Mentor's appointment orders to the Division Senior Motorcycle Mentor and the Division Safety Office. Consider appointment of primary and alternate mentors. Commanders may consolidate mentorship programs at a higher echelon due to numbers of riders at subordinate echelons. Do not consolidate riders above the brigade level. Units should consider assigning at least one mentor for every six riders assigned.

(3) Identify potential motorcycle riders during counseling sessions, unit in-processing, or observance of rider operating a motorcycle. Include routine inspections of Soldier driver's licenses to identify those with motorcycle endorsements. These personnel are assigned a motorcycle mentor for follow on counseling and training.

(4) Encourage skill development practice and mentorship activities in support of the Fort Carson MMP. Once riders are identified by the chain of command as either a motorcycle rider or potential rider, Unit Motorcycle Mentor(s) will include them in the program and all activities.

(5) Commands will conduct routine events to foster safe riding techniques and mental skills. Units add all motorcycle mentor training events to unit training calendars and brief during training meetings.

(6) High Risk Riders: Classify any motorcycle rider who is cited for two or more moving violations, has an "at-fault" accident, has been operating a motorcycle for less than one year, or otherwise demonstrates a lack of discipline in other areas as a "high-risk" rider. Commanders will counsel high-risk riders and require the rider's supervisor to provide steps to mitigate high-risk behavior. The Garrison Commander is the approval authority for all suspension/revocation actions of driving privileges, including those for civilians. Before suspended/revoked privileges are reinstated, Soldiers must retake the BRC2 or MSRC course.

(7) Incidents: Report all Soldiers within their ranks that are involved in a motorcycle mishap in a Serious Incident Report (SIR). SIRs should be provided to the appropriate BN and BDE level mentors. Commanders will initiate an investigation with their safety officer and motorcycle mentor to establish the cause and underlying circumstances.

(8) Maintain a roster of motorcycle riders assigned to the unit. Motorcycle Enclosure 6 is the approved version for this roster and available on the Division Safety Motorcycle Mentor SharePoint Portal. This report is updated monthly with the Division Senior Motorcycle Mentor and Division Safety Office.

(9) O6 Commanders sign Fort Carson Motorcycle Licenses after confirmation of rider packet is on file with the unit mentor.

b. Senior Division Motorcycle Mentor Responsibilities

(1) Collect and maintain Brigade Mentor Appointment Orders and unit rider rosters from Brigade Mentors monthly.

(2) Conduct periodic reviews of safety policy to ensure compliance with applicable regulations.

(3) Provide training content for brigade mentors on a monthly basis. Events provide mentors the ability to improve rider education to improve rider physical and

mental skills, mentorship resources, or skill evaluations. Upon request, conduct skill assessment training with subordinate unit mentors.

(4) Conduct routine inspections with Brigade mentors of subordinate mentorship programs to evaluate compliance.

(5) Conduct routine unannounced motorcycle rider inspection checkpoints as a rider compliance enforcement tool. Seek assistance of the Provost Marshall, Division Safety Office, and Brigade Senior Mentors.

(6) Issue Fort Carson Motorcycle Licenses to Brigade level mentors upon request. Secure unused licenses for issue.

c. Unit Mentor Responsibilities

(1) Establish procedures to ensure that subordinate units are thoroughly familiar with the provisions of this policy.

(2) Maintain copies (battalion and below) of the rider's Motorcycle Safety Foundation (MSF) training cards, driver's license with motorcycle endorsement, current registration and insurance verification of all unit personnel, and a photo of the rider in his PPE next to his privately operated motorcycle. This packet should be maintained digitally for access by mentors, commanders, and other leaders as identified by the command. If a rider owns more than one motorcycle, the rider is not required to provide a photo of each motorcycle, however, is required to report the information necessary for each motorcycle on Motorcycle Enclosure 6 – Rider Roster.

(3) Prepare and update monthly, Enclosure 6 – Rider Roster, with the senior division motorcycle mentor. The base document will reside on the Division Safety Motorcycle Mentor SharePoint Portal shared folders. Each brigade or installation separate will have a tab on the Excel workbook.

(4) Include and track issue of Fort Carson Motorcycle License numbers to the rider roster (Enclosure 6). Brigade mentors control the issue of the license and obtain O6 commander's signature for riders in their organization after validation of rider packet.

(5) Facilitate semi-annual inspections of rider licensing, training, PPE, motorcycle(s), insurance, and registration. Consider more frequent inspections as required. Update rider rosters with current information and counsel riders as necessary to maintain compliance.

(6) Brigade Primary and Alternate Mentors attend monthly mentor training with the Division senior mentor. These events are nominally scheduled for the first Friday

(when DONSA, the second Friday) of each calendar month at 1300. Training locations vary based on the training strategy for these events. On occasions, BN and CO mentors will be invited for training.

(7) Prepare two training events each riding season for riders focused on rider mental skills, physical skill improvement, skill assessments, check rides, and maintenance of their motorcycles. Consider monthly training events based on rider skill and unit OPTEMPO. Resourcing training is a mentor responsibility. Uniform for the event should consider the training requirements and the length of training. PPE requirements are non-negotiable.

(8) Provide rider packets upon request to command, mentors, or safety personnel.

c. Rider Responsibilities:

(1) Comply with installation, local, state, and Army motorcycle training, licensing and operating requirements.

(2) Will not operate any motorized two or three-wheeled vehicle or motorcycle unless they properly trained, licensed, registered, and insured.

(3) Riders will self-identify to unit mentors and command and maintain routine connection with assigned unit mentor.

(4) Obtain Fort Carson Motorcycle License after submitting a rider packet with mentor within 30 days of arrival to the unit.

(5) Military personnel will carry their MSF cards as proof of course completion while operating a motorcycle and surrender them or any other pertinent credentials at Fort Carson access points or safety checkpoints upon request.

(6) Replacement Motorcycle Training Cards: Riders or mentors may contact the Garrison Safety Office where the training was completed for a replacement card. If a rider completed training through a civilian training provider, contact that provider for a replacement card. The U.S. Army Combat Readiness Center and the Motorcycle Safety Foundation do not maintain course completion records. For those riders unable to procure, retake the training course.

**NOTE:** If rider training was completed on a military installation after 2010, the training may be recorded in AIRS. On AIRS, login and select "Student" and enter in the rider's first name, last name, and last 4 SSN in the blocks provided and select "Search". Print out this information for proof of training completion.

6. Personal Protective Equipment: PPE will meet established standards in AR 385-10 as outlined below. Riders are required to wear PPE when seated upon any motorcycle, on or off post, on or off duty. It is highly encouraged for riders to use protective clothing and gear specifically designed for motorcycle riding.

a. Helmets will be certified to meet Department of Transportation (DOT) Safety Standard No. 218, United Nations Economic Commission for Europe (ECE) Standard 22–05, British Standard 6658, or Snell Standard M2005 or later certification for each governing body. Helmets are properly fastened as designed under the chin. Rider's helmets should properly fit the rider.

b. Eye Protection must be designed to meet or exceed ANSI Z87.1, for impact and shatter resistance: includes goggles, wraparound glasses, or a full-face shield properly attached to a helmet. A windshield or fairing does not constitute eye protection.

c. Foot Protection: Foot protection includes sturdy over-the-ankle footwear that affords protection for the feet and ankles; durable leather or ballistic-type cloth athletic shoes that cover the ankles may be worn.

d. Protective Clothing: Protective clothing includes long-sleeved shirt or jacket, long trousers, and full-fingered gloves or mittens made from leather or other abrasion-resistant material. Motorcycle jackets and pants constructed of abrasion-resistant materials (such as leather, Kevlar®, or Cordura®) and containing impact-absorbing padding are strongly encouraged. Riders are encouraged to select PPE that incorporates fluorescent colors and retro-reflective material.

7. Documentation and Enclosures:

a. All MMP documentation is retained in digital versions on the Division Safety Motorcycle Mentor APoint Portal Library. All mentors have access to the materials. Mentor's authentication certificate is needed to access the site. (https://army.deps.mil/Army/cmds/4id/Safety2/SitePages/Motorcycle%20Mentor%20Portal.aspx).

b. Enclosure 1 – Fort Carson Motorcycle Mentorship Program (MMP) Standard Operating Procedures.

c. Enclosure 2 – Training Flow Chart: This enclosure outlines the rider training progressions for all riders.

d. Enclosure 3 – Rider Information Sheet: A PDF document for ease of use when downloaded to a personal device. This is archived in unit records by the unit mentor(s)

until the rider departs the unit. It should be filed where unit mentors can collectively access it. It is possible for limited PII to be captured, thus information should be safeguarded appropriately. It incorporates digital signatures where possible to eliminate printing and signing at echelon.

e. Enclosure 4 – Rider Contract: This document is the third page in Enclosure 3. The document is required and riders pledge to ride in a safe manner. It assists mentors in targeting riders who potentially may be codified as an elevated risk rider. It is used in conjunction with military counseling (DA Form 4856).

f. Enclosure 5 – Rider Support Documents: This document is designed as a template for capturing the required rider information into a singular document and file in the rider packet. Required items are driver license, MSF Training Completion Cards, registration, insurance, and photo of rider in PPE and next to their motorcycle.

g. Enclosure 6 – Rider Roster: This roster aggregates information for the mentor to track riders, motorcycles and training information. Information is aggregated from Enclosure 3 and updated monthly to the Division Senior Motorcycle Mentor and Division Safety Office.

h. Enclosure 7 – MMP Check Ride Evaluation: This enclosure is used by mentors to assess skills of riders during check rides. Mentors develop check rides to capture all tasks for validation. Typical check ride events can effectively evaluate all rider tasks within two hours. All items should be evaluated during check rides to ensure rider understanding of topics and skills.

i. Enclosure 8 – MMP Motorcycle Inspection – TCLOCS: Recommend quarterly inspections, semi-annual inspections are mandated by FORSCOM 385-10.

8. Fort Carson Motorcycle Operator License

a. All military riders on the installation (living or working) are required to possess a Fort Carson Motorcycle Operator License to operate a motorcycle on the installation. New riders in-processing the installation or unit will be granted a 30-day window to obtain a license, their orders assigning them to the installation will be used in lieu of the Fort Carson Motorcycle License for this period.

b. Riders apply for the license when submitting a completed rider packet with their unit mentor.

c. Brigade Motorcycle Mentors prepare a Fort Carson Motorcycle License for each rider packet submitted and obtain O6 commander signature within 72 hours of packet submission.

d. Licenses are signed by the O6 level commander upon validation of a complete rider packet. Commanders will issue no-ride orders (DA Form 4856) to known riders if a valid rider packet is not prepared.

e. The Fort Carson Motorcycle License will be surrendered at the Fort Carson Access Control Points for entry to the installation or upon request.

f. License expiration will be limited to five-years from the last completion of BRC2 or MSRC. For riders who are in the initial training progression (BRC to BRC2/MSRC) a one year expiration date will be used from initial issue to permit rider to successfully complete the BRC2 or MSRC (or course equivalents). Once a rider completes BRC2/MSRC they will be re-issued a new license with the five year expiration date from training completion.

g. Licenses are a controlled document. The license numbers will be entered on the unit rider rosters by unit mentors and updated monthly on the Division Safety Motorcycle Mentor SharePoint Portal or sent to the Division Mentor or Division Safety Office. Lost, damaged, or destroyed licenses require a memorandum signed by the rider's commander to reissue a new license.

9. Compliance Measures:

a. Upon request or direction of the Commanding General, the division senior mentor will conduct random motorcycle inspection checkpoints with the assistance of the Provost Marshall, Division Safety Office, and Brigade Senior Mentors. Brigade mentors will be enlisted to facilitate checkpoint operations.

b. Annual (and upon directive or request) inspections of unit mentorship programs will be completed by attending unit rider events as coordinated by the brigade mentors. Timing of inspections should be scheduled to coincide with Combat Readiness Inspections, Organizational Inspection Program or Command Discipline Program Inspections. Items subject to review: Fort Carson Licenses, rider rosters, selected rider packets, check ride programs and other training. Inspections are coordinated between mentors at echelon.

# 4th Infantry Division and Fort Carson
# Motorcycle Rider Information Packet

A 4ID & Fort Carson Standard Motorcycle Rider Packet will include the following:

- ☐ Motorcycle Operator Information Sheet and Rider Contract (Enclosure 3 and Enclosure 4)
- ☐ State Operator License/Endorsement (Unit Mentor/Commander Verified) (Enclosure 5)
- ☐ State Motorcycle Registration and Insurance (Unit Mentor/Commander Verified) (Enclosure 5)
- ☐ MSF Training Cards (Unit Mentor/Commander Verified) (Enclosure 5)
- ☐ Rider Counseling - DA Form 4856 (prepared for rider by unit mentor; commander validated)
- ☐ Check Ride Assessment (Completed by Unit Mentor) (Enclosure 6)
- ☐ TCLOCS Motorcycle Inspection (Unit Motorcycle Mentor completes) (Enclosure 7)

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After the packet is completed, a unit mentor will solicit all signatures below:

RIDER Rank ☐ Name ☐

Digital Signature ☐

UNIT MENTOR Rank ☐ Name ☐

Digital Signature ☐

1SG Rank ☐ Name ☐

Digital Signature ☐

COMMANDER Rank ☐ Name ☐

Digital Signature ☐



4ID Form MC-1
Ver 2, 1 May 2020

# ENCLOSURE 3 - RIDER INFORMATION SHEET

BDE: Select One

BN: Select One CO: Select One

RIDER

Rank ____ Name (First M. Last) ____

Address ____ City ____ State ____ Zip Code ____

Date of Birth ____ Age ____ E-mail ____ Phone Number ____

Section/Platoon ____ Supervisor ____ Supervisor Ph# ____

## EMERGENCY CONTACT INFORMATION

Name (First Last) ____ Contact Type ____ Phone Number ____

Address ____ City ____ State ____ Zip Code ____

## MOTORCYCLE INFORMATION

Type ____ Year ____ Make ____ Model ____ Eng (cc) ____

VIN ____ Purchase Date ____ Color ____

License Information State ____ Expire Date ____

Registration (Plates) State ____ Expire Date ____

Insurance State ____ Expire Date ____ Company ____

## Operator Training

**List last course attended by type**

Course ____ Date ____ Card Number ____ State ____

Course ____ Date ____ Card Number ____ State ____

Course ____ Date ____ Card Number ____ State ____

## Operator Counseling

Counseling scheduled every six months

Initial ____ Later ____

Later ____ Later ____

## Data Validation

Occurs every 6 months or purchase of new motorcycle; whichever occurs first

Initial ____ Later ____

Later ____ Later ____

# ENCLOSURE 4 - RIDER CONTRACT

☐ I currently intend on operating a motorcycle. ☐ I currently do not intend on operating a motorcycle. (follow up with DA Form 4856; consider no ride order)

☐ I understand my responsibility as an operator of a motorcycle to do so in a safe manner and IAW the provisions of local laws, DoD, and Army Regulations, directives, and local policies.

☐ I will always operate my motorcycle in a safe and disciplined manner.

☐ I understand that I am a Soldier and the following actions are required for me to operate a motorcycle on or off installation: My personal protective equipment (PPE) will consist of a Department of Transportation (DOT) approved helmet (properly fastened under the chin), approved eye protection (American National Standards Institute Standard Z87.1-2003 or greater), full-fingered gloves or mittens designed for use on a motorcycle, a long sleeve shirt or jacket, long pants, boots or sturdy over the ankle shoes, and during the hours of darkness or adverse weather conditions military personnel should wear an over garment that incorporates fluorescent colors and retro-reflective material. PPE also applies to any passenger.

☐ I will report any motorcycle accident I experience.

☐ I understand that all military personnel, whether on or off a military installation or on or off duty, who operate or ride a motorcycle are required to successfully complete the Army Progressive Motorcycle Program. Under the Progressive Motorcycle Program, all Soldiers who operate a motorcycle are required to take the following motorcycle training:

- Motorcycle Safety Foundation (MSF) basic rider course (BRC) or state-approved curriculum for motorcycle operator's safety training. (one time requirement)
- MSF BRC 2 or Military sport-bike riders course (MSRC). Motorcycle type defines which course to take. Only sport bike riders can take the MSRC.
- Motorcycle refresher training (MRT) for Soldiers deployed for more than 180 days. The program is designed to consistently keep motorcycle operator training current and sustain or enrich rider skills.
- Motorcycle sustainment training. Based on the type of motorcycle owned or operated, Soldiers are required to complete motorcycle sustainment training every 5 years, which consists of, at a minimum, retaking the BRC2 or the MSRC. A Soldier can meet the sustainment training requirement, at no expense to the government, by taking an Army approved advanced level motorcycle course.

☐ I understand that failure to comply with military regulations could result in my loss of motorcycle driving privileges and subsequent event oriented counseling. If I am involved in a motorcycle accident and I have violated any of the military regulations governing motorcycles, I could be held liable for all medical costs that I incur. Additionally, if I violate any of the requirements and sustain fatal injuries, my survivors could be denied my military benefits.

☐ At any time I purchase a different or additional motorcycle or become associated with a motorcycle organization, I will update my mentor and chain of command within 72 hours.

☐ I understand that motorcycle organization's rules on operating a motorcycle or wear of PPE DO NOT take precedence over military policies or regulations. Additionally, motorcycle organization rules do not relieve me from personal responsibility to operate a motorcycle safely and not to engage in dangerous activities on a motorcycle, both on or off post

☐ I am associated with the following motorcycle organization(s): Name _____ Location (City, ST) _____

Name _____ Location (City, ST) _____

| | | | | | | |
|---|---|---|---|---|---|---|
| RIDER | Rank | | Name | | Digital Signature | |
| MENTOR | Rank | | Name | | Digital Signature | |
| CDR/1SG | Rank | | Name | | Digital Signature | |

# 4th Infantry Division and Fort Carson
# Motorcycle Checkride Evaluation Checklist

Rank ____ Rider Name ____ Date ____

Year ____ Make ____ Model ____ Engine (cc) ____

Check Ride Type ☐ Pre-BRC ☐ Pre-BRC2 ☐ Pre-MSRC ☐ Redeployment
☐ Post-BRC ☐ Post-BRC2 ☐ Post-MSRC ☐ Other (Unit Ride)

Inspect Items
Pass/Fail

| | | |
|---|---|---|
| ____ Insurance | ____ Registration | ____ TCLOCS |
| ____ Driver's License | ____ MSF Cards | ____ PPE |

Comments: ____

Tasks All tasks should be tested on a check ride for a full assessment of rider skills. Full details for each task are listed on the back of this sheet.

| | | | |
|---|---|---|---|
| Personal Protective Equipment | ◯ PASS | ◯ FAIL | ◯ N/A |
| Identifying Controls | ◯ PASS | ◯ FAIL | ◯ N/A |
| Acceleration/Deceleration | ◯ PASS | ◯ FAIL | ◯ N/A |
| Shifting Gears | ◯ PASS | ◯ FAIL | ◯ N/A |
| Braking / Quick Stop | ◯ PASS | ◯ FAIL | ◯ N/A |
| Negotiating Curves | ◯ PASS | ◯ FAIL | ◯ N/A |
| Negotiating Turns (90 Degree, U-Turn Under 10 Mph) | ◯ PASS | ◯ FAIL | ◯ N/A |
| Riding With Traffic (Merging Into Traffic, Blind Spots, Changing Lanes, Maintain Intervals) | ◯ PASS | ◯ FAIL | ◯ N/A |
| Accident Avoidance (React to Obstacles) | ◯ PASS | ◯ FAIL | ◯ N/A |
| React to Mechanical Breakdown | ◯ PASS | ◯ FAIL | ◯ N/A |
| Pushing a Broken Down Motorcycle | ◯ PASS | ◯ FAIL | ◯ N/A |
| Basic Motorcycle Maintenance | ◯ PASS | ◯ FAIL | ◯ N/A |

Mentor Assessment: ____

Final Score: ◯ PASS ◯ FAIL

Mentor ____

Rider ____

**REQUIREMENTS:** Motorcycle Mentors evaluate operators, no other personnel are qualified to assess an operator, regardless of experience. Plan for a check ride to last at least one hour. All areas for assessment should be planned into the ride route.

**NOTES:**
- Per AR 385-10, para 11-8, motorcycle safety inspections are required every 6 months, consider more frequently
- During passenger testing, operator must state they will brief passenger how to safely sit on the bike, how to hold on and how to react as motorcycle turns, brakes, etc, and to keep their feet on the bike at all times.

## TASK 1: PERSONAL PROTECTIVE EQUIPMENT

DOT/ECE/Snell approved helmet
Proper eye protection
Proper footwear covering the ankle
Proper attire: full fingered gloves, long pants, long sleeved shirt
Preferred rider to possess motorcycle designed apparel, including visibility and retro-reflective properties for visual presentation in traffic for day/night

## TASK 2: IDENTIFYING CONTROLS

Rider properly identifies and operates on/off switch
Rider can locate and properly operate high/low beams
Rider can identify and use the engine cutoff switch properly
Rider can identify front and rear brakes and discuss brake parts and functions
Rider can locate the horn and use while riding
Rider properly locates the gear shifter and can describe use
Rider can locate hazard switch and properly put into use

## TASK 3: ACCELERATION/ DECELERATION

Rider properly starts motorcycle and demonstrates ability to smoothly accelerate from a stop
Rider can simultaneously roll off throttle while slowly applying brakes
Rider brings bike to a complete stop applying maximum braking when throttle is off
Rider successfully transitions from max braking to full throttle in a smooth and controlled manner
Rider demonstrates ability to properly enter, maneuver through and exit curves with proper balance of throttle and braking
Rider demonstrates proper technique while conducting turns from a stop and while moving

## TASK 4: IDENTIFYING/SHIFTING GEARS

Rider demonstrates ability to upshift through all gears
Rider understands and demonstrates ability to preload shift lever
Rider gets back on throttle safely after shifting, without hesitation
Rider properly demonstrates ability to downshift through all gear

## TASK 5: BRAKING/QUICK STOP

Rider understands and can describe what contributes to quick stops relevant to their motorcycle
Rider demonstrates ability to come to a complete stop by safely applying both front and rear brakes without locking the wheels (20mph to 0 within a 20 foot distance)
Rider demonstrates ability to modulate brakes so that motorcycle pitch stays consistent
Rider demonstrates ability to keep eyes forward while applying brakes

## TASK 6: NEGOTIATING CURVES

Rider properly sets up and enters a curve without crossing center line
Rider continues to look through the curve and not down at the ground while turning
Rider properly decelerates when entering the turn and presses handle bars in direction of turn
Rider properly adjusts lane position as needed while in the curve
Rider accelerates when exiting out of the curve and moves to a proper lane position upon exit
Rider demonstrates the outside/inside/outside technique showing an understanding on negotiating a curve beyond initial skill development
Rider demonstrates and discusses proper techniques for negotiating curves
Rider demonstrates maneuver techniques based on traffic speeds

## TASK 7: 90 DEGREE AND U TURNS (>10 mph)

Rider properly negotiates a figure eight on a controlled course at slow speeds without putting their foot down
Rider successfully negotiates a 90 degree turn on a closed or open course by using the outside/ inside/ outside technique for curves
Rider successfully demonstrates the ability to perform a 90 degree turn and U-turn at speeds less than 10 MPH. Must complete without putting foot on ground

## TASK 8: RIDING WITH TRAFFIC (MERGING INTO TRAFFIC, BLIND SPOTS, CHANGING LANES, MAINTAINING INTERVALS)

Rider demonstrates these techniques in individual or group rides
Rider properly utilizes turn signal when merging in and out of traffic
Rider properly utilizes proper merging techniques when both merging with traffic and changing lanes
Rider demonstrates proper technique when checking blind spots when both merging with traffic and changing lanes
Rider maintains proper spacing when riding in a individual setting (4-6 sec)
Rider maintains proper spacing when riding in a group setting (2-4 sec)
Rider applies 2-4-12 rider visual leads and can describe them

## TASK 9: ACCIDENT AVOIDANCE (REACTION TO OBSTACLES)

Rider understands the proper obstacle avoidance techniques
Rider understands proper actions to take when encountering or negotiating adverse road conditions (gravel, sand, wet pavement, etc)
Rider understands proper actions to take upon the loss of control of a motorcycle

## TASK 10: REACT TO MECHANICAL BREAKDOWN

Rider properly engages 4-way emergency flashers upon mechanical breakdown (only if it applies)
Rider attempts to maneuver to the outside lane of traffic (situation permitting)
Rider successfully coasts to a safe stop (hazards engaged, merge out of traffic onto shoulder)
Rider exits roadway as far as can be safely done, avoiding traffic
Rider puts motorcycle on kickstand and dismounts
Rider stands with motorcycle between self and traffic

## TASK 11: PUSHING A BROKEN DOWN MOTORCYCLE

Rider monitors surroundings and identifies best location to move towards
Rider determines the appropriate time to execute planned movement (based on traffic, time permitting)
Rider verifies that the transmission is in "neutral"
Rider properly moves vehicle off stand and begins movement toward selected area
Rider stops when required to rest without dropping the motorcycle (50 M push to pass)
Rider properly uses front brake to control rollback on hilly terrain
Rider successfully reaches target destination and places motorcycle on stand

## TASK 12: BASIC MOTORCYCLE MAINTENANCE

Rider demonstrates knowledge of checking and adding correct fluids
Rider identifies battery compartment and checks terminals for corrosion
Rider understands and demonstrates ability to check tread depth using a penny (alternate identifies TWI on sidewall)
Rider identifies motorcycle tire manufacture date on the sidewall of the tire and understands what it means. (4 digit code identifying the week and year manufactured)
Rider properly checks spokes (laced wheels) and can identify a loose spoke sound
Rider can properly check belt or chain deflection and describes technique
Rider can identify sprocket wear and can explain when to take in for repairs
Rider can properly inspect airbox or air filters

Use most recent Registration, Insurance and MSF Cards

DRIVER LICENSE FRONT

REGISTRATION

BRC

DRIVER LICENSE BACK

INSURANCE

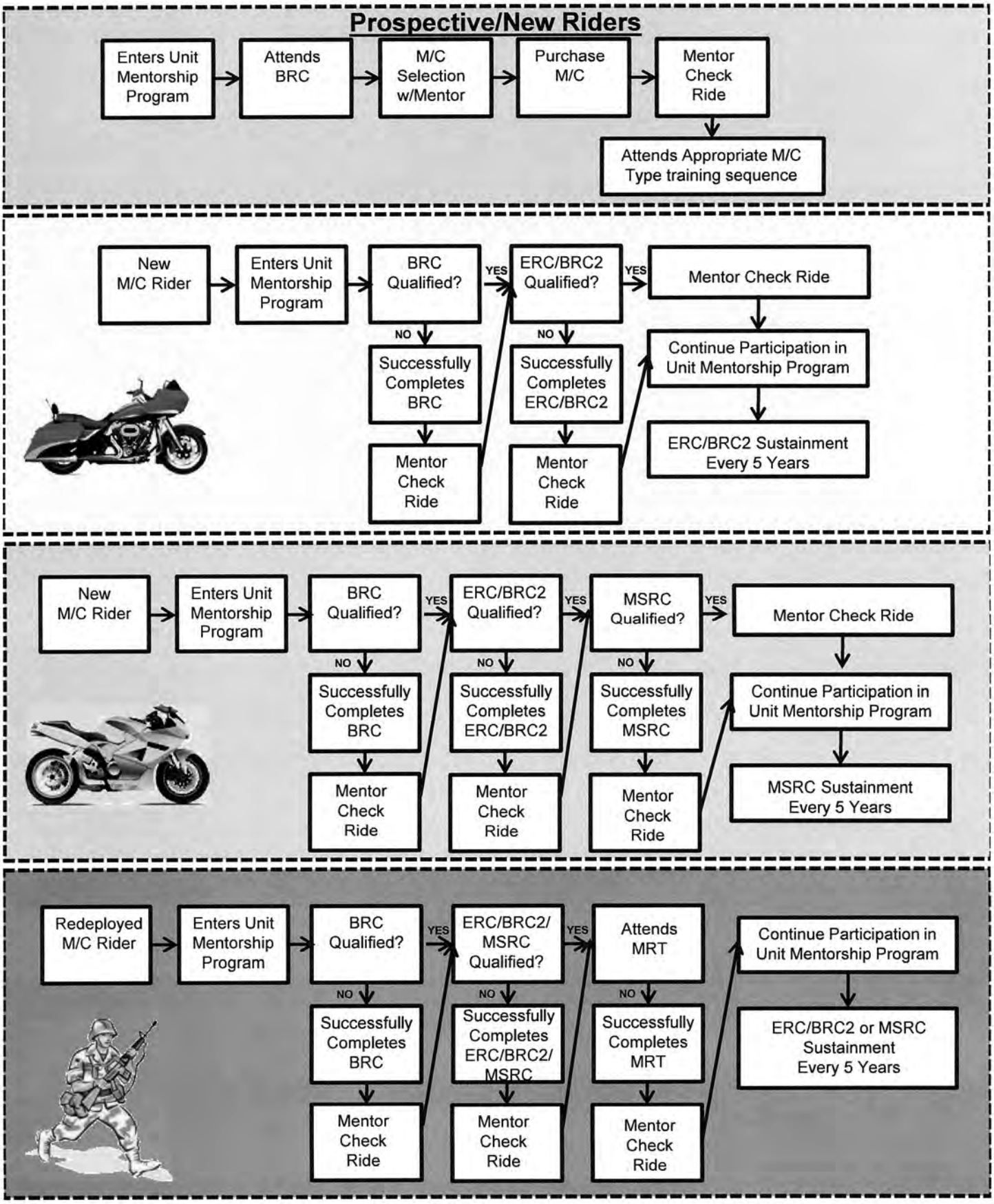
BRC2/MSRC

## Show rider in PPE Next to owned bike(s)

- Helmet (DOT minimum)
- Protective Clothing
  - Motorcycle jackets and pants constructed of abrasion-resistant materials
  - Gloves (full finger, leather or abrasion resistant material)
- Eye Protection (shatter resistant)
- Footwear – over the ankle

# ENCLOSURE 2 – MOTORCYCLE TRAINING SEQUENCE

SUBJECT: Motorcycle Training Sequence



## Motorcycle Mentorship Program Rider Roster

| BN | COMPANY | DOB | Rank | Last Name, First | Age (leave alone) | Sex | Date of Last Deployment (>180 days) | Experience | Year | Make | Model | Driver's License Current (Y/N) | BRC Date | BRC CHECK RIDE DATE | BRC2/BRC Date | BRC2/BRC CHECKRIDE DATE | Date BRC2/BRC DUE (leave alone) | Refresher Training Due (leave alone) | Insurance Expires | Reg Expires | TOLDOS (last updated) |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| | | 1-Jan-66 | MAJ | SNUFFY, JOE | 54 | M | 14-Dec-16 | 13 | 2014 | Harley-Davidson | Street Glide Special FLHXS | Y | 24-Jun-08 | 16-May-19 | 18-Apr-18 | 16-May-19 | 24-Jun-09 | 17-Apr-23 | 26-Oct-20 | 31-Dec-19 | 5-Nov-19 |
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| PERIOD COUNT BY EXPERIENCE | |
|---|---|
| 0 | 0-4 year |
| 0 | 5-10 years |
| 1 | 11-20 years |
| 0 | 21+ years |
| 1 | TOTAL |