



DEPARTMENT OF THE ARMY
HEADQUARTERS, 25TH INFANTRY DIVISION AND U.S. ARMY HAWAII
580 KOLEKOLE AVENUE
SCHOFIELD BARRACKS, HAWAII 96857-6000

14 MAY 2020

APVG-CG

MEMORANDUM FOR RECORD

SUBJECT: 25th Infantry Division and United States Army Hawaii Policy Letter #29 –
Motorcycle Safety

1. References.

- a. Army Regulation 385-10, The Army Safety Program, 24 February 2017
- b. Department of Defense Instruction 6055.4, DoD Traffic Safety Program, 23 January 2013
- c. IMCOM Regulation 385-10, Safety Program, 5 April 2013

2. Purpose. This policy establishes the standards, concept, and implementation of the 25th ID and U.S. Army Hawaii Motorcycle Safety Program promoting and fostering a safe motorcycle riding environment for riders both on and off duty.

3. Policy.

a. Army-wide motorcycle (MC) accidents continue to be a leading cause of Soldier fatalities and serious injuries. Motorcycle riders can increase accident probability by indiscipline, overconfidence and aggressive riding. Conversely, riders can decrease accident probability through proper training and conservative riding techniques. Safe motorcycle operations require personal leader involvement at all levels. Training, leader involvement, standards enforcement, leader and Soldier mentorship, and integrated risk management, provide the 25th ID and U.S. Army Hawaii Motorcycle Safety Program's foundation.

b. This policy integrates the Progressive Motorcycle Program that applies to all military personal assigned to 25th ID and U.S. Army Hawaii, who own and/or operate a motorcycle on or off duty and on or off post. Retirees, civilians and contracted laborers who are properly licensed to ride a motorcycle are not required to receive service-sponsored training, or to prove that they have taken other motorcycle training to operate a motorcycle on United States Army Garrison – Hawaii (USAG-HI) installations.

4. Procedures.

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a. Concept of Operations: This Policy includes the mandatory training and rider certification processes, leader mentorship responsibilities, and reinforces all motorcycle riders' personal responsibility to ride safely. All active duty Soldiers and National Guard/Reserve personnel, while on orders to 25th ID and U.S. Army Hawaii, are required to be trained IAW above referenced 1.a. and will receive motorcycle training at no cost by signing up through the Army IMCOM Registration System (AIRS) website. All civilians (DAC, contractors and retirees) and other service members must meet the intent of their home state and/or parent service's motorcycle rider's license requirements, have a current motorcycle endorsement on their driver's license and meet the PPE requirements of this policy.

b. Mandatory Training for Active Duty Soldiers: 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://imc.army.mil/airs/usg_disclaimer.aspx.

(1) The BRC: All service member motorcycle riders must complete this course before operating a motorcycle on or off post. Riders complete this course using course-provided motorcycles. Upon completing this course, the rider is permitted to ride on and off post as long as they have a 25th ID and U.S. Army Hawaii Motorcycle Contract signed by the rider and Company Commander/1SG.

(2) The BRC2/ERC: Within 12 months of completing the BRC, non-sport bike motorcycle riders will complete the BRC2/ERC. Riders will attend the training with their privately owned motorcycle (POM). Operators will then have five years until they have to retake the BRC2/ERC as a refresher to ride their POM while assigned to 25th ID and U.S. Army Hawaii.

(3) The MSRC: Within 12 months of completing the BRC, sport bike motorcycle riders will complete the MSRC. Riders will attend the training with their privately owned motorcycle (POM). Operators will then have five years until they have to retake the MSRC as a refresher to ride their sport bike POM while assigned to 25th ID and U.S. Army Hawaii.

(4) The MRT: All redeployed Soldiers (180 days or greater deployment) must complete Motorcycle Refresher Training through their unit motorcycle mentor before they start riding again. Riders will attend using their POM.

c. Rider Certification Process:

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(1) USARHAW Soldiers complete the appropriate, required courses listed in 4.b. (1-4) of this policy. Upon completion, Soldiers provide the following documents to their unit Motorcycle Mentor.

(a) A current MSF certification

(b) A copy of their Driver's license with motorcycle endorsement.

(c) Current state registration and safety inspection (out-of-state registration is valid for 30 days upon delivery of motorcycle).

(d) Proof of insurance.

(e) A signed copy of the Statement for Tricycle / Motorcycle / Moped / Scooter Operator Responsibilities signed by the Soldier's Commander (Enclosure 2 to this policy).

(2) Motorcycle Mentors will validate the packet and provide the rider's packets to the Brigade Safety Officer/NCO.

(3) Brigade Safety reviews the rider's packet. Once approved, Riders are responsible for bringing approved packet to the USARHAW Safety Office for Motorcycle Access Card (MAC) issue.

(a) Riders who have completed the BRC are issued a MAC valid for one year from the completion date of the course.

(b) Riders who have completed BRC2/ERC, SBRC, or MRT are issued a MAC valid for five years from the completion date of the course.

(c) Effective 1 October 2020, a MAC is required for entrance to USARHAW installations. MAC issue dates will be on Thursdays and Fridays 0900-1500 starting 1 June 2020.

(4) Civilian employees and contracted employees will bring a current driver's license with their motorcycle endorsement, valid motorcycle registration and proof of insurance to the 25th ID and U.S. Army Hawaii Safety Office during MAC issue hours. The safety office will verify the month and year of the license expiration and issue the MAC, which will expire when the rider's license expires.

(5) Visitors gain temporary access to USARHAW installations through the VCC. Riders provide their current state driver's license with motorcycle endorsement, valid registration, proof of insurance, and comply with the PPE requirements in this policy

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Any visitor that is planning to access the base on their motorcycle will need to follow the procedures outlined in paragraph 4.c of this policy.

d. Aggressive Driver Course (Road Rageous): Anyone that receives a citation for reckless riding is required to attend the Road Rageous course. Riders can schedule this training on-line at https://imc.army.mil/airs/usg_disclaimer.aspx. Commanders and Directors are held accountable for ensuring all Soldiers and/or Employees under their direction cited for reckless riding attend the Road Rageous Course within 90 days of receiving the citation. Anyone that is cited for reckless riding that does not complete the aggressive driver course (Road Rageous) within 90 days forfeits on-post motorcycle riding privileges.

(1) Road Rageous is an eight-hour classroom course addressing the root causes of aggressive driving for GSA and POV/POM. Produced by the American Institute for Public Safety, the training combines instruction, skits, games, videos, student-instructor interaction and student–student interaction to help drivers acknowledge their negative driving habits and attitudes. The goal is to give students a tool kit to change their behavior and decision-making process behind the wheel.

(2) The purpose is to provide driver improvement/remedial training for military and civilian personnel convicted of a moving violation or determined to be at fault for a traffic mishap while operating a GSA vehicle or a POV/POM.

e. Commander/Leader responsibilities:

(1) Include, during initial counseling, the responsibilities of all Soldiers who ride or may ride in the future.

(2) Establish Motorcycle Mentorship Programs suitable to every echelon of Command and incorporate it into your organizations Safety Standard Operating Procedures. The program will be evaluated as part of the Staff Inspection Program.

(3) Ensure all appointed Motorcycle Mentors are the grade E-6 or above, be an experienced rider (five years or more), and be in good rider standing. Motorcycle Mentors should be a mature rider and must be on designated appointment orders by a Company Commander or higher.

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

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

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(6) Ensure all Soldiers have completed a Motorcycle Safety Foundation rider's course inspection checklist (Encl 1), and the motorcycle operator agreement (Encl 2).

(7) Educate all riders and non-riders on motorcycle awareness as part of the privately owned vehicle and privately owned motorcycle accident prevention program.

(8) Provide Soldiers the time to take all necessary training courses to be compliant with this policy before riding a motorcycle.

f. Motorcycle Mentor responsibilities:

(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) Ensure each rider has an individual file containing the following items:

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

(b) Copy of approved Motorcycle Safety Card (BRC, BRC2/ERC or MSRC) and MAC.

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

(d) A 25th ID and U.S. Army Hawaii Statement for Motorcycle Operator Responsibilities Agreement signed by the Soldier's Commander (Encl 2).

(e) Communicate with senior mentors (BN and BDE) and facilitate issuance of MACs.

g. Motorcycle rider responsibilities:

(1) Maintain a valid state driver's license with a motorcycle endorsement, registration, safety inspection, and insurance card meeting state minimum requirements.

(2) Uniformed Service members complete a Department of the Army approved motorcycle safety foundation course and carry the issued motorcycle safety foundation card when operating the motorcycle.

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(3) Obtain a Motorcycle Access Card by following the above paragraph 4.c.

(4) Ensure the following procedures and Personal Protective Equipment standards are followed.

(a) Passengers: Passengers must be at least 13 years old to ride on the back of a motorcycle, moped, tricycle, or scooter and are required to wear the same PPE.

(b) Mirrors: MCs are equipped with both a left-hand and right-hand rearview mirror mounted on the handlebar or fairing.

(c) Brakes: MCs are equipped with operational front and rear brakes.

(d) Helmets: Department of Transportation approved helmets that meet the Federal Motor Vehicle Safety Standard No. 218 or Snell Standard M2005 are worn and properly fastened at all times.

(e) Eye Protection: Eye protection designed to meet or exceed ANSI Z87.1, reference (z) for impact and shatter resistance (includes goggles, wraparound glasses, or a full-face shield properly attached to a helmet) are worn at all times. A windshield or fairing does not constitute eye protection.

(f) 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).

(g) 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. MC jackets and pants constructed of abrasion-resistant materials (such as leather, Kevlar®, or Cordura®) and/or containing impact-absorbing padding are strongly encouraged. Riders are encouraged to select PPE that incorporates fluorescent colors and retro-reflective material.

(h) Soldiers in uniform may not wear vests or jackets with patches or insignias other than military specific.

h. Retirees, civilians, contractors, dependents, and visitors will comply with installation PPE requirements listed in g. (4) (a-g) of this policy.

i. Directorate of Emergency Services:

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(1) Enforce this policy's provisions for all Soldiers, retirees, civilians, contractors, dependents, and visitors who are found to be in violation. Soldiers may be detained at the access control point and released to their unit leadership. Soldier's motorcycle may be impounded if found operating on the installation illegally.

(2) Deny access to the installation for all retirees, civilians, contractors, and dependents violating this policy.

(3) Ensure guards use standardized policy enforcement at all access control points.

j. The USAG-HI Safety office will:

(1) Oversee the Army Traffic Safety Training Program (ATSTP).


(2) Ensure Motorcycle Safety Foundation courses are being offered in a timely manner for all USAG-HI Soldiers who ride motorcycles and assist with any ATSTP contractor issues.

5. This policy memorandum supersedes policy memorandum previous versions and remains in effect until superseded or rescinded in writing.

6. The proponent for this policy is the 25th ID & U.S. Army Hawaii, Director of Safety.

2 Encls

1. MSF Checklist
2. Motorcycle Operator Agreement


JAMES B. JARRARD
Major General, USA
Commanding

Motorcycle/Rider Inspection Checklist

MAC

SECTION 1 - Personal Data

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Name: (Last, First, MI)		Rank:	Unit (Company/Platoon or Section)
Operators License Motorcycle Endorsement Yes <input type="radio"/> No <input type="radio"/>	State	Expiration date	Motorcycle Safety Course Date and Card Number

SECTION 2 - Vehicle Information

State Registration Plate Number and Expiration Date		State Safety Inspection Expiration Date	
Make	Model	Color	Year

SECTION 3 - Insurance Coverage

Insurance Company	Expiration Date
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SECTION 4 - Vehicle Inspections

Evaluate each item as: S-Satisfactory, U-Unsatisfactory, or N/A-Non-applicable	Date:	Date:	Date:	Date:	Date:	Date:
1. Frame- Visual check for damage and/or objects that would interfere with safe vehicle operation.						
2. Horn – Present and operational (Audible/Loud).						
3. Mirrors (2) - One mounted on the left and right sides of handlebars or faring						
4. Windshield- (Optional) if present, must be minimum of 15 inches in height.						
5. Lights-						
a. Headlight, (multi-beam) present and operational.						
b. Taillight- Minimum one fully operational taillight.						
c. Brake light- Minimum one fully operational.						
d. Turn signals- If manufactured prior to 1980: N/A. After Jan 1980, operational turn signals required.						
e. Reflectors- Minimum one red reflector. May be separate or part of taillight assembly.						
6. Handlebars- Flexible height (minimum of 15" above seat height to below shoulder height when mounted)						
7. Brakes- Present and operational, front and rear.						
8. Wheels- Check rims for cracks, dents, or rust, and proper fittings.						
9. Tires- Proper tire pressure (PSI). Check for dry rot, tire damage, and excessive/uneven tread wear.						
10. Passenger Seating: Fixed seat w/passenger footrests						
11. Fenders- Minimum of one fender (rear end) required.						
12. Cables- Check the brake, clutch, and throttle cables for kinks or cracks. Throttle returns to idle freely.						
13. Muffler/Exhaust System- Present and Operational. No excessive noise/open exhaust pipe.						

This form was prepared by, the USARHAW Safety Office IAW AR 385-10 and AR 385-55 and Hawaii State Statutes. It serves as a means of documenting required unit level Motorcycle Safety inspections.

SECTION 4 - Vehicle Inspection (Continued)

Evaluate each item as: S-Satisfactory, U-Unsatisfactory, or N/A-Non-applicable						
14. Kick Stand or Center Stand- Available, springs in place w/tension to hold in place when in folded position.						
15. Oil/Hydraulic fluids- Check engine, wheels, and on ground for obvious signs of leakage.						

SECTION 5 – Personal Protective Equipment/Clothing

16. Helmet - Department of Transportation (DOT) or SNELL approved sticker. Serviceable chin-strap.						
17. Eye Protection – Full face shield or ANSI Z87.1 rated glasses or goggles.						
18. High visibility garment and/or vest- High visibility color day/retro-reflective at night.						
19. Gloves – Heavy-duty full-fingered gloves or mittens designed for motorcycle use.						
20. Footwear – Over the ankle, enclosed sturdy footwear or boots.						
21. Pants and shirt or jacket - Must cover full length of arms and legs						
Note: No one may rent, lease, or loan a motorcycle to another person without providing the required protective eye and headgear protection, unless the other person provides their own. Passengers must wear required protective headgear.						
REMARKS:						

Corrective Action Completed: Yes/No

Inspected By	Date	Signature
Inspected By	Date	Signature
Inspected By	Date	Signature
Inspected By	Date	Signature
Inspected By	Date	Signature
Inspected By	Date	Signature

SECTION 6 – Rider Validation-after CO level validation, form can be reused for up to 6 inspections

Company Mentor	Date	Signature
Battalion Senior Mentor	Date	Signature
Brigade Safety	Date	Signature
USARHAW Safety	Date	Signature



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Enclosure 2

USARHAW Statement for Motorcycle Operator Responsibilities Agreement

1. I am a Soldier in the U.S. Army or military service member from another service or country assigned to an Army Installation in Hawaii satellite Camps. I have identified myself as a potential motorcycle rider (current or future). 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.
2. I understand that before I operate a motorcycle (either street or off road), on or off a DOD installation, on or off duty, I will be appropriately licensed 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/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. which includes: 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, wraparound glasses, or full-face shield properly attached to the helmet that meets ANSI Safety Code Z87.1 for impact and shatter resistance; sturdy footwear (leather boots or over the ankle riding shoes); long sleeve shirt or jacket, long trousers and full fingered gloves. I understand that brightly colored or reflective outer garments are strongly encouraged.
4. I fully understand my responsibilities to comply with all the requirements for motorcycle operation and that these requirements apply to me on and off duty, on or off post. I will never ride while under the influence of drugs (legal or illegal) or alcohol. I will avoid riding at an excessive speed. I will be extra cautious riding over rough terrain.

Soldier Name Printed

Commanders/1SG Printed

Soldier Signature/Date

Commanders/1SG Signature/Date