



DEPARTMENT OF THE ARMY
HEADQUARTERS, 3D INFANTRY DIVISION AND FORT STEWART
942 DR BEN HALL PLACE, BUILDING HQ001
FORT STEWART, GA 31314-5000

AUG 28 2023

AFZP-CG

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Commanding General (CG) Policy Letter #20: Privately Owned Motorcycle, Dirt Bike, All Terrain Vehicle (ATV), and Recreational Off-Highway Vehicle (ROV) Policy

1. References.

- a. Department of Defense Instruction (DoDI) 6055.04 (Department of Defense (DoD) Traffic Safety Program), 27 August 2021.
- b. Army Regulation (AR) 385-10 (The Army Safety Program), 24 February 2017.
- c. Department of the Army Pamphlet (DA PAM) 385-10 (Army Safety Program), 23 May 2008.
- d. AR 190-5 (Motor Vehicle Traffic Supervision), 22 May 2006.
- e. AR 670-1 (Wear and Appearance of Army Uniforms and Insignia), 26 January 2021.
- f. ALARACT 075/2022, Notification of Impending Changes to the Army Safety Program, 7 November 2022.
- g. FRAGORD 002 (FY23 Motorcycle Safety Program Coordinator Training Selection, Evaluation, and Events) to 3d Infantry Division OPORD 23-31 (FY23 Safety Program and Training Guidance).
- h. Installation Motorcycle Safety Standing Operating Procedures (SOP).
- i. Applicable Local and State Laws

2. Scope. This Policy Letter applies to all individuals living and/or working on Fort Stewart (FS) and Hunter Army Airfield (HAAF), and Soldier at all times while riding a motorcycle, ATV, ROV, Dirt Bike, Scooter, or Moped. This includes Fort Stewart Garrison, 3d Infantry Division, Tenant, and Training Readiness Authority (TRA) units, operating at Fort Stewart, Hunter Army Airfield, contractors, dependents, and family members. The operation of Go-Carts, Mini-Bikes, Mini-Motorcycles, Motorized

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Skateboards, ATVs, non-street legal Dirt Bikes, and Golf Carts are prohibited on FS/HAAF roads. Exceptions include ATVs, Dirt Bikes, and Golf Carts owned by the government and operated by Department of Defense (DoD), Department of the Army (DA), and military personnel in the performance of duties.

3. Purpose. Motorcycle operations are considered high-risk, and must be accomplished safely to prevent accidents, which result in a degradation of military readiness. It is important for leaders at all echelons to implement and enforce concepts outlined in this Policy Letter and its attachments. However, ultimately it is the motorcycle operator/rider who must comply with these concepts in order to make them effective. Regardless of whether riding on or off post, or while on or off duty, I implore you to help us make riding safer for the Fort Stewart and Hunter Army Airfield community.

4. Policy. Commanders at all levels are responsible for the complete implementation of this policy and will ensure all Soldiers in their command are in compliance. Commanders will ensure that all units in their command will include this policy and its attachments as part of their unit safety program and display it on unit safety boards and websites to include Motorcycle Safety Program Coordinator (MSPC) name and contact information. It is the affirmative duty of every Soldier to report violations of this policy to their chain of command.

5. Standard Operating Procedures (SOP). The SOP and its attachments are the documents to be used in all aspects of the motorcycle safety program.

6. Expiration Date. This policy is effective immediately and will remain in effect until suspended, revoked, or superseded. Nothing in this policy is intended to contradict or eliminate any of the responsibilities and requirements in the above references.

7. Punitive Nature. This policy is punitive in nature. Soldiers who violate this policy may be subject to punishment under the Uniform Code of Military Justice (UCMJ), as well as adverse administrative action. Personnel not subject to the UCMJ who violate this policy may also be subject to adverse action, and discipline in accordance with (IAW) applicable laws and regulations. It is the affirmative duty of every Soldier to report violations of this policy letter regardless of whether or not the violation occurs on or off post or the rank of the person committing the violation. Your duty to report begins as soon as you learn of the possible violation. Violations will be reported to your chain of command. Failure to report a violation is punitive in accordance with paragraph 7 of this policy. Personnel who knowingly allow someone to ride their motorcycle that is not fully qualified is subject to the same UCMJ action as the personnel violating this policy.

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8. The point of contact for this policy memorandum is the Installation Safety Director at 912-767-5332.

2. Encls

1. Installation Motorcycle Safety SOP
2. Motorcycle/Dirt Bike/ATV/ROV
Inspection Checklist

CHRISTOPHER R. NORRIE

Major General, USA
Commanding

DISTRIBUTION:

1st Armored Brigade Combat Team, 3d Infantry Division
2d Armored Brigade Combat Team, 3d Infantry Division
3d Division Artillery Brigade, 3d Infantry Division
3d Sustainment Brigade, 3d Infantry Division
3d Combat Aviation Brigade, 3d Infantry Division
All tenant units and organizations on Fort Stewart
All tenant units and organizations on Hunter Army Airfield

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Installation Safety Program Standard Operating Procedures
Installation Motorcycle Safety and Mentorship Standard Operating Procedure
(Encl 1)

1. STANDARD OPERATING PROCEDURES.

a. **Leadership.** Commanders at all levels are responsible for the complete implementation of this SOP and will ensure that all applicable Soldiers in their command are in compliance. Commanders will ensure that all units in their command include this SOP as an integral part of their Unit Safety Program, and that it is fully accessible and visible at unit level. Commanders will ensure that Motorcycle Safety Program Coordinators (MSPC) are replaced no less than 45 days from leaving the unit.

b. **Licensing.** All motorcycle operators must be licensed by appropriate civilian authorities. In addition to the requirements below, if State or local laws require special licenses to operate motorcycles, those licensing requirements will also apply.

c. **Registration and Insurance.** All motorcycles must be registered and insured by appropriate civilian authorities regardless of the rider's individual state registration and insurance requirements. See section d. (1) for special exceptions for vehicles 49cc or less.

d. **Training.** All motorcycle operators (Soldiers) are required to pass a certified Motorcycle Safety Foundation (MSF) course or State Approved equivalent, prior to operating a motorcycle. Service sponsored training is not required for properly licensed/endorsed DoD Civilian operators. The Fort Stewart/HAAF Garrison Safety Office offers the Basic Rider Course (BRC), Experienced Riders Course (ERC), the Advanced Riders Course (ARC), and sustainment training. Sustainment training is the repetition of ERC or ARC every 5 years. Soldiers will provide the email of their supervisor when registering. Soldiers who operate a motorcycle are required to attend the BRC before attending the ERC or ARC. They are also required to attend either the ERC or ARC within 12 months of completing the BRC and sustainment training (MSF training, ATV e-course for ATV's and ROV's, BRC for scooters, mopeds, dirt bikes, and trikes, ERC and ARC for all others) every five years thereafter. Dirt Bike riders will attend the BRC or State Approved Off Road Riders Course (only). Soldiers who only rent motorcycles will complete the BRC and repeat it every 5 years. Soldiers will carry their most recent MSF or equivalent certification card at all times while operating a motorcycle. Commanders may not waive or delay this training if the Soldier is available to attend. The Brigade and Battalion MSPC will maintain a centralized tracking system for required training. View the training schedule and sign up for these courses through the AIRS registration page at, https://imc.army.mil/airs/usg_disclaimer.aspx . If the operator fails to attend the scheduled training or does not cancel an appointment for training at least 48 hours prior to the class date, required training may be at the operators' expense (i.e., at a civilian training facility). For exceptions due to training cancellations, riders must provide the Installation Motorcycle Safety Program Manager

with a justification of absence in writing from their Commander or Supervisor. Only state or federally approved training may be taken in place of BRC.

(1) Pertaining to: Scooters, mopeds, any street legal vehicle 49cc or less and Vehicles that are not required to have state registration.

Riders of these motorcycles do not need a motorcycle endorsement but do need a valid state POV driver's license. This is IAW AR 385-10 and local and state laws. However, riders will have completed the BRC or equivalent (only) and insure the vehicle. BRC will be renewed every five years. Riders are required to attend all sustainment training and comply with all other motorcycle requirements IAW AR 385-10 and this SOP.

(2) Time Requirements. Absent exceptional circumstances such as intervening deployment, schools, leave, training class backlog etc., Soldiers shall attend the required training within 30 working days of being identified by their command as a rider or a potential rider. Exceptions must be documented by the Chain of Command and training scheduled and completed at the earliest opportunity after the 30-day period has expired. Soldiers **will not** operate any motorcycle until the required training is completed and motorcycle is inspected.

(3) BRC. Beginner riders must possess a valid state POV driver's license in order to attend the BRC. Motorcycles, helmets and gloves are provided by the trainer for the BRC only. Riders may choose to bring their own Personal Protective Equipment (PPE)/riding gear. Personal Motorcycles are **not** authorized for BRC training. Those riders who choose to retain or obtain a different State motorcycle driver license are responsible to check with that State in order to learn and abide by that States licensing requirements.

(4) Soldiers who possess a valid state driver's license with motorcycle endorsement but cannot produce proof of having completed a certified riders' course, are required to complete the BRC prior to operating their motorcycle on or off post.

(5) All ATV and ROV operators (Soldiers) are required to take the free version of the ATV E-Course and view the training video at <http://www.atvsafety.org/atv-ecourse/>, pass the test, and provide a copy of the completion certificate to their MSPC, prior to operating an ATV.

(6) Dirt bike, ATV and ROV operators shall familiarize themselves with and follow the manufacturer's instructions and safety precautions that pertain to their vehicle.

e. **Safety Equipment/PPE.** Operators of motorcycles and their passengers on Fort Stewart and Hunter Army Airfield will wear all required Personal Protective Equipment (PPE). **Soldiers must adhere to mandatory PPE requirements both on and off post, and while on or off duty.** Passengers of military personnel operating these vehicles off post are required to wear the appropriate PPE IAW State law. Civilian operators and passengers are required to wear PPE on post and strongly encouraged to wear complete PPE off the installation. Soldiers operating or riding dirt bikes, ATVs, and ROVs will also comply with the safety equipment requirements listed below to include the use of knee, and shin guards. Civilian operators and all passengers will

wear the same prescribed PPE as written below, when riding as a passenger or operating a motorcycle on the installation or when participating in Army sponsored events.

(1) Head Protection: Helmets will be certified to meet Department of Transportation (DOT) Safety Standard No. 218 with a manufacture date of no more than 5 years old or host nation requirements if overseas. Host nation requirements must meet or exceed DOT standards. Novelty helmets not meeting the DOT standard will not be worn by Soldiers or DoD Civilians riding on or off post. Non-DoD Civilians will not wear non-compliant novelty helmets while riding on post. Helmets may be fitted with an aftermarket quick disconnect buckle meeting or exceeding the retention standard of the Federal Motor vehicle Safety Standard (FMVSS) and DOT. All helmets will be worn and properly fastened under the chin according to the motorcycle helmet manufacturer's specifications.

(2) Eye Protection: Impact or shatter resistant goggles, wrap around form fitting glasses that are American National Safety Institute compliant (ANSI Z87.1) or a full-face shield attached to the helmet is required for all operators and passengers. Motorcycle windshields may not be used as a substitution for eye protection.

(3) Ear Protection/Hearing: Ear insert devices designed as hearing protection may be worn by operators, but only if they do not exceed 32db Noise Reduction Rating (NRR). Disposable, preformed, or custom molded ear plugs designed to reduce, but not entirely block hearing are permissible. **Note:** The use of headphones or earphones is prohibited while operating these vehicles. Bluetooth/ hands-free helmet devices, that are not in-ear devices are authorized. However, music should not be at a volume that is distracting, or which will block the rider from hearing surrounding noises.

(4) Hand and Foot Protection: Full fingered gloves designed for motorcycle riding, made of abrasion resistant materials that have a leather palm, long trousers, long sleeved upper garment, and sturdy over-the-ankle footwear that affords protection for the feet and ankles (durable leather or ballistic-type cloth footwear that cover the ankles are strongly encouraged). Footwear is required to be laced up, zipped up, or buckled snugly in a fashion so that will not come off the foot in an accident. Athletic footwear is not authorized.

(5) Reflective Wear. Soldiers are highly encouraged to select PPE that incorporates fluorescent colors and retro-reflective material. To mitigate low visibility risk motorcycle operators should select contrasting colors during daylight and evening hours. A brightly colored and reflective upper garment such as Mil-Spec vest or specialized abrasion resistant jackets are strongly encouraged and may provide the best visibility to other motor vehicles. Brightly colored is defined as "having a bright color such as bright yellow, white, red, blue, green, or orange that contrasts the motorcycle with its surroundings."

(6) Long sleeve upper garment and full-length lower garment is required to be worn at all times. The sleeves and lower garment must not be rolled up in a manner that exposes the skin. The Army Physical Fitness Uniform (APFU) pants, sweatpants, or

other light jogging/wind pants do not provide adequate protection as the sole lower garment and is not authorized.

(7) Failure to Wear PPE. Installation Access Control and Military Police authorities retain the right to deny access to anyone for not wearing the required proper PPE IAW DoDI 6055.04, AR 385-10, and this SOP.

f. General Rider Requirements.

(1) Uniform. IAW AR 670-1, immediately upon dismounting the motorcycle, all Soldiers in uniform will immediately remove their helmet, and any non-standard uniform items and dawn proper Army headgear. Soldiers will not walk in partial uniform while wearing a helmet and safety gear.

(2) Face Coverings. Unless weather situations make it appropriate, Soldiers may not wear face masks or bandanas while operating a motorcycle while in uniform or while operating on a military installation. If worn, facemasks and bandanas will be of a subdued color or matching of the current military uniform worn.

(3) Motorcycle club colors, vests, cuts, or other such items are not authorized to be worn in uniform. Items distinguishing you as a member or supporter of outlaw motorcycle clubs or gang affiliated organizations are not allowed to be worn for any reason at any time. Motorcycles and PPE will not display any drug or gang related emblems or messages which would violate current EO, SHARP, etc. policies.

g. Vehicle/Mechanical Requirements.

(1) Mirrors. Motorcycles must have two rear view mirrors, one on the left and one on the right and capable of viewing traffic to the sides and rear. These mirrors are not authorized to be folded inward, making them unusable.

(2) Lights. Head lights must be operable and on at all times while riding. All other lighting must be operational. This includes turn signals, brake lights, taillights, and license plate light.

(3) Tires. Tires must have sufficient tread depth (3/32" minimum) with no cords or wires visible. Tires must not show signs of dry rot.

(4) Brakes. Motorcycle must have fully operational front and rear brakes. Factory braking systems or portions of must not be removed. Brakes may only be modified in a manner which improves braking performance. Brake and clutch levers that or fashioned like a knife blade will not be installed on the motorcycle.

(5) General. All other vehicle equipment (lights, chains, cables, etc.) must be well maintained and in proper working order.

2. MOTORCYCLE MENTORSHIP. Commanders will implement the Motorcycle Mentorship Program (MMP) IAW the Department of the Army, Combat Readiness

Center (CRC) and the listed references above which include but are not limited to the following:

a. **Program.** Company/Troop/Detachment/etc. and Battalion, thru Brigade will include the Motorcycle Mentorship Program as part of their Unit Safety Program. Commanders will ensure the Motorcycle Mentorship Program is fully implemented and used to further identify and assist Soldiers in understanding and complying with this SOP. Commanders will not waive, or delay requirements as prescribed in this SOP.

b. **Motorcycle Safety Program Coordinator (MSPC).** All commands will designate on additional duty appointment orders a MSPC based upon the operator's experience as a rider, their maturity, and the Commander's assessment. If a Commander has more than one MSPC, the Commander will designate a Senior MSPC to coordinate all motorcycle safety activities. MSPCs must have completed the BRC and BRC2, ERC, ARC, or MSRC. If a unit does not have an assigned MSPC that meets the above standard, the Unit Safety Officer (USO) will assume administrative responsibilities. The assigned mentor will attend the MSPC Certification Course (MSPCC) within 90 days of receiving additional duty orders. This course is scheduled and given by the Installation Motorcycle Safety Program Manager at william.t.pendleton.civ@army.mil as available. Personnel who have attended the 18th Airborne Corps Train the Trainer Course and can provide their certificate are not required to attend the Installation course. MSPCs will be replaced 45 days prior to ETS/PCS/Retirement, etc. MSPCs will be limited on additional duties in order to allow ample time to plan and conduct motorcycle safety training. All MSPCs will be licensed and current with this Policy, have several years of varied riding experience, will be committed to reducing motorcycle accidents, and possess good communication skills. Age and rank should not be the sole criteria when selecting the best MSPC. Riding experience, motorcycle knowledge, and passion are far more important. If an individual meeting the above guidelines are not available, then the commander should assign the best available Soldier. Utilization of the Installation Motorcycle Safety Program Manager to assist in MSPC selection may be requested.

c. **Records.** MSPCs will keep records on every motorcycle, dirt bike, ATV, and ROV rider in his or her unit using the Commander's Motorcycle Safety Policy and its attachments. This packet will not be added to unless specifically prescribed by higher headquarters for tenant units. Records will be kept on file for a minimum of one year after the Soldier has left the unit. MSPCs will ensure that all training and check rides are recorded utilizing the Army Training Management System (ATMS) and the Digital Training Management System (DTMS) in accordance with ALARACT 075-2022 and AR 350-1.

1. MSPCs Book will include:

(a) Commander's Policy Letter NO. 20

(b) This SOP

(c) Spreadsheet of riders to include training dates

- (d) Additional duty appointment orders
- (e) Certificate of completion for MSPC Course
- (f) Riders' packets

d. **USO/ADSO.** Unit Safety Officers (USA)/Additional Duty Safety Officer (ADSO) will brief, assist, and inspect the unit Motorcycle Mentorship Program semi-annually or more often as needed in response to developing trends. MSPC contact information will be posted on unit safety boards.

e. **Events.** MSPCs will coordinate quarterly unit rides to promote safe motorcycle operations. Unit MSPCs will notify their Commander and next higher Senior MSPC (i.e., Company MSPC will notify the Battalion Senior MSPC) as well as the Brigade Safety Officer and Installation Motorcycle Safety Program Manager of all motorcycle mentored group rides NLT two weeks prior to an event. Unit level sustainment that includes a check ride is required quarterly for all Soldiers.

f. **Riders.** Soldiers who are identified as potential motorcycle, dirt bike, ATV, and ROV riders will be enrolled in the Motorcycle Safety Program. Soldiers who do not own, but rent motorcycles, scooters, ATVs, ROVs, and Dirt Bikes, will comply with Command Policy #20 and this SOP. Inspections will not be conducted on rented vehicles.

g. **Rear Detachment.** Unit commanders will update or develop Rear Detachment in-processing procedures to ensure compliance and enforcement of all aspects of this SOP when receiving and in-processing new Soldiers into the unit, when leadership is in the field or unavailable due to duty requirements.

h. **Inspections.** MSPCs will conduct inspections using the Motorcycle Inspection form (Enclosure 3) quarterly, and prior to leave. MSPCs and the Soldier's immediate chain of command will ensure deficiencies are identified and corrected prior to permitting vehicle operation. MSPCs will ensure Soldiers are aware of the consequences of unsafe/improper vehicle operation. Dirt bike, ATV, and ROV riders will conduct similar and independent inspections using the same inspection form as Enclosure 3. Non-applicable items will be marked as N/A. Once completed, the inspection form will be maintained on file in the individual motorcycle rider's packet. Riders will be counseled to correct all deficiencies prior to use.

I. LEADER RESPONSIBILITIES.

(1) **Implement.** Commanders will implement the Motorcycle Mentorship Program IAW the Department of the Army, Combat Readiness Center (CRC) and the listed references. All Soldiers will be briefed and counseled on the motorcycle safety program upon arrival to the unit using in processing checklists and procedures.

(2) **Records.** Commanders will make sure that records are kept for every Soldier in their unit ensuring that they have signed and understand this SOP. A copy of the

motorcycle riders' packet will be kept on file for a minimum of one year after leaving the unit. Commanders will monitor motorcycle operator training utilizing the Army Training Management System (ATMS) and the Digital Training Management System (DTMS). Company/detachment commanders will personally ensure completion of an Individual Motorcycle, Dirt Bike, ATV or ROV Operator Requirements and Individual Statement of Responsibilities Agreement (Enclosure 2) for all Soldiers who operate these vehicles.

(3) **Violations and Remedial Training.** Commanders will classify any operator who is cited for two or more vehicle violations or has an at fault accident that incurs lost time, or who otherwise demonstrates a lack of self-discipline as a "high-risk" operator. Commanders will counsel high-risk operators, require the Unit MSPC to provide unit level remedial training, and require the Soldier to attend Remedial Drivers Training to mitigate high-risk behavior. Commanders will comply with AR 190-5 and Fort Stewart Regulations regarding the revocation, suspension and re-instatement of Soldiers driving privileges. Soldiers will not ride a motorcycle until all above requirements have been met. Remedial Drivers Training is given by the Garrison Safety office.

(4) **Accident Reporting.** In the event of a Soldier motorcycle, dirt bike, ATV or ROV Class A, B, C, or D accident (see AR 385-10, para. 3-4), the Unit Commander is required to report IAW, SIR format IAW 3RD INFANTRY DIVISION OPORD 22-23 (FY 23 CCIR/SIR REPORTING REQUIREMENTS). An accident investigation board will be appointed as necessary. Utilization of the Installation Motorcycle Safety Program Manager is highly encouraged during investigations. Findings and recommendations will be briefed to the Soldier's Battalion Commander. The Soldier's senior leadership will then provide the Third Infantry Division Chief of Staff and the Installation Motorcycle Safety Program Manager, an accident review which summarizes the facts and circumstances surrounding the accident and recommendations to prevent future accidents. An Army Safety Management Information System Report (ASMIS) for off duty Class A, B, C, or D accident or formal accident board report for on duty Class A & B accidents will be provided to the Division Safety Office.

3. GENERAL / COORDINATING INSTRUCTIONS.

a. **Marne Reception Center.** The Marne Reception Center (MRC) will include this SOP in the initial briefing to all newly assigned Soldiers, identify riders, and ensure compliance with this SOP while Soldiers are assigned through the in-processing phase. The MRC will assign an NCO, on additional duty orders, as an MSPC. The MRC will not inform Soldiers that they are not allowed to ride motorcycles during in-processing.

b. **FSGA/HAAF Garrison Safety Office.** The Garrison Safety Office will include an initial brief of this SOP to all Soldiers, DA Civilians, Contractors, and visitors during the Army Traffic Safety Training Program Local Hazards Presentation. Soldiers will be instructed on their individual responsibilities to ensure compliance with this SOP and seek further guidance from their gaining unit or Directorate.

c. **Re-Integration Training.** Commanders of Soldiers returning from areas of operations will include this SOP in their reintegration operations. Motorcycle Refresher Training (MRT) will be conducted by unit MSPC who have been certified in the Division

MSPC Course (MSPCC) or Installation Motorcycle Safety Program Manager. MRT is required, prior to operating a motorcycle, for all Soldiers whose training or deployment is greater than 180 days and will include a check ride. MRT will be conducted during the re-integration phase of re-deployment.

d. **Line of Duty.** As appropriate IAW AR 600-8-4, all personnel will consider, that failure to use occupant protection devices, failure to wear required protective equipment, or failure to comply with licensing or operator training requirements may be used in making line-of-duty determinations for death or injuries resulting from such nonuse of equipment or noncompliance with requirements.

7. POC for the action is Mr. William T Pendleton II, Installation Motorcycle Safety Program Manager and Installation Senior Motorcycle Safety Program Coordinator at william.t.pendleton.civ@army.mil

MOTORCYCLE/DIRT BIKE/ATV/ROV INSPECTION (ENCL 2)

SECTION I – Personal Data							
Name:			Rank:		BDE:		
					Unit:		
Driver's License #:			Driver's License State:			Expiration:	
Motorcycle Endorsement on License: YES NO							
Motorcycle Safety Course: BRC BRC2 MSRC ATV E-Course				Date:		MSF Card #:	
Date of Last Deployment:				Refresher Completed: YES, NO Date:			
SECTION II – Motorcycle Information							
Make:		Model:			Year:		
Vin:		Color:			Style:		
License Plate #:		License Plate State:			Plate Expiration:		
Insurance Company:		Policy Number:			Policy Expiration:		
SECTION III – T-CLOCS Inspection Checklist							
T-CLOCS ITEM		WHAT TO CHECK		WHAT TO LOOK FOR		CHECK-OFF	
Section I, T-TIRES & WHEELS				Check off			
A. Tires	Condition	Tread depth (min 3/32"), wear, weathering, evenly seated, bulges, embedded objects. Knobs missing (ATV/Dirt bike)		Front/Rear			
	Air Pressure	Check when cold, adjust to load. Manufacturer recommended pressure Front _____ Rear _____		Actual Front/Rear (write in)			
B. Wheels	Spokes	Bent, broken, missing, tension, check at top of wheel: "ring" = OK — "thud" = loose spoke		Front/Rear			
	Cast	Cracks, dents.		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. Brakes	Function	Each brake alone keeps bike from rolling. Missing portion of factory braking system.		Front/Rear			

Section II. C-CONTROLS					
A. Levers and Pedal	Condition	Broken, bent, cracked, mounts tight, ball ends on handlebar levers, proper adjustment.			
	Pivots	Lubricated.			
B. Cables	Condition	Fraying, kinks, lubrication: ends and interior.			
	Routing	No interference or pulling at steering head, suspension, no sharp angles, and wire supports in place.			
C. Hoses	Condition	Cuts, cracks, leaks, bulges, chafing, deterioration			
	Routing	No interference or pulling at steering head, suspension, no sharp angles, hose supports in place			
D. Throttle	Operation	Moves freely, snaps closed, no revving when handlebars are turned.			
Section III. L-LIGHTS					
A. Battery	Condition	Does bike start easily. Lights pulsing while bike is running. Can bike be started multiple times without having to be jumped or pushed?			
	Terminals	Are terminals loose or corroded?			
B. Headlamp	Condition	Cracks, reflector, mounting and adjustment system			
	Aim	Height and right/left.			
	Operation	Hi beam/low beam operation.			
C. Tail lamp/brake lamp	Condition	Cracks, clean and tight.			
	Operation	Activates upon front brake/rear brake application.			
D. Turn signals	Operation	Flashes correctly	Left/Right Front		
			Left/Right Rear		
E. Mirrors	Condition	Cracks, clean, tight mounts and swivel joints.			
	Aim	Adjust when seated on bike.			
F. Lenses & Reflectors	Condition	Cracked, broken, securely mounted, excessive condensation.			
G. 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.			

Section IV. O-OIL						
A. Levels	Engine Oil	Check warm on level ground, dipstick, and 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.				
B. 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.				
Section V. C-CHASSIS						
A. Frame	Condition	Cracks at gussets, accessory mounts, look for paint lifting, large dents				
	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.				
B. Suspension	Front Forks	Smooth travel, no leaks air or fluid.	Left/ Right			
	Rear Shock(s)	Smooth travel, no leaks air or fluid linkage moves freely and is lubricated.	Left/ Right			
C. Chain or Belt	Tension	Check at tightest point.				
	Lubrication	Side plates when hot. Note: do not lubricate belts.				
	Sprockets	Teeth not hooked, securely mounted				
	Chain Guard	Missing or Damaged				
D. Fasteners	Threaded	Tight, missing bolts, nuts.				
	Clips	Broken, missing.				
	Cotter Pins	Broken, missing.				

Encl 3 Continued

Motorcycle/Dirt Bike/ATV/ROV Personal Protective Equipment (PPE) Inspection

The Motorcycle Safety Program Coordinator (MSPC) will inspect PPE along with the inspection of the motorcycle in order to ensure proper compliance IAW AR 385-10, this SOP, and local and state laws.

Department of Transportation (DOT) Approved helmet as outlined by the National Highway Traffic Safety Administration (NHTSA).

Yes/NO Condition _____ Date of Manufacture _____
DOT decal Yes/No

Long sleeved upper garment Yes/No Condition _____
Color _____ Material _____

Full length lower garment Yes/No Condition _____
Color _____ Material _____

Full-fingered gloves designed for motorcycle use Yes/No
Condition _____ Material _____

Over the Ankle Boots or Sturdy Over-the-ankle protective footwear designed with motorcycle riding in mind Yes/No Condition _____

Eye Protection Yes/No Brand _____ Condition _____

Knee and Shin guards (Dirt bike/ATV/ROV riders)

Rider Name and Signature _____ Date _____

MSPC Name and Signature _____ Date _____

Notes on deficiencies:

Initial _____