DEPARTMENT OF THE ARMY
HEADQUARTERS 4TH INFANTRY DIVISION (MECHANIZED)
FORT HOOD, TEXAS 76544-5068

REPLY TO
ATTENTION OF:

AFYB-CG

SEP 3 0 2004

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Command Policy, Motorcycle Safety, CSM-01

1. References.

   a. Army Regulation 385-10, The Army Safety Program, February 2000.

   b. Army Regulation 385-55, Prevention of Motor Vehicle Accidents, March 1987.

   c. DoDI 6055.4, Traffic Safety Program, July 1999.

   d. Army Regulation 190-5, Motor Vehicle Traffic Supervision, July 1988.

   e. 4ID Policy, G1-00-01-Safety, 2004.

2. Applicability.

This policy applies to all personnel assigned or attached to the 4th Infantry Division, to include the Army National Guard and Army Reserve Soldiers.

3. Purpose.

To establish the Division Commander's policy on motorcycle safety.

4. General.

The high-risk nature of riding motorcycles, mopeds, dirt bikes, ATV's and motorized scooters and the serious consequences of being involved in an incident require that we have an effective motorcycle safety program in place. To date, in FY04, motorcycles accidents account for 1/3 of all fatalities in III Corps and over ½ of the fatalities in 4ID. At the current rate 4ID is losing one Soldier a month to motorcycle accidents. The loss of a Soldier for any reason is unacceptable, especially in an area in which we have the ability to control. Leaders at all levels will apply substantial emphasis to combat these fatalities.

5. Motorcycle Safety Policy.

a. All units will include this policy as part of their unit Safety Program. This written program must implement provisions of Department of Defense Instruction (DoDI) 6055.4, AR 385-55, FH 385-55 with changes, and FC 385-1.

b. Motorcycles and mopeds operated or stored on the installation shall be registered with the installation. Additionally, personnel will meet local and State registration laws. In order to register and receive the post decal, the individual will have to present positive proof that they passed the Motorcycle Safety Foundation (MSF) course and proof of insurance.

c. All motorcycle riders are required to successfully complete an applicable motorcycle safety course from the MSF, regardless if the rider plans to ride on or off post. This course must be completed within ten (10) days of arriving to the installation or upon receipt of the motorcycle. Additionally, all motorcycle operators will attend the Installation Motorcycle Safety Course upon arrival in the Division and once every three years there after. See enclosure 1 for MSF course requirements. Furthermore, DoDI 6055.4 directs that all Soldiers that operate vehicles and who are 26 years old and younger or E4 and below will attend the Defensive Drivers Course (DDC).

d. All motorcycle riders must posses a valid motorcycle license. In Texas the operator will have one of two ratings on the physical license: M-Motorcycle License or J-Learners permit. All personnel driving on a learners permit are required to have another licensed operator with them (States' Law).

e. All motorcycle operators will have their motorcycles inspected by their leader using the attached inspection checklist, enclosure 3. This checklist may be made stricter but no items will be removed. Both the operator and the inspector will sign the checklist. By the Soldier signing the checklist they are acknowledging that they know, understand, and will adhere to motorcycle policies.

f. All motorcycle operators, and/or those that ride as a passenger, will wear the appropriate equipment listed below, as per AR 385-55. These items will be worn whether the Soldier is **ON or OFF POST**.

1) DOT approved helmet.

2) Leather boots.

3) Full fingered gloves.

4) Long pants and shirt.

5) Bright colored clothing during the day and reflective vest/equipment during limited visibility or at night.

6) Proper impact resistant eye protection or visor.

g. The aforementioned requirements, should a Soldier fail to adhere to them, will be a factor or considered in any line of duty determination.

h. Risk Assessment.

All Soldiers are required to complete the ASMIS individual risk assessment prior to any trip (official and non-official). All motorcycle riders in conjunction with their leader(s) will complete an initial risk assessment addressing the following as a minimum:

1) Soldier's age (18-26 yrs are the most common age groups for accidents).

2) Does the soldier posses a current, valid motorcycle drives license?

3) Experience motorcycle riding in general.

4) Experience with this type of motorcycle.

5) Experience riding in local area or planned trip area.

6) Did the soldiers individual risk assessment identify them as a high or extremely high risk? Are they an aggressive individual? (See the Next Accident Assessment for Individuals and leaders that is found in the POV toolbox).

7) Does the soldier display aggressive driving behaviors while operating other equipment or POV(s)?

8) When was the last "official" motorcycle safety training?

9) When did the soldier last receive motorcycle safety awareness training at the unit level?

10) Has the soldier been cited for traffic violations?

11) Does the soldier display or demonstrate a lack of self-discipline.

12) Are there any outside factors that could affect this soldier (family, financial, etc)?

13) Does this soldier display good safety behaviors and judgment throughout the day?

14) When was the last time that a motorcycle inspection check was completed? (See enclosure 3).

15) When was the last time the soldier received leader (NCO) individual counseling on riding motorcycles? (See enclosure 3 for individual statement).

16) Does the soldier have and maintain the appropriate insurance?

17) Fatigue factors.

i. Motorcycle Accidents.

Should a soldier have a motorcycle accident an appropriate accident investigation will be completed IAW AR 385-40. Additionally, if the accident resulted in a fatality to the soldier an AAR will be provided to the Commanding General and will be conducted as per III Corp fatality AAR guidance

j. Control Measures.

1) There are many control measures available to both the soldier and leader. These resources range from the travel risk assessment available on the Army Safety Center website to disciplinary actions. . Commanders may take steps such as revoking the Soldiers driving privileges if that person operates a vehicle in a method that endangers themselves or others, or violates local, State, or installation safety requirements. As with all disciplinary steps the Staff Judge Advocate must be contacted.

2) There are many positive methods to promote good behavior; awarding Soldiers for safe behavior reaps many benefits and impact motorcycle safety awards may be provided for the following reasons:

- Safe motorcycle driving for 1000 miles without a ticket, infraction, or other disciplinary actions. This will be tracked and validated by the unit Commander / 1SG.

- Observed operating a motorcycle off post safely.

At the commanders discretion awards may consist of the following. Some of these items may not be purchased using Unit funds.

- Civilian version of the reflective vest with Unit patch or symbol.

- Riding gloves.

- Award IAW AR 672-74 paragraph 3-7.

- Gift certificate from a motorcycle store.

- Time off or unit coin in front of peers.

- Membership to an association such as the American Motorcyclist Association, similar group as the American Automobile Association.

- Other sources such as AAFES, and local businesses.

3) The Motorcycle Safety Handbook (enclosure 2) is a good guide that will help identify requirements. Additional risk management resources are available through the Brigade Safety Office, the Division Safety Office and at the Army Safety Center website, https://safety.army.mil/home.html.

6. It is vital that we do everything we can as leaders to ensure we protect our most valuable resource - our soldiers.

7. Additional POV and Motorcycle safety information and awareness media is available via the 4ID public folders under 4ID Safety. The point of contact for this memorandum is the Division Safety Office, 287-0852. This policy will remain in effect until superseded or rescinded.

Steadfast and Loyal

JAMES D. THURMAN
MG, USA
Commanding

DISTRIBUTION:
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Enclosure 1

THE FOLLOWING ITEMS ARE REQUIRED TO ATTEND THE MOTORCYCLE SAFETY COURSE:

1. VALID DRIVER'S LICENSE (LEARNER'S PERMIT WILL NOT BE ACCEPTED FOR THIS COURSE). A LEARNER'S PERMIT IS ACCEPTABLE FOR THE BEGINNERS COURSE OFFERED AT FORT CARSON.

2. PROOF OF INSURANCE IN THE AMOUNTS OF 20,000/ 40,000 BODILY INJURY AND 15,000 PROPERTY DAMAGE.

3. PROOF OF MOTORCYCLE OWNERSHIP (BILL OF SALE OR VALID STATE REGISTRATION).

4. ONE REAR VIEW MIRROR ON EACH SIDE OF MOTORCYCLE.

5. VALID STATE PLATES, AND VEH INSPECTION (IF REQUIRED BY THAT STATE).

6. LONG SLEEVE SHIRT OR JACKET, WITH REFLECTIVE VEST (NO BAGGY PANTS OR PT GEAR).

7. DOT APPROVED HELMET, PROPERLY WORN.

8. EYE PROTECTION- GOGGLES, FACE SHIELD OR SAFETY GLASSES.

9. FULL-FINGERED GLOVES (PREFERABLY LEATHER)- OVER THE ANKLE BOOTS.

10. SIGNED WAIVER FORMS, AND COMPLETED T-CLOCK INSPECTION FORM (PROVIDED WHEN REGISTERING FOR MSF COURSE ON FORT HOOD).

11. READ ALL RIDER CLASSROOM INFORMATION **BEFORE CLASS DATE** (TEST).

12. YOU MUST PASS THE RANGE SKILL PORTION AND WRITTEN TEST TO RECEIVE A COURSE COMPLETION CARD.

REQUIREMENTS FOR THIS COURSE CAN BE FOUND IN THE FOLLOWING:

ARMY REGULATION 385-55, PAGE 10
TEXAS MOTORCYCLE LAWS PAGES 1-61 http://www.txdps.state.tx.us/msb/
MOTORCYCLE SAFETY FOUNDATION www.msf-usa.org

It is a misconception that you only need this course to ride on Post - THIS IS NOT TRUE!!! All soldiers who own or operate a motorcycle or scooter MUST attend an MSF approved course. If you do not have a motorcycle, or license, there are many ways to get a license. You can go one of the many courses that are offer off post, in the Killeen area as well as Austin or Waco. Go to the Texas motorcycle Safety web site for more information. Their web address is http://www.txdps.state.tx.us/msb/.

Enclosure 2

HANDBOOK

FOR LEADERS AND RIDERS

A Note to Leaders and Riders

Motorcycles are unlike any other recreational vehicle. Boats, Jet skis, snowmobiles, and others have their own areas, and environments that allow them to be enjoyed in relative isolation. Motorcycles, on the other hand, constantly interact with the local population. They share the same roads, and environments that everyone else populates. This puts motorcycles at an extreme disadvantage. Motorcycles are harder to see, and require the motorcyclist to be a "smarter" and "better" driver than those of the 4-wheeled world. Motorcycles are like helicopters- they require constant input and constant response. They also require the rider to respond to quickly. Motorcycles will not "drive" themselves. From the time you start your motorcycle to the time you park it, you are working against many laws- the law of gravity, and the laws of physics. To prove this point, Take a motorcycle off its center stand, and let it go. It will just fall over. Try taking a curve on a motorcycle, and not counter steer, you will just go straight and crash. These are only 2 examples. We all know how challenging it is to drive a car, now add all of the challenges of riding a motorcycle, and you have a full plate.

Motorcyclists as a rule ride for many reasons. It could be financial; it could be for fun, or an expression of personal freedom. Most riders agree that Personal freedom is the biggest reason. But just like any other Freedoms, especially in this case, freedom isn't free. Riding a motorcycle comes at a cost. The cost is responsibility; Responsibility to ride in a legal mature manner and as soldiers to ride within the Military Rules, and regulations. AR 385-55, and AR 190-5 give soldiers and their leaders the basic guidelines on riding safely. DOD regulation 6055.4 gives civilian employers guidance for their employees. Local post policy letters add to the regulation or make clarifications to the regulation for their areas. These regulations are made to keep us safe- and just like any other regulation, if they are not followed, the motorcyclist can be injured, or killed. This leaders book is designed to help leaders and riders better understand the rules, and regulations for motorcycles. It also contains a motorcycle checklist for leaders, so they can inspect motorcycles quarterly. This information should be in a motorcyclists' counseling packet.

Soldiers and Leaders have a Responsibility; to become educated, by supporting our senior leaders, by demanding that our soldiers and fellow riders set the standards of conduct while on a motorcycle and by accepting nothing less from our riders and Leaders. ***Remember- If a soldier purchases a motorcycle- they have 10 days to enroll into an approved MSF class***. III Corps Safety has a contract with an approved Motorcycle Safety Foundation (MSF) contractor to administer the MSF course; for further information call 254.287.4639.

It is your duty and responsibility to ensure they attend an approved MSF class. It is also the leadership's duty to make sure they are licensed to operate the motorcycle and the motorcycle is insured. The motorcycle needs to be inspected regularly, especially during holiday weekends. If the soldier displays conduct on the motorcycle that shows a disregard for safety- counsel that soldier and have them attend the MSF class again. Soldier skills are based on standards, and we always train and retrain to that standard.

Enclosure 3

4ID MOTORCYCLE INSPECTION CHECKLIST

Operator _____/_____/__/_____/
Last First MI Rank

Vehicle Description _____/_____/_____
Make Model Year

Driver's License_____/_____/_____/_____
State License Number Exp Date Endorsed (Y/N)

Insurance_____/_____/_____
Company Policy Number Expires

MSF COURSE_____/_____
Valid for three years only. Date Completed MSF Card No.

Post Vehicle Registration _____/Y/N____
Decal Number properly placed

MOTORCYCLE SAFETY INSPECTION CHECKLIST

Item	Check	Look for	Check off
Tires	**Condition**	*Tread depth, wear, weathering, evenly seated, bulges, imbedded objects.*	Front - Rear
	Air Pressure	*Check when cold, adjust to load/speed.*	Front - Rear
Wheels	**Spokes**	*Bent, broken, missing, tension, check at top of wheel: "ring" == OK, "thud" == loose spoke.*	Front - Rear
	Cast	*Cracks, dents.*	Front - Rear
	Rims	*Out of round/true == 5mm. Spin wheel, index against a stationary pointer.*	Front - Rear
	Bearings	*Grab top and bottom of tire and flex: No free play (click) between hub and axle, no growl when spinning*	Front - Rear
	Seals	*Cracked, cut or torn, excessive grease on outside, reddish-brown outside.*	Front - Rear

CONTROLS			
Item	**Check**	**Look for**	**Check off**
Levers	**Condition**	*Broken, bent, cracked, mounts tight, ball ends on handlebar lever.*	Front - Rear
	Pivots	*Lubricated.*	
Cables	**Condition**	*Fraying, kinks, lubrication; ends and length*	
	Routing	*No interference or pulling at steering head, suspension; no sharp angles, wire looms in place.*	
Hoses	**Condition**	*Cuts, cracks, leaks, bulges, chafing, deterioration.*	
	Routing	*No interference or pulling at steering head, suspension, no sharp angles, and wire looms in place.*	
Throttle	**Operation**	*Moves freely, snaps closed, no revving.*	

LIGHTS			
Item	**Check**	**Look for**	**Check off**
Battery	**Condition**	*Terminals clean and tight, electrolyte level, held down securely.*	
	Vent Tube	*Not kinked, routed properly, not plugged.*	
Lenses	**Condition**	*Cracked, broken, securely mounted, excessive condensation.*	
Reflectors	**Condition**	*Cracked, broken, securely mounted.*	
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.*	
Headlamp	**Condition**	*Cracks, reflector, mounting and adjustment system.*	
	Aim	*Height and right/left.*	

Item	Check	Look for	Check off
Levels	**Engine Oil**	*Check warm on centerstand, dipstick, sightglass.*	
	Hypoid Gear Oil	*Transmission, rear drive, shaft.*	
	Hydraulic Fluid	*Brakes, clutch, reservoir or sight glass.*	
	Coolant	*Reservoir and/or coolant recovery tank — cool only.*	
	Fuel	*Tank or gauge.*	
Leaks	**Engine Oil**	*Gaskets, housings, seals.*	
	Hypoid Gear	*Gaskets, seals, breathers.*	
	Hydraulic Fluid	*Hoses, master cylinders, calipers.*	
	Coolant	*Radiator, hoses, tanks, fittings, pipes.*	
	Fuel	*Lines, fuel taps, carbs.*	

Item	Check	Look for	Check off
Frame	**Condition**	*Cracks at gussets, accessory mounts, look for paint lifting.*	
	Steering-Head Bearings	*No Detent or tight spots through full travel, raise front wheel, check for play by pushing/pulling forks.*	
	Swing arm Bushings/Bearings	*Raise rear wheel, check for play by pushing/pulling swing arm.*	
Suspension	**Forks**	*Smooth travel, equal air pressure/damping and anti-dive settings.*	
	Shock(s)	*Smooth travel, equal preload, air-pressure and damping settings, linkage moves freely and is lubricated.*	
Chain/belt	**Tension**	*Check at tightest point.*	
	Lubrication	*Side plates when hot. Note: do not lubricate belts!*	
	Sprockets	*Teeth not hooked, securely mounted.*	
Fasteners	**Threaded**	*Tight, missing bolts, nuts.*	
	Clips	*Broken, missing.*	
	Cotter Pins	*Broken, missing.*	

K—KICKSTAND			
Item	**Check**	**Look for**	**Check off**
Center stand	**Condition**	*Cracks, bent.*	
	Retention	*Springs in place, tension to hold position.*	
Side stand	**Condition**	*Cracks, bent (safety cut-out switch/pad if equipped).*	
	Retention	*Springs in place, tension to hold position.*	

I understand that as a soldier riding a motorcycle, both on and off post, I must abide to the rules and regulations covering motorcycles and motorcycle safety. I understand it is my duty and responsibility to wear personal protective equipment at all times. I am in possession of a DOT approved helmet, full-fingered gloves, and a retro-reflective vest. I am also aware that in order to ride within the regulation, I must also wear, a long sleeve shirt or jacket, long pants, and over the ankle leather shoes. Even though some states have laws that allow motorcyclists to ride without a helmet; AR 385-55 and local post policies dictate that I will wear my helmet when riding my motorcycle, both on and off post. Failure to comply with Army regulations could result in my loss of motorcycle driving privileges. If I am involved in a motorcycle accident and it is determined that I have violated the regulations, I could be held liable for all medical costs that I incur. If I loose my life, and been found to have violated the UCMJ, my survivors could be denied SGLI.

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Operator and Inspector Signatures
Operator Signature
_____Date_____

Inspector_____/_____/_____
Print Sign Date