



DEPARTMENT OF THE ARMY
HEADQUARTERS, 442D SIGNAL BATTALION
FORT GORDON GEORGIA 30905

COMMAND POLICY LETTER

ATZH-LCB

27 August 2015

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Commander's Policy Letter #8 - Motorcycle, Moped, Motor Scooter, Dirt Bike and All-Terrain Vehicle (ATV) Safety and Motorcycle Mentorship Program (MMP) Policy

1. PURPOSE: Motorcycle, moped, motor scooter, dirt bike and ATV operations are high-risk activities that if not done safely, can significantly degrade military readiness. Far too many Soldiers, family members, and civilian employees continue to be hurt in preventable accidents. I expect all leaders to implement this safety policy. We must do everything we can to protect our Soldiers, family members and civilian employees from being injured in this high-risk activity.

2. References:

a. DODI 6055.4, DOD Traffic Safety Program, 20 April 2009/ Incorporating Change 2, 23 January 2013

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

c. AR 385-10, The Army Safety Program, 27 November 2013

d. DA PAM 385-40, Army Accident Investigations and Reporting, 18 March 2015

e. U.S. Army Motorcycle Mentorship Program, 28 December 2005

f. Commander's Policy Memorandum #7, Safety, 8 June 2015

3. Applicability: This policy applies to all service members, family members, civilian visitors, contractors and DOD civilians operating a motorcycle, moped, motor scooter, dirt bike or ATV anywhere on Fort Gordon IAW DODI 6055.4, CH 1 PARA 2. It also applies to all Fort Gordon Soldiers operating a motorcycle, moped, motor scooter, dirt bike or ATV anywhere off post IAW DODI 6055.4, CH 1 PARA 2.2.1. This policy does not pertain to electric scooters of no more than 200 watts with a top speed that does not exceed 15 mph.

4. Policy:

a. Company Commanders at all levels are responsible for the complete implementation of this policy and will ensure all Soldiers in their command are in compliance. All companies will include this policy as part of their Company Safety Program. It will be displayed on company safety boards.

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b. Licensing: All motorcycles, mopeds, motor scooters, dirt bikes and ATVs must be licensed and / or registered by appropriate civilian authorities in order to be operated on Fort Gordon. In addition to the requirements below, if state or local laws require special licenses to operate motorcycles, mopeds, motor scooters, or ATVs (endorsements) will apply on Fort Gordon IAW DODI 6055.4, Encl 3.2.1. All motorcycle, moped, motor scooter, and ATV operators on post will possess a Motorcycle Defensive Driving Course (MDDC) or ATV Safety Institute (ASI) / Motorcycle Safety Foundation (MSF) certification card prior to operating or registering a motorcycle, moped, motor scooter, or ATV on post IAW DODI 6055.4, Encl 3.2.3 – 3.2.3.1.

c. Training: All motorcycle, moped, motor scooter, dirt bike or ATV operators must attend a MDDC / MSF certified operator safety course. There is a Basic Riders Course (BRC) and an Experienced Riders Course (ERC). These courses are offered through contract on post at a one time no cost to the rider, however, slots are filled on a first come, first served basis and are limited so riders may potentially have to wait several months for entry. Riders who do not wish to wait for the on post course may sign up and take the course at any MDDC/MSF certified off post program at their own expense. Inability to attend the on post course is not grounds for non-compliance with this policy. It is the individual riders' responsibility to ensure the course he takes is an MDDC/MSF approved curriculum taught by certified or licensed instructors with hands-on training.

(1) Motorcycle, moped, and motor scooter operators must successfully complete a rider safety course that includes a MDDC/MSF approved curriculum, prior to operating a motorcycle, moped, or motor scooter on or off post.

(2) Soldiers who possess a valid state motorcycle license but cannot produce proof of having completed a certified MDDC/MSF riders' course are required to complete the BRC prior to registering their motorcycle and riding on or off post.

(3) The BRC and ERC when offered by contract on post, shall be provided at no cost to the military and DOD civilian personnel and shall not be charged leave to attend this training. Training need only be offered once at government expense. If the operator fails to attend training for which he is scheduled and does not cancel the appointment at least 24 hours prior to the class date, or fails to successfully complete the course, subsequent required training will be at the operator's expense (Ref: AR 385-55, 26 Oct 2004, Chapter 8, Para8-2).

(4) There is no state licensing requirement for ATV operators however, they must complete an ATV Safety Institute (ASI)/MSF approved operator course before operating an ATV. For information concerning approved ATV operator courses, contact the ISO.

(5) As with ATVs, Dirt bike operators must complete the MSF Dirt Bike Riders Course or equivalent course before operating a dirt bike. For information concerning approved dirt bike courses, contact the ISO.

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d. Safety Equipment: Anyone operating a motorcycle, moped, motor scooter, or ATV, and their passengers, on Fort Gordon will wear complete Personal Protective Equipment (PPE) as outlined in DODI 6055.4, Encl 3.2.7. Soldiers operating any of these vehicles off post are required to wear the same PPE. Civilian operators are strongly encouraged to wear complete PPE off the installation.

(1) A U.S. Department of Transportation (DOT) approved helmet properly fastened under the chin. Helmets may be fitted with an aftermarket quick disconnect buckle meeting or exceeding the retention standard of FMVSS2 18 (DOT). Wearers must install on helmet using manufacturer provided instructions. A brightly colored helmet with reflective tape or decal is encouraged.

(2) Impact or shatter resistant goggles, wrap around glasses or a full-face shield attached to the helmet. Operators may not substitute windshield or fairing for proper eye protection; eyeglasses alone are not proper eye protection.

(3) Full-fingered gloves, long trousers, long sleeved shirt or jacket, and leather boots or over the ankle shoes.

(4) During daylight hours a brightly colored upper garment will be worn; during hours of limited visibility, an upper garment with reflective material must be worn. The standard orange/yellow road guard vest meets both daylight and limited visibility requirements. If wearing a backpack, it must also have reflective material visible.

e. Other Safety Requirements:

(1) The use of headphones or earphones is prohibited while operating a motorcycle, moped, motor scooter or ATV. Ear insert devices designed as hearing protection may be worn by operators but only if they do not exceed 32db NRR rating. Preventive Medicine Clinic hearing protector devices are suitable. These include disposable, preformed, or custom molded earplugs designed to reduce but not entirely block hearing.

(2) Motorcycles, mopeds, and motor scooters must have two rear view mirrors (one mirror on each side) and must have headlights illuminated at all times in order to operate on roads.

f. Installation authorities will deny access to anyone not wearing proper PPE. Soldiers injured in a motorcycle, moped, motor scooter or ATV accident that are not wearing required PPE will be found "not in the line-of-duty."

g. All companies' day 0 or day 1 in-processing will include this policy in initial in-brief of new soldiers, identify riders and ensure compliance with this policy while soldiers are assigned to

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Fort Gordon. Pass information on all riders and prospective riders to each new soldier's chain of command once centralized in-processing is complete.

5. Motorcycle Mentorship Program. Company Commanders will implement the Motorcycle Mentorship Program IAW the Department of the Army CRC Program guidance which includes but is not limited to the following:

a. Company Commanders will include the Motorcycle Mentorship Program as part of their unit Safety Program. Company Commanders will ensure the FT Gordon Motorcycle Mentorship Program is fully implemented and used to further identify and assist Soldiers in understanding and complying with CPL #42.

b. Motorcycle Mentor(s): All company commanders will designate by appointment orders both a motorcycle and ATV operator mentor based on the operators experience as a rider, maturity, and commander's assessment. These individuals will be in compliance with all requirements IAW this policy letter. The Motorcycle Mentor(s) will report to his/her commander on issues involving motorcycle training and safety. If a company does not have a motorcycle rider that meets the above standard one will be appointed from the Battalion Motorcycle Mentorship Program.

c. Motorcycle Mentor(s) will keep records on every motorcycle, moped, motor scooter, dirt bike and ATV rider in his/her unit. The records will consist of a copy of license, MSF BRC completion card, insurance, registration, motorcycle inspections and training completed.

d. The Battalion Safety Officer will brief, assist, and inspect the Motorcycle Mentorship Program semi-annually and more often as needed in response developing trends.

e. Training: All Motorcycle Mentor(s) at company level will conduct documented quarterly training with all individuals under their command who operate a motorcycle, moped or motor scooter. This training will at a minimum consist of identifying new riders, skills training related to braking, cornering judgment and counterweight techniques, review last quarter's Preliminary Loss Reports, any changes to regulations that pertain to motorcycles and motorcycle training, and upcoming motorcycle events. Mentor(s) will coordinate club rides to promote safe motorcycle operations.

f. Newly Licensed Riders: Commanders and Mentors will track all new riders that have completed the licensing requirements and BRC since arrival to Fort Gordon. These riders should be targeted to attend the Experienced Riders Course (ERC) and are required to attend within 18 months of having completed the BRC. They may attend the ERC on post when offered or off post as available at their own expense.

g. Once new Soldiers are identified by the chain of command as a motorcycle rider or potential rider, the Unit Motorcycle Mentor(s) will include them in the program and all activities. Commands will also, conduct occasional events to inspire cohesion on safe riding, i.e. group rides, etc.

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h. Company commanders will ensure completion of an individual Motorcycle/ATV Operator Requirements and Motorcycle Riders' Agreement (Enclosure 1) for all Soldiers who operate a motorcycle, moped, motor scooter, dirt bike or ATV on or off the installation. The Motorcycle Mentor(s) will conduct inspections using the Motorcycle/ATV Inspection Form (Enclosure 2) prior to Comp time, long weekends, holidays and leave/passes. The chain of command will ensure deficiencies are identified and corrected, and that Soldiers are aware of the consequences of improper operation, prior to permitting motorcycle, moped, motor scooter, dirt bike and ATV operation.

6. Leader Responsibilities:

a. All accidents are reportable. Accidents that result in a lost duty day or property damage in excess of \$10,000.00 are reportable.

b. Initial Accident Reports - Initial accident notification will be reported to the Battalion Commander and Safety Administrator during normal duty hours; and to the Battalion Staff Duty Officer and Safety Administrator after duty hours. Accidents involving any personal injury, damage to government property, or damage to private property as a result of Army operations will be reported. Initial report will contain (sample response indicated):

- (1) Type of Accident – ex. POV
- (2) Date of Accident – ex. 1 Sep 95
- (3) Time of Accident – ex. 1530
- (4) Location of Accident – ex. Barton Chapel Rd & Gordon Hwy
- (5) Name and Rank of Personnel Involved – ex. John Doe, SPC
- (6) Social Security Number of Personnel Involved – ex. 000-00-0000
- (7) Organization of Personnel Involved – ex. HQ/A 442d Sig BN
- (8) Extent of Injuries of Personnel Involved – ex. Broken Hip
- (9) Present Location of Personnel Involved – ex. EAMC, rm 0000
- (10) Number of Vehicles/Buildings Involved – ex. 3 POV

c. Accident Reporting: Any accident resulting in the injury or death of a service member will be initially reported telephonically to:

- (1) The Company Commander.
- (2) The Battalion Commander.

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(3) The Post Safety Office (791-3227/7233).

(4) The Battalion Safety Administrator.

d. A DA Form 285-AB-R, Jul 94, U.S. Army Abbreviated Ground Accident Report (AGAR) will be filled out within 48 hours after the incident, submitted to the BN XO for review and forwarded to the Post Safety Office within seven working days of the accident.

e. Company commanders will classify any motorcycle, moped, motor scooter, dirt bike or ATV operator who is cited for two or more violations or has an accident that incurs lost time, or who otherwise demonstrates a lack of self-discipline, as a "high-risk" operator. Company commanders will counsel high-risk operators and require the operator's NCO/supervisor support chain to provide steps to mitigate high-risk behavior. Company commanders will comply with AR 190-5 regarding the revocation / suspension of Soldiers privileges. The Garrison Commander may revoke / suspend civilian operator privileges IAW AR 190-5. Before revoked / suspended privileges are reinstated, individuals must retake the MDDC.

7. This policy is punitive in nature. Violators are subject to punishment under Federal law and the UCMJ, and other appropriate administrative action. Consult with your Trial Counsel/Labor Counselor for assistance.

8. EFFECTIVE DATE: This policy replaces Commander's Policy Memorandum #8, dated 14 October 2015.

Ready Rapid Reliable

2 Encls

1. Motorcycle Riders' Agreement
2. Motorcycle Inspection Form

//ORIGINAL SIGNED//

ERIC A. ANDERSON
LTC, SC
Commanding

DISTRIBUTION:

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