

Expires: 1 April 2017
Safety

Fort Sill Motorcycle Safety Program

Summary. This circular provides policy for all motorcycle operations on Fort Sill.

Applicability. This circular is applicable to all Fort Sill personnel, Family members, contractors and visitors.

Suggested Improvements. The proponent of this circular is the Fort Sill Safety Office. Users are invited to send comments and suggested improvements on Department of the Army (DA) Form 2028 (Recommended Changes to Publications and Blank Forms) directly to Fort Sill Safety, 4700 Mow-Way Road, Suite 467, Fort Sill, OK 73503.

Distribution. This circular is distributed solely through the Directorate of Human Resources, Administrative Services Division Homepage at http://sill-www.army.mil/dhr/Admin_Svcs_Div/Index.html.

1-1. Purpose. To establish requirements for safe motorcycle operations on Fort Sill.

1-2. References. Required and related publications are listed in appendix A.

1-3. Explanation of Abbreviations and Terms. Abbreviations and terms used in this circular are explained in the glossary.

1-4. Responsibilities. Commanders, directors, and supervisory personnel will enforce the standards in this circular to promote safe motorcycle operations on and off Fort Sill.

1-5. Records Management. Records created as a result of processes prescribed by this regulation must be identified, maintained, and disposed of according to Army Regulation (AR) 25-400-2, The Army Records Information Management System (ARIMS) and DA Pamphlet (DA Pam) 25-403, Guide to Recordkeeping in the Army. Record titles and descriptions are available on the ARIMS website (<https://arims.army.mil/arims/Default.aspx>).

1-6. Policy.

a. This policy applies to all military and Civilian personnel and Family members assigned, working/visiting or residing on Fort Sill. The number of motorcycle riders continues to increase. Our continued concern with motorcycle operations will require the personal involvement of leaders at all levels and the personal discipline of

motorcycle operators. Fort Sill must foster an environment for safe motorcycle operations. Together, we will keep Team Sill Soldiers, Civilians, and Family members safe. Anyone, to include visitors and contract personnel, operating or riding as a passenger on a motorcycle on Fort Sill must wear the required personal protective equipment (PPE) required by this policy. All motorcycles, mopeds, and motor scooters must be licensed and/or registered by appropriate civilian authorities in order to be operated on Fort Sill. If the state in which licensed requires a special license to operate a motorcycle, moped, or motor scooter, those licensing requirements will apply on Fort Sill. Can-Am, "Trikes" and other non-enclosed 3 wheeled street-legal vehicles shall be considered motorcycles and the provisions of this policy will apply. In addition, the use of personal protective equipment will be IAW Para. 5d.(1) thru 5d.(5) of this policy.

b. To establish the Fort Sill Motorcycle Safety Program to promote and foster an environment of safe motorcycle use for riders both on and off duty. Unit Motorcycle Safety Programs will be inspected annually during the Standard Army Safety Occupational Health Inspection (SASOHI) conducted by the Mission/Garrison Safety Office, or Brigade Tactical Safety Specialist respectively.

c. Motorcycle accidents continue to be a leading cause of Soldier fatalities and serious injuries Army wide. An analysis of Fort Sill motorcycle accidents reveal indiscipline, overconfidence, excessive speed and visibility of the rider as contributing factors in our past accident experiences. Every leader and Soldier must be committed to and actively involved in accident prevention, especially the prevention of motorcycle accidents. Training, leader involvement and enforcement of standards, leader and Soldier mentorship, along with the integration of risk management, will be the driving force behind our motorcycle safety program.

d. Concept of Operations: Reducing the number of motorcycle accidents requires the dedicated support of every Commander, Leader, and Soldier. The Fort Sill Motorcycle Safety Program includes mandatory progressive training, leader mentorship, and the reinforcement of a Soldier's personal responsibility to keep safe. Fort Sill security gates personnel have the authority to deny access to anyone not meeting the requirements of this policy.

1-7. Required Training.

a. Mandatory Progressive Training. Training consists of Basic Riders Course (BRC), Experienced Rider Course (ERC) or BRC-II, Military Sport Bike Rider Course (MSRC) or Advanced Rider Course (ARC), Motorcycle Refresher Training (MRT), and Sustainment Training (ST). Prior to the operation of a motorcycle on or off the installation, military personnel will successfully complete an appropriate Motorcycle Safety Foundation (MSF) based course or State-approved curriculum for motorcycle operator's safety training endorsed by the Office of the Deputy Under Secretary of Defense Installations and Environments (DUSD (I&E)). All training is provided to active duty military on the installation at no cost to the motorcycle rider. Motorcycle Training is

scheduled through the Army IMCOM Registration System at <https://apps.imcom.army.mil/airs/>. All military motorcycle riders will complete the progressive training described in the following paragraphs. Although training is not available for civilians at Fort Sill, it is highly encouraged that DA/DOD civilians complete an approved motorcycle safety course to enhance rider skills.

b. Can-Am Spyders® and three-wheeled motorcycle training requirement. The requirement for BRC, as modified by the MSF interim guidance applicable to three-wheeled motorcycles, applies to exclusive three-wheeled motorcycle operators until the pending MSF three-wheeled basic rider course is released by the MSF and evaluated or adopted by the U.S. Army. This guidance will be provided on the United States Army Combat Readiness/Safety Center Web site.

c. If a modified MSF-BRC curriculum is not available, novice three-wheel operators shall be allowed to complete one of the following: take the BRC (using a two-wheeled trainer motorcycle) or a State-sponsored "Sidecar and Trike" Education Program course that can help generally associate them with the risks and handling characteristics of three wheeled vehicles.

d. All three-wheeled operators shall familiarize themselves with and follow the manufacturer's instructions and safety precautions pertaining to their vehicle.

e. BRC. The BRC is the initial training course for all military motorcycle riders. The BRC provides basic knowledge and skills required to safely operate a motorcycle. Military riders have the option to take this course on a Fort Sill provided motorcycle or their personally owned motorcycle.

f. ERC/BRC-II. All military motorcycle riders (cruiser type) other than sport bike riders will complete the ERC or BRC-II within 12 months of completing the BRC.

g. MSRC/ARC. All military "Sport" and "Sport Touring" motorcycle riders will complete the MSRC or ARC within 12 months of completing the BRC.

h. MRT. Prior to operation, all redeployed (six month and greater deployments) motorcycle riders will complete the MRT. The MRT will be provided by your organization. Riders will attend this training with their own Privately Owned Motorcycle for which they are licensed.

i. Sustainment Training. Every 5 years following completion of the ERC/BRC-II or MSRC/ARC, Soldiers shall repeat the ERC/BRC-II or MSRC/ARC based on the type of motorcycle owned or operated.

j. Military personnel who are certified on their own motorcycle and purchase a new motorcycle will be evaluated by their commander and motorcycle mentor. This

evaluation will determine if repeating any stage of required training is required due to change in size, configuration, or handling characteristics of the new motorcycle.

1-8. Commander/Leader Mentorship.

- a. Support and promote unit level motorcycle safety activities within regulatory limits.
- b. Promote activities that reinforce positive training, mentorship and riding.
- c. Enforce motorcycle training requirements outlined in paragraph 1-7. Motorcycle mentor training events will be added to unit training calendars and briefed during training meetings.
- d. Identify unit motorcycle riders and ensure face-to-face counseling between first-line supervisors and Soldiers. Riders must be identified by type of motorcycle and assigned to the appropriate mentor.
- e. Establish unit motorcycle mentorship program at brigade, battalion, and company level. Select and appoint suitable mentors (both standard/cruiser and sport/sport touring motorcycles) to coach unit motorcycle riders. Brigade mentors will monitor subordinate unit administration of the motorcycle mentorship program (MMP).

1-9. Unit Motorcycle Mentors.

- a. Shall be an experienced (five years or more on the appropriate motorcycle type) and current motorcycle rider in good standing. Motorcycle Mentors will be proven leaders, selected by maturity and skill level. Meaningful unit mentorship will be conducted to assess, educate, and enhance rider skills.
- b. Conduct quarterly meetings with motorcycle operators assigned to the unit. Army Civilian riders are encouraged to participate in the MMP. The meeting agenda at a minimum will include personal protective equipment checks, motorcycle T-CLOCS inspections, and refresher briefings on safe riding techniques. Minutes shall be maintained of these meetings to include topics covered and a sign-in sheet of those in attendance.
- c. Complete the BRC, and based on type of motorcycle operated, complete the ERC/BRC-II or MSRC/ARC prior to assignment as a mentor.
- d. Act as a conduit of information to Leaders and Soldiers for motorcycle safety education and awareness.
- e. Set the standard for responsible motorcycle riding.

- f. Mentor Soldiers in purchasing, riding and maintaining motorcycles.
- g. Monitor and evaluate Soldier's skill development and recommend appropriate training. Ensure Soldiers attend appropriate training.
- h. Track and inform the commander of Soldier's riding progress and completed training.
- i. Organize and promote activities to enhance motorcycle safety by unit affiliation or riding events.
- j. Conduct semiannual unit check rides as a minimum. The annual Fort Sill Freedom Thunder Motorcycle Safety Rally ride event will satisfy the requirement for one check ride if monitored and properly recorded by the unit mentor.
- k. Maintain a roster of motorcycle operators assigned to the unit.
- l. Maintain a copy of MSF training card, drivers license with motorcycle endorsement, current insurance verification, signed motorcycle safety contract and commanders motorcycle evaluation worksheet if used.
- m. Promote command objectives related to motorcycle safety.
- n. T-CLOCS shall be conducted at a minimum every 6 months and maintained with the Motorcycle Mentor of that organization. T-CLOCS shall be maintained for the Soldiers duration in that organization.

1-10 Individual Responsibilities (Soldiers, Civilians, and Family members).

- a. Comply with installation, local, state, and Army motorcycle training, licensing and operating requirements. Military personnel will present their current Motorcycle Safety Foundation card at the entry point for access to the installation. Military personnel will carry their Motorcycle Safety Foundation card as proof of course completion at all times while operating a motorcycle.
- b. Share accident and/or near miss information during quarterly mentorship meetings.
- c. Use risk management in purchasing, riding, and maintaining motorcycles.
- d. Properly maintain and wear required Personnel Protective Equipment (PPE) for both on and off post riding. Operators must ensure that passengers comply with these PPE requirements. Civilians, Family members and visitors will wear the same PPE as Soldiers when operating or riding on Fort Sill. Three wheel variants such as a Can-Am or Trike require the same PPE as a two wheel motorcycle. Minimum PPE consists of:

(1) A helmet that meets Department of Transportation (DOT) Safety Standard No. 218, United Nations Economic Commission for Europe Standard 22-05, British Standard 6658 or Snell Standard M2005 IAW DODI 6055.04. Helmets will be properly fastened under the chin. Novelty helmets are not authorized.

(2) 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.

(3) Foot protection. Sturdy over the ankle footwear that affords protection for the feet and ankles. Durable leather or ballistic-type cloth athletic shoes that cover the ankle may be worn. Typical PT running shoes do not meet this requirement.

(4) Eye protection. Eye protection designed to meet or exceed ANSI Standard Z 87.1. Impact or shatter resistant goggles, wraparound glasses or full face shield properly attached to the helmet. Operators may not substitute windshield or fairing for proper eye protection.

(5) Upper Outer Garment. Service members assigned to Fort Sill, will wear a fluorescent and reflective vest, shirt or jacket at all times when operating a motorcycle or riding as a passenger on a motorcycle, on or off post, regardless of local Civilian requirements. All other personnel operating a motorcycle or riding as a passenger on Fort Sill will wear a fluorescent and reflective vest, shirt, or jacket at all times, and are encouraged to wear such equipment off Fort Sill. All motorcycle operators and passengers must ensure outer garments are properly secured, clearly visible, and not covered. **The light-weight mesh physical training vest and fluorescent PT belt are not authorized to wear as a substitute of the fluorescent and reflective vest, shirt, or jacket.** The PT belt or light-weight mesh physical training vest may be used to cover a backpack if worn. Backpacks covered with the PT belt or light-weight mesh physical training vest or other high visibility material is not a substitute for the fluorescent and reflective vest, shirt, or jacket requirement. **Enclosure 5 provides examples of authorized fluorescent and reflective vests, shirt, and jackets.**

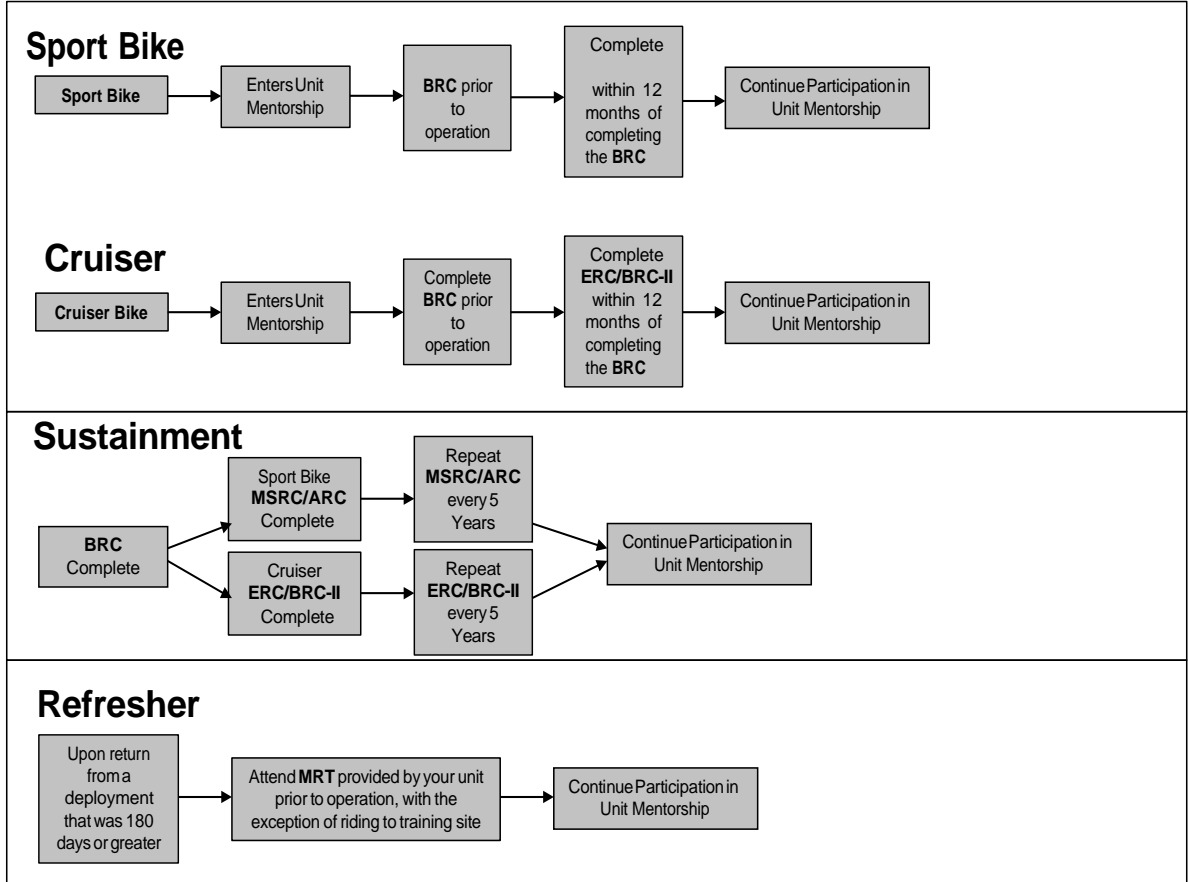
- e. Support installation and unit motorcycle safety initiatives.
- f. Identify themselves to their chain of command at the time of assignment to the unit, or when planning to purchase a motorcycle.
- g. Report their involvement in any motorcycle accident to unit leadership.

h. Unit motorcycle mentorship meeting attendance is mandatory. Seek out mentorship from skilled, responsible, and positive riders. **Demonstrate self discipline and defensive driving when operating a motorcycle. Recognize the inherently dangerous nature of motorcycle operation and stay clear of motorcycle organizations and riders that contribute to high risk behavior.**

i. Commanders will establish procedures to ensure that subordinate commanders and Soldiers within their commands are thoroughly familiar with the provisions of this order.

j. Contact Fort Sill safety at 442-4215 or 442-4701 for course information.

Motorcycle Progressive Training



Enclosure 1



MOTORCYCLE OPERATOR INFORMATION SHEET

Name/Rank/Grade/MOS/Position: _____

DOB/AGE: _____

Address: _____

Telephone # _____

E-Mail Address: _____

Unit/Organization: _____

Commander Name/Telephone: _____

Type of Motorcycle (year/make/model): _____

Experience (years riding): _____

Motorcycle Endorsement: _____

Licensing State, License # (attach a photocopy): _____

State of Registration/Insurance Information (attach a photocopy): _____

(State – Expiration Date)

(Insurance company – Policy Number- Expiration Date)

MSF BRC Completion Date: _____

MSF Card #: _____

MSF ERC/BRC-II Completion Date: _____

MSF Card #: _____

MSF MSRC/ARC Completion Date: _____

MSF Card #: _____

Tickets (date & violation): _____

Remedial Training Dates (if required): _____

Handicaps: _____

Enclosure 2



DEPARTMENT OF THE ARMY
USAFCOEFS Safety Office 4700
Mow-Way Road Suite 467
Fort Sill, OK 73503



MOTORCYCLE SAFETY CONTRACT

1) I am a service member assigned or attached to Fort Sill, Oklahoma. I have identified myself as a potential motorcycle rider (current or future) and I understand my responsibility as an operator of a motorcycle to do so in a safe manner and IAW the provisions of all local laws, DOD and Army regulations, directives and local policies.

2) I understand that before I operate a motorcycle on or off a DOD installation, I will be appropriately licensed (except when not required by the Status of Forces Agreement or local laws) and will successfully complete a Motorcycle Safety Foundation (MSF) based course or State-approved curriculum for motorcycle operator's safety training endorsed by the Office of the Deputy Under Secretary of Defense Installations and Environments (DUSD (I&E), which I am responsible for scheduling. I understand that I must complete all progressive training, sustainment training, and refresher training as required.

3) Required safety equipment and personnel protection equipment (PPE). As an operator of a privately owned motorcycle, Can-Am or 3 wheeled motorcycles I understand that all safety equipment will be fully operational and the headlight turned on at all times. Whenever I operate a motorcycle, Can-Am or 3 wheeled motorcycles, I will wear the appropriate PPE. I am aware that the PPE requirements are: A helmet that meets Department of Transportation (DOT) Safety Standard No. 218, United Nations Economic Commission for Europe Standard 22-05, British Standard 6658 or Snell Standard M2005 IAW DODI 6055.04. Helmets will be properly fastened under the chin. Novelty helmets are not authorized. Full fingered gloves or mittens designed for use on a motorcycle, long sleeved shirt/jacket and long trousers, boots or over the ankle sturdy shoes, Impact or shatter resistant goggles, wraparound glasses or full face shield attached to the helmet that meet or exceed ANSI Standard Z 87.1. Approved eye protection may be darkened for daylight use; however, they must be clear during the hours of darkness or adverse weather conditions. Operators may not substitute windshield or fairing for proper eye protection; eyeglasses alone are not proper eye protection. I will wear a fluorescent and reflective vest, jacket or shirt at all times when operating a motorcycle or riding as a passenger on a motorcycle, on or off post, regardless of local civilian requirements. I will ensure that my outer garments are properly secured, clearly visible, and not covered. I further understand that the light-weight mesh physical training vest and fluorescent PT belt are not authorized to wear as a substitute of the fluorescent and reflective vest or jacket. The PT belt or light-weight mesh physical training vest may be used to cover a backpack if worn. Backpacks covered with the PT belt or light-weight mesh physical training vest or other high visibility material is not a substitute for the fluorescent and reflective vest, jacket, or shirt requirement.

4) Local, State and Installation:

a. I, _____ am stationed at Fort Sill, Oklahoma and the installation motorcycle requirements here include:

Enclosure 3

MOTORCYCLE SAFETY CONTRACT

b. The motorcycle requirements for the state of Oklahoma are:

5) **Cautions and Hazards:** I fully understand my responsibility 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 alcohol. I will obey all state and installation regulatory signs and signals.

6) **My goal** is to ensure that I am fully aware of the hazards and risks associated with motorcycle operation and that I fully and freely accept the responsibility for operating IAW the laws, regulations, and policies listed above. I have been counseled on, and fully understand my responsibilities as a motorcycle operator. I have read and understand the Fort Sill Motorcycle Safety Policy, and the information provided in this document.

Soldier Signature/Date

Commander/ISG/Supervisor Signature/Date

Senior Motorcycle Mentor Signature/Date

Enclosure 3



DEPARTMENT OF THE ARMY
 USAFCEFS Safety Office
 4700 Mow-Way Road Suite 467
 Fort Sill, OK. 73503



COMMANDERS MOTORCYCLE EVALUATION WORKSHEET

1. IAW the Fort Sill Motorcycle Safety Program, Soldiers that choose to upgrade the class/style of the motorcycle they ride, are required to have an evaluation conducted by the Commander and unit Motorcycle Mentor. Understanding the inherent risk in motorcycle riding and the risk of my Soldier changing to a different style or class of motorcycle, my recommendation for additional training is listed below. My recommendation has been based on careful consideration and evaluation by myself and my unit motorcycle mentor.





Evaluation Questions		
1. Does the new motorcycle change from one class to another?	Yes	No
2. If changing class of motorcycle, will it put this Soldier at additional risk?	Yes	No
3. If the new motorcycle has a larger engine, what is the size difference in CC?	CC =	
4. Will the engine size difference if any put this Soldier at additional risk?	Yes	No
5. If the new motorcycle has a different weight, what is the difference in Lbs?	Weight =	
6. Will the weight difference if any put this Soldier at additional risk?	Yes	No
7. Has the Soldier completed all required MSF training up to the point of changing motorcycles?	Yes	No
8. Is the Soldiers riding experience sufficient to operate the new motorcycle?	Yes	No
9. Has the Soldier been cited for any previous traffic violations?	Yes	No
10. Is the Soldier considered "High Risk" based on your observations?	Yes	No

2. At a minimum, a copy of the completed worksheet will be maintained by the unit motorcycle mentor in the Soldiers rider file.

Command Recommendation	
Based on careful consideration and evaluation, it has been determined that Rank: _____ Name: _____ is within compliance of Army and Fort Sill requirements and will not require additional training to safely ride his new motorcycle.	
_____ Commander Signature	_____ Date
_____ Motorcycle Mentor Signature	_____ Date
Based on careful consideration and evaluation, it has been determined that Rank: _____ Name: _____ will require additional training to operate his new motorcycle safely and be in compliance with the Fort Sill Motorcycle Safety Program.	
_____ Commander Signature	_____ Date
_____ Motorcycle Mentor Signature	_____ Date

Enclosure 4

Motorcycle Style/Class Information

<p>Class Cruiser Motorcycle</p> 	<p>Cruiser motorcycles mimic the style of American machines from the 1930s to the early 1960s, even though they have benefited from advances in metallurgy and design. The riding position always places the feet forward. Usually the hands are up and the spine erect or leaning back slightly, which some riders find to be more comfortable for long-distance riding. Chopper style motorcycles would be categorized as a type of cruiser. A cruiser is a type of motorcycle where the rider has a straighter position while sitting and the feet are always in a forward position on the bike, meaning they are resting up or in front of the rider.</p>
<p>Class Touring Motorcycle</p> 	<p>Touring motorcycles commonly have large displacement fairings and screens that offer a relatively high degree of weather and wind protection, large capacity fuel tanks for long ranges between fill-ups, and a more relaxed, more upright seating position than sport-bikes. These motorcycles can be further subdivided into multiple sub-categories, which are commonly used terms within the motorcycle industry.</p>
<p>Class Sport bike</p> 	<p>Sport bikes, sometimes called performance bikes or "crotch rockets," emphasize speed, acceleration, deceleration, and maneuverability. Because of this, there are certain design elements that most motorcycles of this type will share. Sport bikes have comparatively high performance engines resting inside a lightweight frame. The combination of these help maintain structural integrity and chassis rigidity. Front and rear tires are larger and wider than tires found on other types of motorcycles to accommodate higher cornering speeds and greater lean angles. Fairings may or may not be found on a sport bike. The performance of some stock sport bikes is so high that they can be used on a race track right off the showroom floor. Rider position and ergonomics are compromised in favor of weight distribution and aerodynamics. This generally means higher foot pegs that move the legs closer to the body and more of a reach to a lower set of hand controls which positions the body and center of gravity forward and over the tank.</p>
<p>Class Sport Touring bike</p> 	<p>Sport-tourers combine attributes of a sport bike and a touring motorcycle. They are built for comfortable long-distance travel while maintaining a forward-leaning riding position, good handling, and high performance.</p>

Enclosure 4



DEPARTMENT OF THE ARMY

USAFCOEFS Safety Office

4700 Mow-Way Road Suite 467

Fort Sill, OK. 7350

Upper Outer Garment

1. Depicted below are examples of authorized fluorescent and reflective vests, shirts, and jackets. Vests, jackets or shirts are brightly colored and incorporate reflective material for high visibility during both day and nighttime hours of motorcycle operation.



Enclosure 5

Appendix A References

Section I Required Publications

AR 385-10, The Army Safety Program, 27 November 2013, Effective Date: 27 December 2013.

Department of Defense Instruction 6055.4, DODI Traffic Safety Program, 20 April 2009, Incorporating Change 1, 2 April 2010.

Section II Related Publications

This section contains no entries.

Section III Prescribed Forms

This section contains no entries.

Section IV Referenced Forms

DA Form 2028
Recommended Changes to Publications and Blank Forms

Glossary

AR

Army Regulation

BRC

Basic Riders Course

BRC-II

Experienced Rider Course or Basic Rider Course –II

DA

Department of the Army

DOD

Department of Defense

DODI

Department of Defense Instruction

DUSD (I&E)

Deputy Under Secretary of Defense (Installations and Environments)

IAW

In Accordance With

IMCOM

Installation Management Command

MMP

Motorcycle Mentorship Program

MRT

Motorcycle Refresher Training

MSF

Motorcycle Safety Foundation

MSRC/ARC

Military Sport Bike Rider Course or Advanced Rider Course

Para

Paragraph

PPE

Personal Protective Equipment

ST

Sustainment Training

TCLOCS

Tires, Controls, Lights, Oil, Chassis, Stands

IMSI-SO



JAMES A. MILLER
Director of Human
Resources

TRACY P. BANISTER
COL, GS
Chief of Staff

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