



**DEPARTMENT OF THE ARMY**  
**INSTALLATION MANAGEMENT COMMAND**  
**NORTHEAST REGION**  
**HEADQUARTERS, U.S. ARMY GARRISON, FORT A.P. HILL**  
**18436 4TH STREET**  
**FORT A.P. HILL, VIRGINIA 22427-3114**

REPLY TO  
ATTENTION OF

IMNE-APH-ZA

20 July 2011

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Commander's Policy Statement on Motorcycle Safety Requirements – Policy Memorandum #30

1. Applicability. Motorcycle safety policies and procedures apply to all types of motorized equipment with two wheels. This includes motorcycles, scooters, and mopeds. When used within this document, the term motorcycle will be construed to mean any of these vehicle types.

2. Proponent. Directorate of Emergency Services (DES).

3. Purpose. This policy outlines safety standards for operating motorcycles on and off Fort A.P. Hill.

4. References:

- a. DODI 6055.4 DoD Traffic Safety Program, 20 Apr 09
- b. AR 385-10, The Army Safety Program, Rapid Action Revision Date 14 June 2010
- c. AR 190-5, Motor Vehicle Traffic Supervision, 22 May 2006

5. Policy. Motorcycle policies and procedures apply to:

a. All Service Members at all times on or off duty, on or off post. Service Members before operating any motorcycle on the installation shall:

(1) Within 7 days of arrival to Fort A.P. Hill or acquisition of a motorcycle, enroll in an approved Motorcycle Safety Foundation Course (MSF).

(2) Successfully complete an approved MSF course. Motorcycle training consists of Basic Rider Course (BRC), Experienced Rider Course (ERC), Military Sport Rider Course (MSRC), and the Motorcycle Refresher Training (MRT).

(a) BRC. The BRC is the initial training for all motorcycle riders which provides basic motorcycle skills and prepares them for licensing procedures. A state licensed motorcycle operator

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who has passed the BRC is then permitted to register their motorcycle for up to 180 days on the installation.

(b) MSRC. Motorcycle manufacturers categorize specific models as “Sport” and “Sport Touring” motorcycles. In order to obtain the skill set necessary to operate a high-performance sport bike, all military “Sport” and “Sport Touring” motorcycle riders will complete the MSRC as soon as possible after completing the BRC. Unit Commanders have the responsibility for tracking sport bike riders and the successful completion if this command directive.

(c) ERC. Within 180 days of completing the BRC, motorcycle riders will complete the ERC. Successful completion of the ERC will permit a rider to obtain long term installation vehicle registration and access.

(3) Carry at all times while operating a motorcycle, the MSF card issued as proof of course completion.

(4) Abide by all PPE requirements in Section 6 of this policy.

b. All Civilians while operating a motorcycle on the installation shall:

(1) Civilians that are properly licensed to ride a motorcycle shall not be required to receive service sponsored training, or to prove that they have taken other motorcycle training in order to operate a motorcycle on a DoD installation.

(2) Abide by section 6 of this policy while operating a motorcycle on Fort A.P. Hill.

6. Motorcycle Personal Protective Equipment (PPE): All motorcycle riders, regardless of whether they are an operator or passenger, are required to comply with the following PPE requirements on the installation. At a minimum, motorcycle operators and riders shall wear the following PPE whenever they ride or operate a motorcycle:

a. A Department of Transportation (DOT) approved motorcycle helmet properly fastened under the chin.

b. Full fingered gloves designed for use on a motorcycle.

c. Long sleeved shirt/jacket and long trousers.

d. Boots or sturdy over the ankle shoes. ACU canvas boots are acceptable.

e. Impact or shatter resistant goggles, wrap around glasses or full face shield (must meet ANSI

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Z 87.1 Standards) attached to the helmet in the down position. Windshields, eyeglasses, and fairings do not meet this requirement. The goggles may be darkened for daylight use; however; they must be clear during the hours of darkness or adverse weather conditions.

f. A highly visible brightly colored upper garment (vest or jacket) during the day and a reflective upper garment (12inches x 12 inches minimum coverage both front and rear) during dusk, dawn and at night. Outer garments will be properly secured, clearly visible, and not covered. Items may be worn on top of the outer garment, but they must meet the same visibility requirements of the outer garment. Brightly colored/reflective belts do not meet the upper garment or backpack requirement.

7. Individual Responsibilities. Comply with installation, local, state and Army motorcycle training, licensing, and operating requirements.

a. Military personnel shall carry their issued MSF card as proof of course completion at all times and present it when entering the installation.

b. Civilian personnel shall carry a current state drivers license with a motorcycle endorsement and present it when entering the installation.

c. Use composite risk management in purchasing, riding, and maintaining motorcycles.

d. Properly maintain and wear the appropriate PPE for both on and off post riding. Operators must ensure that passengers comply with PPE requirements. Anyone operating or riding a motorcycle on military installations must wear the required PPE.

e. Support installation and unit motorcycle safety initiatives.

f. Seek out mentorship from skilled, responsible, and positive riders. Demonstrate self discipline and defensive driving while operating a motorcycle. Recognize the inherently dangerous nature of motorcycle operation and not join or participate in activities that contribute to high risk behavior. The Garrison Commander encourages and supports employees and service members, civilian employees and military service members to promote motorcycle safety through an informal motorcycle mentorship program. To this end, the Garrison Commander authorizes Fort A.P. Hill civilian employees that are licensed motorcycle operators to participate in and provide support for the installation's motorcycle mentorship program during their normal duty hours so long as it does not interfere with their work and does not exceed more than 2 hours per quarter.

8. Garrison Responsibilities. The Directorate of Emergency Services will ensure that all service members, family members, employees or visitors operating a motorcycle on the installation comply with the requirements of this policy with the following actions:

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a. Require military service members to provide a copy of their MSF card when registering their motorcycle on the installation. Require civilians to provide a valid state drivers license with a motorcycle endorsement when registering their motorcycle on the installation.

b. Ensure Law Enforcement and Security personnel are aware of and are enforcing the provisions of this policy.

c. Any motorcycle operator attempting to gain entry to this installation but found in violation of this policy will be denied access with a motorcycle. Provisions will be made for chain of command notification and recovery of Service Members attempting to gain access to this installation but in violation of this policy.

d. Any motorcycle operator found in violation of this policy while operating on the installation will be immediately halted and denied further operation unless in full compliance with this policy.

9. Leader Involvement. Our current concerns over motorcycle operations will require the personal involvement of leaders at all levels and the personal discipline of motorcycle operators. Across the installation we must foster an environment for safe motorcycle operation. Together, we keep our service members, family members, employees, contractors and visitors safe.

10. This policy letter replaces policy # 30 dated 6 June 2011.

JOHN W. HAEFNER  
LTC, EN  
Commanding

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