



**DEPARTMENT OF THE ARMY**  
HEADQUARTERS, 25TH INFANTRY DIVISION AND U.S. ARMY HAWAII  
BUILDING 580 KOLEKOLE AVENUE  
SCHOFIELD BARRACKS, HI 96857-6000

APVG-CG

26 JAN 2023

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: United States Army Hawaii (USARHAW) Policy Letter #19 - Motorcycle Safety

1. Reference. Army Regulation 385-10, The Army Safety Program, 24 February 2017.
  2. Applicability. This applies to all Soldiers assigned to a USARHAW tenant unit who own and/or operate a motorcycle on or off-duty and on or off-post. Retirees, civilians, and contracted laborers who are properly licensed to ride a motorcycle are not required to receive service-sponsored training or to prove they have taken other motorcycle training to operate a motorcycle on USARHAW installations.
  3. Intent. Motorcycle accidents are a leading cause of Soldier fatalities and serious injuries. Leader involvement, at all echelons, is foundational to an effective motorcycle safety program. This policy builds upon the Army-required Motorcycle Mentorship Program. This policy promotes and fosters safe motorcycle riding through a USARHAW motorcycle safety program and directs that Battalion Commanders establish a Motorcycle Mentorship Program, which will be evaluated as part of the Organizational Inspection Program.
  4. Policy. This policy includes mandatory training, rider certification processes, and leader mentorship responsibilities.
    - a. Mandatory Training. Mandatory training consists of the Basic Rider Course (BRC), Basic Rider Course II (BRC-II), Experienced Rider Course (ERC), Motorcycle Sports Rider Course (MSRC), Advanced Riders Course (ARC), unit-conducted Motorcycle Refresher Training (MRT), or state-approved curriculum for motorcycle operators training. Training is provided at no cost and can be scheduled on-line at [https://imc.army.mil/airs/usg\\_disclaimer.aspx](https://imc.army.mil/airs/usg_disclaimer.aspx).
- (1) BRC. All Soldiers who want to become motorcycle riders must complete this course before operating a motorcycle on or off post. Students use course provided motorcycles. Once complete with the course, riders are permitted to ride on and off post as long as they have a completed motorcycle packet (see paragraph 4.d (1-5)).

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(2) BRC-II, ERC, MSRC, or ARC. Within 12 months of completing the BRC, motorcycle riders will complete one of the experienced/advanced rider courses. Riders who own a motorcycle and have attended the basic rider course will attend the training with their privately owned motorcycle. Riders must retake BRC-II, ERC, MSRC, or ARC every five years.

(3) MRT. Following a deployment of 180 days or greater, Soldiers must complete a unit-run motorcycle refresher training during reintegration. Riders will attend using their own motorcycle. Mentors can download the curriculum from the Army Safety Center motorcycle safety webpage.

b. Commander responsibilities.

(1) Counsel all new Soldiers who ride or are considering purchasing a motorcycle on their responsibilities.

(2) Establish a Battalion Motorcycle Mentorship Program. The program will be evaluated as part of the Organizational Inspection Program.

(3) Ensure all appointed Motorcycle Mentors are the grade E-6 or above, and are experienced riders (five years of riding experience or more). Motorcycle Mentors must be designated on appointment orders by a Company Commander or higher.

(4) Provide Soldiers the time to take all necessary training courses to be compliant with this policy subject to unit readiness requirements and training constraints.

(5) Educate all riders and non-riders on motorcycle awareness as part of the unit's privately owned vehicle and privately owned motorcycle accident prevention program.

(6) Ensure all Soldiers who operate motorcycles have been counselled by the unit Commander and have completed a Motorcycle/Rider Inspection Checklist (Encl 1).

c. Motorcycle mentor responsibilities. Create an individual file for each motorcycle rider in the unit Motorcycle Mentorship program records. Review the file with the rider and re-inspect the motorcycle and documentation with the rider semi-annually. When required, plan and conduct MRT.

d. Rider certification process. Soldiers will complete, as applicable, the courses listed in 4.a (1-3) of this policy. Upon completion, Soldiers will provide the following documents to their unit motorcycle mentor:

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(1) A certification card (or state-approved course certificate) for the course(s) they completed, as outlined in 4.a (1-3).

(2) State driver's license with motorcycle endorsement.

(3) State motorcycle registration and safety inspection for their privately owned motorcycle.

(4) Proof of motorcycle insurance.

(5) A signed copy of the Statement of Motorcycle Operator Responsibilities Agreement signed by the Soldier's Commander (Encl 2).

e. Motorcycle rider responsibilities. Maintain a valid state driver's license with a motorcycle endorsement. Maintain current state registration, safety inspection, and insurance card meeting minimum state requirements. Complete required safety courses at the specified intervals, update unit motorcycle mentor upon completing new courses, and carry the issued motorcycle safety foundation card when operating the motorcycle.

5. Violations of this policy can result in the loss of motorcycle privileges on all USARHAW installations.

6. Proponent. The USARHAW Safety Office is the proponent for this policy. Questions should be directed to the USARHAW Safety Office at 808-787-4379.



JOSEPH A. RYAN  
Major General, USA  
Commanding

DISTRIBUTION:

25th Infantry Division  
5th Battlefield Coordination Detachment  
8th Theater Sustainment Command  
9th Mission Support Command  
18th Medical Command  
19th Military Police Battalion  
94th Army Air and Missile Defense Command  
196th Infantry Brigade  
311th Theater Signal Command

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402nd Army Field Support Battalion

413th Contracting Support Brigade

500th Military Intelligence Brigade

516th Signal Brigade

599th Transportation Brigade

Desmond Doss Health Clinic

Dental Health Command

Installation Management Command – Pacific

Regional Health Medical Command Pacific

Tripler Army Medical Center

United States Army Corps of Engineers Pacific Ocean Division

United States Army Garrison – Hawaii

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<b>Motorcycle/Rider Inspection Checklist</b> <b>SECTION 1- Personal Data</b> Page 1 of 1						
Name: (Last, First, MI)			Rank:	Unit (Company/Platoon or Section)		
Operators License Motorcycle Endorsement Yes                  No	State	Expiration date	Motorcycle Safety Course Date and Card Number			
<b>SECTION 2- Vehicle Information</b>						
State Registration Plate Number and Expiration Date			State Safety Inspection Expiration Date			
Make	Model	Color	Year			
<b>SECTION 3 - Insurance Coverage</b>						
Insurance Company			Expiration Date			
<b>SECTION 4 - Vehicle Inspections</b>						
Evaluate each item as: S-Satisfactory, U- Unsatisfactory, or NIA-Non-applicable			Date:	Date:	Date:	Date:
1. Frame- Visual check for damage and/or objects that would interfere with safe vehicle operation.						
2. Horn - Present and operational (Audible/Loud).						
3. Mirrors (2) - One mounted on the left and right sides of handlebars or fairing						
4. Windshield- (Optional) if present, must be transparent if rider views road through windshield						
5. Lights-						
a. Headlight, (multi-beam) present and operational.						
b. Taillight- Minimum one fully operational taillight.						
c. Brake light- Minimum one fully operational.						
d. Turn signals- If manufactured prior to 1980: N/A. After Jan 1980, operational turn signals required.						
e. Reflectors- Minimum one red reflector. May be separate or part of taillight assembly.						
6. Handlebars- Flexible height (below shoulder height when mounted)						
7. Brakes- Present and operational, front and rear.						
8. Wheels- Check rims for cracks, dents, or rust, and proper fittings.						
9. Tires- Proper tire pressure (PSI). Check for dry rot, tire damage, and excessive/uneven tread wear.						
10. Passenger Seating: Fixed seat w/passenger footrests						
11. Fenders- Minimum of one fender (rear end) required.						
12. Cables- Check the brake, clutch, and throttle cables for kinks or cracks. Throttle returns to idle freely.						
13. Muffler/Exhaust System- Present and Operational. No excessive noise/open exhaust pipe.						
<i>This form was prepared by the USARHAW Safety Office IAW AR 385-10 and AR 385-55 and Hawaii State Statutes. It serves as a means of documenting required unit level motorcycle safety inspections.</i>						

Encl 1

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SECTION 4 - Vehicle Inspection (Continued)				Page 2 of 2		
Evaluate each item as: S-Satisfactory, U-Unsatisfactory, or NIA-Non-applicable						
14. Kick Stand or Center Stand- Available, springs in place w/tension to hold in place when in folded position.						
15. Oil/Hydraulic fluids- Check engine, wheels, and on ground for obvious signs of leakage.						
SECTION 5 - Personal Protective Equipment/Clothing						
16. Helmet - Department of Transportation (DOT) or SNELL approved sticker. Serviceable chin-strap.						
17. Eye Protection - Full face shield or ANSI Z87.1 rated glasses or goggles.						
18. Suggested: High visibility garment and/or vest- high visibility color day/retro-reflective at night.						
19. Gloves - Heavy-duty full-fingered gloves.						
20. Footwear - Over the ankle, enclosed sturdy footwear or boots.						
21. Pants and shirt or jacket - Must cover full length of arms and legs						
<b>Note:</b> No one may rent, lease, or loan a motorcycle to another person without providing the required protective eye and headgear protection, unless the other person provides their own. Passengers must wear required protective headgear.						
REMARKS:						
Corrective Action Completed: Yes/No						
Inspected By	Date	Signature				
Inspected By	Date	Signature				
Inspected By	Date	Signature				
Inspected By	Date	Signature				
Inspected By	Date	Signature				
Inspected By	Date	Signature				
SECTION 6-Rider Validation-after CO level validation, form can be reused for up to 6 inspections						
Company Mentor	Date	Signature				
Battalion Senior Mentor	Date	Signature				
Brigade Safety	Date	Signature				
USARHAW Safety	Date	Signature				

Encl 1

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MEMORANDUM OF UNDERSTANDING  
BETWEEN MOTORCYCLE OPERATOR  
AND  
USARHAW UNIT

SUBJECT: Motorcycle Operator Responsibilities Agreement

1. I am a military service member assigned to an Army Installation in Hawaii. I identified myself as a potential motorcycle rider (current or future). I understand my safety responsibilities as an operator of a motorcycle.
2. I understand before I operate a motorcycle either street or off road, on or off an Army installation, or on or off duty, I will be appropriately licensed, will successfully complete a Motorcycle Safety Foundation (or a state approved) course, and comply with the Personal Protective Equipment (PPE) requirements stated in paragraph 3.
3. As an operator of a government/or privately owned motorcycle (either street or off- road versions) I understand that all motorcycle safety equipment will be fully operational and the headlight turned on at all times (when equipped). Whenever I operate a motorcycle, I will wear the appropriate PPE which includes: a U.S. Department of Transportation approved helmet properly fastened under the chin (even if the state does not require it); impact or shatter resistant goggles, wraparound glasses, or full-face shield properly attached to the helmet that meets American National Standards Institute (ANSI) Safety Code Z87.1 for impact and shatter resistance; sturdy footwear (leather boots or over the ankle riding shoes); long sleeve shirt or jacket; long trousers; and full fingered gloves. I understand that brightly colored or reflective outer garments are strongly encouraged.
4. I fully understand my responsibilities to comply with all the requirements for motorcycle operation and that these requirements apply to me on and off duty and on or off post. I will never ride while under the influence of drugs (legal or illegal) or alcohol. I will avoid riding at an excessive speed and I will be extra cautious riding over rough terrain.

\_\_\_\_\_  
Rider Name Printed

\_\_\_\_\_  
Commander Printed

\_\_\_\_\_  
Rider Signature/Date

\_\_\_\_\_  
Commander Signature/Date

Encl 2