



UNITED STATES MARINE CORPS

HEADQUARTERS AND SERVICE BATTALION
MARINE CORPS BASE QUANTICO
2006 HAWKINS AVENUE
QUANTICO, VIRGINIA 22134

IN REPLY REFER TO
5100
B 07-4
FEB 07 2020

BATTALION ORDER 5100.19A

From: Commanding Officer, Headquarters and Service Battalion
To: Distribution List

Subj: HEADQUARTERS AND SERVICE BATTALION TRAFFIC AND MOTORCYCLE SAFETY PROGRAM

Ref: (a) MCO 5100.19F

Encl: (1) HQSVC Battalion Traffic and Motorcycle Safety Program Manual

1. Situation. In accordance with reference (a), this order establishes Headquarters and Service Battalion's Traffic Safety Program, to include Motorcycle Safety, for the purpose of protecting the force and ensuring readiness.

2. Cancellation

- a. BnO 5100.19
- b. BnO 5560.2C

3. Mission. To prevent motor vehicle-related mishaps and the resulting deaths, injuries, and property damage through a comprehensive and effective Traffic Safety Program that applies risk management strategies in support of force preservation and operational readiness.

4. Execution

a. Commander's Intent. Leadership, and the use of risk management concepts established in reference (a), are key in supporting force preservation and operational readiness. Enclosure (1) is designed to assist small unit leaders in the implementation and execution of the Headquarters & Service Battalion Traffic Safety Program. Leaders at every level should use all available tools to identify high risk operators of motor vehicles, and all motorcycle riders, ensuring that they are completing all requirements laid out in reference (a) and detailed in enclosure (1) in order to proactively prevent risky behavior that could result in an injury or death. Reckless conduct while operating a motor vehicle will not be tolerated.

b. Concept of Operations. Enclosure (1) assigns responsibilities, identifies minimum requirements and provides instructions for administration of the Headquarters & Service Battalion Traffic & Motorcycle Safety Program.

5. Administration and Logistics

a. Administration. The Battalion Safety Officer is responsible for the upkeep and accuracy of this order. It can be accessed on-line via the HQSVC BN Safety SharePoint at <https://eis.usmc.mil/sites/mcbquan/hsbn/safety/SitePages/Home.aspx>.

FEB 07 2020

b. Logistics. N/A

6. Command and Signal

a. Command. This order is applicable to all Marines and Sailors administratively assigned to Headquarters & Service Battalion.

b. Signal. This order is effective the date it is signed.



E. J. DANIELSON

Distribution: A

HQSVC Battalion
Traffic &
Motorcycle
Safety Program
Manual



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CHAPTER 1

GENERAL

1000. BACKGROUND. Motor vehicle mishaps continue to represent a leading threat to force preservation resulting in needless fatalities, debilitating injuries and property damage. Far too often, these mishaps are preventable. There is no single solution to traffic safety. The reduction of traffic mishaps must come from a variety of initiatives with engaged leadership support at all levels. In turn, leadership, at all levels, should not tolerate irresponsible risk decisions in any Marine, especially while operating a motor vehicle either on or off duty.

1001. OPERATION OF GOVERNMENT MOTOR VEHICLES.

1. Battalion personnel, both uniformed and civilian licensed operators, shall not operate government motor vehicles when:
 - a. Under periods of suspension or revocation of driving privileges by any state or host nation.
 - b. Under periods where base driving privileges are suspended or revoked.
 - c. Whenever under proceedings following a failed urinalysis, driving under the influence suspension, or any other indication of chemical and or substance abuse.
 - d. Within 8 hours of drinking/consuming any amount of alcohol.
 - e. Directed by the unit or Installation Commander.
2. All persons operating a GOV on MCBQ or off base are required to adhere to the motor vehicle laws of the Commonwealth of Virginia.
3. Vehicles will not be left unattended with the engine running at any time.
4. When parking on a grade, an operator will place the vehicle in the "park" position and employ the parking brake. If parking downgrade, turn the front wheels sharply toward the curb or side of the road; if parking upgrade on the right side of the road, turn the front wheels to the left; if parking upgrade on the left side of the road, turn the front wheels to the right.
5. All GOV's are required to utilize a ground guide when available for backing maneuvers. No vehicle will be backed until the operator has determined the area is clear. The guide is authorized to direct and control traffic as necessary. If there is no A-driver or other Marines available, the operator will obtain assistance of any passenger or available person. If no other assistance is available, the operator will ensure by personal observation that the way is clear before backing or operating the vehicle in close quarters. If necessary, the operator will dismount the vehicle to ensure a 360 degree check is conducted to ensure the way is clear.
6. The operator of any GOV involved in any accident or collision on or off-base will immediately notify their SNCOIC, the MCBQ Road Master, Military Police or respective civil law enforcement agency, the Battalion S-4 and the Battalion Safety Officer. In all cases, the operator will complete a SF-91 "Report of Motor Vehicle Accident" form.

7. Line-Of-Duty Determinations. Failure to comply with licensing or operator training requirements will be considered in making line-of-duty determinations for injuries resulting from such use of equipment or noncompliance with requirements.

1002. DEFINITIONS

1. Commercial Vehicle. A Motor vehicle owned, purchased, rented or leased by the Marine Corps that has no tactical application. Typically, these vehicles are used in daily garrison support requirements, movement of troops and cargo, carrier duty and other administrative duties.

2. Tactical Vehicle. A motor vehicle owned, purchased, rented or leased by the Marine Corps that has been designed and built to military specifications for a tactical application, and is intended for support of tactical operations.

3. POV. Privately Owned Vehicle.

4. GOV. Government Owned Vehicle.

1003. OPERATOR DUTY TIME

1. To reduce the potential for traffic mishaps caused by operator fatigue, commanders shall establish and enforce specific duty hour limits for Marine Corps vehicle operators. These duty time limits will consider the degree of risk involved in various motor vehicle operations. Duty hour limits, especially in low light environments, times where the vehicle operator's circadian rhythm is off, or periods of increased stress, should be evaluated as the additional risk, may increase operator risk beyond acceptable levels. The following operator duty time standards are established:

a. Drivers will be provided with at least eight (8) consecutive hours of rest (off-duty) during any 24-hour period. Commanders shall ensure that preceding a known prolonged work or sleep loss period, off-duty time will be kept as free of work-related requirements as possible and, ideally, should be spent at rest or asleep. At no time, will operators who are prescribed medication with "drowsiness" warnings be allowed to operate any Marine Corps vehicle.

b. An operator will not drive more than ten (10) hours in a duty period (including rest and meal breaks). Mission essential billets requiring shifts in excess of 10 hours (e.g. security patrols, severe weather operations, training support, snow removal) will develop specific written procedures to minimize the hazards of increased mission-required driving time. A Job Hazard Analysis (JHA), with supervision of the respective Officer in Charge, and approved by cognizant safety office, should be established for challenging tasks (i.g. snow removal), so risk management techniques can be applied and documented for each operation. JHA's can be completed via ESAMS by clicking on the 'my tools' tab and selecting the 'job hazard analysis' link on the left and clicking create on the subsequent page.

2. For operation of motor vehicles both on and off duty the maximum mileage an operator can drive before requiring a rest period of 8 hours is 400 miles.

1004. DRIVE SAFE COUNCIL. The Battalion Safety Officer or Unit Safety Representative (USR) will attend the MCBQ quarterly safety council. Schedule and location will be posted by the base safety office. Traffic safety topics will be incorporated at the Battalion's quarterly safety council.

1005. ELECTRONIC DEVICES. The use of electronic devices is prohibited for both the driver and A-driver during operation of a government owned vehicle. Use of electronic devices while driving a POV is prohibited for the driver both on and off duty, and on and off base.

1006. INSPECTIONS

1. Prior to operating any type of vehicle all drivers will conduct a pre-inspection of the vehicle. The operator will assess the functionality of the vehicles safety features, inspect for visible damage and overall state of the vehicle.

2. At the small unit level section leaders will utilize a HARP form (Appendix A) to conduct vehicle inspections prior to extended leave/liberty periods in which the Marine will be utilizing their POV as transportation. It is the Marines responsibility to ensure that they have a valid state inspection (if required) on their POV.

1007. TRAINING

1. All Marines under the age of 26 are required to complete Driver Awareness training. This course can be completed from the following sources:

a. Marine Net (Course ID: CMCSDDAT01)

b. National Safety Council (NSC) Alive at 25 course. Offered by MCBQ Traffic Safety Office at Camp Upshur. Marines can enroll via ESAMS

2. Those Marines that will be driving commercial and government vehicles must complete the following training requirements:

a. Driver Awareness (if under the age of 26).

b. Basic Motor Vehicle Course. Offered by MCBQ Traffic Safety Office at Camp Upshur. Marines can enroll via ESAMS.

CHAPTER 2

MOTORCYCLE SAFETY

2000. BACKGROUND. For several years, the Marine Corps has seen a dramatic increase in motorcycle riders, accompanied by an unacceptable increase in motorcycle mishaps and fatalities. It is imperative we bring our new riders on board with the required training and rider awareness needed to establish good motorcycle riding techniques and responsibilities.

2001. POLICY. HQSVC Bn shall implement a Motorcycle Mentorship Program responsible for identifying, tracking, and ensuring completion of required training for all riders in Headquarters and Service Companies. The program or motorcycle club shall meet monthly for safety meetings and quarterly for club events (i.e. rides, guest speakers, videos). Attendance at the safety meetings is mandatory for active motorcycle riders; attendance at quarterly events is highly encouraged. The purpose of the club is to foster safe riding practices and a culture of safety awareness among riders. Club organization shall consist of a President to track riders and their compliance with training requirements. If the Club President deems necessary he/she may appoint additional positions within the club. All supported organizations are welcome to attend monthly and quarterly events put on by the Battalion Motorcycle Club, but they will be responsible for identifying, tracking, and ensuring completion of required training for all riders in their respective organizations.

2002. GENERAL

1. Every Marine/Sailor that owns a motorcycle, dirt bike, ATV, or side x side, or possesses a motorcycle permit/endorsement on their license must become a registered member or submit an inactive rider counseling form (Appendix B) to the Motorcycle Club President. This club will not however be a substitute for the motorcycle safety course(s) offered by Traffic Safety, Marine Corps Base (MCB) Quantico. ATV riders are encouraged to participate in monthly safety meetings. **All new join Marines/Sailors that are riders must check in with the Club President.**
2. A senior and experienced rider shall be appointed in writing as the President of the club.
3. The emphasis of the club is to have experienced riders teach various safety topics to the less experienced riders and pass on their own personal experiences pertaining to safety on a motorcycle.
4. Every rider regardless of type within HQSVC Bn must complete the Motorcycle Safety Checklist (Appendix C), Motorcycle Statement of Understanding (Appendix D), and Commanders Motorcycle Safety Interview (Appendix E).
5. Any Marine/Sailor who wishes to purchase a motorcycle, dirt bike, ATV, or side x side, must first consult with their chain of command to learn about the many requirements that come with ownership.
6. All Riders must register for an ESAMS account. Once registered all riders must complete the motorcycle questionnaire within their profile. See Appendix F for step by step instructions on creating an ESAMS account.

2003. CLUB PRESIDENT DUTIES

1. The President of the club will be responsible for the proper operation and conduct of the club and will work in conjunction with the Battalion Safety Officer to enhance the command's traffic safety program.
2. The President will schedule and execute monthly safety meetings and quarterly rides for all members.
3. The President will maintain record jackets concerning all the riders within the Battalion.
4. Other club officer positions may be created and assigned at the discretion of the club president to enhance the clubs overall effectiveness and efficiency.

2004. SAFETY OFFICER RESPONSIBILITIES. The Safety Officer will perform all administrative actions required to assist in the effective execution of the motorcycle club. This includes maintaining an up to date assignment for the club president and assist the club with items pertaining to the utilization of ESAMS.

2005. MOTORCYCLE TRAINING

1. The Motorcycle Safety Training Program provides entry level riders with the minimum skills necessary to begin street riding safely and provides experienced riders the opportunity to sharpen their defensive riding skills.
2. An unlicensed rider seeking to become a motorcycle operator must comply with the skills training and permit requirements of his/her state and requirements of this policy prior to operating a motorcycle.
3. All Motorcycle Safety Foundation (MSF) motorcycle training for H&S Battalion personnel is conducted by MCB Quantico Traffic Safety Branch.
4. Initial Training. All battalion military personnel with a motorcycle endorsement on their driver's license, and all operators of government-owned motorcycles are required to complete an approved motorcycle rider safety course. New riders must complete the Basic Rider Course (BRC). For those riders who have completed the required training, or have a motorcycle endorsement on their driver's license and do not own a motorcycle and have no intention of riding will complete an opt out form that will be maintained in the Battalion safety office.
5. Advanced Training. Follow on training for all riders will be completed within 120 days of completing the BRC. ARC is a one day variant of the MSF Experiences Rider Course (ERC/BRC-2) that emphasizes curve negotiation, braking and attitude. Upon completion of advanced training, every rider will complete refresher training every 3 years.
6. Riders must register for training via ESAMS. See Appendix G for instructions on how to register for courses.
7. Failure to attend training in the prescribed timeframe or being UA to training will result in a rider suspension letter signed by the Commanding

Officer (Appendix H) and riders may be subject to further administrative action.

8. Riders must submit copies of their training completion certificates/cards to the Motorcycle Club President and to their company office to ensure entry into Marine Online.

2006. PERSONAL PROTECTIVE EQUIPMENT (PPE)

1. Personal Protective Equipment is defined in reference (a) and shall be worn both on and off base by riders and their passengers.

a. Helmet. An approved helmet meets the standards of Federal Motor Vehicle Safety Standard (FMVSS) 218. When a helmet manufacture meets or exceeds FMVSS 218 test standards, "DOT" and/or "SNELL" may be applied by the manufacturer and usually appears centered on the back of the helmet in white letters on a black background. Regardless of the lettering on the back of the helmet, a non-removable (usually stitched) tag is installed on the inside the helmet that indicates the helmet meets FMVSS 218. There is also a tag or sticker inside the helmet that provides make, manufacture, material used for manufacture of the helmet, and date of manufacture. The interior head padding is typically one inch (1") thick, and the chin strap is riveted to the helmet and uses a non-snapping buckle under the chin.

b. Eye Protection. Eye protection is defined as riding glasses or goggles that are American National Safety Institute (ANSI) approved and shatter resistant. Eye protection used without a face shield or windshield should seal the cup of the eye through the use of a strip of foam or material around inside of lens.

c. Foot Protection. Foot protection is sturdy, above the ankle shoes or boots that provide support and traction when riding or when in transition of movement from a stop/starting position. Unacceptable foot wear is defined as any shoe or boot that has an open toe, open foot/heel design, extensive heel over 2 inches, or a total canvas or rubber material construction.

d. Long Sleeves or Jacket. A long sleeve shirt shall be past the elbow while the rider's hands are on the handlebar grips. A riding shirt or jacket should be constructed of abrasion resistant material. An armored type riding jacket made of abrasion resistant material is highly recommended.

e. Gloves. Hand protection consists of full fingered riding gloves. The glove shall be constructed of, or with, abrasion resistant material. Gloves are preferably designed for riding, have added padding, and retain a natural curl when not worn.

f. Leg Protection. Leg protection is sturdy, full length pants or trousers that extend past the knee, and meet the top of the riding boot when seated on the motorcycle under normal riding conditions.

CHAPTER 3

ARRIVE ALIVE PROGRAM

3000. PURPOSE. The HQSVC Bn Arrive Alive program is designed to give each unit member an alternative to driving home intoxicated, ill, fatigued or some other form of incapacitation that elevates operating a motor vehicle to an unacceptable risk.

3001. PROGRAM SCOPE. Arrive Alive cards shall be distributed to each Marine and Sailor assigned to HQSVC Bn regardless of rank upon check-in. Arrive Alive cards will NOT be distributed to civilian employees or contract personnel. When the "Arrive Alive" program presents a better alternative to an identified driving risk, the impaired/incapacitated individual (or their liberty partner) are highly encouraged to utilize this program. This is a non-punitive program and the Commanding Officer will not tolerate repercussions or reprisal, whether real or perceived by any member of this command.

3002. PROCEDURES

1. The Substance Abuse Control Office (SACO) will be responsible for distributing arrive alive cards to all Marines and Sailors upon check in to HQSVC Bn.
2. Each card contains telephone numbers for a variety of cab companies around the greater National Capital Region area. Once you determine the need to use the program, these are simply suggested companies to assist you in finding a ride. This Arrive Alive program is NOT restricted to any one company.
3. These companies are in no way endorsed by the U.S. Government, the United States Marine Corps, or Headquarters & Service Battalion Quantico and the cab drivers are in no way obligated to provide transportation.
4. Once the cab arrives at your location tell them that you are utilizing a command sponsored "Arrive Alive" program. If communication is impaired, provide your Arrive Alive card to the driver. The taxi driver will review the directions on the back of the Arrive Alive card and determine if they will accept the fare. No stops or delays from the point of pick up to the final destination are authorized.
5. Once at Yale Hall, the driver will receive payment from BN AOD. The AOD will pay utilizing the available cash in the duty lock box and make appropriate logbook entries.
6. Repayment of the cab fare and its continued use will be dependent upon the honor system. Marines that use this program will be required to pay their fare within 48 hours after the next pay day. Marines can repay directly to the Battalion Safety Officer, Area Officer of the day (AOD), or to the ANYMOUSE box. In any and all cases, anonymity will be paramount.
7. Additional/replacement cards will be available through the Bn SACO.

APPENDIX A



HQSVC BN Marine Corps Base Quantico
Holiday Accident Reduction Program

Holiday Accident Reduction Program (HARP) Purpose is to reduce off-duty mishaps. Leaders at all levels have a moral obligation to take care of Marines under their charge. THIS FORM WILL BE COMPLETED BY ALL PERSONNEL PRIOR TO THE START OF any 72, 96, HOLIDAY, ANNUAL, OR EMERGENCY LEAVE. It is intended to be a decision-making and counseling tool for all personnel and their supervisors.

DATE:

Part A: PERSONAL INFORMATION (TO BE FILLED OUT BY INDIVIDUAL MARINE/SAILOR)			
NAME:	RANK:	AGE:	SHOP:
PERIOD COVERED:		OCCASION (circle one): Holiday, Annual, Emergency, LV	
SNCOIC NAME/RANK:		OIC NAME/RANK:	
LOCATION (circle one): Local Instate Out of State Out of Country Inbounds/Out of Bounds?			
MODE OF TRAVEL (circle all that apply): Car Motorcycle Airplane Boat Bus Train ATV			

Part B: SMALL UNIT LEADER QUESTIONS			
This section is to be filled out by the small unit leader/supervisor while directly counseling the individual in Part A. Refer to ORM Matrix on reverse if necessary.			
1. What is/are your destination(s)?			
2. Mode of travel/Contingency Plan: Is there proper planning to get to and from the destination in the time allotted? What is your Emergency Road Plan if your transportation breaks down...have enough money to fix problem or get rental car? Area weather forecast for the period covered.			
3. Are you driving Alone? Yes (circle one) NO or N/A			
4. What control measures exist for your planned activities? Fill in below			
Activity/Hazard	Initial Risk (Low, Moderate, High, Very High)	Control Measures to reduce risk	Residual Risk (Low, Moderate, High, Very High)
1.			
2.			
3.			
5. Drugs/alcohol: Emphasize the zero tolerance policy the Marine Corps has on DRUGS. Discuss the use of alcohol, drinking in moderation, having a designated driver, etc.			
6. Are you under 21 years of Age? (circle one) Yes, NO or N/A			
7. Do you know the off-limit areas? (circle one) Yes, NO or N/A			
8. Vehicle inspection completed? (Checklist on pg. 2) (circle one) Yes, NO or N/A			
Note: Small Unit Leaders will insure their Marines/Sailors know how they may get in contact with them if their plans change or they need assistance.			
Supervisor Name/Signature:			Date:
Marine/Sailor's Signature:			Date:

POV INSPECTION CHECKLIST

ITEM & CHECK	SAT	UNSAT	RECOMENDATIONS
1. HEADLIGHTS: Both high and low beams operational?	X		
2. BRAKELIGHTS: Operational, lenses intact?	X		
3. TAIL LIGHTS: Operational, lenses intact?	X		
4. TURN SIGNALS & PARKING LIGHTS: Operational front & rear?	X		
5. FOUR-WAY EMERGENCY FLASHERS: Operational front & rear?	X		
6. BACKUP LIGHTS: Operational?	X		
7. LICENSE PLATE LIGHT: Operational?	X		
8. TIRES: At least 1mm of tread over entire traction surface, free of breaks or cuts? Properly inflated? Spare tire, jack, lug wrench, etc. available? NO MIXING RADIAL WITH BIAS TIRES.	X		
9. WINDSHIELD & WINDOWS: Not cracked, broken or scratched to the degree that impairs vision?	X		
10. WINDSHIELD & WIPERS: Both wipers present, good blades and operational?	X		
11. MIRRORS: Outside and inside not cracked?	X		
12. BUMPERS: Not bent or damaged in-a-way that would be hazardous?	X		
13. SEAT BELTS: Sufficient number of seat belts for all passengers? Serviceable?	X		
14. MOTORCYCLE SAFETY EQUIPMENT(if applicable): Approved helmet, protective clothing, gloves, face/eye protection?	N/A		
15. BRAKES: Operational	X		
16. BRAKE FLUID: Filled to appropriate level?	X		
17. PARKING BRAKE: Adjusted to prevent movement when engaged?	X		
18. EXHAUST SYSTEM: Free of leaks?	X		
19. HORN: Functional?	X		
20. DEFROSTER: Operational?	X		
21. EMERGENCY EQUIPMENT: First Aid Kit, flashlight, warning triangle, fire extinguisher, blanket, flares, shovel, chains, tools, etc.	X		
22. HAZARDOUS MATERIALS IN CAR: (i.e. oil, gas, antifreeze) ensure in approved containers.	N/A		

1. "OUT OF BOUNDS" Definitions:

- a. Overnight - 80 Mile limit
- b. 72 & 96 Hour liberty limit - 300 Mile limit

2. POV Inspection Checklist

- a. Vehicle Condition: Complete the checklist below.
- b. Insurance: Is Marine's car insurance coverage up to date/current?
- c. Driver's License: Does Marine possess a valid operator's license?
- d. Driver's Improvement Course (DIC) or Motorcycle Safety Course (MSC): Does Marine possess valid course cards?
- e. Roadside Emergency Service Plan?

Pre-Trip Safety Checklist

This checklist is designed to foster conversation when completing the HARP Form. It is by no means an inclusive list, however, there are fundamental controls for

Hazards	Causes	Controls	How to Implement
1. Transportation	<input type="checkbox"/> Flying <input type="checkbox"/> Driving <input type="checkbox"/> Boating/Ferry <input type="checkbox"/> Motorcycle/ATV on & off road <input type="checkbox"/> Bus <input type="checkbox"/> Train <input type="checkbox"/> Walking	<input type="checkbox"/> Car Inspected <input type="checkbox"/> Use of Seatbelt / Airbag in vehicle/ABS brakes <input type="checkbox"/> Use of PPE <input type="checkbox"/> Tools and spare parts for repairs <input type="checkbox"/> Maintain proper speed <input type="checkbox"/> Recon course prior to driving off road <input type="checkbox"/> Toolkit/Emergency kit	<input type="checkbox"/> Regular Maint. <input type="checkbox"/> Leadership/Counseling <input type="checkbox"/> Policy/SOP <input type="checkbox"/> Training/assistance <input type="checkbox"/> Licensing <input type="checkbox"/> Checklist
2. Location	<input type="checkbox"/> Instate <input type="checkbox"/> Out of State <input type="checkbox"/> Other Country <input type="checkbox"/> Inbounds/Out of Bounds?	<input type="checkbox"/> Planned Trip/allot enough time <input type="checkbox"/> Ensure Enough Money to complete trip <input type="checkbox"/> Back up plan (\$ for airline ticket)	<input type="checkbox"/> Save, budget, emergency funds <input type="checkbox"/> Out of bounds chit in hand
3. Weather/Time	<input type="checkbox"/> Rain <input type="checkbox"/> Snow <input type="checkbox"/> Clear <input type="checkbox"/> Fog <input type="checkbox"/> Day <input type="checkbox"/> Night	<input type="checkbox"/> Know weather report <input type="checkbox"/> Change departure time <input type="checkbox"/> Increase following distance and decrease speed during inclement weather <input type="checkbox"/> Safety check headlights, wiper blades, tires <input type="checkbox"/> Visibility- if jogging/biking, wear reflective gear/light colored clothing <input type="checkbox"/> Delay outdoor PT during inclement weather	
4. Activities	<input type="checkbox"/> Clubs <input type="checkbox"/> Parties <input type="checkbox"/> Swimming/Diving <input type="checkbox"/> Boating <input type="checkbox"/> Hiking/Climbing <input type="checkbox"/> Extreme Sports ()	<input type="checkbox"/> Use of PPE (see reqrd 3d MAW PPE) <input type="checkbox"/> Buddy System <input type="checkbox"/> Experience/Classes/Lessons/Certification Proper conditioning <input type="checkbox"/> Warm-up/stretch & cool down <input type="checkbox"/> Adequate fluid intake <input type="checkbox"/> Review activity/course before doing	
5. Alcohol	<input type="checkbox"/> Drinking <input type="checkbox"/> Not Drinking (Others) <input type="checkbox"/> No Designated Driver	<input type="checkbox"/> Designated Drivers/Taxi <input type="checkbox"/> Know your limit/ drink in moderation <input type="checkbox"/> Serve food <input type="checkbox"/> Buddy system	
6. Fatigue	<input type="checkbox"/> Lack of sleep <input type="checkbox"/> PT <input type="checkbox"/> Just out of Field/Wire <input type="checkbox"/> several activities.	<input type="checkbox"/> Sleep Plan/Rest <input type="checkbox"/> Delay Trip <input type="checkbox"/> A-Driver <input type="checkbox"/> Periodic stops for exercise/refreshment	<input type="checkbox"/> Switch drivers periodically <input type="checkbox"/> Planned and frequent rest stops <input type="checkbox"/> 8-hour driving limit <input type="checkbox"/> Avoid known trouble spots
7. Other Individuals (fight/criminal assault)	<input type="checkbox"/> Drunks <input type="checkbox"/> Thieves <input type="checkbox"/> Gangs	<input type="checkbox"/> Know the Area <input type="checkbox"/> Situational Awareness <input type="checkbox"/> Buddy system	<input type="checkbox"/> Avoid known trouble spots
8. Uncontrollable	<input type="checkbox"/> Road Conditions/Traffic <input type="checkbox"/> Tide	<input type="checkbox"/> DOT Reports <input type="checkbox"/> Radio/Traffic Reports <input type="checkbox"/> Maps, AAA recommended routes <input type="checkbox"/> Alternate routes	
9. Speed	<input type="checkbox"/> Rushing back to base/home	<input type="checkbox"/> Allow extra time for delays <input type="checkbox"/> Observe speed limits <input type="checkbox"/> Plan travel times	

APPENDIX B

UNITED STATES MARINE CORPS
MCB QUANTICO
H&S BN
MOTORCYCLE COUNSELING SHEET

NAME: EDIPI: DATE:
RANK: MOS: BILLET:

AGENDA/SUBJECT DISCUSSED: Counseling on Motorcycle Riding

You have been identified as having a motorcycle endorsement on your license, however, you have indicated you no longer ride. Effectively immediately, you are no longer required to attend the mandatory monthly motorcycle meetings. From this date forward you are not authorized to ride a motorcycle, dirt bike, ATV, or LUV unless you are reinstated as an active rider. If reinstated you will attend all mandatory monthly motorcycle meetings and required rider training classes per MCO 5100.19F. Failure to adhere to this counseling or any MCO, BN Order or the UCMJ will result in punitive action by your command.

If you have any questions concerning motorcycle riding, seek guidance from your chain of command, base motorcycle safety department or the Motorcycle Club President.

Counseled Marine:

Signature

Motorcycle Club President:

Signature

APPENDIX C

HEADQUARTERS AND SERVICE BATTALION MOTORCYCLE SAFETY CHECKLIST

RANK / NAME / WORK SECTION

RIDER TYPE (Circle one): SPORT, CRUISER, ATV, DIRT BIKE, SIDE x SIDE

DOCUMENTS REQUIRED:

- MOTORCYCLE STATEMENT OF UNDERSTANDING
- COMMANDERS MOTORCYCLE SAFETY INTERVIEW
- PHOTOCOPY OF LICENSE (Front & Back)
- PHOTOCOPY OF TRAINING COMPLETION CARDS

APPENDIX D



UNITED STATES MARINE CORPS
HEADQUARTERS AND SERVICE BATTALION
MARINE CORPS BASE QUANTICO
2006 HAWKINS AVENUE
QUANTICO, VIRGINIA 22134

IN REPLY REFER TO
5100
B 07-4

From: Commanding Officer, XXX Company, Headquarters and Service Battalion
To:

Last Name First Name M.I. EDIPI

Subj: MOTORCYCLE STATEMENT OF UNDERSTANDING

Ref: (a) MCO 5100.19F

1. All Marines and Sailors whether they own or ride a motorcycle need to fully understand the responsibilities of motorcycle operation. The intent of this statement of understanding is to ensure everyone is properly educated and prepared for motorcycle operation. Whether they own it or not, personnel operating a motorcycle, will have a motorcycle endorsement on their state driver's license and comply with Marine Corps policy regarding motorcycle safety. This policy applies to active duty and mobilized personnel who own or operate a motorcycle on or off base and for civilian personnel operating a motorcycle on base.

2. The following are the general provisions outlined in the above reference:

a. In order to operate a motorcycle aboard Department of Defense installations, a motorcycle operator must possess a valid state driver's license with a motorcycle endorsement, current registration, state inspection (when required), proof of liability insurance, a mechanically sound operating motorcycle, proper personal protective equipment (PPE) and have completed an approved motorcycle safety course. Active duty and mobilized personnel are required to adhere to these provisions when driving off base.

b. Motorcycle training certification cards will be carried by all personnel when riding on base and by all active duty and mobilized personnel when operating a motorcycle on or off base. Motorcycle safety course completion will be reported on Marine Online and recorded on page 11 of the OQR and SRB for active duty personnel. Even if a Marine or Sailor does not intend to ride the motorcycle on base, they are still required to complete the Basic Riders Course (BRC) and Motorcycle Sport Riders Course (MSRC)/Advanced Riders Course (ARC). Off road motorcycle and ATV operation, also has specific training courses.

c. The following PPE is mandatory for all personnel operating or riding as a passenger on a motorcycle on DoD installations while in uniform or civilian clothing. The same PPE is also mandatory for all active duty and mobilized personnel operating or riding on a motorcycle off base or off road, while in uniform or civilian clothing.

NOTE: IF YOU CANNOT AFFORD THE PROPER SAFETY EQUIPMENT, THEN YOU CANNOT AFFORD THE MOTORCYCLE.

- _____
(Init) (1) Helmet. Helmet must properly fastened under the chin and must meet the standards of the Snell Memorial Foundation (SNELL), American National Standards Institute (ANSI), or the Department of Transportation (DOT). Thinly padded "novelty helmets" are not authorized. Active duty and mobilized personnel will wear a proper helmet at all times on or off base.
- _____
(Init) (2) Eye Protection. Eye protection is defined as riding glasses or goggles that are American National Safety Institute (ANSI) approved and shatter resistant. Eye protection used without a face shield or windshield should seal the cup of the eye through the use of a strip of foam or material around inside of lens.
- _____
(Init) (3) Footwear. Leather boots or over the ankle shoes will be worn with hard soles versus any type of high top shoe. Sandals, open-toe, or soft-shell athletic shoes are prohibited.
- _____
(Init) (4) Clothing. Clothing will cover the arms and legs, to include full finger gloves. Shorts, tank tops, etc., are prohibited. A protective jacket designed for motorcycle safety and a high-visibility reflective vest are authorized for wear by Marines in uniform while operating or riding as passengers on a motorcycle, MOPED, motor scooter, or similar two-or-three wheeled vehicle.
- _____
(Init) (5) Off Road PPE. The PPE for motorcycle operators during off-road operations should also include knee and shin guards, boots and padded full-finger gloves.
- _____
(Init) (6) Prior to riding, you will familiarize yourself with all the references. You will provide your Motorcycle President and the S-3 with all pertinent documents per the Motorcycle Safety Checklist.
- _____
(Init) (7) Prior to purchasing a motorcycle/ATV, I will inform my chain of command and the unit Motorcycle Club President.

3. I have read, understand and will comply with the Marine Corps' policy regarding motorcycle safety and the specific provisions contained in references (a) and (b). I understand that failure to comply with this policy can result in administrative action and loss of privileges. For active duty and mobilized personnel violations of the Marine Corps motorcycle safety policy are also subject to disciplinary action under the UCMJ.

Rank/Print Name

Signature

Date

4. The original of this signed statement will be maintained by the Unit Safety Officer and the Motorcycle Club President

I. M. COMMANDER

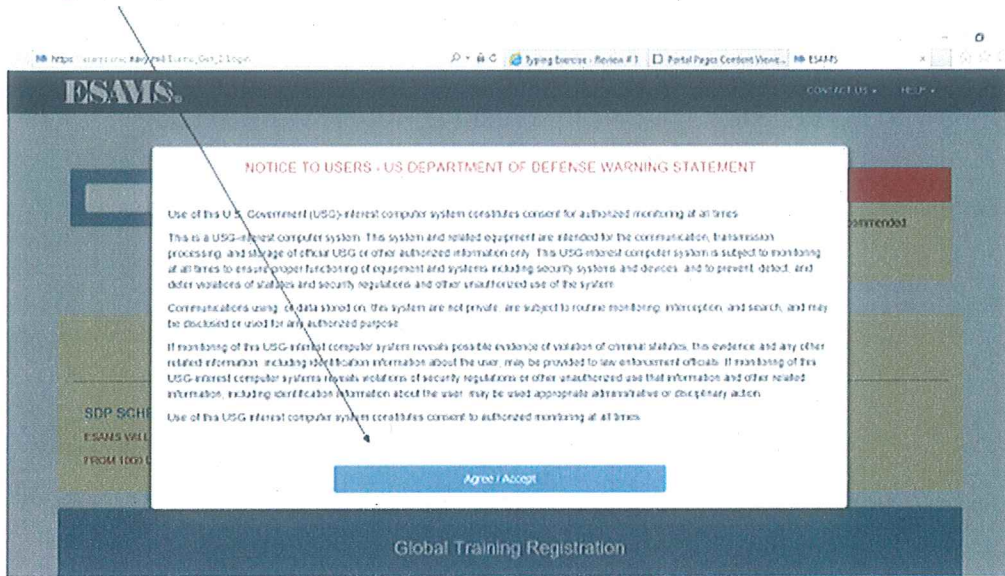
APPENDIX E

COMMANDERS MOTORCYCLE SAFETY INTERVIEW			
PRIVACY ACT STATEMENT PRINCIPAL PURPOSE: To gather data and background information for use in managing the unit motorcycle safety program. This questionnaire was developed for the commander's use in their risk management program. It allows them to obtain information on newly assigned personnel to determine if they may be susceptible to a motorcycle accident. The intent is to identify potential problems that could lead to injury or death of a motorcycle rider. NOTE: These questions need to be asked of all persons who ride a motorcycle even if the motorcycle is not registered on base. ROUTINE USES: None DISCLOSURE: Voluntary non-disclosure of the requested information will not adversely affect the member.			
NAME (Last, First MI) RANK		AGE	MARITAL STATUS
UNIT	DUTY SECTION		DUTY PHONE NUMBER
1. Do you currently own a motorcycle (Circle One) YES or NO (If you do not own a motorcycle and do not intend to own one in the next year, you do not need to complete this form.)			
2. How long have you ridden a motorcycle? (Circle One) >1 YEAR/ 1-2 YEARS/ 2-3 YEARS/ 4-6 YEARS/ OVER 6 YEARS/ HAVE NEVER RIDDEN A MOTORCYCLE			
3a. Do you currently own a motorcycle? (Circle One) YES/NO		3b. How many motorcycles have you owned? (Circle One) THIS IS MY FIRST/ 2 / 3 / OVER 4	
3a. YEAR AND MAKE	3b. MODEL	3c. ENGINE SIZE	3d. TYPE (Circle one) STREET / OFF ROAD
4. How long have you owned your current motorcycle? (Circle one) >1 YEAR / 1-2 YEARS / 2-3 YEARS / 4-6 YEARS //OVER 6 YEARS			
5. Is it registerd on Base? (Circle one) YES / NO		6. Is it your primary means of transportation (Circle one) YES / NO	7. Have you completed a Motorcycle Safety Foundation (MSF) Course (Circle one) YES / NO
8. MSF COURSE COMPLETED			DATE COMPLETED
a. Basic Rider Course (BRC)			
b. Advanced Rider Course (ARC)			
9. When weather permits, how often do you ride? (Circle one) DAILY / WEEKLY / MONTHLY / OCCASIONALLY / SELDOM		How many miles do you ride a year (Estimated)	
10. How many citations (on and off base) have you been issued in the last three years while riding? (if cited please state the nature of the citation(s) below) (Circle one) NONE / 1-2 / 3-4 / 5 OR MORE			
11. How many traffic accidents (on or off base) have you been involved in the last three years while riding? (Circle one) NONE / 1-2 / 3-4 / 5 OR MORE			
12. Were you determined to be at fault in the accident(s)? (Circle one) NO / YES (if yes please explain below)			
SIGNATURE OF INDIVIDUAL	TYPED NAME, TITLE AND SIGNATURE OF REVIEWING AUTHORITY		DATE
PLEASE RETURN THIS QUESTIONNAIRE TO THE BN MOTORCYCLE CLUB PRESIDENT			

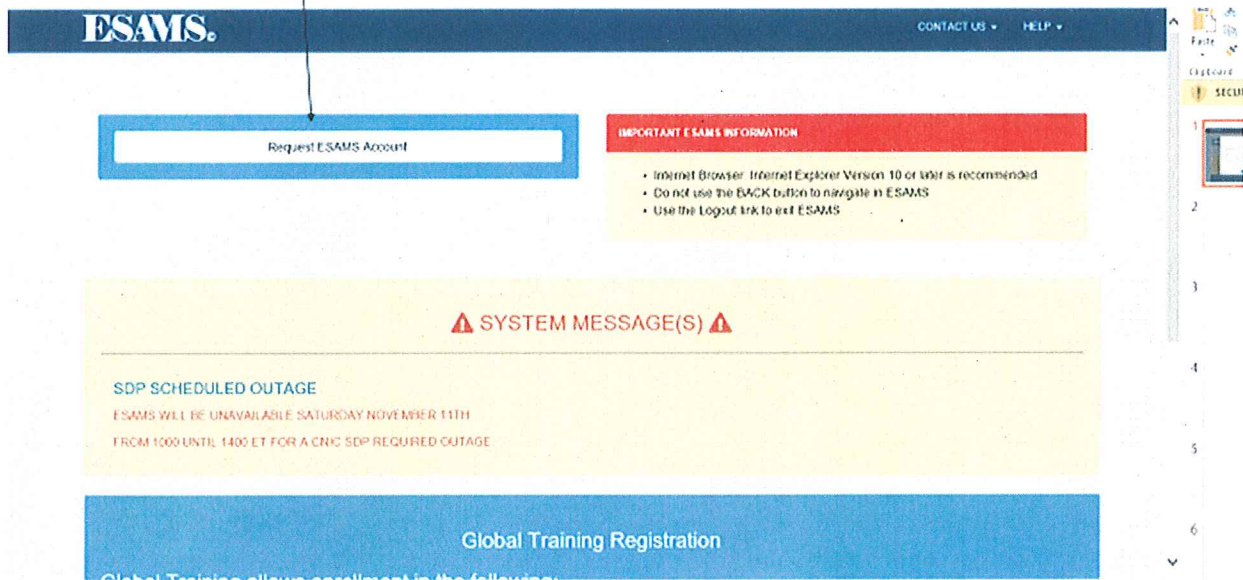
APPENDIX F

REQUESTING AN ESAMS ACCOUNT GUIDE

- Go to https://esams.cnic.navy.mil/Esams_Gen_2/Login
- Click Agree/Accept



- Click Request ESAMS Account.



- After clicking request an account, this screen will populate with your info.
- Service status will be blank. Click the drop down arrow and select USMC-Active (or your applicable service).

SHANICE WARD, you do not have an ESAMS Account, you can request one by completing the information below

*Denotes a required field

ACCOUNT INFORMATION

DOD ID: 1537042657

Last Name: WARD

First Name: SHANICE

Middle Initial:

Date of Birth: 10/5/1995

Gender: Female

Service Status: ▼ ✕

- Scroll down and complete the next set of items, using the drop down arrows on the right. The below information is what you will need to input. Company Staff you will notice when you select the drop down arrow for Dept/Code that one of your companies is an option; do not select your respective company, select H&SBN.

Account Request Reason: ▼

Cmd/Org: ▼ ✕

Dept/Code: ▼ ✕

Installation: ▼ ✕

Phone Number: Type: ▼ Number:

PLEASE PROVIDE AN EMAIL SO YOU CAN BE NOTIFIED WHEN THE ACCOUNT HAS BEEN AUTHENTICATED.

Email Address:

Confirm Email:

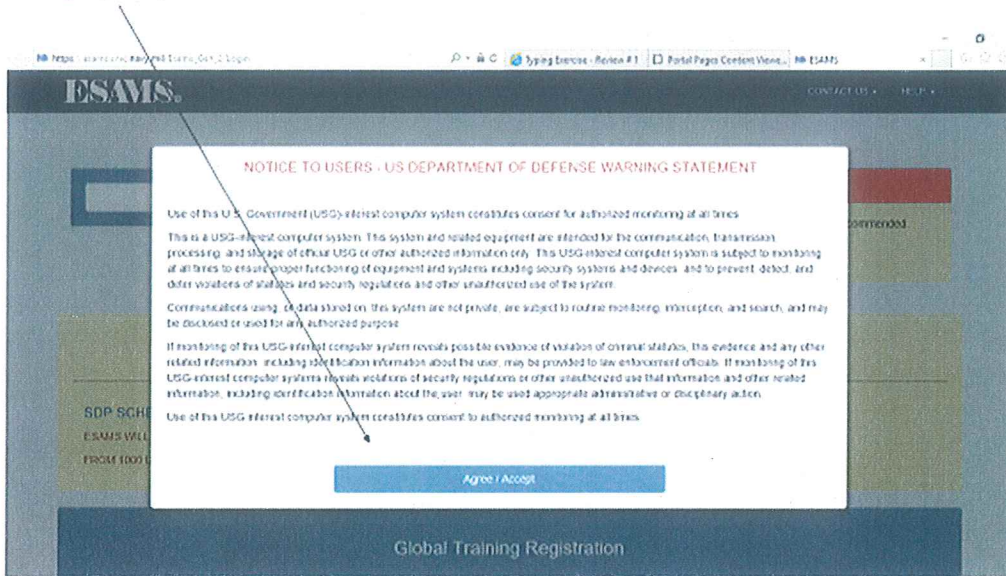
Submit Account Request

- Once your account has been authenticated the USR will send you an email informing you. After this please go into your ESAMS account and update your rider status. This can be accomplished by going to my tools and selecting my profile. You will then scroll down to motorcycle rider and select "Update Motorcycle Status".

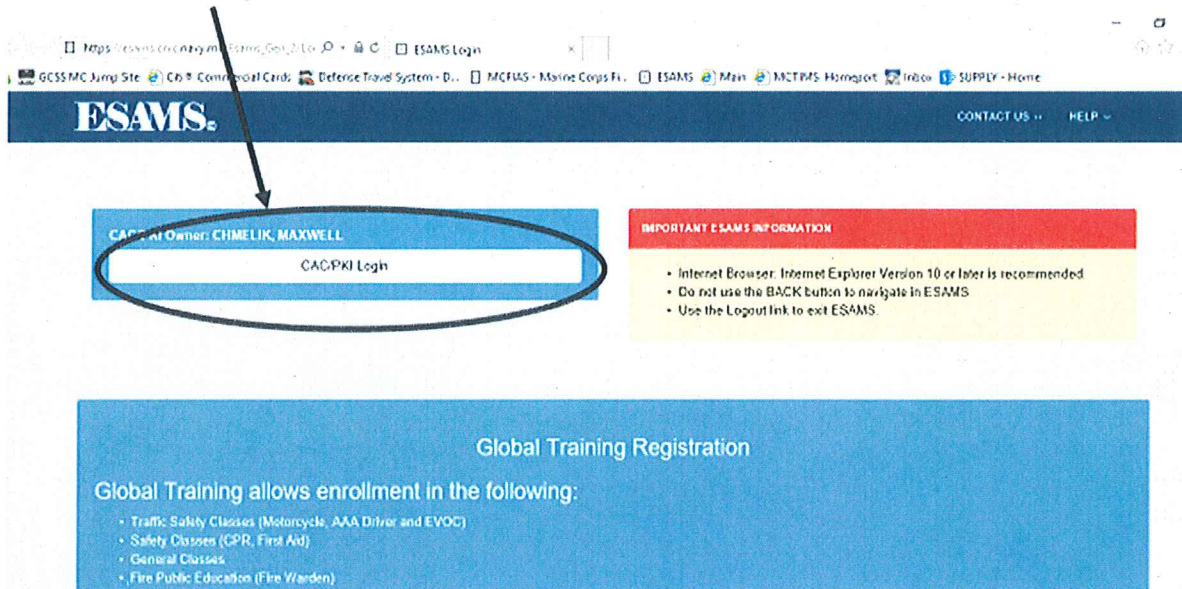
APPENDIX G

ENROLLING IN MOTORCYCLE TRAINING GUIDE

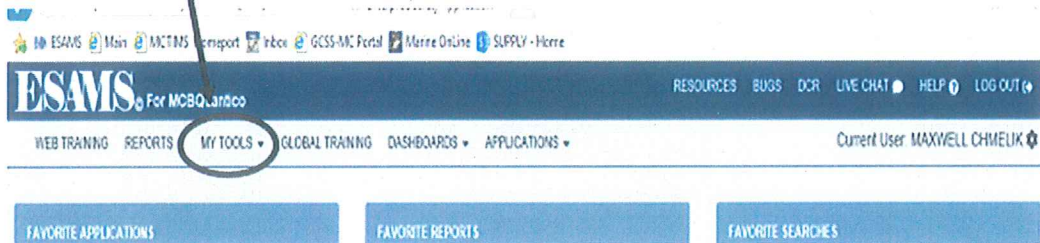
- Go to https://esams.cnic.navy.mil/Esams_Gen_2/Login
- Click Agree/Accept



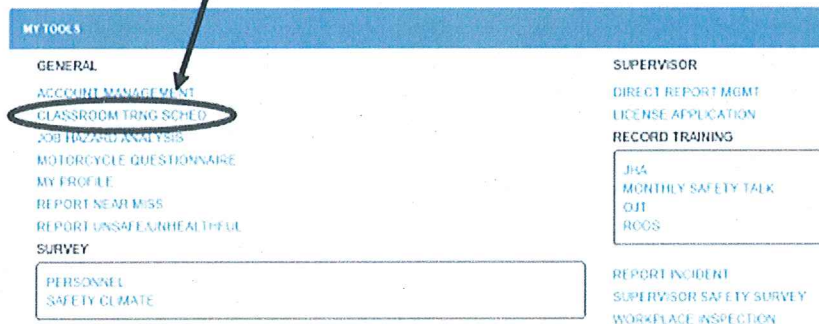
- Click on CAC/PKI Login



- Select the "MY TOOLS" tab



- Select "CLASSROOM TRNG SCHED" link



- Select the month you would like to take training and look for open course that fits your schedule. Notice that there are several locations in the NCR (I recommend you select the courses held at Quantico). Once you have found your course select "Enroll Me".

Upcoming Classes											
September	October	November	December	January	February	March	April	May	June	July	August
Scheduled Today											
No Training for Today											
October 2018 Schedule											
Date	Time	Subject	Installation	Enrollment Info	Class Documents	Language	Seats Available	Enrolled	Wait List Available	Record Training	
10/1/2018 - 10/2/2018	730 - 1600	Motorcycle Safety Foundation (MSF) Basic Rider Course (BRC)	MCR Quantico, VA	View Info	View Documents	English	0	6	5	Add Me To Waitlist	Add Others to Wait List
10/2/2018	730 - 1700	Motorcycle Safety Foundation (MSF) Advanced Rider Course (AIRC)	PAX River, MD	View Info	View Documents	English	6	0	2	Enroll Me	Enroll Others
10/2/2018	730 - 1700	Motorcycle Safety Foundation (MSF) Advanced Rider Course (AIRC)	PAX River, MD	View Info	View Documents	English	5	1	2	Enroll Me	Enroll Others
10/2/2018 - 10/3/2018	800 - 1330	Explosive Driver (EDU/HAZMAT) - MCR Quantico	MCR Quantico, VA	View Info	View Documents	English	1	0	2	Enroll Me	Enroll Others
10/2/2018	730 - 1700	Motorcycle Safety Foundation (MSF) Advanced Rider Course (AIRC)	Joint Base Annapolis Bolling, DC	View Info	View Documents	English	5	1	2	Enroll Me	Enroll Others
10/3/2018	730 - 1700	Motorcycle Safety Foundation (MSF) Advanced Rider Course (AIRC)	Joint Base Annapolis Bolling, DC	View Info	View Documents	English	6	0	2	Enroll Me	Enroll Others
10/4/2018 - 10/5/2018	730 - 1630	Motorcycle Safety Foundation (MSF) Basic Rider Course (BRC)	PAX River, MD	View Info	View Documents	English	6	2	0	Enroll Me	Enroll Others
10/4/2018 - 10/5/2018	730 - 1600	Motorcycle Safety Foundation (MSF) Basic Rider Course (BRC)	MCR Quantico, VA	View Info	View Documents	English	3	7	4	Enroll Me	Enroll Others
10/5/2018	730 - 1600	National Safety Council (NSC) Alive at 21	MCR Quantico, VA	View Info	View Documents	English	10	1	5	Enroll Me	Enroll Others

APPENDIX H



UNITED STATES MARINE CORPS
HEADQUARTERS AND SERVICE BATTALION
MARINE CORPS BASE QIANTICO
2006 HAWKINS AVENUE
QUANTICO, VIRGINIA 22134

IN REPLY REFER TO
5100
B 07-4

From: Commanding Officer, Headquarters and Service Battalion
To: Rank First Name M.I. Last Name, EDIPI/MOS USMC

Subj: MOTORCYCLE OPERATION SUSPENSION FOR FAILURE TO COMPLY WITH MARINE
CORPS SAFETY STANDARDS

Ref: (a) MCO 5100.19F
(b) BnO 5100.XX

1. Per the references, you are hereby notified that you are not authorized to operate a motorcycle until you have completed all training requirements. All training must be current and reflected on your Basic Training Record (BTR).

2. Only the Commanding Officer may reinstate your motorcycle riding privileges. Failure to cease operation of any motorcycle, except during training, from this date until training is complete may result in administrative action.

E. J. DANIELSON

Receiving Endorsement

5100

From: Rank First Name M.I. Last Name, EDIPI/MOS USMC
To: Commanding Officer, Headquarters and Service Battalion

1. I understand that failure to cease operation of any motorcycle, except during training, from this date until I have been reinstated by the Commanding Officer may result in administrative action.

2. I must submit my training documents to S-3 Training and the Motorcycle Club President upon completion.

I. M. MARINE