



DEPARTMENT OF THE NAVY

USS WASP (LHD -1)
FPO AE 09556-1660

WASPINST 5100.19
SAFE
15 May 08

USS WASP INSTRUCTION 5100.19

Subj: MOTORCYCLE/ATV SAFETY PROGRAM

Ref: (a) OPNAVINST 5100.19 (Series)
(b) OPNAVINST 5100.12 (Series)
(c) OPNAVINST 5102.1 (Series)

Encl: (1) Motorcycle/ATV Command Notification Form
(2) Motorcycle/ATV Service Record Entry Form
(3) Motorcycle/ATV Inspection Form

1. Purpose. To provide policy and guidance for the implementation of a Motorcycle and All Terrain Vehicle Safety Program.

2. Background. Reference (a) is the Navy Safety and Occupational Health Afloat Program instruction. Reference (b) is the Navy Traffic Safety Program instruction. Reference (c) is the Navy and Marine Corps Mishap and Safety Investigation Reporting and Record Keeping Manual.

3. Discussion. For the past several years, motorcycle mishaps have accounted for a statistically significant number of accidental deaths of Navy personnel. Many others suffer injuries that prevent them from returning to the work force. These mishaps, deaths, and injuries are too costly, both in terms of fiscal costs and human resources, to remain un-addressed. The Navy's operational readiness is continually being degraded by needless loss of life.

a. The key to safe motorcycle operation is experience. The only way to gain experience for the novice rider is through proper training. It is the goal of this command to help WASP's Sailors achieve the proper training to become a safe motorcycle or ATV rider. The Navy's Basic Rider and Experienced Rider courses are important stepping stones to safe operation of a motorcycle; however they are not the only avenue available. Those responsible for the Motorcycle Safety Program will make every effort to assist Sailors in obtaining rider safety training through outside civilian sources, to include programs at local educational institutions that include the use of loaner bikes. Use of these alternate sources of training can provide vital initial experience to our Sailors who are new to the world of motorcycles.

b. Through regular training at numerous venues, to include divisional safety training and Safety Stand-downs, WASP will continue to provide knowledge to assigned Sailors. The involvement of WASP's Command Motorcycle Mentors will help to ensure that relevant and timely information continues to flow to motorcycle riders once their initial safety training is complete. WASP's motorcycle riders, across the spectrum of experience levels, are vital to the success of USS WASP and every effort will be made to help them remain safe, both on and off-road.

4. Definitions

a. Motorcycles are defined as two-wheeled vehicles designed for travel on public or private roads under motor power or assisted by motor power, to include scooters, dirt bikes, and mopeds.

b. All Terrain Vehicles are defined as multi-wheeled vehicles designed for travel off-road under motor power or assisted by motor power.

c. These vehicles are owned, leased, rented, or controlled by individuals in their personal capacities (private motorcycles/ATVs).

5. Responsibilities

a. Commanding Officer:

(1) Ensure an effective Motorcycle Safety Program is established in accordance with Traffic Safety Program outlined in reference (b).

(2) Ensure all reportable motorcycle or ATV mishaps are reported in accordance with references (b) and (c).

b. Department Heads:

(1) Review all Command Motorcycle/ATV Notification Forms, and forward to the Commanding Officer for personnel interested in, or intending to, purchase and or ride a motorcycle.

(2) Report all motorcycle traffic accidents and infractions within their department to the Motorcycle Safety Coordinator for further investigation.

c. Safety Officer:

(1) Act as the Command Motorcycle Safety Manager.

(2) Ensure motorcycle/ATV safety training is provided to all hands upon reporting on board and quarterly thereafter.

d. Division Officers:

(1) Shall ensure all personnel interested in, or intending to, purchase and or ride a motorcycle complete the Command Motorcycle Notification Form, enclosure (1).

(2) Liaise with the Motorcycle Safety Coordinator, Traffic Safety Coordinator, and Training Department for scheduling specialized motorcycle training to include but not limited to Basic Riders Course, Experienced Riders Course, civilian motorcycle training available at local community colleges.

e. Safety Department Leading Chief Petty Officer:

(1) Act as the Command Motorcycle Safety Coordinator.

(2) Maintain Motorcycle Safety Binder, to include copies of enclosures (1) and (2) for command motorcycle riders, information on Basic Rider Course, Experienced Rider Course, and ATV Safety Course, as well as information on training options with civilian providers.

(3) Provide list of ship's motorcycle riders to the Command's senior motorcycle mentors.

f. Command Motorcycle Mentors:

(1) Should be the senior officer and senior enlisted motorcycle riders on board.

(2) Liaise with the Motorcycle Safety Coordinator to maintain a list of all motorcycle riders on board USS WASP.

(3) Provide mentorship and guidance to new and experienced motorcycle riders who are part of ship's company.

(4) Take part in Motorcycle Safety Program brief(s) presented by Safety Department at INDOC.

g. Enlisted Safety Committee:

(1) Will act as the Motorcycle Safety Council on all motorcycle matters and will report to the Safety Council on their findings.

h. All Hands:

(1) Shall read and comply with all the contents of this instruction.

(2) Shall notify Division Officer if they own or operate a motorcycle or ATV, or intend to own or operate a motorcycle or ATV, and have not completed the requirements in this instruction.

(3) Shall follow the ship's Traffic Safety Instruction at all times when operating a motorcycle.

(4) Shall inform the Division Officer of any motorcycle/ATV mishaps, accidents, or traffic infractions and of any revocation, suspension or loss of civilian driving privileges.

(5) Are encouraged to use the Motorcycle/ATV Inspection Form, enclosure (3), prior to riding a motorcycle or ATV.

6. Requirements

a. Personal Protective Equipment (PPE) is required for all active duty motorcycle riders and passengers, whether on or off base and regardless of experience or time of day, per ref (b).

b. Required Motorcycle PPE includes all of the following:

(1) A Department of Transportation (DOT) approved, properly fastened protective helmet.

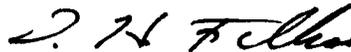
(2) Properly worn, shatter-proof goggles or full face shield properly attached to helmet.

(3) Properly worn long sleeve shirt or jacket.

(4) Long legged trousers.

- (5) Fully fingered gloves designed specifically for motorcycle use.
- (6) Sturdy footwear that extends above the ankle.
- (7) Brightly colored outer garment during day riding.
- (8) Reflective upper garment during night riding.
- (9) Outer and/or upper garments must be clearly visible.

c. Financial Responsibility: A JAGMAN Investigation will be conducted on all mishaps involving injury and hospitalization. All Hands will be held accountable for their actions if they are found not to have been in compliance with this instruction, Navy Regulations, or state and local laws. Hospital costs may be the responsibility of the service member and not the command depending on the investigation recommendations.



D. H. FILLION

Distribution: (WASPINST 5216.1E)
List 1

USS WASP MOTORCYCLE/ATV NOTIFICATION FORM

DATE: _____

RATE/RANK: _____

NAME: _____

CONTACT NUMBER: _____

DEPT/DIVISION: _____

I respectfully inform my chain-of-command of my intent to purchase/ride a motorcycle. I have read the WASP Motorcycle Safety Instruction and understand that I am required to attend an approved Motorcycle Safety Course as soon as possible. I understand that I can obtain this training using a loaner bike through local academic institutions using the Tuition Assistance Program, and the command will assist me in arranging this training and funding. I have been counseled by one of the command's Motorcycle Mentors on the risks involved in motorcycling and am familiar with OPNAVINST 5100.12 (Series), Navy Traffic Safety Program.

SIGNATURE _____

DATE _____

LEADING PETTY OFFICER'S SIGNATURE:	DATE:
LCPO SIGNATURE:	DATE:
DIVISION OFFICER'S SIGNATURE:	DATE:
DEPARTMENT HEAD'S SIGNATURE:	DATE:
COMMAND MOTORCYCLE MENTOR'S SIGNATURE:	DATE:
COMMAND MASTER CHIEF'S SIGNATURE:	DATE:
COMMAND MOTORCYCLE SAFETY COORDINATOR*:	DATE:
EXECUTIVE OFFICER'S SIGNATURE:	DATE:
COMMANDING OFFICER'S SIGNATURE:	DATE:

* REQUEST BRC ON: _____

USS WASP CONTACT NUMBER: _____

ADMINISTRATIVE REMARKS

NAVPERS 1070/613
S/N 0106-LF-010-6991



UNIT OR STATION

Commanding Officer, USS WASP (LHD 1), FPO AE 09556-1660

UIC: 21560

_____: I have attended and graduated from the following Navy Motorcycle Safety Courses on the following dates:

Basic Rider: _____

Advanced Rider: _____

_____: I understand that PPE (Personal Protective Equipment) is mandatory and must be worn while in operation of, or riding on, a motorcycle regardless of location or duty status.

_____: I understand that the Navy's PPE requirements are:

- 1) A Department of Transportation (DOT) approved properly fastened protective helmet
- 2) Properly worn shatter-proof goggles or full face shield properly attached to the helmet
- 3) Properly worn long sleeved shirt or jacket
- 4) Long legged trousers
- 5) Fully fingered gloves designed specifically for use on a motorcycle
- 6) Sturdy footwear that extends above the ankle
- 7) Brightly colored outer garment during the day
- 8) Reflective upper garment during the night
- 9) The outer upper garment must be clearly visible

PLEASE ANSWER THE FOLLOWING QUESTIONS

1 What type of motorcycle do you have make/model? _____

2 When did you purchase your motorcycle? _____

3 Who is your motorcycle insurance company? _____

4 Are you in a motorcycle club? YES ___ NO ___ Club Name _____

5 How often do you ride? Monthly ___ Weekly ___ Daily ___

6 What is your motorcycle driving level? Less than 3 months ___ Less than one year ___ More than 1 year ___

7 Marital status: Married ___ Single ___ Your Age ___ and Rank ___

**COPY OF MOTORCYCLE ENDORSED DRIVERS LICENSE
HERE**

**COPY OF MOTORCYCLE INSURANCE CARD
HERE**

Large empty rectangular box for pasting license and insurance card copies.

**COPY Of BRC Card Here
HERE**

**COPY Of ERC Card Here
HERE**

	SSN	BRANCH AND CLASS

**USS WASP (LHD-1)
MOTORCYCLE / ATV INSPECTION FORM**

VEHICLE _____

DATE _____

WALK AROUND INSPECTION

SAT UNSAT ADJUST

1. INSPECT TIRES (DRY ROT, CRACKS, TREAD, PUNCTURES)			
2. INSPECT BODY FOR DENTS			
3. INSPECT MIRRORS			
4. INSPECT WINDOWS/WINDSCREENS (CRACKS, BULLSEYES)			
5. INSPECT LIGHTS (HEAD, TAIL, TURN, CLEARANCE)			
6. INSPECT WINDSHIELD WIPERS			

"UNDER HOOD" INSPECTION

SAT UNSAT ADJUST

1. CHECK OIL LEVEL			
2. CHECK ALL APPROPRIATE FLUIDS			
3. CHECK BELTS AND HOSES			
4. CHECK BATTERY (FLUID, CORROSION)			

"INSIDE" INSPECTION

SAT UNSAT ADJUST

1. SEAT SECURE TO BODY			
2. SAFETY EQUIPMENT OPERATIVE			
3. DASH GAUGES AND CONTROLS OPERATIVE			
4. PARKING BRAKE			

START UP INSPECTION

SAT UNSAT ADJUST

1. START ENGINE, OBSERVE GAUGES/INDICATORS			
2. CHECK HORN, TURN, HEAD, BRAKE, BACKUP LIGHTS			
3. CHECK TRANSMISSION (REVERSE, DRIVE, NEUTRAL)			
4. CHECK BRAKES, (VEHICLE IN GEAR, APPLY BRAKES)			

INSPECTED BY _____

SUPERVISOR _____