

**BY ORDER OF THE
COMMANDER HILL AIR FORCE BASE**



**AIR FORCE INSTRUCTION 91-207
22 MAY 2007
AIR FORCE MATERIEL COMMAND**

**Supplement
1 OCTOBER 2007
HILL AIR FORCE BASE**

**Supplement
25 NOVEMBER 2008
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Safety**

**THE US AIR FORCE TRAFFIC SAFETY PROGRAM
COMPLIANCE WITH THIS PUBLICATION IS MANDATORY**

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OPR: 75 ABW/SE

Certified by: 75 ABW/SE (Lt Col Rick Palo)
Pages: 7

AFI 91-207_AFMCSUP_, 22 May 2007, is supplemented as follows:

This supplement defines how the Ogden Air Logistics Center Safety Office (75 ABW/SE) will implement the motorcycle training requirements defined in AFI 91-207 *The US Air Force Traffic Safety Program*. This supplement applies to workforce members of all units, Air Force Materiel Command (AFMC), Air Combat Command (ACC), and Air Force Reserve Command AFRC on Hill AFB, and any other units making use of this motorcycle training program. Compliance with this supplement is mandatory; failure to comply is punishable as a violation of Article 92, *Uniform Code of Military Justice (UCMJ)*, or appropriate administrative action for civilian personnel. Ensure that all records created as a result of processes prescribed in this publication are maintained in accordance with AFMAN 33-363, *Management of Records*, and disposed of in accordance with the AF Records Disposition Schedule (RDS) located at <https://afirms.amc.af.mil/>.

1.2.3.5.1. (Added) Motorcycle riders will carry proof of training (see paragraph 4.6.7.2.1.) with them any time when riding a motorcycle on base. Additionally, for those individuals not required to take the Motorcycle Safety Foundation (MSF) courses per paragraph 4.6.1. in the basic AFI, a valid state driver's license with appropriate motorcycle endorsement satisfies this paragraph. The proof will be available for display if requested when entering the base or any time requested by law enforcement personnel.

1.2.4.4.1.1. (Added) 75 ABW/SE funds the MSF courses. Volunteer rider coaches provide the training for the motorcycle program. Because of the importance of the program and the time and

money invested into each rider coach it is important that prospective rider coaches and their supervisors understand the commitment required. A sample memorandum of agreement is included in Attachment 5 which defines requirements and responsibilities.

1.2.5.5. (Added) Before initially painting, or restriping parking areas, allow for and mark a suitable number of motorcycle parking spots, preferably separated from other vehicle parking.

1.2.7.3.7. (Added) Unit Motorcycle Safety Coordinators (UMSC's) will verify the accuracy of data annually and provide proof of verification to 75 ABW/SE.

1.2.7.4. (Added) 75 ABW/SE provides a web-based tool at https://hillnet.hill.af.mil/hafb/alc/se/safety/moto/moto_UMSC/index.php. This tool can be used to fulfill the documentation requirements of paragraph 1.2.7.

2.2.3.1. (Added) These assets need to travel to the Logistics Readiness Squadron's Vehicle Management Flight to have maintenance performed on them just like other registered assets. To do this they must travel on Wardleigh Road which has a posted speed limit of 40 mph in different sections. These registered Low Speed Vehicles (LSVs) have clearance to travel on this roadway with a slow moving vehicle placard/sign attached to the rear of the vehicle to ensure other vehicles are aware that they are traveling slower than the posted speed limit.

3.4.2.4.5. Military uniforms are not considered brightly colored or reflective.

3.4.2.8.1. (Added) The tool identified in paragraph 1.2.7.4. can be used to document this requirement.

3.6.2.1. (Added) No motorcycle riders, regardless of affiliation, will be allowed to operate a motorcycle on base without a valid motorcycle endorsement. Motorcycle learner permits do not satisfy this requirement. Individuals with a learner's permit taking either of the motorcycle training courses may only ride to and from the training rooms and on the motorcycle range.

4.1.1.1. (Added) Employees cannot be compensated for time spent at motorcycle training outside of their normal work schedule. For example, the Basic Rider Course lasts three days. If the course is taught Thursday through Saturday, employees will not be paid for Saturday if that is not a normal work day. For the portion of the course taught during normal duty hours, employees will not be forced to take leave or use compensatory time to attend the course. If an employee's normal work schedule is not the day shift, supervisors will make every effort to temporarily change the employees shift to coincide with the class being taught.

4.1.1.2. (Added) Only courses taught at Hill AFB are covered by this supplement. Equivalent courses taught off-base by local vendors may be substituted for the required initial course; however, the employee is responsible for the cost and time involved. For course information and availability, please contact 75ABW/SEG at 777-3333, extension 2 or register for classes at <https://hillnet.hill.af.mil/hafb/alc/se/safety/moto/index.php>.

4.6.2. (Added) Due to variable weather conditions, and the large number of riders requiring training each year, immediate training is not always available. Class sign-up is available via the motorcycle training web site listed in paragraph 4.1.1.2. (Added). If classes are not available contact 75 ABW/SEG to coordinate a class date. The safety office motorcycle coordinator will evaluate what classes are available, how long the student has been trying to schedule a class, and any other pertinent information to determine if conditions warrant procurement of alternate training options. If a student pays for a commercially available class in the local community not

procured in advance or authorized by 75 ABW/SE, the costs for that class will not be reimbursed.

4.6.2.1. (Added) Course cancellation is accomplished via the same web site used to sign up for a course. Except on a case-by-case basis, individuals who cancel less than 48 hours prior to a class and/or fail to show up for a scheduled class will be given the lowest priority for enrolling in a future class. Those individuals may be forced to wait until the following year to get into a training class.

4.6.7.1.3. (Added) The Experienced Riders Course (ERC) is intended for riders who are competent motorcycle riders. The decision to sign up for the Basic Riders' Course (BRC) or ERC rests with the student; however rider coaches teaching the ERC may ask students to leave the class at any time based on their proficiency. Students who are asked to leave a class may sign up for an upcoming BRC but will not receive any priority for being previously enrolled in the ERC.

4.6.7.1.4. (Added) Motorcycle class students are required to come to training with a motorcycle and proper protective gear. The rider coach instructing the class has the option to ask students to leave the class if the motorcycle is not in an adequate state of repair or if the student does not have the proper protective gear. Students may sign up for another course but will not receive any priority for being previously enrolled.

4.6.7.2.1. (Added) There are individuals who completed approved motorcycle safety courses before the MSF existed and/or was a requirement. In order to accommodate those individuals, the following forms of proof of training will be accepted as meeting the AFI 91-207 training requirement.

4.6.7.2.1.1. (Added) Valid MSF card: An MSF card, signed by the rider coach, is presented to each individual after they successfully complete one of the MSF courses. Replacement cards are available for individuals who took the MSF course after 2003 and are in the motorcycle training database maintained by 75 ABW/SE. A sample MSF card is shown in Attachment 3.

4.6.7.2.1.2. (Added) Valid 75 ABW/SE motorcycle card: 75 ABW/SE will provide individuals a card if they can provide proof of completing an approved motorcycle safety course. These cards will be valid for two years from date of issue. During those two years it is expected individuals will complete a free one-day MSF Experienced Rider Course offered by 75 ABW/SE. A sample 75 ABW/SE motorcycle card is shown in Attachment 6.

//e-signed//lrm//24 Nov 08//

LINDA R. MEDLER, Colonel, USAF
Commander, 75th Air Base Wing

Attachment 4 (Added)

GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION

References

AFMAN 33-363, *Management of Records*, 1 March 2008

AFI 91-207, *The US Air Force Traffic Safety Program*, 22 May 2007

Abbreviations and Acronyms

ACC–Air Combat Command

AFMC–Air Force Material Command

AFRC–Air Force Reserve Command

ATV–All Terrain Vehicle

BRC–Basic Riders’ Course

ERC–Experienced Rider’s Course

LSV–Low Speed Vehicle

MSF–Motorcycle Safety Foundation

RDS–Records Disposition Schedule

TOC–Table of Contents

UMSC–Unit Motorcycle Safety Coordinator

Attachment 5 (Added) Sample Memorandum of Agreement

20 March 2008

MEMORANDUM TO ALL HILL AFB MOTORCYCLE RIDER COACHES

FROM: 75 ABW/SE

SUBJECT: Expectations for Trained Motorcycle Rider Coaches

1. Thank you for volunteering to become a motorcycle rider coach in support of the Hill AFB motorcycle program! The ability to use riders from the on-base community benefits the program both from a financial and a practical stand point. Your training allows us to train hundreds of new riders every year with very little investment. The program also allows you to receive valuable training at no expense to you. Finally, to have rider coaches, who are familiar with the on-base environment, teach the classes helps to strengthen the safe attitude toward motorcycles the program is designed to create.

2. In order to justify the time and expense spent training rider coaches, it is necessary to set expectations for the rider coach, his/her supervisor, and the program itself.

a. The installation safety office will provide the rider coach training and initial training materials at no cost for all new rider coaches. You must coordinate with your supervisors to attend this training.

b. The rider coach will make himself/herself available for the entire length of the rider coach training.

c. Once trained, the rider coach is responsible for signing up to teach classes and being responsible for that time slot. Unplanned events are bound to happen, but it is the responsibility of the rider coach to arrange for backup and/or trade training dates. If a backup cannot be found, the installation safety office must be informed a week in advance, or as soon as it is apparent that substitute rider coaches cannot be found, **whichever is earlier**.

d. Once trained, it is expected rider coaches will teach for a minimum of five years. If you are PCS'd during that timeframe, we hope you continue to share your knowledge and expertise. During those five years, it is expected that each rider coach will teach a minimum of 50 hours per season.

e. There will be a pre-season meeting, typically in March, that all rider coaches are required to attend along with 75 ABW/SE representation to discuss the schedule of the upcoming season.

f. Supervisors will provide Rider Coaches time away from their primary duty to teach the required courses without charge to leave. If unusual occurrences arise, please contact the installation safety office to coordinate. By signing this agreement, supervisors agree to release Rider Coaches for their required teaching hours (paragraph d above) when required by the training schedule.

g. Because rider coaches are on the motorcycle course and using the training materials on a regular basis, it is expected that any problems (deteriorating paint, damaged cones, etc.) will be brought to the attention of the installation safety office.

h. Finally, the installation safety office has the responsibility to administer the program. We will work any issues, assuming we are given the information.

3. Please sign the letter below indicating you have read, understand and agree to the expectations. Please have your supervisor sign, indicating his/her agreement to allow you to support the program. Once both have signed, please return this letter to the installation safety office.

4. Thanks again for volunteering to be a motorcycle rider coach! We appreciate your time and effort helping to keep the Hill AFB motorcycle riders safe. Obviously, the program could not be accomplished without your energetic support.

//signed//

RICK A. PALO, Lt Col, USAF
Installation Chief of Safety

Rider Coach's Printed name, office symbol, phone number, and signature

Supervisor's Printed name, office symbol, phone number, and signature

Attachment 6 (Added) Sample Proof of Motorcycle Training/Motorcycle Pass Cards

Figure 1 - Sample Motorcycle Safety Foundation Card



Figure 2 - Sample 75 ABW/SE Proof of Motorcycle Training Card

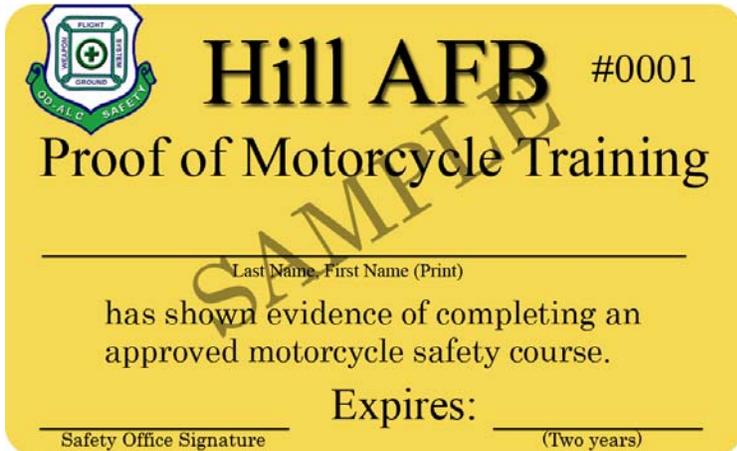


Figure 3 - Sample 75 ABW/SE Temporary Pass

