

### **Motorcycle Program Checklist**

**a) Operationalizing Motorcycle Safety**

1. Have all active and inactive riders been identified? Reference: 030301.B
2. Do motorcycle riders understand their responsibility to comply with the requirements outlined in this Order? Reference: 030301.C
3. Do riders report to S-3/Training and MMP President to register riding status, schedule training, and record training completion? Reference: 030302.A
4. Have riders training requirements and completion of required training been entered into MCTMS/MCTFS? Reference: 030303.A
5. Do riders receive orders to attend motorcycle safety training? Reference: 030303.C

**b) Motorcycle Safety Training**

1. Are riders scheduled for Level 1 training within 30 duty days of making the request and scheduled for the earliest available class? Reference: 030401.A
2. Are riders attending Level 2 training as soon as possible but in no case more than 180 days after completing Level 1 training, or being identified as licensed rider? Reference: 030402.A
3. Are riders taking refresher training at least every five (5) years from last date of training, and are they encouraged to take the refresher training annually? Reference: 030404

**c) Motorcycle Mentorship**

1. Has a MMP President been appointed in writing? Reference: 030801
2. Are MMP meetings conducted monthly during normal working hours? Reference: 030805
3. Do Commanders attend MMP meetings at least once per quarter? Reference: 030805.A