Motorcycle Safety Management Training
Why are We Concerned? Navy PMV-2 Fatalities 2002-Current

Motorcycle fatalities have been a primary concern for many years. In 2008 the Navy had its worst year ever. 88% of the fatalities were sport bikes with over 74% untrained. As you can see above after a significant decrease in fatalities we are again on the rise.
Prior to the inception of military motorcycle rider training requirements it was found that greater than 74% of Sport Bike riders who were involved in fatal accidents were un-trained. Additionally Sport Bike fatalities have, on the average, accounted for greater than 79% of the total motorcycle fatalities, invariably with no training.

The requirement for Motorcycle Training and the development of the MSRC course of instruction for Sport Bike riders was implemented in 2008 and has significantly impacted the decrease in Fatal mishaps.

The number of Navy personnel riding motorcycles fluctuates on a monthly basis however, historical information shows that approximately 10-12% of Active Duty Navy personnel own or plan to own a motorcycle.
Motorcycle Safety Representatives will have access to personal and private information via the ESAMS program. It is imperative that all users be aware that they are responsible to ensure that any information disseminated is done so appropriately and with the proper precautions.
The goal of this training is to provide the basic knowledge and tools that a command motorcycle representative will require to manage their motorcycle safety program. This information will include Policy; Training Requirements; Data/Administrative and the utilization of the Enterprise Safety Application Management System (ESAMS). ESAMS is the ONLY authorized program for tracking all motorcycle riders and their training.

This module is presented in Four Sections;

Section One- Policy and Requirements
Section Two - Data and Administrative Process
Section Three - Training Module
Section Four - Reports
Section Five – Resources
Section One
Policy & Requirements

- Navy Motorcycle Safety Policy
- The Command Motorcycle Safety Representative (MSR)
- Sport vs. Non Sport
- Training Requirements
Navy Motorcycle Safety Policy

The policy directive for Navy Traffic Safety is

**OPNAVINST 5100.12 J (26 June 2012).**

*This directive is a major revision and must be read in it’s entirety to ensure that all requirements are met.*

This version of the directive combines all previous ALNAV/ALSAFE’s regarding the assignment of a command MSR, Duties, Responsibilities, Reporting, etc for the individual command and chain of command.

A successful Motorcycle Safety Program combines Administrative, Leadership, Mentorship efforts and continuous Training to ensure personnel have the skills and assistance they need not only to be a successful rider but a **SAFE** Rider.

**Civilian Motorcycle Operator Training.**

All civilian motorcycle operators who have a current State motorcycle operator license, endorsement or permit **ARE NOT REQUIRED** to complete motorcycle safety training.

The Commanding Officer has overall Responsibility for the Motorcycle Safety program!
Motorcycle Safety Representative

RESPECT your RIDE

Safer rides start here:

Motorcycle Safety Training

Work, Play, Live ... Safely!
MSR Chain of Command

The Motorcycle Safety Representative Chain of Command is no different than other areas of military responsibility. At each level from the individual commands upwards for both the fleet and shore commands there is an individual (or individuals) assigned at each level, for their immediate command and as the manager for their down line (subordinate) commands. It is imperative that this chain be aware of the scope of their responsibilities.

The MSR is the key individual for the success of the motorcycle safety program and is an integral component of the overall command safety and rider mentorship program. The MSR is required to be designated in writing by the Commanding Officer. Depending on the size of the command, it may be necessary to have more than One MSR.

The graphic at the right provides an idea of a standard chain of command. As you can see the scope narrows as it goes down line. Although each level has access to every subordinate command below them, they do not have access to other commands outside of their scope.
Motorcycle Safety Representative (MSR)

General Responsibilities:

The MSR’s duties encompass administrative process, safety training delivery and motorcycle mentorship. These responsibilities include but are not limited to;

• Identification of all military personnel who operate or plan on operating a motorcycle whether they drive on or off base.
• Maintain motorcycle rider ESAMS employee records.
• Maintain the individuals Motorcycle Questionnaire.
• Ensure 100% compliance with training and PPE requirements.
• Maintain rider records to include copies of their motorcycle license, training certificates, etc.
• Provide ongoing safety training for all riders and potential riders.
• Report motorcycle rider status to the chain of command.
• Assist the command motorcycle mentorship program.
• Be prepared to provide census and status information on an as needed basis.
• Assist the command safety department as needed for mishap investigations.
Motorcycle Safety Representative (MSR)
Responsibilities Cont.

Parent Command:

In addition to the general responsibilities list the Parent command MSR;

• Ensures subordinate commands within their scope have an assigned MSR.
• Ensures their subordinate command MSR’s have the appropriate access level to meet their responsibilities.
• Review the training status on a quarterly basis for all commands within their scope.
• Act as the Point of Contact for up-line reporting.
• Provide training status reports to their commander for their immediate command and subordinates on a quarterly basis.
• Maintain a listing of all subordinate command MSR’s.

Command:

• Ensure all areas of the general responsibilities are met
• When being relieved of the MSR duties ensure that your parent MSR is made aware of your relief.
MSR Assignment

As shown in the previous slide, duty task assignment with the appropriate access levels are critical to the success of the MSR.

A new addition to ESAMS is the capability to assign an MSR to multiple UIC’s (Commands) by name. This is an important milestone in that one individual can now may be designated by name to manage those commands who, at present, do not have military riders or they have at most one or two riders. This capability assists with defining the proper chain of command and responsibilities of the MSR. Management of this access level is the responsibility of the chain of command.
The appropriate assignment of access levels and duty tasking is a critical element for the MSR to meet their obligations. Without the proper access they will not be able to properly manage their program.

Command Access Levels:

- Supervisor (2) – This allows the MSR to record training, view the supervisor reports, assign duties/tasks to their personnel and enroll their personnel training.
- TRMS – Allows the MSR to run reports on command data, add, edit, personnel records including the assignment of duty tasks.
- Multi-Command Assignment – This level allows for the assignment of an MSR by name to multiple commands. This process ensures that every command has an identified individual to manage the motorcycle safety program. Instructions for assigning this level is provided in separate instructions.

Duty Task:
Command Motorcycle/Traffic Coordinator (Command) – The MSR will only be able to see the data for their command.

Parent Access Levels:
- Supervisor (2) - See above for capability
- TRMS (+ Access Traffic & RODS) – Includes the above capabilities and also allows the user to assign access levels within their scope (Down line Chain of Command).

Duty Task:
Command Motorcycle/Safety Traffic Coordinator (Parent) – The MSR can see their own command and their subordinate commands data.

Assignment of Access Levels is the responsibility of the MSR chain of command.
What is the Difference between a Sport Bike and a Non Sport Bike?

An accurate analogy for comparison of sport bikes to cruisers is a sport bike is like a fighter aircraft while a cruiser is like C-130.
Cruisers are the classic American design, built for longer rides and comfort. They are inherently stable, with longer wheel bases and lower center of gravities. Since drag is not a important issue, the rider's posture is more upright with the feet forward of the torso, much like a cowboy. Cruiser power to weight ratios are much lower than sport bikes with the average 70-90 horsepower on much heavier 600-900 pound bikes.
Sport bikes are designed for racing, as such they are dynamically unstable with a higher center of gravity and a shorter wheel base. To increase maneuverability, the rider's posture is leaned forward, much like a jockey's, to reduce drag and these bikes have extraordinary power to weight ratios that average 150-180 horsepower on 350-500 pound bikes.
Motorcycle Types

Sport Bikes

**Sport Touring** 1100-1800cc
450-650lb, High performance

**Super Sport** 650-1100cc
290-350lb, High performance

**Sport Unclad** 650-1100cc
290-350lb, High performance

**Dual Sport** 250-1200cc
NOT considered a sport bike if it has dirt (knobby) tires

NON-Sport Bikes

**Touring** 1200, 2300cc
200-500lb

**Dirt Bike / Enduro** 50-650cc
High ground clearance, not road ready

**Standard** 125-1800cc, 200-1200lb

**Scooters** 50-650cc
Motorcycle Rider Training Requirements

Now that we know what the difference is between Sport Bikes and Non Sport Bikes, we get to the question, “What are the training requirements for motorcycle riders?”
Training

- Training:
  - As part of check in of new rider verify all training in the employee record. ENSURE that you are on the command check in sheet.
  - Enter training courses that were completed at non-military locations.
  - Enroll riders in required training and remind riders of class date and ensure there are no conflicts.
  - Take action on upcoming/overdue requirements (schedule the training) and follow up.
  - Ensure all traffic safety and stand-down briefs contain motorcycle safety information.
  - Ensure a Traffic/Motorcycle Safety brief is included in the command indoctrination program.
  - Track and assist personnel who plan to own a motorcycle.
  - The MSR is an essential member of the command Motorcycle Mentorship program whether they are a rider or not.
Requirements

For the MSR (whether a rider or not) it is important that you understand the different levels of training to ensure that the riders are scheduled properly.

There are 3 levels of motorcycle rider training:

Level I.................Basic Training
Level II..............Intermediate Training
Level III.............Refresher Training

This encompasses Track Days and courses provided by Non Military sources. The training is usually equivalent or at a higher level of skills.

Each level of training provides skills for the rider as they put more and more miles on the bike. Much if not all of the skills are applicable to both types of motorcycles. Having said that remember that Sport Bikes can take turns and curves at a higher rate of speed than non sport bikes.

Civilian Personnel are not required to complete training.
BASIC RIDER COURSE (BRC)

This is the Initial class **required** prior to riding all motorcycle types, when possible within **30 days** of obtaining a license/learners permit, obtaining/purchasing a bike or within 30 days of the rider request. No license or permit is required if the member utilizes the Trainer Bikes, where available.

This course is exactly what it states. It deals with bike controls, movements, handling, rules of the road etc. The curriculum is designed to ensure that the rider has the proper skills and mind set to handle the motorcycle and know the rules of the road as they apply to motorcycles.
Level II – Intermediate Training

BRC II (Basic Rider Course II)

This course (formerly known as ERC) is a continuation of the skills learned in the BRC with additional range exercises and Risk Management components. It is done at a higher speeds than the level I course. The expectation is that the student has practiced the skill sets from the BRC and can utilize them at more of an instinctual level.

All riders are required to complete this course within 60 days of completing the BRC or the purchase of their motorcycle.
ARC (Advance Rider Course)

This course provides robust risk management and technical skills instruction as it applies to motorcycles and their unique capabilities. The range work is provided at a higher rate of speed with exercises that provide the student with the skill sets needed to handle motorcycles in a variety of scenarios. This course can be scheduled for both Sport Bike and Non Sport Bike riders. Additionally, if a rider (no matter the type they ride) may take this course in lieu of the BRC II or MSRC as it will meet the 60 day requirement.

This course is for all types of motorcycle riders
Level II – Intermediate Training (Cont)

MSRC (Military Sport Rider Course)

This course provides a high level of risk management instruction in the classroom. The range work is provided at a high rate of speed with exercises that provide the student with the skill sets needed to handle their high performance machines.

*The Rider is REQUIRED to complete this course within 60 Days of the completion of the BRC or from the date they Purchased the motorcycle.*
Level III – Refresher Training

Refresher training is required every 3 Years for all riders.

- ANY Level I/II or Civilian high level of training course may be taken to meet the refresher requirement.

- See the NSC website for a listing of approved courses. If the course you are considering is not listed contact the NSC Traffic Safety Division.
Reporting Requirements

To ensure that you meet all reporting requirement review the current OPNAVINST 5100.12J, the items below are provided as an overview.

- **Monthly:** Verify training and deficiency report, frequency may change depending on command population
  - For large Commands it is recommended that the Junior MSR’s (departmental?) do the above and provide a report to the command MSR.

- **Quarterly:**
  - Review and counsel planned owners & update their status.
  - Change the date they plan on buying if applicable
  - If the plan to buy date is in excess of one year, go to their questionnaire and remove them as a rider
  - Provide this information to the COC
  - Recommend inserting the written counseling as a part of the individuals training record
  - Review and correct reports
  - Provide COC with the dashboard and status of Planned Owners & delinquent training requirements
  - Hold a motorcycle rider safety meeting to remind and update riders on safety requirements and training. Have plan-to-own riders attend so that they can meet their peers and can be paired up with an experienced rider as a mentor. These meetings should be managed via the command mentorship program and documented in the riders ESAMS record. ESAMS can be utilized to set up and schedule these trainings
Section Two
Data and Administrative Process

- Command Motorcycle Dashboard
- The ESAMS Employee Record
- The Motorcycle Questionnaire (Census)
The Motorcycle Dashboard has been designed to provide leadership, at all levels of the chain of command, with a central point for managing the Navy Motorcycle Safety program. The Dashboard provides a visual representation of:

- Riders by Age Group
- Riders by type of motorcycle
- Training Status
- Planned Owners

At the same time there are links from the dashboard to the various modules required by the command MSR for specific information to rider lists, training deficiencies, etc.

The following slides provides a break out and explanation of each of the categories shown on the dashboard.
“How Do I Find My Dashboard?”
From Your Home Page

From the Home Page
The MSR has quick links to the main areas they need to Access.

To look at your command Dashboard click on this box.
At this screen all that is necessary is to select (click on) Run report. The default is your UIC. If you are a Parent command, leave “Include Downline Commands” selected and enter the top command in the command line so that you can run the dashboard in a parent command view. If you do not want the down line commands in your dashboard de-select that box prior to selecting run report.
For a parent command who wants to review one of their subordinate commands, de-select the include down line commands and click on the down arrow to the right of the blank box. When the screen shown here pops up, input the commands UIC and click on the Search button. Click on the command name. Clicking the Run Report button will pull up the dashboard for that command only.

When this screen pops up input the command UIC (ex: N03345) here and click on Search.
The top section of the dashboard provides quick links to specific modules to assist the MSR in managing their program.

This box provides a total of riders by motorcycle type in each age group.

This box provides the total number of individuals who indicated on their questionnaire whether or not they are licensed riders.
This box provides a total of riders who have indicated that they currently own a bike, and Non Owners (Rider NO Motorcycle).

This box provides the total riders by motorcycle type, Standard/Cruiser Riders and Sport Bike riders. This information includes own and plan to own riders.
Training compliance is dependent upon the proper duty task assignment. By Directive all riders are Non Compliant if they have Not completed both the initial Level I and Level II training. Once a rider exceeds the 3 yr refresher requirement they are delinquent and are considered non compliant.

The “Other Data” Box provides non compliance information for command utilization. The most important of these is the “Potential New Riders (Planned Owners).” This list should be reviewed and validated by the command MSR on a regular basis to ensure that personnel receive proper training, guidance and mentorship.

Note: With the exception of the Motorcycle Training Compliance Box, anywhere in the Dashboard where the Number is in **BOLD** text you can click on that number and get a rider listing. This will be explained in the reports module.
• How do I add an employee?
• How do I pull an employee into my command?
• What does the employee record contain?
• How do I assign access levels and duty tasks?
Looking For An Employee Record

On the home page click on the Administrative Links & when the drop down menu shows click on Training & Records MGMT (TRMS)
Searching for a Record

At the screen click on the down arrow to bring up the drop down menu.

At this screen click on the on the Edit User option to bring up an existing account. Click on Add User to add a new employee record.
The search screen provides filtering for multiple search options depending on the scope of your search. You can search for an individual or a group of individuals at a specific command.

The ideal way to search for an individual is to utilize their last name and last 4 SSN. Additionally select the “All Users (Active & Inactive) box. This will ensure that if someone was deactivated you can pull up their record. Then hit the search button.
If you do not find the individual you are looking for use the Add User selection on the drop down menu. Having the service member with you at the time you do this function is the ideal. At a minimum you will need their full name, full SSN, DOB, military email address, duty phone number etc.

• Select the “New/Edit User” option from the pull-down menu.
• Click the “Close Popup” button in the top right corner of the Personnel Search screen. The TRMS User toolbar is now displayed.
• Click the “Add New User” button from the selection of buttons offered. The minimum information requirements are employee category, last name, and full social security number. More information is required for the second screen (see below).
• Enter the employee category, last name and full social security number in the appropriate boxes. You will be requested to enter the SSN in twice.

You MUST have a last name and their full SSN to enter someone in the system!

The screens you see after this will be self explanatory.
If you are entering a new record at the name and SSN screen and then you see the “**Exact User ID Match Found**” message, this means the person is already in the system. Select the “**Click here to pick up person**!” link to add the personnel. If they have not been deactivated by their prior Command, you will need to contact the ESAMS Help desk to have them deactivated and then you can pick them up.
Employee Record

What is this telling me and what do I need to validate?
This section of the record provides the individuals command/chain of command, name last 4 SSN (Only) gender, rank/rate etc. You cannot change the SSN. If you have an individual who has the wrong command listed, you can utilize the “Transfer” function to move them to correct command (UIC) so long as the command is within your scope. Updating the Rank/Grade, Service and Status, Job Title and rate/series is all that is available.
Ensure that there is a date of birth, current military email address and current phone number. Email and Phone Number are critical to proper communication with the service member. **Do Not use a personal email address in the ESAMS record! If a personal email address is listed change it to a military address.**

The Supervisor block cannot be used unless the service members supervisor has an employee record and Supervisor (2) access has been granted to that individual.

Note the field “Motorcycle Operator Status”, this will tell you if the member shows as a rider or not.

This is also where you would deactivate/reactivate a members record.
This section of the employee record shows all the levels of access and duty task assignments. Motorcycle riders are assigned one of two Duty Tasks (Note: A rider that states in their census that they ride both type of bikes will have both Duty Tasks);

- Motorcycle Operator Cruiser/Standard
- Motorcycle Operator SportBike Rider
Motorcycle Questionnaire (Census)  
Where do I find a member's Motorcycle Questionnaire?

To review and validate a member's questionnaire, click on Edit Motorcycle Info. This will open a new window.
Motorcycle Questionnaire (Census)

Motorcycle questionnaire

The questionnaire is self explanatory and user friendly.

- Correct Primary Motorcycle selected (Sport Bike, etc) – This ties to the duty task and must match. Dual Riders should have Sport Bike as the Primary Motorcycle type.
- Correct start date of riding which actuates to long term experience.
- Correct date of purchase of current type motorcycle: Riders may switch or also have both types of motorcycles. This date shows when the rider bought their current type of motorcycle. And equates to their experience with this type.

It is the Service Member and the MSR’s responsibility to ensure that this information is kept current.
The following fields are being added to the Motorcycle Questionnaire to assist command MSR’s and members to meet the documentation requirements in the 5100.12J. The date of addition has not been provided as of yet.

a. Drivers License (State and Number)
b. Vehicle Registration (State and Number)
c. DoD Decal number (if applicable)
d. Insurance (Company and Policy Number)
Validation and verification of the employee record and the motorcycle questionnaire is a critical component for proper documentation, data collection, communication and training. A regularly scheduled review of all motorcycle rider records will ensure that they are up to date and provide the command with the proper information to manage their program.
Section Three
Training module

The following slides will provide information on the process for an MSR to schedule a rider for training and how to manually add a training class for the riders.

This also provides instruction for the MSR to schedule command wide motorcycle safety stand downs and scheduling Motorcycle Mentorship Meetings.
Scheduling a Rider For Training

The command MSR can schedule a service member for any required training. This capability allows the command to ensure compliance. When you log in ESAMS click on the My Links header on the left of your screen.

You would then click on “Classroom Training Schedule”
When this screen comes up, look to the right of the course you want to schedule. There are two choices, Enroll Me (Yourself) and Enroll Others. Select “Enroll Others”.

Note the months at the top of the page. You will see today’s schedule and the current month. To look at other months just click on that month and the schedule will come up.
After selecting Enroll Others, you will see this screen. As shown before you have multiple options. If you are going to schedule multiple individuals follow previous instructions, if a single individual input their name and click on the search button at the top.
Final Screen

Once your list of personnel appear select the individual or individuals you are scheduling by clicking in the box next to their name and Click on the “Enroll” Button at the top of the page. The individual(s) will be automatically enrolled in the course and the system will send them an email with the class information.
When a service member attends training at a Navy Training Site, scheduled via ESAMS, the training site will complete the training in ESAMS which requires no action on the MSR’s part.

There will be times that a member will participate in training at Non Navy sites. This could be at another Services site or directly via MSF or the state they are licensed or want to be, licensed in. When this occurs the MSR will be required to add this training to the members record. There are basically two types of scenarios to be considered:

- Any non military MSF training.
- Non MSF State or Advanced training supplied by a civilian company (example Keith Code, etc.). There are also states that provide advanced training for the rider (ex: NC).
Motorcycle Courses

<table>
<thead>
<tr>
<th>Course Id</th>
<th>Training Level</th>
<th>Course Title</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>244</td>
<td>I</td>
<td>Motorcycle Safety Foundation (MSF) Basic Rider Course (BRC)</td>
<td>Per ref (a), each operator of a motorcycle shall successfully complete the Motorcycle Safety Foundation’s Motorcycle Rider Course - Basic RiderCourse or other training approved by the Naval Safety Center. This instruction applies to all Navy military personnel at all times (on and off a naval station/base/facility). This instruction also applies to all Navy civilian personnel in a duty status (on and off a naval station).</td>
</tr>
<tr>
<td>1254</td>
<td>II</td>
<td>Motorcycle Safety Foundation (MSF) Experienced Rider Courses (ERC/BRC-2)</td>
<td>Experienced RiderCourses Use your own motorcycle and helmet Qualifies graduates for insurance premium discounts with some motorcycle insurers. May lead to license waiver for permit holders. Even if you’ve been riding for some time, there’s always something new to learn. Increasing numbers of seasoned riders are flocking to the half-day Experienced RiderCourse to hone their skills and fine-tune the mental skills needed for survival in traffic.</td>
</tr>
<tr>
<td>2359</td>
<td>II</td>
<td>Motorcycle Safety Foundation (MSF) Military Sportbike Rider Course (MSRC)</td>
<td>The Military SportBike Rider Course (MSRC) is designed to perfect sportbike street riding skills in a safe and effective training environment. It is intended to facilitate the development of riders within each exercise and throughout the course. This is not a race track training course! Participants must have successfully completed the MSF basic rider course before attending this course.</td>
</tr>
<tr>
<td>4294</td>
<td>II</td>
<td>Motorcycle Safety Foundation (MSF) Advanced Rider Course (ARC)</td>
<td>The ARC may be taken by riders using any type of motorcycle. It is a one-day course consisting of approximately 3 hours of classroom activities and 4 hours of riding. There are eight riding exercises. There is no formal skill test, but there is a knowledge test that may be self-scored.</td>
</tr>
<tr>
<td>4458</td>
<td>III</td>
<td>Safety Center Approved Advanced Motorcycle Rider (Level II / III) Training Course</td>
<td>This course represents the ability for recording completion of any Safety Center Approved Advanced Level II or Level III Course. The list of approved courses can be obtained from the Safety Center Web Site. Examples of approved courses are: Total Control Level 1, Skilled Rider Course, Advanced Motorcycle Operator School, Cornerspeed, STAR School. The actual course title must be annotated on the Class Record and Completion Certificate must be scanned and attached to the class record.</td>
</tr>
<tr>
<td>2290</td>
<td></td>
<td>Motorcycle Safety Stand Down</td>
<td>This course will cover items of interest to refresh motorcycle safety information.</td>
</tr>
<tr>
<td>3350</td>
<td></td>
<td>Motorcycle Meeting</td>
<td>Used for &quot;Mentor&quot; meetings / Town Halls.</td>
</tr>
</tbody>
</table>

The above listed training courses are tied to Navy supplied training, MSF supplied training and any other venue that utilizes the MSF course curriculum. The member should provide a completion card or certificate to the MSR for verification.
## Motorcycle Courses (Cont.)

<table>
<thead>
<tr>
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<th>Course Title</th>
<th>Description</th>
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</tr>
</tbody>
</table>

ID# 2290 – Motorcycle Safety Stand down is an excellent way to document required general motorcycle safety training/stand downs not only for current riders but also all hands.

ID# 3350 – Motorcycle Meeting should be utilized by the command Motorcycle Mentor to document meetings with all current riders and planned to own riders.
Creating a Training Class

At the screen click on the down arrow to bring up the drop down menu. Use the same menu option at the top of the page as you did searching for a service member.

At this screen click on the on the New/Edit Class option.
When this screen pops up all that is necessary is to click on the Close Window button.
When the top screen appears select Create a Class. When the screen to the right appears, you will select a class date and utilizing the course id list select the class you are creating. The screen will look like below.
At this screen click on the title of the class.
This is your class information. There are several areas that you will need to fill in the fields and enroll students. The following screens will explain each Section.
Section 1 – Class Information

Section 1 provides class size, start/end date and start/end time of the class. In addition you can enter in the specific location where the class will be held. One thing to remember is that the class size of 100 is a default, you can change it at this screen to the actual number that you will enroll.
In this section you would provide any information for the students that they may require, special instructions etc. Additionally you can upload documents (see previous instructions for uploading files) that the student may require. This section will ONLY be utilized if there is open enrollment. **DO NOT** check the box (Red Encircled) to allow class enrollment via ESAMS unless you want personnel from other commands enrolling in your class, as this would publish this class to the ESAMS class scheduling site.
This section is strictly for the administrators of the class. When you create the class you are already an administrator. If you want other individuals to assist with the management you can add them here.
Section 4 – Students

This section is where you will enroll/Pass/Fail/Absent (No-Show) Students. To Enroll Students click on the Enroll Students button.

<table>
<thead>
<tr>
<th>Enrolled Students</th>
<th>Service Status</th>
<th>Mandatory</th>
<th>Class Status</th>
<th>Grade</th>
<th>Certificate</th>
<th>Tran.</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>U.S. Navy - U. S. Appropriated Civilian</td>
<td>No</td>
<td>Pass</td>
<td>Fail</td>
<td>Absent</td>
<td></td>
</tr>
<tr>
<td>2</td>
<td>U.S. Navy - U. S. Appropriated Civilian</td>
<td>No</td>
<td>Pass</td>
<td>Fail</td>
<td>Absent</td>
<td></td>
</tr>
</tbody>
</table>
If you are doing this class for one individual the simplest way to find them is with their last name & last 4 SSN then click on the Search button at the top. If you are enrolling multiple students in your command, Click on the Down Arrow next to the Command option.
You will have 3 Screens

1. Enter your command UIC and click on the Search button.
2. Select your command and click on the Save button.
3. When this screen returns click on the Search button.
When a list of personnel are shown, select each of the individuals who will be attending the class by clicking in the box next to their name. Once you have selected all attendees click on the Enroll button at the top of the page.
Class Messages

Once you have enrolled a student, they will receive an email confirmation that they are scheduled. It is important that all individuals records have the correct email address.

If you un-enroll a student this will also generate an email confirmation to the student.
There are several other options available for the class administrator.

- Prior to the class a sign in sheet can be generated (see example next slide) to ensure documentation of participation. This sign in sheet can also be used to document attendees who were not originally enrolled but can be added after the fact.

- This is also where you would Pass/Fail/Absent (No-Show) an attendee. You can either pass all at once or individually.
**Sign In Sheet Example**

**Motorcycle Meeting**

**Sign-In Sheet**

| Class ID: 6172278 | Date: 7/31/2012 | End Date: 7/31/2012 | Start Time: 0 | End Time: 0 |

**Instructor:**

<table>
<thead>
<tr>
<th>Name</th>
<th>SSN</th>
<th>Command</th>
<th>Dept</th>
<th>Rate</th>
<th>Phone</th>
<th>Job Title/Email</th>
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**Print** Close Window

Should be printed in Landscape
Class Close Out

After the completion of the class you will need to Pass/Fail etc the students who attended or did not. Follow the process indicated in prior slides to edit/create a class. When you click on that option the class search criteria screen will show any outstanding classes that need to be closed out. Click on the appropriate class and complete the appropriate status of the student. At this point you may also add any non scheduled attendees.
Section Four
Reporting
Among the duties and responsibilities of the MSR is the requirement to provide the commander or commanding officer with a quarterly motorcycle safety training status report. Communicating this information to the Chain of Command is essential to ensure that all personnel complete their required training.

This report will include:

- The names of those individuals who are required but have not completed training.
- The reasons they have not completed training and a projected (or scheduled) training completion date.
- A list of individuals who were scheduled for but failed to attend training (no show list) and the reasons why they did not attend.
- Either an electronic copy or hard copy of the current Dashboard.
- Any other information required by the Commander or higher.

The following slides provides information for pulling one of the many available reports in ESAMS. This specific report will provide a complete listing of current and potential motorcycle riders in the command.
A significant change to the dashboard is the capability to see who you riders are in any category. By selecting the number in bold text you can get a complete listing of riders for that motorcycle type or as you can see a list of all riders. Training status is not included.
There are two separate paths to Reports in ESAMS, from the Dashboard and from the Reports Menu option at the top of the Home Page. Both will be discussed.

The quickest way to pull reports is from the Dashboard.

Who are my motorcycle riders? The Motorcycle Rider Data Report will provide you with a complete listing by UIC, of all the personnel in your command who is designated as a Motorcycle Operator.
Once this screen appears you need to identify the personnel that you are searching for. Click on the down arrow indicated above for the search criteria screen.
At this screen select the down arrow as shown. To select your command.
When your command shows, select it by clicking in the box, and click on SAVE.
Once the Personnel Search screen returns click on Search
The program will return you to your starting screen and you will have a number in the field you started with. This number is all of the personnel in your command who have an ESAMS employee record not just motorcycle riders.

At the bottom of this screen are boxes for selecting output. This example shows the minimum that you will require to track your riders and to report to your chain of command.

To assist the command mentorship program select the box Experience to provide the command motorcycle mentor a guideline on the experience level of all riders. This is an excellent way to match up riders within the mentorship program.
Once you have made your selections, click on the Excel radial button above (default is Browser-On your Screen) and then select Run Report at the top right.
After you select run report and the system find the information this screen will pop up. You can just open the file or save it to a location on your computer.
Motorcycle Data Report Example

These fields represent the **LAST** Course the Member completed.

<table>
<thead>
<tr>
<th>Name</th>
<th>Questionnaire Data</th>
<th>Department</th>
<th>UIC</th>
<th>Age</th>
<th>Gender</th>
<th>License Status</th>
<th>Primary Motorcycle</th>
<th>Date Began Riding</th>
<th>Ownership</th>
<th>Planned Purchase Date</th>
<th>Actual Purchase Date</th>
<th>MSF Training Date</th>
<th>MSF Course</th>
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<td></td>
<td></td>
<td>Licence</td>
<td>Other</td>
<td>11/12/1992</td>
<td>Other (Rural, Rural, Etc.)</td>
<td>7/1/2006</td>
<td>7/1/2005</td>
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<td></td>
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<td>Licence</td>
<td>Cruiser</td>
<td>7/1/2011</td>
<td>Own</td>
<td>6/30/2011</td>
<td>7/1/2011</td>
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The above is an example of a motorcycle rider data report. You will not be able to see any personal information outside of the name and age (e.g. DOB, SSN, Rate/Rank). This is where you would see your Planned Owners for tracking and counseling review.
Reports Closeout

There are other reports within ESAMS that can be of assistance depending on the needs of the MSR and the Mentorship program. The downloadable Motorcycle Coordinator guide provides specific directions to pull these reports.
Section Five
Resources

- Navy Traffic Safety Program OPNAVINST 5100.12J (26 June 2012)
- Parent MSR – ISIC/TYCOM or Echelon II: Know who your POC is up the chain of command.
- ESAMS Help Desk 0800-1500 ET:
  - CONUS-1-866-249-7314
  - OCONUS
    Dial 809-4-OFF-DSN (809-463-3376) from a DSN enabled phone.
    - You will receive a second dial tone.
    - Dial the toll-free number (1-866-249-7314), including the "1".
- Naval Safety Center web site for safety presentations and other downloads.
- NSC Traffic Division – 757-444-3520 x7842
- Motorcycle Coordinator Manual – Can be downloaded from ESAMS.
A robust and comprehensive management and leadership program is an essential part of Motorcycle Safety. Knowing who your riders are, and who wants to ride is critical to ensuring that they complete the appropriate training and are provided with any assistance needed to improve their skills.

RESPECT ~ your ~ RIDE

Safer rides start here: MotorcycleSafety

Work, Play, Live ... Safely!