

MS 523 MOTORCYCLES AND BICYCLES

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Transmittal Memo

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ATTACHMENTS

Attachment A Operator’s Agreement for Peace Corps, Host Country, or Project Sponsor Owned Motorcycles - (01/15/00)

Attachment B Peace Corps Motorcycle Policy, Volunteers/Trainees - (01/15/00)

1.0 PURPOSE

This manual section sets forth Peace Corps policy and procedures governing Volunteer and staff operation, ownership, and use of motorcycles and bicycles overseas.

2.0 DEFINITIONS

2.1 Motorcycle

A “motorcycle” is any two-or three-wheeled motorized vehicle (including “mopeds” and mobylettes) intended for transportation of passengers. Three-wheeled enclosed vehicles clearly intended for use as trucks are governed by Manual Section 522, “Vehicle Use.”

2.2 Bicycle

A “bicycle” is any non-motorized two-wheeled vehicle.

2.3 Volunteer

The term “Volunteer” shall include “Trainee.”

3.0 POLICIES

3.1 Motorcycles

It is the policy of the Peace Corps to promote motorcycle safety through improved training of motorcycle operators and by reducing the dependence on motorcycles. Motorcycle use is limited only to those cases where use is clearly necessary to accomplish the goals of the particular project to which Volunteers are assigned.

Motorcycle operators and passengers must wear approved helmets at all times while operating the vehicle. (See Section 4.3)

3.2 Bicycles

It is the policy of the Peace Corps to promote bicycle safety by providing information and training concerning the safe operation of a bicycle.

Peace Corps Volunteers shall wear approved bicycle helmets while operating or riding a bicycle. An approved bicycle helmet shall be distributed with any bicycle supplied by Peace Corps to any Volunteer. An approved bicycle helmet is a bicycle helmet meeting standards approved by the U.S. Consumer Product Safety Commission.

4.0 RESPONSIBILITIES

4.1 Regional Directors

Regional Directors shall ensure that:

- (a) Copies of the motorcycle policies and procedures are shared with each Trainee at each pre-service training event in country, even if the Trainee is not expected to be assigned a motorcycle.

- (b) Resources are available to ensure that each Volunteer assigned a motorcycle receives the appropriate accessories and tools, including an approved helmet, for the safe operation of the motorcycle.

4.2 Country Directors

The CD is responsible for ensuring that V/T safety and security training is implemented in accordance with this policy. (Refer to TG 310.)

4.2.1 Motorcycle Use

Country Directors must obtain approval for motorcycle use on a project-by-project basis from the Regional Director. All new or revised Project Plans must document the need for Volunteers to use motorcycles to accomplish their assignments. The Country Director will ensure that:

- (a) Any requirement to operate a motorcycle in the performance of a Volunteer assignment is clearly stated on all Volunteer Assignment Descriptions (VADS) forwarded to prospective Volunteers;
- (b) Resources are available for appropriate motorcycle training, including safe operation and maintenance, during pre-service training;
- (c) Resources are available to enable country staff to establish a motor pool to store and provide appropriate supplies and tools to keep both staff and volunteer motorcycles in safe working condition; and
- (d) Any prospective Volunteer who is either unwilling or unable to operate a motorcycle is provided with an appropriate alternative assignment.

Country Directors may authorize the use of motorcycles by and assign motorcycles to individual Volunteers within projects when the following conditions are met:

- (a) The Country Director certifies (and the Regional Director approves) that such use is integral to project implementation;
- (b) The Country Director certifies that the Volunteer is qualified to operate a motorcycle based on satisfactory completion of a Peace Corps approved motorcycle operators course;
- (c) The Peace Corps Medical Officer certifies that the Volunteer has no specific or general medical condition that compromises safe operation of a motorcycle;
- (d) The Volunteer has signed the motorcycle Operator's Agreement as set forth in Attachment A. The Operator's Agreement may be altered to add country-specific policies but must include (and in no way diminish the effect of) the exact wording of Attachment A. The signed Operator's Agreement shall be filed in the Volunteer's file and Health Record; and
- (e) The Country Director certifies that the Volunteer has a valid driver's license that meets the requirements of host country law for motorcycle operation. Authorization to operate or use a motorcycle may be revoked for any reason at any time by the Country Director. Revocation of authority is made effective by giving written notice of it to the Volunteer. Authorizations shall be filed in the Volunteer's file and Health Record.

4.2.2 Bicycle Use

Country Directors shall ensure that:

- (a) Volunteers receive basic training in bicycle safety, know the local laws regarding the operation of bicycles, and are provided copies of the Peace Corps and any post-specific bicycle policies and procedures; and
- (b) Resources are available to ensure that each Volunteer issued a bicycle receives the appropriate accessories and tools, including an approved helmet, for the safe operation of the bicycle. At a minimum, appropriate accessories and tools shall include a repair kit, pump, headlights, taillights, and a lock. Other accessories, such as reflective vests for nighttime riding, may be provided at the discretion of the Country Director or if required by the post-specific bicycle policy.

4.3 Volunteers and Staff: Motorcycle Use

Volunteers, employees, and contract staff who are authorized to operate a motorcycle must, when operating or riding on a motorcycle:

- (a) Wear protective clothing, including a U.S. Department of Transportation (DOT) / Snell Foundation approved full-face motorcycle helmet, goggles, and hard-sole shoes;
- (b) Require that any passenger (even if the person is not a Volunteer, employee, or US citizen) wear protective clothing, including a helmet, as described above;
- (c) Operate the motorcycle in a safe manner at all times;
- (d) Drive with the headlight on whenever the motorcycle is in motion, day or night and in accordance with host country laws;
- (e) Use the motorcycle only in connection with their assignment and not permit the motorcycle's unauthorized use;
- (f) Carry a valid driver's license acceptable under host country law; and
- (g) Not be intoxicated, under the influence of drugs or medicines, or have a physical impairment that would affect his or her ability to operate a motorcycle safely.

5.0 MOTORCYCLE OPERATIONS

5.1 Motorcycle Helmet Policy Statement and Agreements

All Volunteers are required to sign the Peace Corps Motorcycle Policy statement set forth in Attachment B at the beginning of their pre-service training. Refusal to sign the statement is grounds for administrative separation under Manual Section 284, "Early Termination of Service." In addition to this requirement, all Volunteers authorized to operate and/or use a motorcycle are required to sign the Operator's Agreement set forth in Attachment A. Refusal to sign the Operator's Agreement shall be grounds for suspension or revocation by the Country Director of such authorizations.

5.2 Use of Peace Corps Project Sponsor or Host Country Owned Motorcycles

Volunteers may be authorized by the Country Director to use a motorcycle owned by the Peace Corps project sponsor or host country agency only if the Country Director determines that each of the following conditions has been met and written authorization has been obtained from the Regional Director:

- (a) Use of a motorcycle is integral to successful project implementation;
- (b) Use of a motorcycle is required because of actual Volunteer duties, unavailability of local transportation, or geographic conditions;

- (c) Restrictions on the use of the motorcycle (e.g., only for work-related activities) are clearly specified and include the restrictions that motorcycles will be used only in connection with the Volunteer's assignment and that the Volunteer will not permit its unauthorized use; and
- (d) The size of the motorcycle is limited to that necessary to accomplish intended duties (recognizing differences in local terrain and body weight of operators).

Note: Volunteers must obtain reauthorization to use a motorcycle for each project modification or assignment transfer.

5.3 Volunteer Motorcycle Ownership Prohibited

Volunteers are prohibited from purchasing or owning a motorcycle for project or personal use during Volunteer service.

5.4 Country-Specific Policies

Country Directors may establish country-specific policies that further restrict or prohibit the operation and use of motorcycles by Volunteers. Such additional policies may be required to protect the health and safety of individuals, or may be necessary within the context of local community standards, laws, and transportation systems.

6.0 VIOLATIONS

6.1 Motorcycles

A Volunteer who:

- (a) Fails to wear a Peace Corps approved motorcycle helmet while operating or riding on a motorcycle;
- (b) Operates a motorcycle carrying a person not wearing a Peace Corps approved motorcycle helmet; or
- (c) Operates a motorcycle in an unsafe manner or while under the influence of drugs or alcohol;

will be administratively separated from Peace Corps service except in extraordinary circumstances, for example, if the Country Director determines that the threat of imminent harm outweighed the risks associated with failure to wear a helmet or with any other violation described above. Volunteers are required to comply with this manual section at all times during their Peace Corps service, including periods of leave. Disciplinary action, including administrative separation, may be taken for any other violation of this manual section or country-specific Peace Corps motorcycle policy.

6.2 Bicycles

Disciplinary action, including administrative separation, may be taken, at the discretion of the Country Director, for violations by Volunteers of any bicycle policy in this manual section and any post-specific bicycle policy.

7.0 MOTORCYCLE OPERATOR'S COURSE

Certification by the Country Director that a Volunteer is qualified to operate a motorcycle must be based on satisfactory completion of a motorcycle operator's course. The course curriculum will be established by the Country Director, using the motorcycle handbook (ICE Training Manual T0036), and will be of sufficient duration to ensure proficiency through training and actual practice in the following areas:

a. Operation

- Use of protective clothing
- Safe starting procedures
- Defensive and safe driving techniques
- Crash techniques

b. Motorcycle Injuries

- Prevention
- First aid treatment
- Reporting

c. Maintenance

- Two stroke oil (two stroke engines only)
- Battery
- Cables (brake, clutch, throttle, speedometer, tachometer)
- Transmission oil
- Tire repair
- Chain (oiling, cleaning, replacement)
- Sprocket replacement
- Fuel petcock (cleaning, trouble shooting)
- Steering, greasing, and adjusting
- De-carbonize exhaust, piston and cylinder head (two stroke engine)
- Light bulbs (changing, trouble shooting)
- Swing arm (greasing)
- Front shock absorbers (aligning, oil change, trouble shooting)
- Wheel removal and greasing
- Spoke tension
- Brake shoes (cleaning, replacement)
- Carburetor (cleaning)
- Oil pump (bleeding - two stroke engine only)
- Ignition system problem-solving
- Air filter (cleaning and oiling)

d. Rules of the Road

- Host country laws and driving practices
- Peace Corps motorcycle policy and procedures
- Local accident reporting

8.0 PEACE CORPS EMPLOYEES AND CONTRACT STAFF

PC/W provides support and resource materials to assist posts in establishing an effective V/T safety support system.

8.1 Motorcycles

All Peace Corps employees and contract staff serving abroad (regardless of whether they are or were authorized to operate, use, or own a motorcycle) are required, when they are in an official duty status:

- (a) To wear a Peace Corps approved motorcycle helmet while operating or riding on a motorcycle (regardless of ownership);
- (b) Not to permit anyone who is not wearing a Peace Corps approved motorcycle helmet to ride on, operate, or use a motorcycle that is under the control or in the custody of the employee or contract staff member (even if the person is not a staff member or US citizen);
- (c) To operate a motorcycle in a safe manner at all times; and
- (d) Not to operate a motorcycle while under the influence of drugs or alcohol.

Failure to follow this policy shall be cause for termination of employment or contract status. If it is determined that an employee or contract staff member has violated this policy, termination is mandatory except in extraordinary circumstances, for example, if the Country Director determines that the threat of imminent harm outweighed the risks associated with failure to wear a helmet or with any other violation described above. If the employee is the Country Director, only the Regional Director may make this determination. Disciplinary action, including termination, may be taken for any other violation of this manual section or any country-specific Peace Corps motorcycle policy. The Country Director shall ensure that each employee and contract staff member signs the Peace Corps Motorcycle Policy statement set forth in Attachment C before commencement of employment or contract activities.

8.2 Bicycles

Peace Corps employees and contract staff shall wear approved bicycle helmets when operating or riding a bicycle on official Peace Corps business. Approved bicycle helmets shall be provided with each bicycle issued to an employee or contract staff member by the Peace Corps. Failure of the employees or contract staff to follow this policy may be cause for disciplinary action.

9.0 EFFECTIVE DATE

This manual section shall take effect upon issuance.