



**Combat Veterans Motorcycle Association (CVMA)
East Tennessee Chapter 18-3**

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Group Riding and Safety Standard Operating Procedure



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Purpose and Responsibilities:

1. This SOP is provided to ensure all CVMA 18-3 members are informed and aware of expectations during our rides. Each member is expected to become familiar with this SOP in order to maximize safety and group riding skills during all our events.
2. This SOP is divided into two chapters and four appendices. Chapter 1 is the Group Riding SOP, and Chapter 2 is the Safety SOP.
3. This document does not cover all situations. During times of un-briefed or unusual circumstances, it is the responsibility of each rider to ride safely using skills you have learned through training and experience ("Ride Your Own Ride").
4. This SOP has been reviewed and approved by the CVMA 18-3 Executive Committee.
5. Each member will receive a hard copy, and an electronic copy will be available for viewing on the webpage at <https://www.combatvets18-3.com>.
6. The Chapter Safety Officer is responsible for content and production of this SOP.
7. Ride safe, ride often, and have a blast!

Chapter 1: CVMA 18-3 Group Riding SOP

Remember that riding in a group does not mean you surrender any decision-making when it comes to your safety.

1. **Arrive Prepared** – Be prepared to depart on time with a full gas tank.
 - a. **Personal Preparation** – You are responsible for making sure you and your bike are ready and safe for the ride.
 - b. **Check Yourself and Your Passenger** – Make sure you're alert, feeling well, and appropriately dressed. Any Chapter member operating a motorcycle in a Chapter ride must be properly licensed and insured to operate a motorcycle.
 - c. **Check Your Motorcycle and Equipment** – Check your tire pressure, oil level, turn signals, and lights. See Chapter 2, *Safety SOP*, page 13, for more detail.
 - d. **Fill Your Gas Tank** – All members are to begin the ride with a full tank of gas. All rides are planned with ample gas stops considering the smallest tank in the group, and that everyone starts with a full tank.
 - e. **Make Sure You Arrive for the Ride on Time** – Not only is it fun to socialize prior to the ride, the Lead Road Captain will make any announcements and give the pre-ride and route briefings during this time. These briefings normally will be conducted at least 10-15 minutes before the ride departs (Kick Stands Up: KSU).
2. **Pre-ride Brief** – Will be conducted by the Lead Road Captain and will include the route, rest and fuel stops, and appropriate hand signals (see Appendix C - 18-3 Hand Signals). The Lead Road Captain should assess everyone's riding skills and the group's riding style. (See Appendix D - Sample Ride Plan).
3. **Ride Prepared** – At least one rider in each group should pack a cell phone, first-aid kit, and full tool kit, so the group is prepared for any problem that they might encounter. This is required gear for the Tail Gunner. See *Key Positions, Tailgunner*, page 4.
4. **Scan** – Riders should develop a scan pattern that allows them to determine any abnormality in a timely manner. Scan should include:
 - a. **Where You're Going** – The vast majority of your attention should be focused into the distance ahead of you in order to react in a timely manner to any situations developing.
 - b. **Periodically Check the Riders Following in Your Rear View Mirror** – If you see a rider falling behind, slow down so they may catch up.
 - c. **Engine Instruments and lights** – Check to see if your turn signals are on, any caution lights that are on, fuel state, speed and any other widget you may have. A proper scan of these should take no more than a moment. You should scan these on a regular basis.

5. Road Captain(s) – The Road Captains are responsible for planning and supervising Chapter Rides. They select the routing and typically pre-ride the route in order to identify any potential unsafe conditions and mitigate them, when necessary. Larger Chapter rides may have more Road Captains assigned depending on the size of the group and mileage for the ride event. Other Road Captains may be present on a ride but not assigned to groups and will ride within the group. All ride participants shall follow the instructions, directions, and decisions of the Road Captains. Groups will typically contain 8-10 motorcycles. Each group will have a Lead Road Captain and a Tail Gunner.

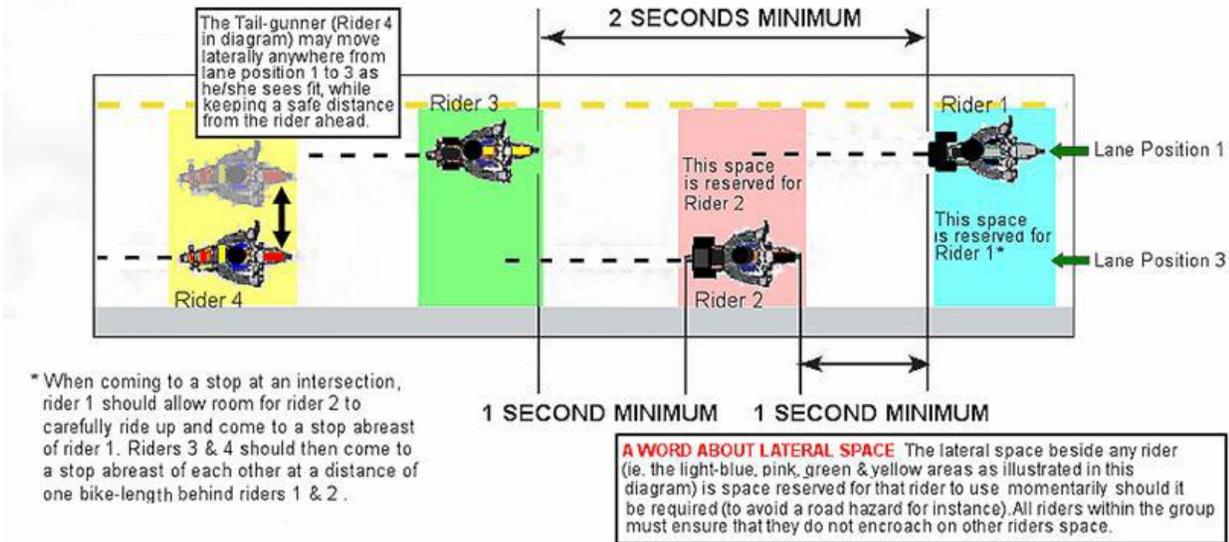
6. Key Positions –

- a. **Lead Road Captain** (Lead or Leader) – Sets the pace, determines stops, and is responsible for overall safety of the ride. The position of the Lead Road Captain will be the front left side of the formation.
- b. **Dash 2** (#2 rider diagonally behind the leader) – Sets the formation spacing. The Chapter Commander or Executive Officer (XO) may choose to ride in this position. Dash 2 does not perform Road Guard duties/blocking.
- c. **Riders #3 and #4** See "Road Guards" below.
- d. **Road Guards** ("Blockers" - those riders that block potential conflicting traffic) – If the Leader directs, the third (left side) and/or the fourth rider (right side) in the formation will stage his/her/their motorcycle(s) to block traffic in order to allow all members of the group to complete a maneuver (leaving parking lot, making turns, rolling blocks, etc.). Occasionally, the Leader may assign a third or even fourth blocker (fifth and/or sixth rider). Blocking should only be done if briefed, or clearly understood by hand signals. New riders are not expected to block.
- e. **Tail Gunner** (last rider in the group - normally also a Road Captain) – Responsible for the safe conduct of maneuvers during the ride. Sets spacing if required (loosening up or "pushing" forward). Is primary member to stop with any rider who has a problem. Begins lane changes. If the designated Tail Gunner stops to provide assistance, the last rider in the remaining group will assume Tail Gunner duties. The Tail Gunner is designated by the Lead Road Captain.
- f. **3-wheeled cycles and Side cars** – 3-wheeled cycles and bikes with side cars will travel in a single file position after the last motorcycle and before the Tail Gunner.

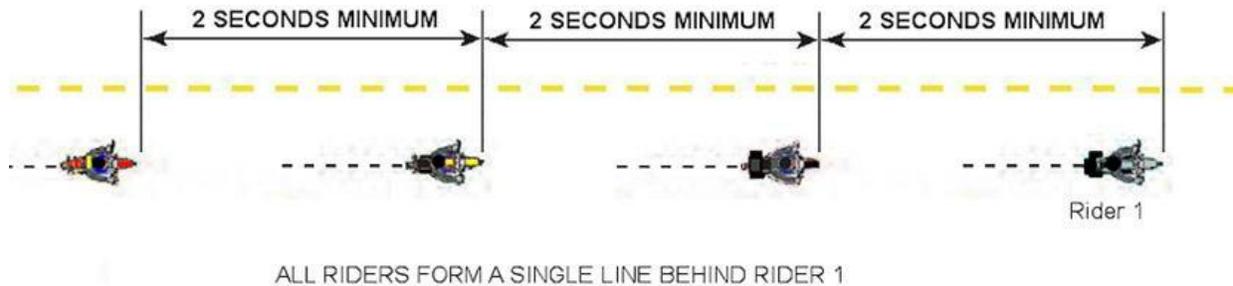
7. The Ride – Riding with a group can be fun and exciting, but only when everyone in the group observes the same rules. Everyone is expected to observe the following rules: The Lead Road Captain will leave first and is followed by all other bikes, following *in sequence* behind the bike in front, or to the left, of him/her - *not all at once*. Fall into a staggered formation as safely as possible. The Tail Gunner will follow the group. When a large number of bikes are present, the Lead Road Captain will divide them into smaller groups as appropriate. Each group will have a Lead Road Captain and a Tail Gunner assigned to the group.

- a. **Ride within Your Ability and Comfort Level** – Your own safety, and therefore the safety of the group, are paramount. In all conditions, use common sense to determine what needs to be done. Do not ride beyond your limitations, and NEVER, EVER expect someone else to think for you. If at any time you feel that the ride has exceeded your riding ability or comfort level, or you have safety concerns, you should consider pulling off to the side of the road at a safe place. The Tail Gunner will stop with you. You can then decide whether to continue the ride or not.
- b. **Speed Limits, Stop Signs, Stop Lights, etc.** – The Lead Road Captain will set the speed for the group. When road guards are blocking an intersection, you are expected to proceed through the intersection without stopping. If no road guards are stationed, or you get separated from the group, obey all laws (speed limits, stop signs, stop lights, etc.).
- c. **Headlights to LOW Beam, Other Running Lights Off. Communications Radios ON if Available** – All riders should set their headlights to low beam and turn off any other running lights. This makes it easier for the Lead Road Captain to see the Tail Gunner and determine if a problem has occurred requiring the Tail Gunner to stop. Riders who have communications radios are encouraged to utilize them for group ride communications. Normally, on the longer Chapter rides, more emphasis is placed on using the communications radios. If/when CB is to be used, the Lead Road Captain will determine which CB channel to use for the ride if applicable. (Normally Channel 7).
- d. **Ride in Staggered Formation** (Illustration page 6) – The Chapter rides in the staggered formation recommended by the Motorcycle Safety Foundation. The bikes form two columns, with the leader at the head of the left column. The second bike (Dash 2) will head up the right column and ride approximately one second diagonally behind the leader. The other riders follow the bike directly in front of them by a *minimum* of two seconds, which puts them a *minimum* of one second behind the bike diagonally in front of them. By using the two second minimum spacing, the distance of the gap will increase with an increase in speed. The staggered riding formation allows a proper space cushion between motorcycles so that each rider has enough time and space to maneuver, and to react to hazards. Riding staggered allows space for each rider to temporarily use the *entire width* of the lane when necessary. 2-second spaced *single-file* formation is preferred on a curvy road, tight corners, under conditions of poor visibility or poor road surfaces, or any other situations where an increased space cushion or maneuvering room is required.
- e. **Lane changes** - When the Leader signals with arm or turn signal light for a change of lanes, repeat the signal for following riders but DO NOT CHANGE LANES YET - WAIT UNTIL THE RIDER IN FRONT OF YOU MOVES. The ONLY exception to this rule is the Tail Gunner. When these passed-back signals reach the Tail Gunner he or she will be the first to move into the new lane to block the lane for the group. It may take several seconds between the signal and actual movement into the new lane. You may move into the new lane only with, or sequentially AFTER THE RIDER IN FRONT OF YOU MOVES. Moving out of sequence (changing lane before the rider in front of you moves towards the new lane) often traps traffic, and is the most common mistake made by riders new to group riding.

STAGGERED FORMATION:



SINGLE FILE FORMATION:



Occasionally the Lead Road Captain may elect to put the group into single file. This could be to clear a road hazard, negotiate a narrow road, or any other reason the Lead deems necessary. When riders come to a stop at an intersection while in single file they may stop side-by-side, but must resume single file when they proceed until otherwise directed.

- f. **Curvy roads ("The twisties")** - When riding with the group on curvy roads, speeds may change rapidly between curves. Selecting a higher RPM gear in the curves is a good choice that allows engine braking between throttle-ups. This prevents constant illumination of your brake lights and chain-reaction braking by all the bikes behind you.

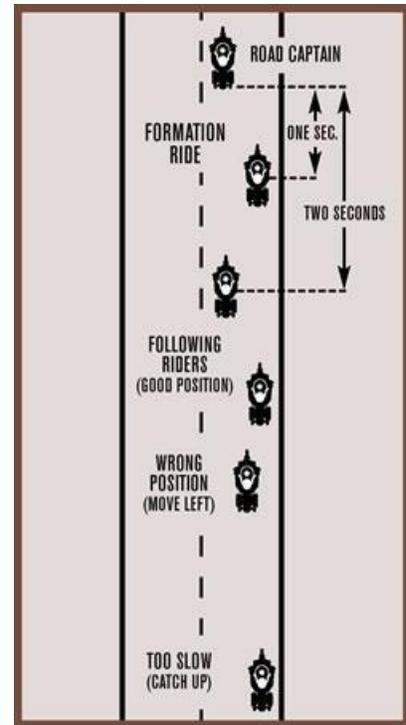


- g. **Keeping Formation**– Nothing is quite as concerning as seeing undisciplined group riding, especially when riding with the CVMA patch. If for any reason a member leaves the formation, it is incumbent upon all other riders to adjust. There are two ways of doing this to maintain the staggered formation:

1) Pull straight Forward – All members of one side of the road pull forward to fill any gaps. This enables all members to maintain two second spacing while repositioning. Do not cross tracks (change from one side of the lane to another).

2) Fill in – Fill in at the next stop sign/signal light.

- h. **Use Hand and Foot Signals** – The Lead Road Captain will use hand or foot signals to indicate a change of course, hazards, or other information to the group. Each rider uses the same signal to pass the information back through the group. If you are new to group riding, only pass the signals back if you are comfortable with taking a hand off the controls. See Appendix C - 18-3 Hand Signals, for signals used by the Chapter.
- i. **Passing traffic when there is only one lane in each direction** - Pass one at a time, SINGLE FILE until past the vehicle. After passing, allow room behind you for other passing riders. Resume staggered positions. Use common sense regarding WHEN it is safe for you to pass.
- j. **Leader's Blocking Pass** - Occasionally, the vehicle being passed is *not* cooperative, and may accelerate while being passed, eliminating the space, the Leader has created for any subsequent bikes to pass. In these cases the Leader can accomplish a Leader's Blocking Pass (if briefed) to prevent this acceleration and the closing up of the space intended for subsequent passing bikes. Whenever a **Leader** blocks for passing or lane changes, all riders are expected to pass the Leader and ride single-file in the **right** track until signaled to resume staggered formation when the Leader is back in position at the front.
- k. **Keep the Group Together without Extraordinary Steps** – Occasionally, the group will get separated by a stop light, traffic congestion, etc. It is not necessary or advisable to take exceptional steps to regroup. In the event the group is separated, the Lead Road Captain will adjust the ride (either by slowing down or stopping at a safe location) until the ride is regrouped. In some circumstances, this may take several miles/minutes. BE PATIENT! If you find yourself leading part of the group due to a break and you are not sure of the route, pull over to a safe place. Everyone behind you and the Tail Gunner will stop, so that you can let the Tail Gunner assume the Lead Road Captain



- I. **Stationary Blocking** (see Appendix A - Maneuver Diagrams)- Stationary blocking Road Guards assist in getting the group or entire formation through intersections safely, quickly, and efficiently. Blocking also eases the effect of the passage on traffic in general. It also helps to avert any rider or riders from making risky choices rather than chance being separated from the group.

- 1) Blockers, when directed to a position by the Lead Road Captain, should activate their flashers just prior to pulling out of formation. Moving to the outside edge of the lane as can be *safely* accomplished, while slowing for a blocking assignment, allows following riders to pass between blockers unencumbered. A “stop” hand signal is suggested while blocking and is most easily accomplished by the passenger if present. While blocking, it is wise to remain in gear and ready to move should another vehicle ignore the request to wait. For the safety of the blocker, blockers should concentrate their entire attention on the traffic they are blocking. For this reason, Tailgunners signal the blockers that the group has passed by sounding their horn, signaling blockers to vacate their block.

A “thank you” signal by blockers and Tail Gunner, as well, is a nice touch and usually appreciated. Flashers should be shut off after rejoining just ahead of the Tail Gunner.

- 2) Since a blocker assumes the responsibility of holding up traffic, plus a remote possibility of a traffic violation, it is of course voluntary. Should you have no desire to block, position yourself toward the rear of the group. In the event that you later anticipate being called upon, signal riders behind you to pass you at an appropriate time to take the blocking assignment. NEVER do what you are not comfortable doing.



- m. **Rolling Blocks** - Sometimes, in moderate traffic, there is not enough room available in a new lane for the Leader to choose a simple lane change that will fit the entire group. In these cases the Leader may elect to institute a Rolling Block by signaling for either rider #3 (left side) or rider #4 (right side) to occupy the adjacent lane as soon as it can be *safely* accomplished. This is a 2-part signal - a "block" signal followed by a "wave back" signal (see illustration below). Once the assigned rider (Blocker) is in the new lane, he/she is expected to begin slowing, thereby slowing all traffic behind him/her. This allows room in front of the blocker for the group to change lanes in front of him or her.

As with any other kind of blocking, the blocker rejoins the group from the rear by passing the Tailgunner when the Tailgunner indicates. If 3-wheeled cycles are in the formation, they will move to the right side of the lane when safe to do so, to allow the blocker to pass and rejoin the main group of 2-wheeled bikes.

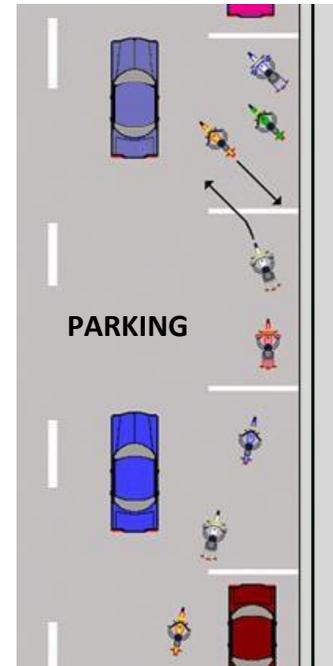
ROLLING BLOCK

(e.g. shown: Rolling Block adjacent left lane)



- n. **Leader's Rolling Block** - Sometimes, in *heavy* traffic, there is not enough room available in a new lane for more than one bike. Neither the simple lane change or a Rolling Block will work. In these cases the Leader may elect to institute a Leader Block. In this case the Leader moves alone into the new lane with a "Pass Me" hand signal indicating he/she is performing a Leader Block. The Leader's slowing of traffic in the new lane is done identically as done with a Rolling Block. Dash-2 (rider #2) now leads the group into the new lane simultaneously signaling for the group to assume single file formation. All riders should ride single file in the *RIGHT* side of the lane to allow the left side of the lane to be used by the Leader to pass the group in that same lane and re-assume the lead position. Once back in the lead position, the Leader will signal the group to re-assume staggered formation.
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- o. **Blockers' Reintegration in the Group** – After their blocking assignment, blockers fall back into the formation in front of the Tail Gunner. When 3-wheeled cycles or side cars are in the formation, the blockers will fall in the formation behind the 3-wheeled cycles and side cars, and in front of the Tail Gunner. When it is safe to do so, the 3-wheeled cycles or side cars will waive the blockers ahead to pass them and for the blockers to reestablish themselves with the staggered 2-wheeled portion of the formation.
- p. **Pull Side-by-Side at Stops - Start Together With the Left Bike Pulling Away First** – This helps move the group through the stops quickly and get as many bikes through the stop light as possible. As the two columns come to a stop, the right column will move up even with the left column. On the start, each pair of bikes leave together with the left bike pulling away first to reestablish the staggered formation.
- q. **Yield to Cars (Especially at Entrance Ramps and Lane Changes)** – When a car needs to enter from an entrance ramp or is signaling to break into the group, **yield and give them plenty of room**. Do not attempt to block cars signaling to break into the group.
- r. **Signal All Turns and Lane Changes with Turn Signal Lights and Hand Signals** – The Lead Road Captain will signal for turns and lane changes. Each rider, in turn, makes the same signal to pass it back through the group and to signal any other vehicles near you. Lane changes will be completed from front to back, unless the situation dictates otherwise. After signaling for lane change, the Tail Gunner will move into a new lane in order to allow all other members to make lane changes once any traffic has cleared. **Do not move into the new lane until the rider in front of you moves first**. Before making a turn or lane change, and after you have signaled for an appropriate amount of time, **look with your head** (not just your mirror), to see if you have clear space. If so, then make the turn or lane change. **Never move without looking**.
- s. **Fuel Stops** – Fill one, fill all. If we all follow the first guideline, we will all have a similar amount of fuel. Unless you have a 10 gallon, or more, gas tank, fill-er-up with the rest.
- t. **If You're Separated From the Group** – Don't panic. We will have a pre-planned procedure in place to regroup. Don't break the law or ride beyond your skills to catch up. Be prepared, know, or print, the posted ride plans. Follow the ride plan.

- u. **Parking** – Riders should pull up to the left of each rider ahead, so that everyone can immediately back into the parking space without waiting. With a little experience, the whole group can get parked quickly, which helps move everyone off the road efficiently. When the group pulls into a parking lot, don't try to be creative. Follow the parking drill with everyone else. Don't ride up behind the next rider, but pull alongside to the left and immediately roll your machine back into the parking space.
- v. **The Ride Officially Ends on Arrival at the Destination** – You may return home at any time and by any route you choose. If you are unsure how to get back home, ask a Road Captain for directions. After you arrive at home, let the Ride Captain know, preferably by text or e-mail or Facebook Group.
- w. **Criticism** – All members are expected to identify any *issues* to the group. This should be done in a courteous, professional manner in order to maximize benefit of lessons learned. After the ride, an after-ride debrief will be conducted. This should be conducted prior to the group breaking for home, i.e., last fuel stop or rest break area.



8. Breakdown/Non-accident stops – In the event of an breakdown requiring a stop, observe the following procedures so that the situation may be resolved in the safest manner possible.

- a. **Problem Bike Stops, All Others Continue** – If a bike or rider problem requires a stop, the rider should signal and stop in as safe a place as possible, preferably well off the road. All other bikes are to *continue* with the Lead Road Captain to avoid having too many bikes on the side of the road.
- b. **Only the Tail Gunner Stops to Help** – It is the Tail Gunner's responsibility to stop and render assistance to the problem bike. Unless otherwise directed, stay with the group.
- c. **The Lead Road Captain Leads the Group to a Safe Location** – If the Lead Road Captain deems it necessary to check on the problem, he/she will stop the group at a safe place and call the Tail Gunner to determine what action needs to be taken, or send someone back to check out the problem.

9. Accidents – In the event of an accident, a Road Captain will accomplish the following:

- a. **Insure Everyone Stops in a Safe Location.**
- b. **Assigns Group Riders to** - Call and stay on the line with 911, render first aid, control traffic, distribute first aid and traffic control items, and take notes.
- c. **Rendering Aid to Injured Persons** – If rendering first aid, remember DO NOT MOVE the injured person or remove their helmet. This should only be done by trained emergency response personnel.

- d. **Maintain the Accident Scene** – . If possible get information from the victim regarding allergies, medications and health conditions. Get names, telephone numbers, and addresses of witnesses

10. Large Events or Longer Distance Rides – Occasionally, the Chapter will conduct rides at large events or longer distances in order to participate in special events, e.g., CVMA national, regional, state or chapter events.

- a. **Contact the Lead Road Captain** – All participants will inform the designated Lead Road Captain of their intent to participate at rides or events and will provide other salient information, e.g., rendezvous points and times, cell phone numbers, “In Case of Emergency” information, and/or any lodging information. Lead Road Captain(s) will maintain a roster of participants and associated information and will keep Chapter officers informed.
- b. **Communicate with the Lead Road Captain** – Throughout the duration of the ride, participants are responsible to communicate any issues that may cause potential delays with the Lead Road Captain, e.g., mechanical failures.
- c. **RTB Thumbs Up** – Upon conclusion of large events and returning home, all participants will contact the Lead Road Captain as a thumbs up upon safely “Returning to Base”/home.

11. Common Mistakes to Avoid - Group riding, although not difficult, *is* a special skill unlike riding solo or with a friend or two. Below are six major common mistakes, riders new to group riding, frequently experience:

1. **Failure to maintain/insist-on adequate forward and rearward following distance** (Less than the *minimum* 1-second/2-second rule) Following too close or allowing others to follow *you* too close. Waving a rider back, or *being* waved back, is not an offense, it's just a friendly wake-up call from a brother or sister combat vet.
2. **Poor quick-stop performance** (Skidding) Rider has little experience with quick stops - no practice.
3. **No-stop mindset** (Rider does not prepare mentally to stop) - ASSUMES the leader or group will *not* stop - exactly the OPPOSITE of the mindset every rider should have riding in a group. Be *prepared* to stop at all intersections, stop lights or stop signs.
4. **Unrealistically trying to maintain staggered formation in tight turns or curves.** Not understanding the concept of each rider owning his or her ENTIRE lane width and using it when needed - "ride your own ride" (temporarily go single file when you *need* to).
5. **Ignorance of basic group riding concepts.** Reading and *knowing* this SOP is a good start.
6. **Distraction** (cell-phones, GPS, etc.) Head down longer than the following distance safely allows.

Chapter 2: CVMA 18-3 Safety SOP

Remember that riding in a group does not mean you surrender any decision-making when it comes to your safety.

1. **Training** – All members should have completed a Basic Motorcycle Rider Course. It is recommended that members attend an Advanced Rider Course every 3-5 years. These courses are conducted by the Motorcycle Safety Foundation, Harley Davidson's Edge Motorcycle Training, and most Military Installations.
2. **Personal Protective Equipment (PPE)** – Recommended personal protective equipment includes:
 - a. **Department of Transportation (DOT) Approved Helmet.** A motorcycle protective helmet properly fastened (under the chin) which meets the standards of the DOT or Snell Memorial Foundation (SNELL).
 - b. **Eye Protection.** Shatter resistant wrap around glasses, or full-face shield (properly attached to helmet) designed for impact and shatter resistance. A windshield, non-safety rated eyeglasses, or a fairing alone does not constitute proper eye protection. ANSI approved motorcycle goggles may be worn, but must not restrict peripheral vision.
 - c. **Properly Worn Long-sleeved Shirts or Jackets and Long-legged Trousers.** A shirt or jacket that covers the arm to the wrist and pants that cover to the ankle. (While ballistic motorcycle jackets and trousers constructed of abrasion resistant material such as leather, Kevlar, and or corduroy that contain impact-absorbing padding might be optional – they are strongly encouraged.)
 - d. **Appropriate Foot Wear.** It is strongly encouraged that over the ankle military boots or sturdy leather or ballistic nylon riding boots be worn to provide the optimum protection.
 - e. **Appropriate Hand Wear.** Full-fingered gloves or mittens.
 - f. **PPE for Active Duty Members.** Active duty members need to be familiar with their respective Service's PPE requirements both on duty and off.
3. **Inspect Your Motorcycle** – Prior to the ride, all riders are responsible for making sure their motorcycles are mechanically sound. Before you even meet up with the group, make sure you've got plenty of fuel in the tank, and that you've taken care of all maintenance issues. Not sure what to inspect? Use **T-CLOCS**, which stands for **T**ires, **C**ontrols, **L**ights, **O**il, **C**hassis, and **S**tands (kickstands and center-stands).
 - a. **T – Tires, Wheels, and Rims:**
 - 1) Tires more than 1/16 inch tread. About the distance between Lincoln's head and the top of a penny.
 - 2) Casings, beads, tread and fabrics will be free of breaks, bulges, cuts, cracks or exposed fabric, which exhibits a weakened, unsafe tire condition.

- 3) No loose or missing bolts, nuts, or lugs.
- 4) Tire pressure. This especially important in cold weather.
- 5) No bent, loose, cracked or damaged wheels; defective rims or wheel flanges; or missing, broken, bent, loose, or damaged spokes.
- 6) Wheels will be free of missing rivets, studs, nuts, and broken or out-of-adjustment bearings.
- 7) Rims free of dings.

b. C- Controls and Cables:

- 1) Operating levers and pedal shafts will be properly positioned and aligned.
- 2) Mechanical parts will not be misaligned, badly worn, broken or missing.
- 3) The brake system will be free of worn, missing, or defective pins, cables, cords, clevises or couplings; misaligned anchor pins; frozen or rusted inoperative connections; missing spring clips; improper wheel bearing adjustment; and defective grease retainers.
- 4) Brakes hold.

c. L – Lights:

- 1) Lights will be mounted securely to prevent excessive vibration and will not have defective wiring, improper ground, or a defective switch. The power source must maintain lamps at required brightness for all conditions of operation.
- 2) The high-beam, low-beam switch.
- 3) Brake light works after applying either brake.
- 4) Directional signals, if installed, must be operational. Directional signals will consist of amber or white front lamps and red or amber rear lamps, which are visible from the front and rear.

d. O - Oil and Fuel:

- 1) The fuel tank and piping will be securely installed, and the fuel line will be free from leaks.
- 2) The fuel tank will be vented.
- 3) The throttle will be aligned and not binding; linkage (including cables) will not be worn, bent, broken, corroded, or missing.
- 4) On models with a quick-release throttle, the throttle must return to “off” or “idle” position when released.
- 5) Lubrication systems will be free of excessive oil leaks.

e. C - Chassis:

- 1) Steering head bearing will not be loose, broken, or defective.
- 2) Handle bars will not be loose, bent, broken, damaged, or welded.
- 3) Motorcycles will not have broken, excessively worn, missing, defective, disconnected, or malfunctioning shock absorbers; broken or excessively sagging springs; or other defective suspension components.
- 4) Exhaust pipes will not be cut off, nor have baffles removed.
- 5) Exhaust systems and elements thereto, including exhaust guards, will be securely fastened.
- 6) There will be no defective or dislocated parts protruding from the motorcycle.
- 7) The engine mounting frame or brackets will not be cracked or broken.

- 8) Fenders and mud guards will not be broken, missing, or of inadequate design or modification.
- 9) Foot rests will be securely mounted and properly located.
- 10) Seats will be properly and securely fastened. The seat, and its springs, will not be broken or otherwise defective.
- 11) Rear view mirrors will be securely attached to each side of the handlebars; and each mirror will be free of cracks and discoloration.
- 12) Motorcycles equipped with seating for a passenger will also be equipped with foot rests specifically designed and located for the passenger's use.

f. S – Stands (Kickstand and Center-Stand):

- 1) Not cracked or bent.
- 2) Springs in place.

If everything's in place and operating properly you're done, and you're good to go. Enjoy the day!

4. During the Ride – The SEE strategy is a mental system for safe motorcycling:

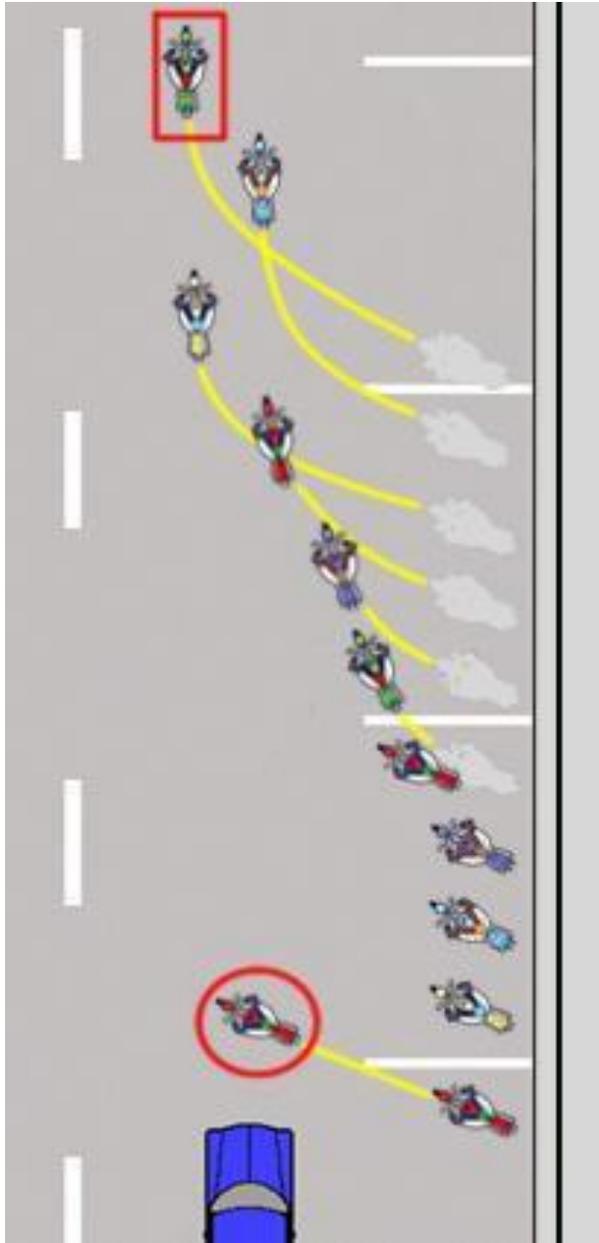
- a. **Search** around you for potential hazards.
- b. **Evaluate** any possible hazards, such as turning cars, debris, etc.
- c. **Execute** the proper action to avoid the hazard.

5. After the Ride – The ride is not over until the bike is parked and the key is off.

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Appendix A: Maneuver Diagrams

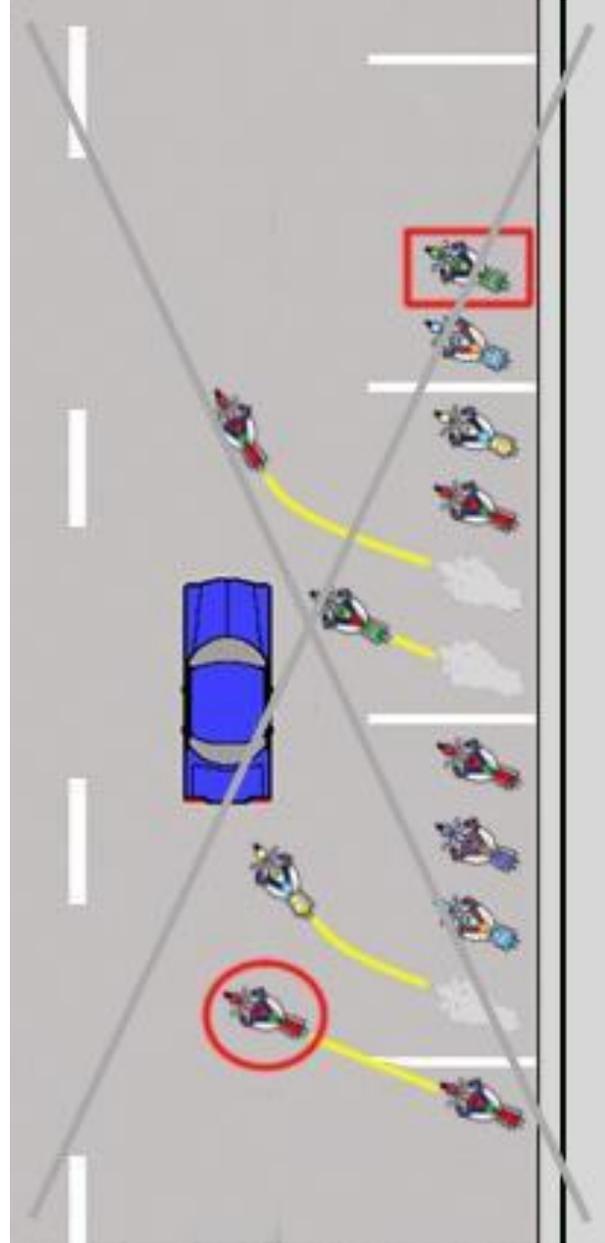
Pull-Out



PULL OUT DONE RIGHT

TAIL GUNNER OR BLOCKING ROAD GUARD (RED CIRCLE) BLOCKS ANY POTENTIAL CONFLICTING TRAFFIC DURING PULL-OUT.

AFTERWARDS, LEADER (RED BOX) STARTS OUT FIRST. ALL OTHER RIDERS BEHIND HIM **PULL OUT IN SEQUENCE - NOT RANDOMLY OR ALL AT ONCE**



BE PATIENT!

WAIT FOR THE LEADER (RED BOX) AND **PULL OUT IN SEQUENCE - NOT RANDOMLY OR ALL AT ONCE.**

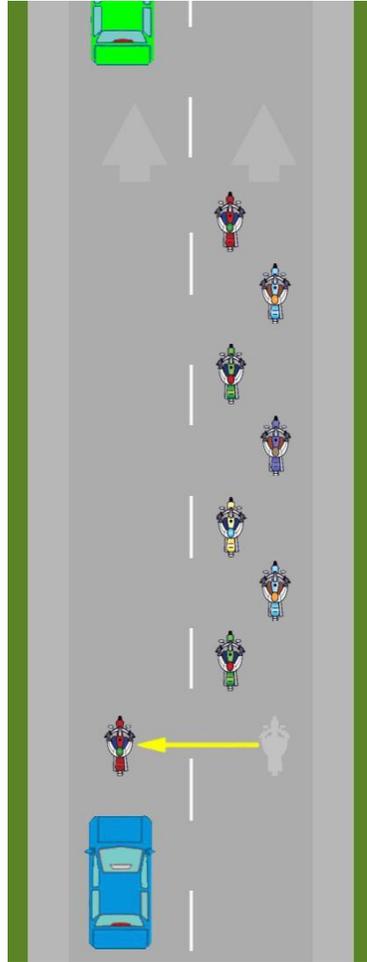
Appendix A Continued: Maneuver Diagrams

Standard Passing and Lane Change



STANDARD **PASSING** ON A ROAD WITH ONLY ONE LANE IN EACH DIRECTION

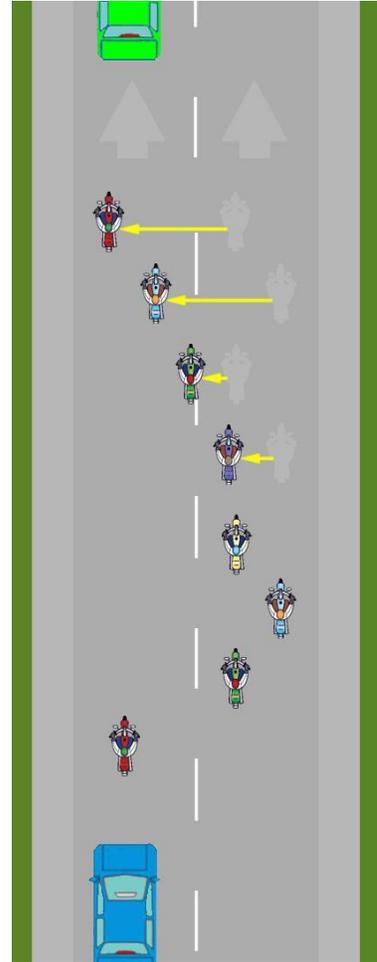
ALL PASS **ONE-AT-A-TIME, SINGLE FILE**. EACH CONTINUE TO PULL FORWARD OF THE PASSED VEHICLE CREATING SPACE (REPRESENTED BY THE RED CIRCLE) FOR OTHERS TO FALL IN BEHIND ONCE PAST THE VEHICLE.



STANDARD **LANE CHANGE 1**

LEADER SIGNALS FOR A LANE CHANGE. EACH RIDER REPEATS THE SIGNAL BUT **DOES NOT CHANGE LANE YET**.

WHEN THE TAIL GUNNER RECEIVES THE SIGNAL, **ONLY THE TAIL GUNNER MOVES INTO THE NEW LANE** WHEN SAFE, TO BLOCK ANY VEHICLE FROM ACCELERATING INTO THE SPACE THE GROUP WILL MOVE INTO IN THE NEW LANE.



STANDARD **LANE CHANGE 2**

WHEN THE LEADER HAS DETERMINED THAT THE TAIL GUNNER (ONLY THE TAIL GUNNER) HAS SECURED THE NEW LANE, THE LEADER WILL BEGIN MOVING INTO THE NEW LANE.

ALL OTHER RIDERS **THEN FOLLOW THE RIDER IN FRONT, OR DIAGONALLY IN FRONT, OF THEM IN SEQUENCE - NOT RANDOMLY OR ALL-AT-ONCE.**

Appendix A Continued: Maneuver Diagrams

Static Blocking



BLOCKING TRAFFIC COMING FROM THE LEFT AT AN INTERSECTION



BLOCKING TRAFFIC COMING FROM THE RIGHT AT AN INTERSECTION



OPPOSITE DIRECTION

Road Guard Blocking Notes:

When blocking traffic coming from the left (top left picture), the Road Guard should not move so far to the left that he/she has moved into oncoming *opposite direction* traffic flow. Indicated in the picture by the faint yellow lines and arrows.

The same is true when blocking left turning traffic from the opposite direction (left bottom picture). In this picture the Road Guard is blocking the opposite direction left turning traffic, but is not so far left as to interfere with the other opposite direction traffic. Again Indicated in the picture by the faint yellow lines and arrows.

Appendix A Continued: Maneuver Diagrams

Rolling Block Lane Change



1

HAVING RECEIVED THE ROLLING BLOCK SIGNALS, THE BLOCKER MOVES INTO NEW LANE, WHEN SAFE, AND BEGINS SLOWING TRAFFIC BEHIND TO CREATE A SPACE IN THE NEW LANE LARGE ENOUGH FOR THE ENTIRE GROUP



2

WHEN THERE IS ENOUGH SPACE IN THE NEW LANE FOR THE ENTIRE GROUP, LEADER MOVES INTO THE LANE AND ALL OTHERS **FOLLOW IN SEQUENCE BEHIND THE RIDER IN FRONT OF THEM - NOT BEFORE, OR ALL AT ONCE**

Appendix A Continued: Maneuver Diagrams

Leader's Rolling Block Lane Change



1
LEADER BLOCKS THE NEW LANE AND BEGINS SLOWING TRAFFIC TO CREATE A SPACE FOR THE GROUP



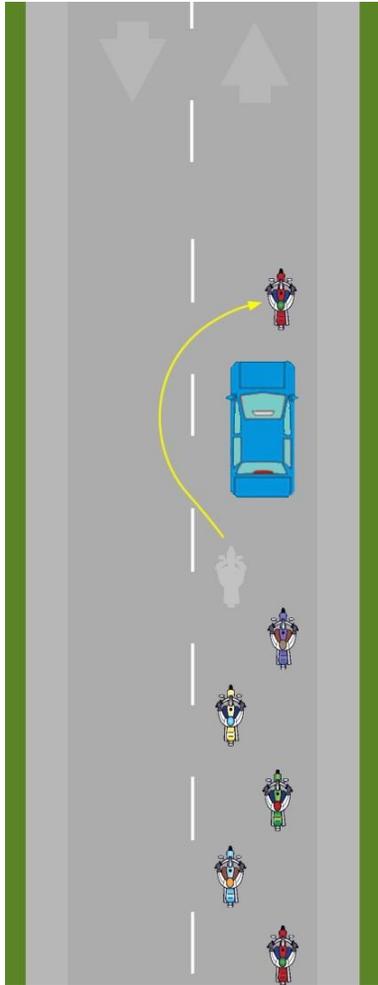
2
DASH 2 LEADS THE GROUP INTO THE NEW LANE SIGNALING FOR SINGLE FILE IN THE **RIGHT** TRACK



3
LEADER USES VACANT LEFT TRACK TO RETAKE THE LEAD AND *THEN* SIGNAL FOR STAGGERED FORMATION

Appendix A Continued: Maneuver Diagrams

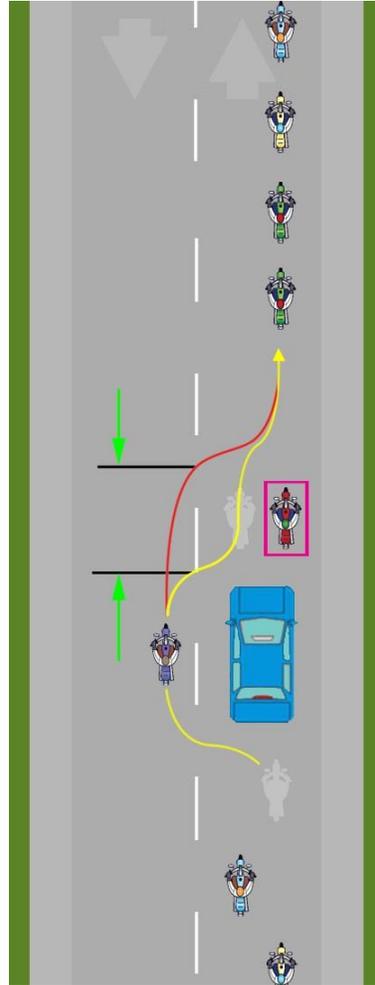
Leader's Blocking Pass



1

LEADER PASSES WHEN SAFE AND DOES NOT INCREASE SPACE BETWEEN HIM/HERSELF AND THE PASSED VEHICLE FOR OTHER BIKES AS IN A STANDARD PASS.

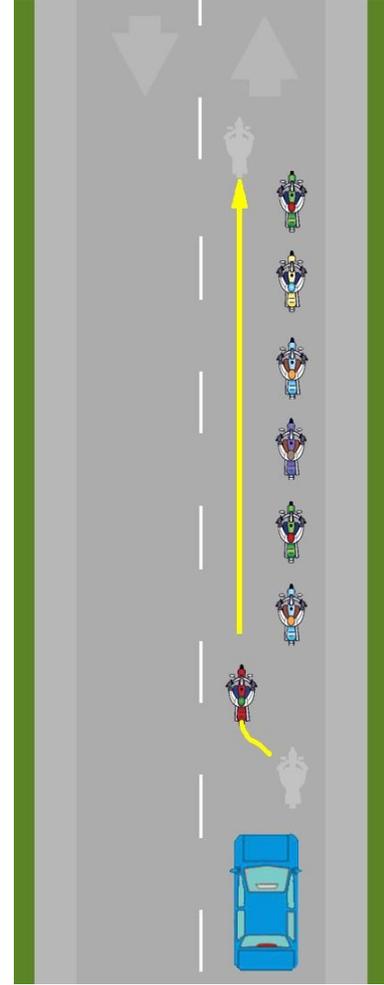
INSTEAD HE/SHE TAKES THE **RIGHT** TRACK JUST IN FRONT OF THE PASSED VEHICLE TO PREVENT THE VEHICLE FROM ACCELERATING AND WAVES OTHER BIKES PAST



2

EACH BIKE PASSES **BOTH** THE VEHICLE AND THE LEADER AND TAKES UP THE **RIGHT TRACK** IN SINGLE FILE

TIME AND DISTANCE IN THE OPPOSITE DIRECTION LANE (REPRESENTED BY THE RED LINE) IS SHORTENED (REPRESENTED BY THE GREEN ARROWS) BY PASSING THROUGH THE VACANT LEFT TRACK SPOT NEXT TO THE LEADER



3

WHEN ALL OTHER RIDERS HAVE PASSED, THE LEADER USES THE VACANT LEFT TRACK TO RESUME THE LEAD

RE-ESTABLISHED IN THE LEAD POSITION, THE LEADER THEN SIGNALS TO RESUME STAGGERED FORMATION

Appendix A Continued: Maneuver Diagrams

Street Parking

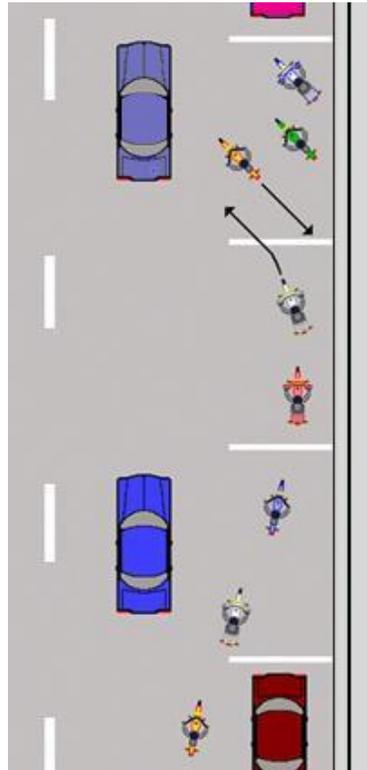


NOSE IN PARKING IS VERY FAST

GOOD FOR FINAL DESTINATION PARKING WHERE RIDERS DON'T HAVE TO PUSH BACK UNTIL THEY INDIVIDUALLY BREAK FOR HOME

NOT SUITABLE FOR INTERIM PARKING WHERE ALL RIDERS WOULD HAVE TO PUSH BACK AT THE SAME TIME TO CONTINUE TO FINAL DESTINATION

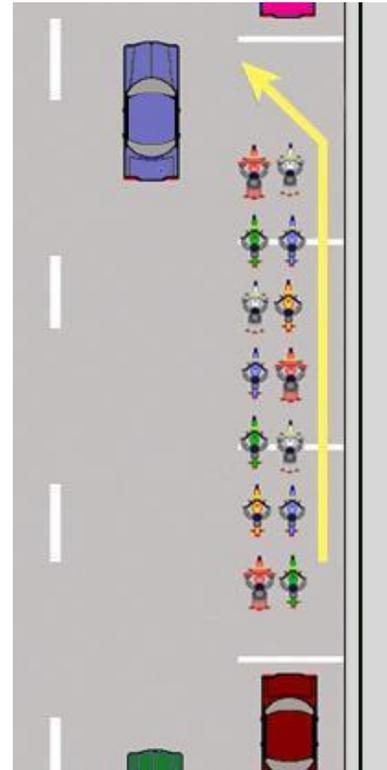
NOT GOOD WHERE THE STREET SLOPES TO THE CURB



STANDARD PUSH BACK INTO PARKING

GOOD FOR INTERIM PARKING WHERE RIDERS PUSH BACK INDIVIDUALLY AS THEY ARRIVE AND CAN PULL OUT IN SEQUENCE TO CONTINUE TO FINAL DESTINATION

ALSO A FAST EXIT AT FINAL DESTINATION PARKING



TANDEM 2 PARKING IS FASTEST

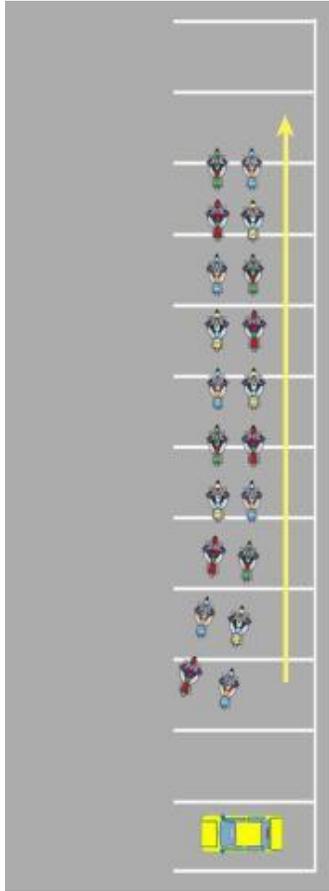
GOOD FOR INTERIM AND FINAL DESTINATION PARKING

WHEN USED FOR FINAL DESTINATION PARKING, IT IS IMPORTANT TO LEAVE ROOM ON THE CURB SIDE FOR THOSE ON THE INSIDE COLUMN TO EXIT WHEN THEY BREAK FOR HOME (YELLOW ARROW)

FIRST ROW LEADER AND DASH 2 SHOULD OCCUPY A THIRD TO HALF OF A PARKING SPACE TO PREVENT ITS USE BY A CAR OR TRUCK THAT COULD BLOCK THE GROUP'S EXIT

Appendix A Continued: Maneuver Diagrams

Back of Lot Parking

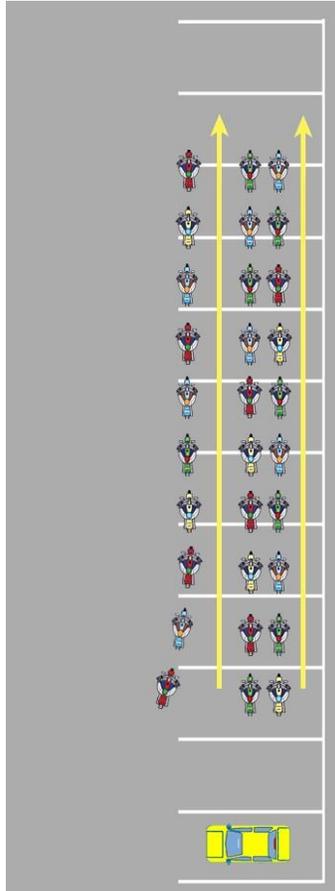


TANDEM 2 PARKING IS FASTEST

GOOD FOR INTERIM AND FINAL DESTINATION PARKING

WHEN USED FOR FINAL DESTINATION PARKING, IT IS IMPORTANT TO LEAVE ROOM ON THE CURB SIDE FOR THOSE ON THE INSIDE COLUMN TO EXIT WHEN THEY BREAK FOR HOME (YELLOW ARROW)

FIRST ROW LEADER AND DASH 2 SHOULD OCCUPY A THIRD TO HALF OF A PARKING SPACE TO PREVENT ITS USE BY A CAR OR TRUCK THAT COULD BLOCK THE GROUP'S EXIT

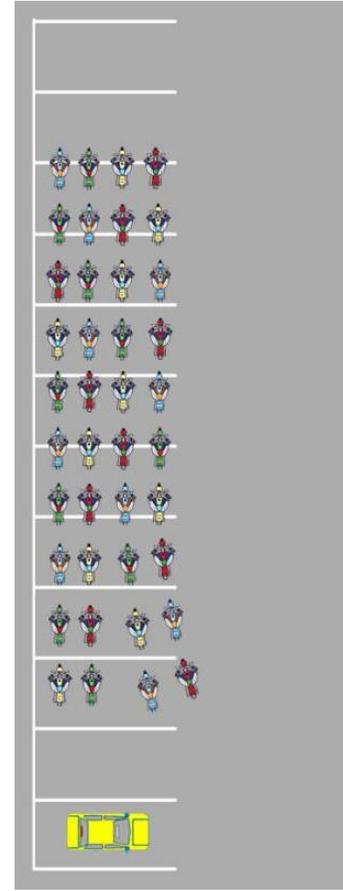


TANDEM 3 PARKING IS FAST

GOOD FOR INTERIM AND FINAL DESTINATION PARKING

SIMILAR TO TANDEM 2 PARKING BUT WITH AN ADDITIONAL COLUMN AND EXIT SPACE TO ACCOMMODATE THE ADDITIONAL ROW

LEADER SHOULD DISMOUNT TO DIRECT ALIGNMENT OF THE LAST COLUMN ENSURING THE SECOND EXIT SPACE FOR THE MIDDLE COLUMN WHEN USED AT FINAL DESTINATION



TANDEM 4 PARKING

SUITABLE FOR INTERIM PARKING ONLY

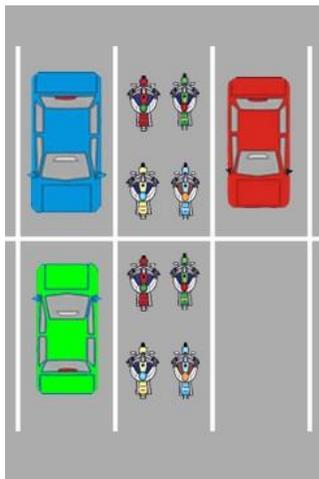
NOT SUITABLE FOR FINAL DESTINATION DUE TO LACK OF EXIT SPACE FOR INNER COLUMNS

QUICKLY PACKS IN THE MOST BIKES IN THE LEAST BACK LOT PARKING SPACES

FIRST ROW LEADER AND DASH 2 SHOULD OCCUPY A THIRD TO HALF OF A PARKING SPACE TO PREVENT ITS USE BY A CAR OR TRUCK THAT COULD BLOCK EXIT

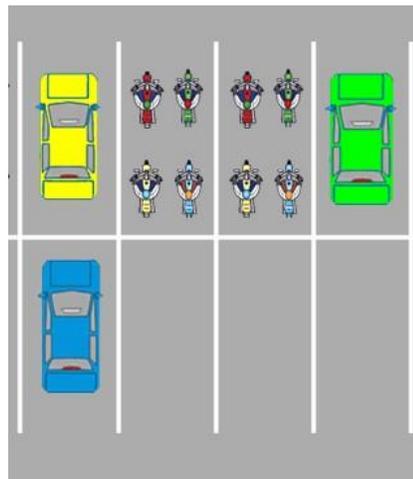
Appendix A Continued: Maneuver Diagrams

Stacking Parking Spaces



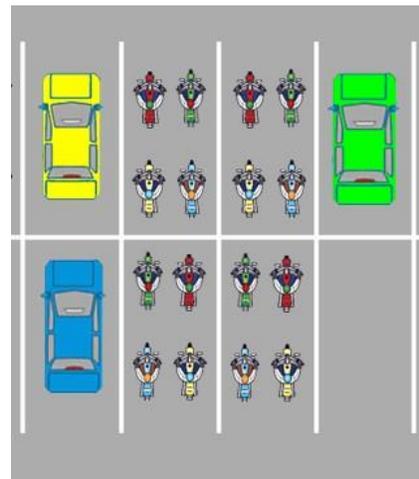
STACKING SPACES
END-TO-END

IF THE LEADER
DISMOUNTS, HE/SHE
CAN **DIRECT** WHICH
SPACES TO USE



STACKING SPACES **SIDE-BY-SIDE**

IF THE LEADER DISMOUNTS,
HE/SHE CAN **DIRECT** WHICH
SPACES TO USE



STACKING SPACES IN
BOTH DIRECTIONS

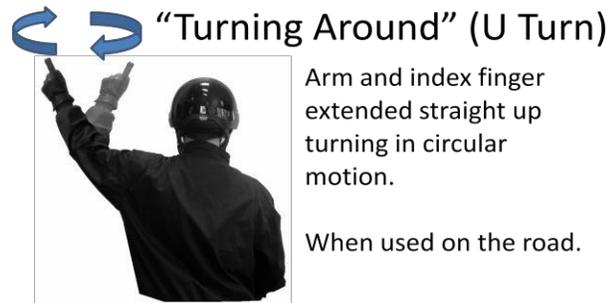
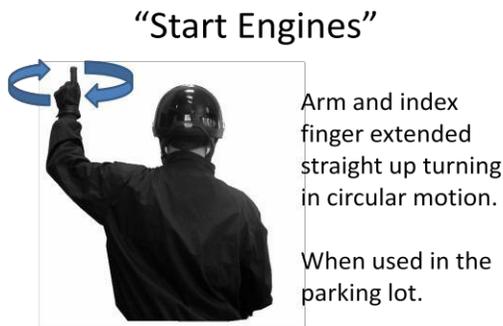
ATTEMPTING TO STACK IN BOTH
DIRECTIONS CAN BE A MESS IF
NOT **DIRECTED** BY THE LEADER

Appendix C: CVMA 18-3 Hand Signals

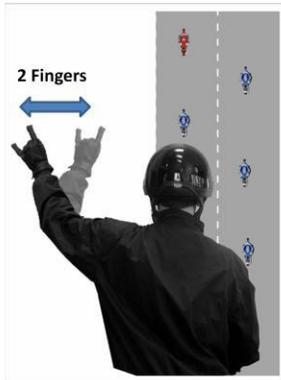
NOTE: Some parking-lot signals are the same as on-the-road signals. The difference is only *where* they are performed. These first two, **Start Engines** and **Turning Around (U Turn)** are good examples.

NOTE: Please pay particular attention to the last 5 proprietary "Blocking" signals. They are different from what you may be used to. They are; "**Stationary Block Left**", "**Stationary Block Opposite Direction Left Turning**", "**Stationary Block Right**", "**Rolling Block Left**", and "**Rolling Block Right**".

NOTE: CVMA 18-3 has 4 additional proprietary signals.



Appendix C Continued: CVMA 18-3 Hand Signals



“Occupy 2 Lanes”

The leader and all riders in the column behind him/her remain in the left lane.

All riders in the right column take the adjacent lane to the right.



“Resume 1 Lane”

The leader and all riders in the column behind him/her move to the left track in ONE lane.

All riders in the right column rejoin the left column in ONE lane.

“Pass Me”



Arm extended down. Palm forward. Swing forward from hip in arc.

“Don’t Pass” or “Back Off”

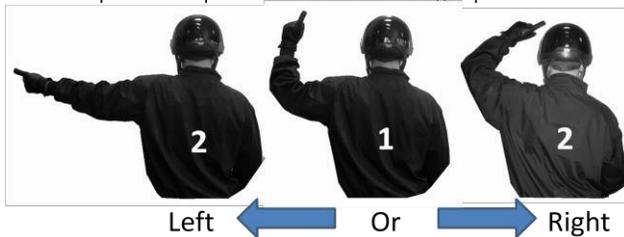


(Spread out formation more)

Arm extended down. Palm facing back. Swing rearward from shoulder in arc.

“Pull Off (Over)”

Repeated two position movement starting at position 1



Left ← Or → Right

“Come Alongside”

Two position movement



Same as “You Lead”, but ending with finger pointing alongside

+

“You Lead”



The “Pass Me” signal followed by the “Number One” gesture



“Police/Emerg Vehicle”

Fingers pointing up over head turning in circular motion.

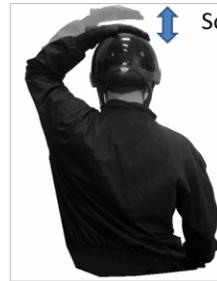
Appendix C Continued: CVMA 18-3 Hand Signals

“Hazard in Road”

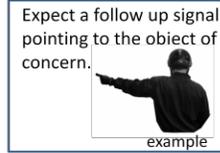


Point immediately with emphasis. Point with arm or foot.

“Heads Up”



Something needs your attention



If there is no follow up signal – **check your headlight**

“Left turn”



Left arm and hand extended straight out to side. Not to be confused with “biker wave”.

“Right turn”



Left arm bent at elbow and hand extended up. Thumb gesture helps distinguish this from other hand signals

“Slow Down”



Palm down with repeated down motion.

“Speed Up”



Palm up with repeated up motion.

“Turn Signals Still On”



Repeatedly snap fingers and thumb open and closed.



“OK” or “Understood”



Proper acknowledgement that you will pass up a “horn message” from behind

Appendix C Continued: CVMA 18-3 Hand Signals

“Need Fuel/Comfort Stop”



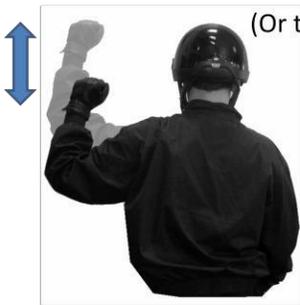
Arm out to side.
Point to fuel tank,
tummy, bladder.

“Ignore Last Signal”



Back and forth
“erasing” motion.

“Close-up Formation”



(Or tighten up formation)

With elbow bent, pump
fist up and down.

“Biker Wave Cautions”



If you really ‘must’
wave, hold arm lower
to distinguish this from
a left turn and extend
two fingers to
distinguish this from
the road hazard signal.

“Stop”



Arm extended
down. Palm back.

“Cut off motors”



Bladed hand
making throat
cutting gesture.

Rolling Block “Left” adjacent lane



Back of the hand
facing rearward.
Up and down
“block” motion.

Rolling Block “Right” adjacent lane



Back of the hand
facing rearward.
Up and down
“block” motion.

Appendix C Continued: CVMA 18-3 Hand Signals

Stationary "Block Left"



Back of the hand facing traffic coming from the left. Up and down "block" motion.

Stationary "Block Right"



Back of the hand facing traffic coming from the right. Up and down "block" motion.

Stationary "Block Opposite Direction Left Turning"



Back of the hand facing opposite direction left turning traffic. Up and down "block" motion.

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Appendix D: Ride Plan Boilerplate

All riders are expected to review the briefing items in section 9 - General of the Ride Plan, for each ride. These briefing items can and do change.

CVMA 18-3 SAMPLE RIDE PLAN

DAY AND DATE

1. Lead: Leader's name
2. Tail Gunner: Tail Gunner's name
3. Departure location: **Bubba's 7-Eleven** 4100 Talon Dr, Dumfries, VA [Map](#)
4. Link-ups/stops:
 - A. Link ups:
 - B. Fuel stop:
 - C. Etc.
5. Final Destination: **VFW Post 7916** 204 Mill St, Occoquan, VA 22125 [Map](#)
6. First Departure time: **Briefing at 08:05 KSU 08:15**
7. Mileage/time/Route: 12 miles, 22 minutes.

- A. Take the 1st left onto VA-234 N/Dumfries Rd. - 3.0 mi
- B. Turn right onto Spriggs Rd. - 1.4 mi
- C. Turn right onto Minnieville Rd. - 6.5 mi
- D. Turn right onto Old Bridge Rd. - 0.4 mi
- E. Turn left onto Tanyard Hill Rd. - 0.4 mi
- F. Continue onto Union St. - 0.3 mi
- G. Turn right onto Center Ln - 358 ft
- H. Turn left onto Washington St - 430 ft
- I. Turn left onto Mill St - 95 ft Destination on the left.

8. On-road communications:

Leader's cell phone: 703-XXX-XXXX

Tail Gunner's cell phone: 703 XXX-XXXX

9. General; Please read and be familiar:

- A. **Staggered Riding - *minimum* 2-second spacing behind rider directly in front of you and 1-second spacing behind the rider **DIAGONALLY** in front of you.** This rule is not negotiable.
- B. **Stop signs when no blockers have been assigned** - Double up and proceed through in pairs. The group will slow or stop to allow those catching up to do so without speeding.

Appendix D Continued: Ride Plan Boilerplate

- C. **Stop lights** - stop on red regardless of your position in the group. Do not speed to catch up when you get the green light. The main group will slow or stop for those catching up.
- D. **Lane changes** - Pass the signal back. DO NOT CHANGE LANES UNTIL THE RIDER IN FRONT OF YOU MOVES. The ONLY exception to this rule is the Tail Gunner.
- E. **If the leader changes lanes and signals you to pass him/her (Leader blocks the new lane)** - Pass him/her without delay and assume single file positions in the **RIGHT** track to allow leader to pass the group and re-take lead position. (Leader's Rolling Block, SOP page 20)
- F. **Passing traffic when there is only one lane in each direction** - Pass one at a time, SINGLE FILE until past the vehicle. Allow room behind you for other passing riders. Resume staggered positions. Use common sense regarding WHEN it is safe for you to pass.
- G. **IF the leader passes and signals you to pass him/her also** - Pass him/her without delay and assume single file positions in the **RIGHT** track to allow leader to pass the group and re-take lead position. (Leader's Blocking Pass, SOP page 21)
- H. **Filling in rider position gaps in front of you** - Look for a "pass me" signal from the rider in front of you. If they do not signal, give a short notifying horn beep, and MOVE STRAIGHT AHEAD to fill the gap. DO NOT CROSS TRACKS.
- I. **Pass hand signals back quickly:**
 - 1. Staggered riding/single file signals
 - 2. Slow down/speed up signals
 - 3. Obstacle - point with foot or hand
 - 4. Blocking signal/blocking wave off signals
 - 5. Heads up signal(s)
- J. **3-wheeled cycles and side cars** - Will be at the rear of the group in single file (2-sec. spacing) just in front of Tail Gunner. Returning blockers will pass 3-wheeled cycles on the left, so 3-wheeled cycles should go to the right track when recovering blockers.
- K. **New riders** - Will be near the front as much as possible. New riders are NOT expected to block.
- L. **Breakdown** - If a breakdown occurs, the Tail Gunner will fall out with the affected rider. Leader will determine whether to stop the group or continue.
- M. **Rolling block** - When the leader assigns a block to be made of an adjacent lane for the purposes of moving into that lane. Blocker (riders #3 or #4) would normally take the new lane ASAP, when safe, and begin slowing traffic in that lane to allow the group to get in front of the blocker and the traffic he/she has slowed. Dash 2 (rider #2) does not block. When the Commander or XO are present, they may ride #2. (Rolling Block, SOP page 19)

NOTE:

ALWAYS be prepared to stop behind the leader at ALL intersections. EXPECT the Leader to make the go/no-go decision at the last moment. The leader's brake lights ARE a signal.