

## Motorcycle Mentorship Module 14

### Tools, Emergency Kit, and Stands





**Warning:** Incorrect or inaccurate information could lead to tragic results on the road. If a question arises that is not covered in the guide and you don't know the answer from your own experience and training, simply state, "That is a great question, I'll get back to you with the answer."

**Your Service Safety Center will help with these types of questions should they arise. Their numbers are as follows:**

US Army Driving Directorate: **334.255.3039**

USMC Safety Division: **703.604.4459**

US Navy Shore Safety: **757.444.3520 x7165**

US Air Force Safety Center: **505.846.0728**

USCG Safety Division: **202.475.5206**



## Preface

**About:** The Defense Safety Oversight Council (DSOC) Motorcycle Mentorship Modules are a set of thirty six (36) facilitation modules designed for the purpose of increasing rider knowledge on various aspects of riding and providing additional capability for self-policing within peer groups. The modules are intended as a mechanism to further decrease motorcycle related mishaps and fatalities within Department of Defense (DoD) by encouraging riders to talk, live, and think about the topic.

**Using the Module:** The module content enclosed is intended as a facilitation guide to assist you with discussing the topic. However, it is still critical to use your skills and talent to engage participants and develop “buy-in” on this subject from your group. To maximize this, motivate and moderate your participants, control the accuracy of participant feedback, and be mindful of their time.

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2	<b>Facilitation Guide</b> – A brief overview on conducting a facilitated discussion of a topic
3	<b>Module Overview</b> – This section provides the facilitator a synopsis of the topic, learning objectives, and the suggested environment, props, and handouts for conducting the module
4	<b>Module Discussion Introduction</b> – This section provides guidance to the facilitator in opening up the discussion and getting participants talking about the topic and their relevant experiences
5	<b>Discussion Areas</b> – This section provides various discussion topics, sample facilitation questions, and factual information for the facilitator to lead the discussion
7	<b>Wrap-Up</b> – This section provides guidance to the facilitator on wrapping up the topic discussion
8	<b>Feedback Form</b> – A feedback form to be given to all participants for their feedback on the module discussion
9	<b>Resources</b> – Additional resources and definitions to assist the facilitator in preparing for and conducting the topic facilitation
N/A	<b>Handouts</b> (if applicable) – Figures, pictures, diagrams, etc. to assist the facilitator to better demonstrate a topic idea

## Facilitation Guide for DSOC Mentorship Modules

It is recommended that this Mentorship Module be conducted in a facilitation style. Using the information provided in this Mentorship Module, you, as the facilitator, will lead a discussion on the subject. *You should not be conducting a lecture!* The facilitator's role is to help with how the discussion is proceeding. Participants will have much more "buy in" and connectivity with the information if they have input. One of your roles as the facilitator is to control the accuracy of the input and control the time. From the Mentorship Module, generate questions which will lead to group discussion. The more you let the group participate, the more success you will have.

### Competencies of a Facilitator:

- Prepare prior to the event
- Make sure everyone gets a chance to participate and help members to express themselves
- Ask rather than tell
- Honor the group, display respect for the members, and acknowledge participant contributions
- Ask for others' opinions
- Listen without interrupting
- Demonstrate professionalism and integrity

The key characteristic distinguishing facilitation from other types of leadership, like scripted training, is that the outcomes are never predetermined in a facilitative setting. Although the background information provided with this Module remains the same, the result will depend on the participants, the knowledge and experience they bring, and the information that they feel they need to take away. The group uses the activities provided by the facilitator to unlock expertise, ensure thorough discussion, stay focused and reach decisions that are better than those any individual could come up with alone.

At the beginning of each Mentorship Event, discuss why the participants are there and what they will receive as a result of participating. Adults have limited time and they want to know "What's in it for me?" A facilitator should make training fun. Encourage humor and laughter in your Mentorship Event.

### Principles of Adult Learning:

- ➔ Adult Learners want material that is relevant to them. "What's in it for me?" "What will I get out of this that will make a difference to me?"
- ➔ Adult Learners come to training events with varying amounts of experience. They like to share their experiences. If you have minimal or no motorcycle experience, you can still draw from your group.
- ➔ Even if you have motorcycle experience, you should draw from your group because people tend to remember what "they" said longer than what you said. Information that they "own" is more valuable to them.
- ➔ Facilitators are not always subject matter experts; nor do they need to be. Facilitators may draw on the existing knowledge of the participants and the information provided in these

## Section I: Module Overview

**Time Frame:** One 30-60 minute facilitator-led discussion

**Level of Prior Knowledge:** The facilitator should expect a wide variety of motorcycle knowledge and experience from the participants. Some participants may be completely new to motorcycling and some may have a high degree of mechanical expertise.

**Synopsis:** Many motorcyclists may not know how much maintenance a motorcycle requires for safe operation. Motorcyclists may need to perform maintenance on their motorcycles due to high dealer charges or dealers are located too far away. Certain tools and knowledge are needed to perform proper maintenance and repairs. The intent of this module is to have the participants become aware of the tools available for safe and proper maintenance/repair of a motorcycle.

It should be noted that many motorcyclists are passionate about certain subjects and may attempt to dominate the discussion/activities. The mentor should be aware of this and include other participants in the discussion. It may be helpful to have a certified motorcycle technician present for questions

### Learning Objectives:

- ➔ Understand the value and reasons for performing motorcycle maintenance
- ➔ Discuss the type of services to be performed: routine, regular, major repair
- ➔ Explore and examine tool types and tools needed for various maintenance work
- ➔ Identify tools and supplies for emergency repairs and adjustments

### Suggested Environment/Props/Handouts:

Use a motorcycle as a prop so the participants can have hands-on experience of the motorcycle mechanics.

- ➔ The owner's manual and service manual (if available) for the motorcycle used.
- ➔ Display the motorcycle tool kit. Have a tool kit with a variety of sockets, wrenches, screwdrivers, and Allen wrenches.
- ➔ Have a safe area where the participants can comfortably and safely observe demonstrations.
- ➔ Tool catalogs are great research and discovery sources.
- ➔ The base Hobby Shop or Installation Auto Craft Center may be utilized for information.

## Section II: Module Discussion

**Introduction:** Explore reasons and benefits of owner or operator maintenance, enhanced understanding of repair and maintenance schedules, and considerations when assembling a personal tool/repair kit.

Performing maintenance, by the rider, on motorcycles reduces operator costs, enhances the rider's mechanical knowledge of the machine, builds rider confidence and trust of the machine, and empowers the rider to perform emergency roadside repairs. Some riders take great pride in performing maintenance on their own bikes and, are often eager to share knowledge and suggestions to other riders. Brand or model specific owner groups encourage and support their general membership with forums devoted to maintenance, repairs, and modification instructions. Many books are available on almost all brands, current production or not, which cater to the Do-It-Yourself rider. Some consider user-maintained motorcycles as a hallmark of a true riding professional. Riders perform maintenance on their own bikes for many reasons, and this module intends to explore some of the reasons and the tools and equipment needed. We hope to offer, novice and veteran, riders ideas and thoughts on how one might start performing maintenance on their own machines and what is needed to do so.

*Solicit experiences and comments, from the group, on user maintained motorcycles.* Encourage discussion among the group and inject facilitator comments only as a means to start or support group conversations. Allowing the participants to open with personal opinions and experiences, the facilitator is able to assess the experience level of the individuals—who can further develop the conversation with facilitator prompting.

Invite all participants, individually or as a group to participate; ask open ended questions such as:

- What is user maintenance?
- Will someone share, with the group, your maintenance routine with us?
- Who has a dealer or shop performed maintenance, on your bikes, and what is a current rate for work performed?
- What do you do if your motorcycle breaks down while on a ride?
- What options do we have for roadside break downs?
- A rider who performs maintenance can repair his bike—to some degree—what else can the rider do with his bike?
- What maintenance would be best performed by a trained mechanic?

## Suggested Discussion Areas:

### Discussion Area 1: Reasons for Doing Your Own Maintenance/Repair

**Introduction:** The reasons for doing their own maintenance will vary and so may the experience level of the group.

*Facilitation Questions* — Why do you want to do maintenance/repair on your motorcycle? What are some drawbacks in doing your own maintenance/repair?

#### Possible Reasons:

- Control costs – note that inadequate knowledge of maintenance may cost more money in the long run in larger repair bills from a qualified mechanic
- Unreliable dealer or repair shop maintenance and services
- Dealer or repair shop located too far away
- Hobby
- Builds operator confidence in machine
- Perform maintenance on the road if needed

#### Possible Drawbacks:

- Some owner-performed repairs may violate the motorcycle's warranty.
- Some of the skills/tools needed to perform certain tasks may be expensive or difficult to acquire

### Discussion Area 2: Different Service Requirements for Motorcycles

**Introduction:** The service requirements are different for many motorcycles - brands, styles, and country of origin all have their own need for special tools and mechanical expertise.

*Facilitation Questions* — What type of service do you want to do? What is involved with different levels of service?

#### Service Types:

- **Routine.** This is similar to a vehicle inspection.
- **Regular.** This is usually listed in the owner's manual. It may be the regular vehicle tune up.
- **Major repair.** Repairs that require a higher amount of mechanical expertise and/or special tools that go beyond the information contained in the owner's manual.



### Discussion/Activity Area 3: Tools and Mechanical Expertise

**Introduction:** This is both a discussion and an activity. After discussion about the tools and manuals that are available, each participant will build a list for an individualized tool set complete with manuals. Following the design of personal tool kits, some of the participants should explain or develop a simple maintenance activity such as changing a spark plug, oiling the chain, or remove and replace the headlamp. The activity does not require part removal or repair but, if able, the facilitator should offer an actual repair activity because many learners are comfortable with learning-by-doing activities. This activity is an appropriate time to ask the experienced participants to help the new riders—mentorship!

*Facilitation Question* — What knowledge and tools are needed?

#### Possible Discussions:

- Review owners and service manuals for information. Online forums may be helpful.
- Ensure stability of the motorcycle. Are stands or lifts needed?
- Use the OEM motorcycle tool kit to experience the quantity and fit of the tools. Some tool kits are inadequate, of poor quality, or cumbersome in design. This is a good time to reinforce building a personalized tool kit.
- Are the fasteners SAE, metric, Torx, Dzus, hex or specialty? Emphasize proper tools for the job at hand.
- Discuss what tools are needed and what size tool kit is needed for shop work and roadside repairs.

### Discussion Area 4: Tools for On the Road

**Introduction:** Unforeseen situations may happen and this is especially true with a motorcycle. Lead a discussion about what to do if an emergency or mishap occurs on the road.

*Facilitation Questions* — What tools would you need if you have an emergency on the road? What other supplies should you keep on hand? Where should you keep these items?

#### Possible Discussions:

- Put yourself first! Have a cell phone, snacks, water, aspirin, bandages, etc.
- Towing and roadside service for motorcycles can be cost effective and convenient.
- Assemble an emergency tool kit using your own maintenance and repair experiences.
- Have a safe location for the kit.



## Wrap-Up:

Wrap up the discussion by asking the participants how they would apply the knowledge they gained from the discussion to their lives.

### Ask participants:

- What type of maintenance they may want to perform on their motorcycle?
- What type of tools they might buy and where these tools may be purchased?
- What will be in your emergency tool kit on the bike?

Distribute copies of the DSOC Motorcycle Mentorship Module Evaluation form to all participants and request that they deliver or mail the completed form to the Command or Command Safety Office for processing.

Remind everyone to ride safe and see you at the next Mentorship Meeting.

# DSOC Motorcycle Mentorship Feedback Form

Presenter Name:

Date:

Topic/Title:

Unit Number:

**Please review each statement below and check the response that closely matches your experience in the Mentorship Module today:**

**1. Please rate the presenter's performance:**

☐ Prepared   ☐ Not Prepared   ☐ Engaging   ☐ Not Engaging   ☐ Led Discussion   ☐ Lectured

Comments:

**2. I was given opportunities to participate in the module's discussion**

☐ Never   ☐ Only Once   ☐ 2-4 Times   ☐ Many Times Throughout Discussion

Comments:

**3. With regard to my personal riding experiences, this discussion was:**

☐ Relevant   ☐ Not Relevant   ☐ Interesting   ☐ Not Interesting

Comments:

**4. This discussion topic has provided me with specific learning points that I can use to be a safer, better informed rider**

☐ None   ☐ One Idea or Fact   ☐ 2-4 Learning Points   ☐ 5 or More

Comments:

**5. I would be interested in participating in other Motorcycle Mentorship Module discussion topics**

☐ Never Again   ☐ Willing to Try Another Module   ☐ Would Like to Do Modules Regularly

Comments:

Thank you for your participation. Please make note of any other suggestions or comments below (continue on the back if needed):

Deliver or mail this completed form to the Command or Command Safety Office for processing. Please do not return this form directly to the Module Presenter.

## Resources

### Continued Reading:

#### Clymer Manuals

Clymer Publications  
Overland Park, KS

[www.clymer.com](http://www.clymer.com)

*From website:* Clymer motorcycle repair manuals are written specifically for the do-it-yourselfer. Whether it's routine maintenance or more extensive repairs involving engine and transmission disassembly, Clymer repair manuals provide all the information you need about your motorcycle. With step-by-step procedures, detailed photography and extensive use of exploded views, each manual is based on the complete disassembly of the machine. Unlike OEM manuals, which are purposely designed for the professional technician with an impressive array of specialized tools, equipment and knowledge, Clymer manuals are designed for the first-time user.

#### Haynes Manuals

Haynes Manuals Inc.  
Newbury Park, CA

[www.haynes.com](http://www.haynes.com)

*From website:* Haynes Motorcycle Repair Manuals series: Extensive line of motorcycle repair manuals made for specific models. Each manual is written and photographed from "hands-on" experience gained by a complete teardown and rebuild of the motorcycle.

**Definitions:** *(As defined for purposes of this module.)*

**Dzus:** (Zooss) A quarter turn fastener usually used for fastening panels such as motorcycle bodywork

**Fastener:** A hardware device used to mechanically join objects together

**Hex key:** Hexagonal cross section tool. Trademark name is Allen key

**Metric:** Decimalised system of measurement described in millimeters (MM)

**OEM:** Original Equipment of Manufacturer

**SAE:** Society of Automotive Engineers. Provides industry standards for tool and fastener sizes described in inches. Commonly known as American sizing

**Torx:** (Torks) A 6 point or star shaped patterned bit.





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