



DEPARTMENT OF THE ARMY
HEADQUARTERS 13TH SUSTAINMENT COMMAND (EXPEDITIONARY)
FORT HOOD, TEXAS 76544-5070
COMMAND SOP

REPLY TO
ATTENTION OF

AF VG-CG

7 June 2006

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: 13th SC (E) Driver and Operator Standardization Program

1. REFERENCE.

- a. TC 21-305-2, Training Program for Night vision Driving Operations, 4 Sep 98.
- b. AR 600-55, The Army Driver and Operator Standardization Program (Selection, Training, Testing and Licensing), 31 Dec 93.
- c. FM 21-305, Manual for the Wheeled Vehicle Driver, 27 Aug 93
- d. 13th SC(E) NVG Training Requirements Standard, dated 14 April 06
- e. Equipment PMCS, IAW applicable TM and AR 738-750.
- f. Equipment Dispatching Procedures, IAW AR 738-750.
- g. FH -REG 55-1, Ch 5, Convoy Procedures and FH REG 600-15, Drivers Training.
- h. AR 385-55 Prevention of Motor Vehicle Accidents dated 12 March 1987

2. This SOP covers the general principles of tactical wheeled and tracked vehicle operations, and outlines special instructions for the proper preparation and training of vehicle operators.

3. The majority of our Soldiers operate military vehicles in the performance of day-to-day mission requirements; many are not familiar with operating off-road, in inclement weather conditions or during hours of limited visibility. These skills are critical and extremely perishable. Therefore, commanders at all levels will develop a structured drivers training strategy and program that maintains operator proficiency and standardizes training, testing and licensing procedures.

4. Unit driver training programs will enforce current Army standards and comply with driver selection, training, testing, and licensing policies IAW AR 600-55, FM 21-305, and TC 21-305-2. Brigade and Separate Battalions within the 13th SC (E) have responsibility for executing the Drivers Training Program. Personnel who operate administrative, tactical, or emergency vehicles,

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to include the transport of hazardous materials, will complete all training requirements prior to receiving authorization to operate an Army vehicle. There are no exceptions to this SOP. Unit programs will include, **as a minimum**, the following areas of emphasis:

a. Driver or Operator Selection:

(1) **Records Review:** The selection process for non-school trained operators begins when the commander or authorized representative screens the individual's DA Form 2-1 (Personnel Qualification Record), DA Form 348 or 348E, and medical profiles. A poor driving record, mental or emotional instability, physical handicaps (that cannot be accommodated) and alcohol or drug related incidents are factors to be considered when determining if an individual is qualified to hold an equipment operators license.

(2) **Driver Interview:** Interviews will be conducted by the commander or authorized representative. Areas of concern are maturity, attitude, past driving record, hearing, and extreme nervousness or any abnormal characteristics. Medication, if used on a regular basis, that causes drowsiness, impairs vision, or affects coordination will also be taken into consideration. Supervisors will check with appropriate medical personnel regarding doubts or concerns about any medications.

(3) **Operator License Inquiries:** Individuals who do not possess a valid State License will be issued an OF 346 for operations of tactical vehicles only; individuals will not be authorized operation of TMP vehicles. Units will also ensure that drivers who have had their State License revoked or suspended will have their OF 346 revoked or suspended as well, and they will not be issued a new OF 346 during the period of revocation or suspension. Unit commanders will contact the 13th SC(E) SJA trial counsel if they have reason to suspect a Soldier's state license has been revoked or suspended.

b. Driver or Operator Training Program:

(1) **Qualification Training:** (Academic – Hands-On, PMCS and Testing IAW AR 600-55, Appendix G and AR 385-55 Accident Avoidance). Qualification training will include sequential and progressive instruction in academic subjects and on driving. Operators will not participate in any hands-on vehicle or equipment training without a valid OF 346 Learner's Permit. Units will specialize training for individuals who operate a series of family vehicles in the performance of their daily duties. When developing specialized training plans, units will comply with training instructions outlined in TC 21-305-1, 2, 3, 4, 5, 6, 7, 8, 9, 10, 11, and TC 21-306.

(2) **Sustainment and Remedial Training:** Sustainment training is periodic driver training conducted to maintain a high level of driver skill proficiency and to prevent drivers from acquiring poor driving habits. First line supervisors will conduct an annual check ride for each driver to assess driving proficiency and identify weaknesses. Sustainment training will focus on

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individual weaknesses as well as other topics identified by the commander (that is, may be based on local seasonal conditions, mission, equipment, and so forth). If the first line supervisor is not licensed or is unable to perform the check ride, the commander or supervisor will ensure a qualified individual (in the grade of E6 or above) performs the check ride and assessment. Completion of sustainment training will be annotated on DA Form 348 or 348E. Units will develop a remedial training program for drivers or operators who have had driver at-fault accidents or traffic violations, misused equipment, or otherwise demonstrated a need for additional training on military vehicles or equipment. This training will be directed towards identifying and correcting individual weaknesses and not as a form of punishment. Remedial training will be documented on DA Form 348 or 348E.

(3) **Documentation:** Vehicles and equipment that require licensing under AR 600-55 and TB 600-1 and 2 will be documented on DA Form 348 or 348E prior to issuing an OF 346. Units will document all information in the Unit Level Logistics System Ground (ULLS-G). DA Form 348 or 348E is a permanent record and will not be destroyed or remade. Reproductions of DA Form 348 or 348E are not authorized for official purposes. All entries will be in black ink or typed unless otherwise stated. Rubber stamps may be used providing they fit within the space or block. Erasures, correction fluid (white-out), and correction tape will not be used to make corrections. Ink or typed corrections will be made by drawing one line through the incorrect entry and reentering the correct entry on the next open line in that section. The DA Form 348 or 348E will be reviewed annually for safety awards, expiration of permits, accidents and moving traffic violations, remedial, required, or refresher training, reexamination and license suspension.

(4) **Hazardous Material:** Per Title 49 of the Code of Federal Regulations, vehicle operators transporting hazardous materials (HAZMAT) are required to have a hazardous materials endorsement on their OF 346. Training in transporting hazardous materials will be consistent with part 171, title 49, Code of Federal Regulations, AR 600-55 and AR 55-355. Unit Master Drivers will coordinate through unit S3/G3 to ensure all individuals who operate HAZMAT carrying vehicles/systems are properly trained through installation schools. Military vehicle operators must meet licensing requirements, and must receive, as a minimum, introductory or familiarization training in the following areas:

- (a) Definition of hazardous materials.
- (b) Placarding requirements.
- (c) Handling (loading and unloading) hazardous materials.
- (d) Regulations and procedures pertaining to transporting hazardous materials.
- (e) Operation of emergency equipment to include fire extinguishers.
- (f) Forms and records (includes accident reporting).

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- (g) Blocking and bracing.
- (h) Emergency response procedures (for example, spillage).
- (i) Vehicle parking rules.
- (j) Route selection.

c. Testing:

(1) **Facilities:** Units will identify a training area that will facilitate all training support and vehicle operator testing requirements. Drivers' training is no different than any other training and proper planning, preparation and resourcing are essential. Unit training areas/testing stations will be inherently different based on equipment densities and type models, however, all areas will adequately support required training conditions as indicated in AR 611-5, chapter 3. Units will also maximize the use of instructional Multimedia, Train Support Packages, and Visual Training Aids while conducting classroom and hands-on training.

(2) **Examiner Qualifications:** The effectiveness of a unit driver testing and licensing program depends upon the qualifications of the examiners. Each examiner will be a reliable, responsible individual (E5 or above) who understands the process of administering written and performance-oriented tests. The examiner must be qualified in proper driving techniques and completely impartial in all examination procedures. An evaluation criterion for selecting instructors and examiners is contained in AR 600-55, appendix F and should be used for assessing examiner qualifications. **Note: File evaluation result in SM packet.** Unit test administrators should be checked periodically by having different examiners simultaneously rate the same driver applicant. Afterward, the ratings should be compared and an effort made to bring the findings to a single, consistent standard. Road test examiners must be qualified and licensed to operate each type of equipment on which they test operators.

(3) **Test Administration:** (Utilize DA Form 6125-R Road Test Score Sheet when conducting vehicle road test and assess testing conditions IAW AR 611-5). Units will follow the specified procedures outlined in AR 600-55, appendix D and G when administering the driver's performance test and physical evaluation. Units will also, to the best of their ability, set training conditions IAW AR 611-5 during the administration of vehicle driver selection training and tests. Units will ensure DA Form 6125-R (Road Test Score Sheet) is utilized when administering the road test and the result of the road test are properly annotated on the DA Form 348 or 348E and OF 346.

d. Licensing:

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(1) **Control of Issuance:** Battalions will appoint in writing a Battalion Master Driver to oversee the vehicle driver-training program and issuance of equipment operator permits. The issuing authority is the Master Driver and the issuing official is the company commander or representative authorized in writing by the commanding officer. The qualifying official is the examiner (E5 or above), and he or she is designated in writing by the commanding officer to conduct driver testing and to verify driver performance qualification. Master Drivers will be E-6 or above, attend the installation drivers training course and must be licensed and qualified on any vehicle or equipment on which he or she will conduct driver training, testing and licensing. The Master Driver's signature on the OF 346 verifies that the proper training has been accurately annotated on the individual's DA Form 348 or 348E and that the individual has been qualified on the equipment through written and performance testing.

(2) **Standard Permits:** The OF 346 standard permit applies to all vehicle drivers or equipment operators. The words "Army Standard" will be stamped or marked on the face of the OF 346.

(3) **Special Purpose Permits:** (Learner, Incidental, Limited and Expert / Operator). Learner permits will be issued to persons undergoing a course of vehicle driver or equipment operator training. Prior to being issued an OF 346 learner permit, individuals must successfully complete introductory classroom training (which must include, as a minimum, vehicle or equipment orientation, a safety briefing, to include the importance of driver attitude, and familiarization with local laws and road conditions), and must pass all physical evaluation measures listed in AR 600-55, appendix D. The words "Army Learner" will be stamped or marked on the face of the OF 346. Military and civilian personnel, who must operate vehicles or equipment for short periods of time, such as for exercises, maneuvers, or major emergencies, will be issued an OF 346 with the words "Army Incidental" stamped on the face of the permit. Limited vehicle driver or equipment operator permits will be issued only to otherwise qualified drivers or operators who, because of physical deficiency, occupational status, training limitations, or other reasons, are limited to the operation of specific vehicles or equipment, under specific conditions, or within a specific area. The OF 346 will be stamped or legibly marked on the face of the form with the words "Army Limited" and, in each case; the specific limitation will be stated.

(4) **Expert Driver or Operator Permits:** Army vehicle drivers or operators of special mechanical equipment (construction and materiel handling) who have exceptional driving or operating performance and safety records are eligible for safety awards under appropriate provisions of AR 600-8-22 and may have "Army Expert" stamped on their permits and annotated on DA Form 348 or 348E in recognition of merit. Non-vehicular equipment operators may have "Master Operator" stamped on their permits. Individuals in Leader Permit Status may not transport other passengers and must be on a controlled driving range/training area.

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(5) **Renewal, Suspension and Revocation:** Operator permits may be renewed up to 90 days before the expiration date. For those individuals who possess a valid State license as well as an OF 346, the OF 346 should not be renewed until the State License has been renewed. Renewals may be denied on the basis of accident records, traffic violations, and recommendations of medical officers or supervisors. Subordinate commanders may recommend suspension or revocation to the issuing authority. The suspension or revocation period will not be less than the period imposed on the civilian driver's license. Examples of suspensions are (not all inclusive):

- (a) Suspension of civilian drivers license
- (b) Suspension of on-post driving privileges due to traffic violations or no insurance
- (c) Individual identified as a High Risk soldier using Next Accident Assessment tools
- (d) Individuals pending UCMJ
- (e) Individuals failing unit urinalysis
- (f) Vehicle accident (military or civilian)

e. Mechanical or Ground Support Equipment:

(1) **Qualification to Operate:** (Operator Must Have OF346). All military personnel and DA civilians must have an OF 346 and demonstrate their proficiency in order to operate mechanical or ground support equipment. A complete list of equipment requirements is listed in TB 600-1 and TB 600-2. Any required training for the safe operation and use of these systems must be completed prior to equipment annotation on the OF 346.

(2) **Training, Testing and Licensing Procedures:** (TB 600-1 and TB 600-2). Mechanical and Ground Support Equipment training, testing and licensing standards are the same as wheeled and tracked vehicles. The review of an operator's record / interview, selection of qualified instructors and well resourced and prepared training are essential elements to an effective program and require the same level of command emphasis and involvement.

5. Commanders will institute a Drivers Award Program within their units to recognize driver excellence and to establish viable incentives for operational safety.

6. SUPERCESSION. N/A

7. EXPIRATION. This SOP will remain in effect until superseded or rescinded.

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8. POC is 13th SC (E) G-3 Training Section at 553-0327.

//ORIGINAL SIGNED//

PHANTOM SUPPORT!

MICHAEL J. TERRY
Brigadier General, USA
Commanding

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