

**Surface Transportation  
DRIVER SELECTION, TRAINING, TESTING, AND LICENSING**

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**SUPPLEMENTATION.** *Local supplementation of this regulation is prohibited, except upon approval of AFZF-DL-TNS-TB.*

**SUGGESTED IMPROVEMENTS.** *The proponent for this regulation is the Directorate of Logistics (DOL). Users are invited to send comments and suggested improvements to: Commander, III Corps and Fort Hood, ATTN: AFZF-DL-TNS-TB, Fort Hood, Texas 76544-5056.*

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**OVERVIEW**

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Purpose	This regulation establishes policies and procedures for licensing Government-owned or leased vehicles and ground equipment. <span style="float: right;">1a</span>
Reference	AR 600-55 (Motor Vehicle Driver and Equipment Operator Selection, Training, Testing, and licensing) AR 385-55 (Prevention of Motor Vehicle Accidents) FM 55-30 (Army Motor Transport Units and Operations) <span style="float: right;">1b</span>
Applicability	This regulation applies to all <ul style="list-style-type: none"><li>● units and activities assigned</li><li>● Department of the Army (DA) civilian employees</li><li>● non-appropriated fund (NAF) employees, and</li><li>● youth/student assistant program.</li><li>● contract civilians.</li></ul> During full mobilization requirements of this regulation are in effect, those imposed by public law are exempt. <span style="float: right;">1c</span>
Policy	Selection of personnel for drivers of military motor vehicles, both wheeled and track-laying is <ul style="list-style-type: none"><li>● in accordance with AR 600-55 and</li><li>● procedures contained in this regulation.</li></ul> Driver candidates must successfully complete the National Safety Council Defensive Driver Course (DDC) prior to being tested/licensed to operate wheeled military motor and tracked vehicles. <span style="float: right;">1d</span>
Hours of Operation	The driver testing station <ul style="list-style-type: none"><li>● is open from 0700-1145, 1230-1545</li><li>● is in Building 4200 on 78th Street and Santa Fe</li></ul>

(continued on next page)

Hours of  
Operation  
(Continued)

- conducts motor driver battery II (MDBII) tests
- conducts physical evaluation tests
- qualifies personnel to operate transportation motor pool (TMP) non-tactical vehicles (NTV)
- maintains DA Form 348 (Equipment Operators Qualification Record (Except Aircraft)) on personnel in
  - Headquarters Command, USAG,
  - separate units,
  - tenant units, and
  - Fort Hood Government and contract civilian employees.

MDB II testing times are

- 0715
- 0915, and
- 1245.

NOTE: Personnel having suspended civilian driver license will not operate Government-owned or leased motor vehicles or equipment per AR 385-55

1e

**RESPONSIBILITIES**

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DOL

The DOL Transportation Division, Motor Transport Office is responsible for the contractor-operated installation drivers testing, training, licensing services listed below

- MDB II testing
- physical evaluation testing required for MDB II on DA Form 348
- for personnel with valid state license or DA Form 348
- United States Army Europe (USAEUR) driver testing for personnel listed in block 1e
- road tests for NTVs
- bus driver training, testing, and licensing
- national driver register checks for all personnel
- issuing of OF 346 (US Government motor vehicle operators identification card) for personnel listed in block 1e
- maintaining permit register for personnel listed above.

2a

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Unit/Activity Commanders	<p>Unit/activity commanders</p> <ul style="list-style-type: none"> <li>● select driver candidates based on unit needs</li> <li>● ensure personnel attend the DDC per FH Supplement 1 to AR 385-55 (Prevention of Motor Vehicle Accidents)</li> <li>● maintain original copy of DA Form 348.</li> <li>● ensure MDB II score is recorded on DA Form 2-1 (Personnel Qualification Record - Part II) Section 10 (201 File).</li> <li>● train and road test operators for tactical vehicles and ground support equipment</li> <li>● record training on DA form 348 (section III)</li> <li>● record road test on DA Form 348 (section III)</li> <li>● issue of OF 346</li> <li>● train and test personnel for military USAREUR license only</li> <li>● maintain permit register for permits issued</li> </ul>
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**TESTING AND LICENSING**

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Appointments	<p>MDBII testing (to include physical evaluation tests)</p> <ul style="list-style-type: none"> <li>● can be scheduled by contacting the driver testing station at 287-4434/6786.</li> <li>● are conducted Monday through Friday at 0715, 0915, and 1245</li> <li>● appointments are not needed for small groups of 10 or less and will be accepted on a walk-in, space-available basis</li> <li>● personnel arriving late will be rescheduled</li> <li>● personnel are required to have a properly completed DA Form 348</li> <li>● all civilians must have a valid DDC card or certificate in their possession (valid for 4 years from date issue)</li> <li>● personnel failing any portion of the physical evaluation test will be required to obtain a physician's statement recorded on DA Form 348 before further processing.</li> </ul>
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Physical Personnel requiring only the physical evaluation test are accepted on a walk-in basis between 0700 -1145 and 1230-1545, Monday through Friday.

Personnel needing to renew their OF 346 will have all previous DA Form 348 and/or valid state license.

NOTE; Copies of DA Form 348 or state license is not acceptable.

3b

Road Test Driver testing station will schedule road tests for standards above nontactical vehicles and supply road test Form DA Form 6124 for all NTV operators as required before reporting for road test.

A valid state license is all that is required for TMP NTV less than 5-ton gross vehicle weight. Law enforcement and emergency vehicles will also have OF 346 or SF 46.

Upon successful completion of MDBII and physical evaluation tests, the unit/activity administers training road test for all tactical vehicles for which the applicant will be licensed FH Form 2924 (Road Test Sheet) results of road test and qualifications are entered in section I and III of DA Form 348.

Road tests will be done on Wednesdays only. Driver testing will schedule appointments for road tests on the next available Wednesday.

Road tests will be performed by qualified personnel. The unit commander or his representative designated on orders will certify the appointment of qualified road test examiners by duty appointment in accordance with AR 600-55.

3c

Operator Permit OF 346 is

- used as an operator permit and issued by the unit after the completion of an individuals MDBII and/or physical evaluation test.
- completed per FM 55-30 and dated on or after the date of MDBII and/or physical evaluation test.

Duplicate OF 346 are completed per AR 600-55, paragraph 5-6 and annotated on DA Form 348 in section III

Units will maintain permit register per AR 600-55 paragraph 4-1d.

Commanders are authorized to re-issue OF 346 upon reassignment per AR 600-55, chapter 5.

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Incidental Permits Incidental permits

- may be issued for 6 months or completion of duty
- will not be renewed.

3e

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Learner's Permit Issue learners permits ,OF 346 for training on specific vehicles per AR 600-55, paragraph 5-3b(1)(2). Personnel must have passed MDB II or have a valid state license, DA Form 348 before issue of a learners permit.

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## TRAINING

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Driver testing station training consists of classroom bus instruction and hands-on bus driving for 7 work days.

Applicants must have

- valid DA Form 348 and OF 346 in their possession
- a score of 82 or higher on emergency judgement test (EJT) , must be obtained and recorded on the DA Form 348, Section IV.

The driver testing station gives applicants a written appointment for the next available bus class.

All personnel trained and licensed must clear drivers testing upon PCS or ETS.

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## RENEWAL AND REVOCATIONS

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Renewals Renewal of OF 346

- every 4 years or
- upon expiration of state license whichever comes first.

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Revocation

The commander may revoke permits for cause at any time. Permit revocation is mandatory if one of the following conditions occur

- accumulation of traffic points
- accident resulting in the suspension of civilian driving privileges on Fort Hood
- notification by the driver testing station that the National Driver Register (NDR) reported suspension of civilian driver license

Revoked permits may be renewed under the following condition

- expiration of suspension by NDR
- when state restores driving privileges in writing
- when unit commander deems appropriate (refer to AR 600-55).

Before issuing permits, follow the normal renewal procedures in AR 600-55, chapter 5.

5b

FOR THE COMMANDER:



T. J. LEONARD  
Colonel, AG  
DOIM

ROBERT S. FIERO  
Colonel, GS  
*Acting Chief of Staff*

DISTRIBUTION:  
IAW FH Form 1853, A  
Plus: TNS-TB (25)  
IM-AO (2)  
IM-ARL (1)



SECTION IV - EXAMINATION FINDINGS					
BATTERY I - (Administered as a part of reception processing, at reception stations)		BATTERY II - (To be administered to all applicants for Driver Permit SF 46) (To transfer raw score to standard score see DA Pamphlet 611-119)			
		DA FORM 6122	RAW SCORE	STANDARD SCORE	
ENTER SCORE FROM ITEM 24 OF INDIVIDUAL'S DA FORM 20		DA FORM 6123			
		DA FORM 6124			
		TOTAL STANDARD SCORE			
SIGNATURE OF COMMANDER		STANDARD SCORE FOR BATTERY II (Divide Total Standard Score by 3)			
STANDARD SCORE 770328 MDB I or II Score		SUCCESSFUL COMPLETION <input type="checkbox"/> YES <input type="checkbox"/> NO		EXAMINATION ADMINISTERED BY (Last name - first name - middle initial)	
I PHYSICAL EVALUATION MEASURES		✓ IF QUALIFIED x IF SUBSTAND.	SIGNATURE OF EXAMINER	COMMENTS AND RECOMMENDATIONS ON SUB-STANDARD ITEMS	
1. VISUAL ACUITY	LEFT EYE 20/ RIGHT EYE 20/				
2. FIELD OF VISION	LEFT EYE RIGHT EYE				
3. HEARING	LEFT EAR /20 RIGHT EAR /20				
4. REACTION TIME	/100 SEC /100 SEC				
5. DEPTH PERCEPTION	[Grid]				
6. COLOR PERCEPTION	[Grid]				
II DRIVING PERFORMANCE TEST (Check "✓" if successful, "x" if failed and corrective training is needed)					
A. ROAD TEST - PREREQUISITE					
1. INSTRUMENTS (Location, correct reading, action for abnormal reading)		OIL LEVEL STICK	TEMPERATURE GAGE	OIL PRESSURE GAGE	VOLTOMETER
		AMMETER	TACHOMETER	FUEL GAGE	AIR PRESSURE GAGE
2. BEFORE OPERATION CHECK		VEHICLE DAMAGE	CONDITION OF TIRES	CLEAN HEADLIGHTS	OIL LEVEL
		MIRROR ADJUSTMT.	HORN	HAND BRAKES	FOOT BRAKE
3. EMERGENCY EQUIPMENT (Location and use)		FIRE EXTINGUISHER		HIGHWAY WARNING KIT	
		OTHER (Describe)			
4. CONTROLS - "DRY RUN"		GEARS	BRAKE	CLUTCH	FRONT AXLE
		FIRST TRY		SECOND TRY	
5. DEPTH PERCEPTION (Two feet from target)		FIRST TRY		THIRD TRY	
		SECOND TRY			
6. PRACTICE RUN (1/2 mile)		START	PULL OUT	SHIFT	3 STOPS
		TURNS		BACKING	
7. ADDITIONAL REQUIREMENTS FOR LICENSE		LOCAL LAWS		OPERATING PROCEDURES	
		ACCIDENT REPORTING		OTHER (Describe)	
B. ROAD TEST - SCORED PHASE (DA PRT 2678)					100
COMMENTS AND RECOMMENDATIONS OF ROAD TEST EXAMINER			NUMBER OF TALLY MARKS ON CHECK LIST PRT 2678 (Subtract)		
			ROAD TEST SCORE		
			SIGNATURE OF ROAD TEST EXAMINER		
MY DRIVING WEAKNESSES HAVE BEEN MAKE KNOWN TO ME AND I HAVE BEEN SHOWN HOW TO OVERCOME OR ADJUST THEM.		DATE	SIGNATURE OF APPLICANT		

APPENDIX B  
SURFACE TRANSPORTATION

Driver Selection, Training, Testing and Licensing

Event	Responsibility/action	
	Unit/Actv Commands	DOL Instl Testing Sta
1. Operate Installation Driver Testing Station. (block 2a)		x
2. Select driver candidates based on needs of unit (block 2b)	x	
3. Check enlisted qualification record to determine if driver candidate has completed Battery I Test with minimum score of 85. (block 2b)	x	
4. Fill out DA Form 348, Equipment Operator's Qualification Record. (block 3a)	x	
5. Arrange for Battery II Test and physical evaluation. (block 2b)	x	
6. Insure driver candidate selectees attend and complete the National Safety Council Defensive Driver Course. (block 1b).	x	
7. Administer Battery II Test. (block 2a)		x
8. Conduct National Driver's Register Check. (block 2a)		x
9. Conduct physical evaluation. (block 2a)		x
10. Make final driver candidate selection. (block 2b)	x	x (bus only)
11. Record test results on DA Form 348 and on DA Form 2-1 by unit personnel officers (block 2b)	x	x
12. Issue a "learner" permit. (block 3f)	x	x
13. Conduct driver training. (block 2b, 4a)	x	x (bus only)
14a. Administer driver performance test for organic vehicles (block 2b)	x	
14b. Administer driver performance test for administrative motor vehicles. (block 3c)		x
15. Enter all training and test on DA Form 348. (blocks 2b, 3c, 4a)	x	x
16a. Issue operator permits organic vehicles. (block 2b)	x	x (Civilian only)
16b. Issue operator permits for US Army Garrison, civilian employees and tenant organizations. (block 2a)		x
16c. Validation of driver permits of administrative use vehicles. (block 3b)		x
17. Annual instruction on local traffic laws, traffic safety and severe weather operations. (AR 600-55, para 1-5g (2))	x	
18. Conduct remedial driver training as required. (AR 600-55, para 3-6)	x	

Event	Responsibility/action	
	Unit/Actv Commands	DOL Instl Testing Sta
19. Control of renewals, suspensions and revocation of driver permits. (blocks 2a, 5b)	x	x
20. Upon transfer, discharge or separation, operator permits for civilian personnel must be returned to issuing agency (AR 600-55 para 5-2h)	x	x