

DEPARTMENT OF THE ARMY
HEADQUARTERS, I CORPS AND FORT LEWIS
Fort Lewis, Washington 98433-9500

FL Regulation
No. 600-55

31 January 2007

Personnel - General
DRIVER AND OPERATOR STANDARDIZATION PROGRAM
(SELECTION, TRAINING, TESTING AND LICENSING)

1. PURPOSE. To provide policy and establish standard procedures for vehicle driver and equipment operator selection, training, testing, and licensing.
2. APPLICABILITY. This regulation applies to all Active Army, Army National Guard, and U.S. Army Reserve units and activities assigned and/or attached to Fort Lewis and subordinate commands and activities. It also applies to all Department of the Army Civilian Employees, Non-Appropriated Fund Employees, Youth/Student Assistant Program Employees, Foreign Nationals directly and indirectly employed by Department of the Army, and contractor personnel operating Army vehicles and equipment. This regulation is applicable during full mobilization.
3. REFERENCES. See Appendix A.
4. RESPONSIBILITIES.
 - a. Commanding General, Fort Lewis. The Commanding General, Fort Lewis has overall responsibility for selecting, training, testing and licensing vehicle and equipment operators. In accordance with paragraph 1-4g (3) and paragraph 6-1a, AR 600-55, authority to train, test, and license noncommercial vehicle and equipment operators is delegated to battalion-level commanders, directors, and supervisors of separate activities. Military driver and operator training and testing will be conducted at battalion-level. Battalion-level commanders may delegate the signing of licenses to company-level commanders, and records may be maintained at the company level, but the program is still a battalion program. For commands below battalion size, operator training will be conducted at the highest level possible. This training, testing and licensing will be conducted in accordance with AR 600-55 and this regulation.
 - b. Director of Logistics (DOL). DOL is assigned staff oversight for this regulation.
 - (1) The G4 will oversee the Driver Training Program through the administration of the Command Maintenance Evaluation Team (COMET).
 - (2) COMET will run the Master Driver Course.

*This regulation supersedes FL Reg 600-55, 7 May 2002

(3) COMET will evaluate the Unit Driver Training Programs at the MSC level through the Command Inspection Program (CIP). They will continue to evaluate the company level programs through scheduled and unscheduled COMET inspections.

c. DOL Installation Transportation Division (ITD) is assigned staff oversight for commercial and designated non-tactical vehicle operator training programs. ITD will develop and implement, through FL Reg 55-2, the requirements for driver selection, training, testing and licensing for those vehicles.

d. Commanders, Directors and Supervisors of Separate Activities (Battalion-level and above) will:

(1) Appoint a minimum of 2 Master Drivers to oversee the implementation of the Driver Training Program.

(2) Develop and implement a structured vehicle driver and equipment operator training program which provides training and licensing for operators and certification of first line supervisors for all equipment listed in Appendix C, based on the following references:

- (a) AR 385-55, Prevention of Motor Vehicle Accidents.
- (b) AR 600-55, The Army Driver and Operator Standardization Program.
- (c) TC 21-305, Training Program For Wheeled Vehicle Accident Avoidance.
- (d) TC 21-306, Tracked Vehicle Combat Driver Training.
- (e) FM 55-30, Army Motor Transport Units and Operations.
- (f) School of Military Packaging Technology-5 (SMPT-5) Hazardous Materials Handling Course.
- (g) DA Pam 750-8, The Army Maintenance Management System.
- (h) TB 600-1, Procedures for Selection, Training, Testing and Qualifying Operators of Equipment/Systems, Excluding Selected Watercraft and Aircraft, Managed/Supported by U.S. Army Troop Support and Aviation Materiel.
- (i) TB 600-2, Procedures for Selection, Training, Testing, Qualifying and Licensing Operators of Construction Equipment, Materiel Handling Equipment and Armor-Vehicle-Launched Bridge (AVLB) Managed/Supported by U.S. Army Tank-Automotive Materiel Readiness Command.

- (j) Applicable Technical Manuals, Technical Bulletins, and Training Circulars.

NOTE: A list of vehicles and equipment requiring certification may be found in Appendix C.

(3) Ensure that any commercial equipment leases include a requirement for the contractor to provide operator and safety training.

(4) Develop and implement a sustainment training program to be conducted at least annually (every 2 years for USAR and ARNG) for any driver with a valid OF Form 346. Completion of sustainment training will be annotated on DA Form 348, section III. Refer to AR 600-55, figure 4-1.

(5) Develop and implement a remedial training program for drivers or operators who have had a driver-at-fault accident, moving traffic violation, misused equipment, or otherwise demonstrate a need for additional training on military vehicles or equipment. This training must be documented in section III of the individual's Equipment Qualification Record (DA Form 348/348E).

(6) Ensure that all New Equipment Training (NET) meets regulatory requirements and is conducted using the crawl, walk, run training progression to limit drivers operating vehicles under conditions they have not experienced.

(7) Risk management is the Army's principle risk reduction process to protect the force. Effective risk management empowers individuals at all levels to accomplish the mission successfully and to protect the force from unnecessary losses or mission degradation. Risk Management Integration is how risk management is imbedded in all the Army does. Commanders will conduct risk assessment using the Five Risk Management Steps and the Military Decision Making Process IAW AR 385-10, and FM 5-0.

e. Company-level Commanders and Directors will:

(1) Develop and publish guidance for interviewing and selecting driver candidates. Interviews may be conducted by the commander or authorized representative designated in writing.

(2) Ensure vehicle and equipment operators are properly licensed and trained according to AR 600-55 and this regulation.

(3) Ensure records and forms are maintained within the unit, directorate or separate activity, or at the Installation Driver Training, Testing and Licensing Station.

(4) Develop and implement an annual re-certification program (sustainment training) for operators, drivers, and first line supervisors. As a minimum, this recertification program will consist of a written evaluation and hands-on performance evaluation on the equipment to be operated. 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, section III.

(5) Screen master driver candidates using the Vehicle Operator Risk Assessment process at Appendix H. To enroll in the Master Driver Course, candidates must have a residual risk assessment of Low, or a signed risk assessment acceptance from a battalion-level or higher commander or manager. Candidates with a risk assessment of Moderate or higher will be accepted into the course with this signed risk acceptance.

(6) Appoint Unit Master Driver on orders.

f. Squad Leaders or First Line Leaders/ Supervisors will:

(1) Ensure personnel are trained and certified in accordance with AR 600-55 and this regulation prior to operating vehicles or equipment.

(2) Squad Leaders or First Line Leaders/ Supervisors will conduct annual check-rides for vehicle and equipment operators.

(3) Assess each designated Army vehicle operator prior to driver training, and annually thereafter, using the Vehicle Operator Risk Assessment at Appendix H. Candidates with a residual risk assessment of High or Extremely High will be accepted as driver candidates only with a signed risk acceptance from a battalion-level or higher commander or manager.

(4) Develop immediate mitigation measures for Army vehicle operators assessed with a High or Extremely High residual risk. Vehicle operators with a High or Extremely High residual risk may operate Army vehicles only with a signed risk acceptance from a battalion-level or higher commander or manager.

g. Licensed Vehicle or Equipment Operators will:

(1) Comply with all operator requirements in AR 600-55, Paragraph 1-4j, and other regulations and public laws.

(2) Observe all laws, regulations and operating procedures.

(3) Report all accidents to his/her supervisor, and to the maintenance section that dispatched the equipment.

h. Senior Occupant. "As a matter of policy, all tactical and administrative use vehicles operated by military personnel will have a vehicle commander, in the rank of E4 or above in the vehicle during all operations." The senior occupant in a military vehicle is the ranking individual present. Senior occupant responsibilities are listed in AR 600-55, paragraph 1-4k. Commanders are to limit the "authorized single driver" certification and the operation of single vehicles ("lone runners") to an absolute minimum required to meet mission requirements. Such certification and authorization will not be made on the basis of convenience, but rather as a matter of mission requirements.

i. Master Drivers are identified at unit level and must be trained at the Master Driver Course facilitated by the COMET. They will manage unit driver training.

Master Drivers will:

- (1) Be licensed to operate all vehicles in the unit.
- (2) Be a graduate of the Fort Lewis Master Driver Course.
- (3) Be appointed on orders by the unit commander.
- (4) Be responsible for the administration of the commander's Driver Training Program.
- (5) Ensure that all records are maintained IAW AR 600-55.
- (6) Conduct training and testing to support the Driver Training Program.
- (7) Verify the qualifications of all driver candidates and schedule testing with the ITD Driver Testing Station.
- (8) Teach the Accident Avoidance Training at battalion level.
- (9) Ensure that all New Equipment Training meets regulatory requirements and is conducted using the crawl, walk, run training progression to limit drivers operating vehicles under conditions they have not experienced.
- (10) Ensure personnel are trained and certified in accordance with AR 600-55 and this regulation prior to operating vehicles or equipment.
- (11) Ensure annual check-rides for vehicle and equipment operators are conducted within the unit.

(12) Submit all drivers' qualification data to Provost Marshall to ensure civilian licenses are valid.

j. Unit Master Drivers fulfill the roles of Driver Instructors and License Examiners. Their role is to provide instruction and supervision in the course. Master Drivers will meet all qualifications for Driver Instructors and License Examiners IAW AR 600-55 Appendix F.

k. Battalion Master Driver is responsible to conduct Battalion Driver's training with the assistance and participation of the Unit Master Driver.

l. Soldiers attending Driver's training must not have appointments or any other distracters which would prohibit them from meeting the course requirements.

m. Contractors Operating on Fort Lewis. Contractors will ensure that all contract employees operating vehicles and equipment on the installation are properly trained, licensed and certified as required.

n. Provost Marshal. Provost Marshal Office will, upon request, provide driver information to unit commanders for the purpose of driver selection and qualification validation.

5. TRAINING.

a. Training Requirements for All Equipment. Training of equipment operators is the cornerstone of combat readiness and an effective maintenance program. This program will focus on both the safe operation of the piece of equipment and on the operator level maintenance of it. Commanders will not license anyone until they demonstrate both proper operation and correct performance of Preventive Maintenance Checks and Services (PMCS) for the equipment. As a minimum, organizational operator training programs will include:

- (1) Operator forms and records.
- (2) Vehicle or equipment descriptions, limitations, and capabilities.
- (3) Description and use of operator controls and indicators.
- (4) Preventive maintenance checks and services (PMCS).
- (5) Operation under usual, unusual, and blackout conditions.
- (6) Lubrication instructions.

(7) Troubleshooting.

(8) Maintenance procedures.

(9) Operation and maintenance of auxiliary equipment and special purpose kits used on the vehicles.

(10) Accident reporting procedures and records.

(11) Special training as required (peculiar to certain equipment).

b. Training Requirements for Vehicles.

(1) Additional training is required for vehicle operator if the vehicle is the prime mover for a trailer. All additional training will include the trailer as applicable. Additional vehicle operator training will include PMCS and as a minimum:

(2) Training for any operator who transports hazardous materials, consistent with Code of Federal Regulations (CFR) Title 49, Part 171 and AR 600-55. Hazardous Materials Transportation instructors will be certified on unit orders by the Commander, as required.

(3) Convoy operations (military only).

(4) Night vision device (NVD) training (military or affected civilian employees, and contract employees as required by their contract). NVD training will be conducted in accordance with Appendix E.

(5) Accident avoidance training in accordance with TC 21-305, Training Program for Wheeled Vehicle Accident Avoidance. DoD civilian and contract employees may be trained using alternate programs of instruction as approved by the Installation Safety Office.

(6) Road test to include rural, built-up, and cross-country driving.

(7) Driving in adverse conditions.

(8) Proper tie-down and securing of loads IAW AR 385-55 and AR 600-55.

c. Exemption for Administrative Vehicle Operators. Military, DoD civilian and contract employees who operate only commercial administrative vehicles are exempt from the training requirements of paragraph 5a. and 5b. above. All other topics must be addressed.

d. Training Documentation. All vehicle and equipment operator training required by this regulation will be documented on the individual's Equipment Qualification Record (DA Form 348/348E).

e. Additional training information on the Drivers Training Program can be found on the COMET website by going to the Fort Lewis Intranet portal at <https://ft.lewis.army.mil>. Once there go to Organizations on the menu bar, and then go to Garrison Units/Directorates/DOL/Command Maintenance Evaluation and Training. Locate the "Drivers Training" hyperlink under Commodity area homepages to access all checklist and general information on Drivers Training.

6. OPERATOR LICENSES AND PERMITS.

a. License Requirements.

(1) All military, DoD civilian employees and contractor employees must have appropriate, valid licenses and permits as outlined in this regulation to operate government vehicles on or for Fort Lewis or its sub-installations.

(2) Additionally, those personnel operating said types of equipment off Fort Lewis will possess both a valid military driver's license and the appropriate civilian driver's license.

(3) There are no exceptions to this directive.

(4) All Active Army, ARNG, U.S. Army Reserve (USAR), DoD civilian and contractor personnel whose position requires operation of Government-owned or -leased vehicles or equipment at Fort Lewis will be trained, tested, and licensed in accordance with AR 600-55 and this regulation.

(5) Personnel whose state driver's license has been suspended or revoked will not be issued any type of military driver's license. Any current military driver's license will be suspended or revoked for the same time period as the state license. Verification of the validity of state driver's licenses will be accomplished before the OF Form 346/DA Form 5984-E is issued or renewed.

(6) Appendix B provides a one-page overview of licensing tasks and responsibilities.

(7) The unit Master Driver will evaluate Soldiers with a valid military driver license, who make a PCS move on Fort Lewis. They will be validated on PMCS procedures and check ride with the Master Driver.

(8) All personnel undergoing driver training will be issued an Army Learner's Permit by the unit Commander IAW AR 600-55.

b. Commercial Driver's License (CDL). Military operators of equipment owned or leased by the Department of Defense are granted a waiver of the requirements to possess a CDL.

(1) When vehicles are rented from commercial sources. Possession of a CDL may be required by the vendor.

(2) DOD and contractor-employed civilians (except firefighters) must have the equivalent CDL to operate the following Government-owned or -leased vehicles off the installation:

(a) Class A. Any combination of vehicles with a gross combination weight rating (GCWR) of 26,001 or more pounds, provided the gross vehicle weight rating (GVWR) of any vehicle or vehicles being towed is in excess of 10,000 pounds.

(b) Class B. Any single vehicle with a GVWR of 26,001 pounds or more, or any such vehicle towing a vehicle not in excess of 10,000 pounds GVWR.

(c) Class C. Any single vehicle, or combination of vehicles, that meets neither the definition of Class A or Class B, but that is either designed to transport 16 or more passengers including the driver, or is used to transport hazardous materials which require the vehicle to be placarded under Hazardous Materials Regulations (Title 49 CFR, Part 172).

(d) Appendix C of AR 600-55 lists those Army tactical wheeled vehicles requiring a CDL.

c. Military Drivers. The following licensing requirements apply to military operators of Government-owned or -leased vehicles, both tactical and non-tactical, to include those with a GVWR of 10,000 pounds or less at Fort Lewis.

(1) Driving off the installation.

(a) A valid OF Form 346/DA Form 5984-E.

(b) A valid civilian driver's license issued by a State, the District of Columbia, or U.S. possession. Military personnel who do not possess a civilian driver's license will not be permitted to operate vehicles off the installation. For administrative use vehicles, refer to para 1-7b.

(2) Driving on the installation. Must have a valid OF Form 346/DA Form 5984-E.

d. Department of the Army (DoD) Civilian Drivers. The following licensing requirements apply to DA civilians operating Government-owned or -leased vehicles (tactical and non-tactical) at Fort Lewis.

(1) Driving off the installation.

(a) A valid OF Form 346/DA Form 5984-E.

(b) A valid civilian driver's license from the state where primarily employed. If the vehicle being driven meets the criteria listed in paragraph 6 b (2) (a), (b), and (c) of this regulation, this license must be a CDL.

(2) Driving on the installation.

(a) A valid OF Form 346/DA Form 5984-E.

(b) Headquarters Department of the Army, DCS G3/7 Training (DAMO-TR), granted approval for exception to policy for DA civilians to operate tactical vehicles without a commercial driver's license on the installation, dated 29 Sep 2006 (appendix G of this regulation).

(c) Fort Lewis requires and will continue to require CDL's for all civilian drivers of buses and/or vehicles carrying hazardous materials or explosives.

(3) Driving outside the United States or U.S. possessions.

(a) Have a valid OF Form 346/DA Form 5984-E.

(b) Meet any additional host nation and MACOM requirements.

e. Contractor Employed Personnel.

(1) The basic contract agreement will have a statement that the provisions of AR 600-55 apply.

(2) Contractor employed operators required to operate Government-owned or -leased vehicles or equipment (that is, non-tactical, tactical, combat, mechanical, or ground support) at Fort Lewis must have:

(a) A valid civilian or commercial driver's license issued by the state where the individual is primarily employed.

(b) DoD contractor personnel shall not be issued OF Form 346/346E, (Reference Chapter 8, DOD 4500.36-R). Contractors operating on Fort Lewis will develop an alternate means to identify drivers who are authorized to operate vehicles or equipment for official business, and to certify that the driver possesses a valid State driver's license, and has received appropriate training for the vehicles or equipment to be operated.

f. Active Members of Other U.S. Military Services or Government Agencies. Valid permits of active members of other U.S. Military services or Government agencies will be honored as a matter of reciprocal courtesy provided local military and civilian requirements have been met.

g. Foreign national drivers operating U.S Army vehicles.

(1) Foreign or local nationals and military personnel of allied armies required to operate U.S. Army vehicles or equipment, must possess a valid civilian driver's license issued by the host nation and be trained, tested, and issued an OF Form 346 according to this regulation.

(2) Limitations imposed on foreign operators as a matter of security will be stated on permits and enforced accordingly.

h. Foreign national drivers operating own government equipment.

(1) Foreign or local nationals and military personnel of allied armies required to operate own nation vehicles or equipment on Fort Lewis or sub-installations, must possess a valid driver's license issued by the host nation and be trained, tested, and certified by the unit commander.

(2) If training is planned involving night operations or other limiting factors, the commander will certify that the operator is trained and licensed in those operations required.

7. The Installation Driver Training, Testing, and Licensing Station is operated by DOL Installation Transportation Division and provides the following services:

a. Training: DOL conducts Bus Driver Training Course, forty (40) hours. Course hours are 0900 AM to 12:00 PM and 13:00 to 17:00 hours Monday through Friday.

b. Requirements to attend:

(1) Possess a current state driver's license.

(2) Current physical evaluation IAW appendix D, AR 600-55.

(3) Driving experience on a 1-1/4 ton or larger vehicle.

(4) Must possess a current DA Form 348/348-E (Equipment Operators Qualification Record).

(5) Must possess a current OF Form 346/DA Form 5984-E (U.S. Government Motor Vehicle Operators Identification Card).

(6) Must be physically, mentally, and emotionally stable and have a courteous and responsible driver attitude.

(7) Must be at least 21 years of age upon completion of the course.

(8) Must be a Sergeant (E-5) or above or be authorized as a single driver IAW paragraph 1-7b above.

(9) Accident Avoidance Course, four (6.5) hours. The Accident Avoidance Course will be taught by the Master Driver at the unit level.

c. Testing.

(1) Eye testing for military, DA civilian, and contractor personnel in accordance with AR 600-55. Testing is conducted on a first-come, first-served, walk-in basis.

(2) Road testing for personnel required to operate Administrative Use Vehicles of GVWR 10,001 and greater must call to schedule an appointment for road tests for administrative use vehicles.

(3) Licensing in accordance with AR 600-55 in support of DA civilians and those military personnel assigned to organizations, which do not have a maintenance operations capability.

d. Master Driver Course, The Master Driver Course, forty (40) hours. The COMET under the proponentcy of the DOL will administer the course. Course prerequisites are:

(1) Selected by commander, or supervisor for the position of master driver.

(2) Military must be Sergeant (E-5) or above.

(3) Should have a GT score of 100 or above.

(4) Should have a maintenance or transportation background.

(5) Should have at least one year of retainability on the installation (military).

- (6) Must have a valid state driver's license.
- (7) Must possess a current DA Form 348/DA Form 348-E.
- (8) Must possess a current OF Form 346/DA Form 5984-E.

e. Master Driver Course Administration. The Master Driver Course will be administered in the following manner:

- (1) The COMET will conduct the Master Drivers Course.
- (2) To run the course, the COMET will be provided two special duty personnel for course startup and administration.
- (3) Special duty personnel will be coordinated through the Special Duty Review Board.

f. Forklift Operators Course, The Forklift Operators Course will consist of four hours classroom instruction and two hours on-site training. On-site training should be scheduled by calling the DOL Forklift Shop. Course prerequisites are:

- (1) Possess a current OF Form 346/DA Form 5984-E.
- (2) Possess a current DA Form 348/348-E.
- (3) Must be assigned to a unit, Installation Directorate, separate activity, or contractor working on Fort Lewis.

g. Scheduling Training. Scheduling for Bus Driver Course is as follows:

- (1) For Military personnel contact the Individual Military Training Branch within G3 Training.
- (2) For civilian and contractor personnel contact the ITD Motor Transport Officer. Units will schedule Forklift Operator training through DOL Forklift Shop.

8. PROGRAM OVERSIGHT.

a. Inspections.

- (1) Commanders will review their driver and operator standardization programs during their Command Inspections using the checklists at Appendix D.
- (2) The COMET will assess compliance with this regulation during their evaluation and inspection process.

(3) Driver and operator standardization will be a portion of the installation CIP. All proponents for CIP checklists will review and update their checklists at least annually to ensure unit driver and operator standardization programs are based on current regulatory requirements.

b. Quarterly Training Briefs (QTB). G3 Training will develop and field standard QTB slides for Driver and Operator Standardization Program Status, Night Vision Device Training Status, and Driver/Master Driver Individual Training Status.

(IMNW-LEW-LGO-E, 967-4449)



WILLIAM J. TROY
Brigadier General, USA
Deputy Commanding General

- APPENDIX A - References
- APPENDIX B - Driver Licensing Procedures
- APPENDIX C - List of Equipment Requiring Certification/Licensing
- APPENDIX D - Fort Lewis Night Vision Device/Blackout Drive Training Program
- APPENDIX E - Time Requirements for Training
- APPENDIX F - Vehicle Operator Risk Assessment
- APPENDIX G - Exception to Army Policy Requiring Commercial Driver's Licenses for DA Civilians

DISTRIBUTION
A, B, C, D

APPENDIX A

REFERENCES

AR 385-10 (Army Safety Program), 29 February 2000

AR 385-55 (Prevention of Motor Vehicle Accidents), 12 March 1987

AR 600-55 (The Army Driver and Operator Standardization Program - Selection, Training, Testing, and Licensing), 31 December 1993

AR 611-5 (Army Personnel Selection and Classification Testing), 10 June 2002

DA PAM 750-8 (The Army Maintenance Management System (TAMMS) Users Manual), 22 August 2005

FORSCOM Reg 385-1 (Forces Command Safety Program), 31 March 1998; C1, 31 August 1999; C2, 17 July 2000; C3, 25 August 2003; C4, 3 August 2004

FM 21-305 (Manual for the Wheeled Vehicle Driver), 27 August 1993

FM 5-0 (Army Planning and Orders Production), 20 January 2005

FM 55-30 (Army Motor Transport Units and Operations), 15 September 1999

TB 600-1 (Procedures for Selection, Training, Testing and Qualifying Operators of Equipment/Systems, Excluding Selected Watercraft and Aircraft, Managed/Supported by U.S. Army Troop Support and Aviation Materiel Readiness Command), 25 July 1977

TB 600-2 (Procedures for Selection, Training, Testing, Qualifying and Licensing Operators of Construction Equipment, Materiel Handling Equipment and Armor-Vehicle-Launched Bridge (AVLB) Managed/Supported by U.S. Army Tank-Automotive Materiel Readiness Command), 28 June 1979

TC 21-305 (Training Program for Wheeled Vehicle Accident Avoidance), 25 April 2003

TC 21-305-1 (Training Program for the Heavy Expanded Mobility Tactical Truck) (HEMTT), 3 October 1995

TC 21-305-2 (Training Program for Night Vision Goggle Driving Operations), 4 September 1998

TC 21-305-3 (Training Program for the M939 Series 5-ton Tactical Cargo Truck) 1 August 1997

TC 21-305-4 (Training Program for the High Mobility Multipurpose Wheeled Vehicle), 31 May 1991

TC 21-305-5 (Training Program for Equipment Transporters) (C-HET, MET, LET), 12 December 1991

TC 21-305-6 (Training Program for the Tractor and Semi-trailer) (M915, M931 and M932), 31 December 1991

TC 21-305-7 (Training Program for the Light Vehicles), 16 September 1992

TC 21-305-8 (Training Program for Medium Vehicles), 16 September 1992

TC 21-305-9 (Training Program for the Heavy Equipment Transporter System), 5 June 1997

TC 21-305-10 (Training Program for the Palletized Load System), 20 September 1994

TC 21-305-100 (The Military Commercial Driver's License Driver's Manual), 19 August 1996

TC 21-305-200 (The Army Commercial Driver's License Examiner's Manual), 19 October 1992

TC 21 -306 (Tracked Combat Vehicle Driver Training), 10 February 2002

TM -10 Series (Operators Manual for All Equipment)

49 CFR (Transportation)

SMPT-5 (School of Military Packaging Technology-5)

DA Form 348 (Equipment Operator's Qualification Record (Except Aircraft)), October 1964

DA Form 5983 (Equipment Operator Qualification Record), 1 March 1991

DA Form 5984 (Operator's Permit Record), 1 March 1991

HFL Form 888 (School Application), 1 October 1994

OF Form 346 (US Government Motor Vehicle Operator's Identification Card), 1 November 1985

APPENDIX B

DRIVER LICENSING PROCEDURES

ITEMS TO ACCOMPLISH	CDR/DIR/SPVR	UNIT MASTER DRIVER/TRAINER	TMP
ADMINISTRATIVE			
Authorization To Operate Vehicle	X	N/A	N/A
Interview	X	X	N/A
Records review	X	X	N/A
Initiate/Update DA Form 348/5983E	N/A	X	X
Local Laws & Regulations Training	X	X	N/A
Accident Avoidance Training	X	X	X
Physical Evaluation (Eye and Reaction Test)	N/A	N/A	X
TRAINING/RECERTIFICATION	N/A	X	Commercial Forklift Only
HANDS-ON TRAINING/EVALUATIONS TACTICAL/EMERGENCY VEHICLES/ MATERIAL HANDLING EQUIPMENT	N/A	X	Commercial Forklift Only
ADMINISTRATIVE VEHICLES			
Hands-on Training	N/A	X	Buses Only (Verify State Drivers License)
Hands-on Evaluations	N/A	N/A	X
DA Form 348/5983E must be on file and completed prior to being issued drivers license OF Form 346/DA Form 5984E <i>Unit/Directorate maintains</i> Issue OF Form 346/DA Form 5984E <i>Driver Testing Station maintains</i>	X	X	N/A
Driver Testing Station issue OF Form 346	N/A	N/A	X
ANNUAL TRAINING/EVALUATIONS	X	X	X

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APPENDIX C

LIST OF EQUIPMENT REQUIRING CERTIFICATION/LICENSING

1. All Military Tactical Wheeled and Tracked Vehicles to include associated trailer when applicable and any auxiliary equipment mounted on vehicles (including but not limited to emergency life support systems; hydraulic lift systems; cranes; and winches).
2. Electrical power generating equipment, 0.5 KW and above (electric motor, diesel engine, gasoline engine and gas turbine driven sets).
3. Gas generating equipment, all sizes and capacities (such as oxygen, nitrogen, and acetylene).
4. Motor driven water purification sets, all sizes and capacities.
5. Air compressors, all pressures (not to include installed automatically controlled units).
6. Materiel or cargo handling equipment, all sizes and capacities, for example, forklift trucks (military and commercial), warehouse tractors and cranes, straddle trucks, and flight-line tugs.
7. Railroad equipment, all sizes and capacities (locomotive, locomotive cranes, and motor cars).
8. Bridging equipment, all bridge erection boats, mobile assault float bridge or ferry transporters, and outboard motors.
9. Self-propelled amphibious equipment, all sizes and capacities (LARC-V, -LX, and LACV-30).
10. Construction equipment or off-road equipment, all sizes and capacities (including but not limited to tractors, wheeled or tracked; cranes, wheeled or tracked; front loaders; small emplacement excavators (SEEs); motorized or self-propelled scrapers, rollers, sweepers, and earth augers; saw mills; chain saws; snow plow rotary; ditching machines; rock crushing and screening plants; asphalt batch plants; concrete mixers and plants; asphalt and concrete spreaders; water and bituminous distributors; hot oil heaters; and hydraulic or mechanical vibrating tampers).
11. Heating and cooling equipment, all sizes and capacities (such as air conditioning and refrigeration units powered by liquid fuel engines, space duct-type heaters using liquid fuel, and steam cleaning equipment).

12. Pumping equipment; all pumps 50 gallons per minute and above powered by liquid fuel engines.
13. Motor driven printing presses and paper cutters, all makes and models.
14. Mine-detecting equipment, truck mounted; all makes and models.
15. Utility element (power plant) used with the medical unit, self-contained, transportable hospital elements, all makes and models.
16. Miscellaneous equipment (including but not limited to, riding lawn mowers; agricultural machinery; food preparation equipment; field ranges; immersion heaters; M2 burners; fueled space heaters; laundry equipment; snowmobiles; detecting sets, mine, portable, AN/PRS-7 and AN/PSS-11).

APPENDIX D

FORT LEWIS NIGHT VISION DEVICE/BLACKOUT DRIVE TRAINING PROGRAM

1. These procedures will be incorporated into all Fort Lewis unit driver training programs.
2. References.
 - a. AR 600-55, The Army Driver and Operator Program
 - b. FM 21-305, Manual for the Wheeled Vehicle Driver
 - c. TC 21-305-2, Training Program for NVG Driving Operations
3. All units will have a dedicated NVD/blackout driver/operator SOP, dedicated to their unit's NVD/blackout driver/operator training/operations.
4. Commanders. Commanders or their designated representative will conduct interviews and records review on all newly assigned drivers/operators. Additionally, commanders will establish speed limitations for all modes of driving with NVGs/blackout drive. Commanders at all levels must understand the night vision devices limitations to conduct effective risk assessments for NVD/blackout drive training/operations. Commanders will insure the following:
 - a. Master Drivers are school trained (FL Master Driver Course).
 - b. There are minimums of two (2) qualified Master Drivers/master drivers at BN/SQN level.
 - c. That Master Drivers are: appointed in writing by the commander, are in the rank of SGT or above, are on orders from BN/SQN or higher.
5. Training. Night vision device instructors will document qualification and refresher training on the individual's DA Form 348, section III, and annotate in section I of the OF Form 346 and DA Form 348, the specific type of NVD on which the individual is qualified, IAW AR 600-55. Units not authorized NVDs will maintain the applicable training requirements for blackout drive operations.
 - a. Qualification training:
 - (1) Qualification training will include sequential instruction in both academics and night driving tasks. A qualified NVD instructor must supervise all instruction.

(2) Academics: The operator will complete academics and pass a written examination IAW TC 21-305-2.

(3) NVD drivers training: The operator will receive hands on instruction in order to demonstrate proficiency while driving with the use of NVDs (see appendix I, AR 600-55 for task list).

(4) A certified and NVD equipped instructor will be in the vehicle during night driver training.

b. Qualification requirements: To be qualified and licensed on NVDs, motor vehicle operators must:

(1) Be licensed and current on the vehicle in which they will receive NVD training.

(2) Complete the academics and driving requirements outlined in 5a(1) and (2) above.

(3) Successfully complete and NVD driver performance test given by and NVD instructor.

c. Refresher Training: Refresher training will be conducted for motor vehicle operators who have not participated in an NVD driving mission in the past six months to maintain proficiency. The minimum requirements for NVD refresher training are:

(1) Demonstrate proficiency in all qualification training tasks identified in appendix I, AR 600-55.

(2) Successfully complete an NVD driver performance test given by an NVD instructor.

6. Night driving awareness. The key program components that shall be included in all unit SOPs are:

a. Driver/operator rest policy.

b. Duty hours for instructor and drivers (should be limited to 8 hours driving a day).

c. Instructors conducting NVD training should be restricted to 4 hours instruction within a 24-hour period.

7. The minimum required elements of an NVD SOP are:
 - a. Illumination limitations for NVD training and operations.
 - b. Rest requirements.
 - c. Vehicle lighting configurations.
 - d. Command and control for tactical operations.
 - e. Additional light sources authorized for NVD training.
 - f. Care and security of NVDs.
 - g. Weather requirements for night/NVD training and operations.
 - h. Vehicle speed limits.
 - i. Emergency procedures: goggle failure and vehicle breakdowns.
 - j. Driver and assistant driver responsibilities.
 - k. Qualification and refresher training requirements.
 - l. NVD instructor qualification requirements.
 - m. NVD licensing qualification requirements.
 - n. NVD accident reporting procedures.
8. Required Publications.
 - a. AR 385-55
 - b. AR 600-55
 - c. TC-21-305
 - d. TC 21-305-2
 - e. FL Reg 600-55
 - f. FL Reg 55-2
 - g. TB 600-1

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APPENDIX E

TIME REQUIREMENTS FOR TRAINING

1. The following is a listing of recommended and required training times based on regulations and the TC 21-305 series of training programs for Driver Training.

2. Explanation.

a. The first section indicates requirements to be licensed in a HMMWV only as a baseline. Then NVDs are added. Each additional section lists topics not covered in the HMMWV Course because they are specific to the vehicle being trained on.

b. Conclusion: As they currently exist, there are very few overlaps in the driver training lesson plans, and they meet the intent of the Army for hands-on, performance oriented training. Classroom instruction is kept at a minimum while hands-on performance, coached by a trainer is maximized.

c. In part 1, the topic is directed, but number of hours varies with vehicle being trained on.

d. NVD training is a mandatory 22.5 hours initially IAW AR 600-55. To add additional vehicle types, the Soldier must complete the licensing procedures and have a valid driver's license for the vehicle on which they are testing. Then they must take a 1-hour driving test with NVD's on and a trainer/evaluator with a license, riding in the passenger seat.

e. *Ns* - means the topic is a mandatory topic by AR 600-55, but no time requirement was specified.

f. * - Hours directed in listed regulation.

g. Hours without an * indicate the length of instruction time as indicated in the listed reference. Actual contact time varies with number of students training.

3. The following is an example of how to use the chart.

a. HMMWV	50.0 Hours Basic Driver Training Program
	+ 22.5 Hours Night Vision Device Training
	<hr/> 72.5 Hour Program

b. Different types of vehicles for example:

HEMTT	72.5 Hour Basic HMMWV Program
	1.0 Hour Instrumentation Familiarization
	45.0 Hours Specific Vehicle Operations
	1.0 Hour NVD Driving Evaluation

Table F-1: Training hours by topic.

TOPIC	# HOURS	REFERENCE
Generic Training with HMMWV		
Accident Avoidance Training	8.0*	AR 385-55, TC 21-305
Driver responsibilities and Government liability.	Ns	AR 600-55, TC 21-305-4
State, local, host nation, and post traffic regulations	1.0	AR 600-55, TC 21-305-4
Use of Army publications and blank forms	1.0	AR 600-55, TC 21-305-4
PMCS	7.5	AR 600-55, TC 21-305-4
Driver energy and environmental considerations	1.0	AR 600-55, TC 21-305-4
Military convoy operations, including night driving	4.0	AR 600-55, TC 21-305-4
Off-road operations.	10.0	AR 600-55, TC 21-305-4
Self-recovery methods	Ns	AR 600-55, TC 21-305-4
Vehicle driver performance evaluation	3.0	AR 600-55, TC 21-305-4
Response to emergency situations, vehicle breakdowns	1.0	AR 600-55, TC 21-305-4
Driving course	12.5	AR 600-55, TC 21-305-4
PMCS test	<u>1.0</u>	AR 600-55, TC 21-305-4
Total:	50.0	
NVD Training/qualification	<u>22.5*</u>	AR 600-55, TC 21-305-2
Total	77.5	
Additional requirements for specific vehicle types		
Instruments, indicators, and control ID - all	1-2 hrs	TC 21-305 series
HEMTT		
PMCS	2.0	TC 21-305-1
Vehicle operation	1.0	TC 21-305-1
Drive HEMTT on road	21.0	TC 21-305-1
Drive HEMTT off road	5.0	TC 21-305-1
Drive HEMTT at night	4.0	TC 21-305-1
Evaluation	4.0	TC 21-305-1
Operate Crane	4.0	TC 21-305-1
Use Self Recovery Winch	<u>4.0</u>	TC 21-305-1
Total	45.0	

TOPIC	# HOURS	REFERENCE
5 Ton		
PMCS	4.0	TC 21-305-3
Operate CTIS	0.5	TC 21-305-3
Operate/drive 5 Ton	7.0	TC 21-305-3
Drive on Roads	13.0	TC 21-305-3
Drive Off Road	5.0	TC 21-305-3
Drive 5 Ton at night	4.0	TC 21-305-3
Drive 5 Ton w/ Trailer	19.0	TC 21-305-3
PMCS on Trailers	1.0	TC 21-305-3
Evaluation	<u>4.0</u>	TC 21-305-3
Total	57.5	

HET, MET, LET

PMCS Vehicle	2.0	TC 21-305-5
PMCS Trailer	2.0	TC 21-305-5
PMCS Semi trailer Combo	6.0	TC 21-305-5
Couple/Uncouple Semi trailer	5.5	TC 21-305-5
Drive with AT or SAT	3.5	TC 21-305-5
Drive Tractor Semi trailer w/o load on improved roads	12.0	TC 21-305-5
Drive Tractor Semi trailer w/o load on unimproved roads	3.5	TC 21-305-5
Back a tractor Semi trailer combo w/o load	3.5	TC 21-305-5
Load equipment on trailer	3.5	TC 21-305-5
Drive Tractor Semi trailer w/ load on improved roads	35.0	TC 21-305-5
Back a loaded Semi trailer	5.5	TC 21-305-5
Unload Equipment from Trailer	3.5	TC 21-305-5
Change tire using tire davit	<u>4.0</u>	TC 21-305-5
Total	89.5	

Semi/Trailer M915, M931, M932

PMCS Vehicle	1.0	TC 21-305-6
PMCS Trailer	1.0	TC 21-305-6
PMCS Semi trailer Combo	4.0	TC 21-305-6
Drive with AT or SAT	9.5	TC 21-305-6
Back Vehicle with Semi trailer	14.0	TC 21-305-6
Couple/Uncouple Semi trailer	7.0	TC 21-305-6
Drive Vehicle With Trailer on side/unimproved roads	7.0	TC 21-305-6
Drive Vehicle With Trailer on improved roads	14.0	TC 21-305-6
Drive Vehicle With Trailer at night	6.0	TC 21-305-6
Evaluation	<u>4.0</u>	
Total	67.5	

TOPIC	# HOURS	REFERENCE
Light Wheeled Vehicles		
PMCS	4.0	TC 21-305-7
Drive Vehicle w/ auto or manual transmission	10.0	TC 21-305-7
Drive Vehicle on the road	10.0	TC 21-305-7
Back and park a vehicle	3.5	TC 21-305-7
Drive light vehicle at night	4.0	TC 21-305-7
Evaluation	<u>4.0</u>	TC 21-305-7
Total	31.5	
Medium Wheeled Vehicles		
PMCS	4.0	TC 21-305-8
Drive Vehicle on the road	10.0	TC 21-305-8
Back and park a vehicle	3.5	TC 21-305-8
Drive light vehicle at night	4.0	TC 21-305-8
Evaluation	4.0	TC 21-305-8
Transport passengers	6.0	TC 21-305-8
Evaluation for Transport Pass	<u>0.5</u>	TC 21-305-8
Total	32.0	
PLS		
Engine Start and Shutdown Procedures	0.5	TC 21-305-10
Operate Engine Brake	0.5	TC 21-305-10
Operate the PLS CTIS	0.5	TC 21-305-10
PMCS PLS	2.0	TC 21-305-10
Drive the PLS	9.5	TC 21-305-10
Drive the PLS Truck on the road	10.0	TC 21-305-10
Change tire on the PLS using a tire davit	4.0	TC 21-305-10
Load/Unload truck in Auto Mode (LHS)	7.0	TC 21-305-10
Drive the PLS off road	7.0	TC 21-305-10
Operate PLS at night	4.0	TC 21-305-10
Evaluation	<u>8.0</u>	TC 21-305-10
Subtotal	53.0	
PLS w/ Trailer		
PMCS PLS Trailer	1.0	TC 21-305-10
Couple PLS to Trailer	2.5	TC 21-305-10
Uncouple PLS from Trailer	2.5	TC 21-305-10
Drive PLS with Trailer	10.5	TC 21-305-10
Transfer Flatrack onto/from PLS Trailer using LHS	7.0	TC 21-305-10
Change tire on the PLS trailer	<u>3.5</u>	TC 21-305-10
Subtotal	27.0	

TOPIC	# HOURS	REFERENCE
PLS w/ MHC or SRW		
Operate M1074 PLS Crane	4.0	TC 21-305-10
Perform Self-recovery on PLS truck	<u>4.0</u>	TC 21-305-10
Subtotal	8.0	
 Total for PLS System	 88.0	
FMTV/LMTV		
Raise and Lower Vehicle Cab	1.5	TC 21-305-11
PMCS	2.0	TC 21-305-11
Drive an MTV Cargo Truck	7.0	TC 21-305-11
Drive an MTV Cargo Truck on the Road	9.5	TC 21-305-11
Drive an MTV Cargo Truck off road	5.0	TC 21-305-11
Change Tire on MTV	3.5	TC 21-305-11
Drive MTV at night	4.0	TC 21-305-11
Evaluation	<u>4.0</u>	TC 21-305-11
Subtotal	36.5	
MTV with Trailer		
PMCS Trailers	1.0	TC 21-305-11
Drive MTV with Cargo Trailer	13.0	TC 21-305-11
Evaluation	<u>4.0</u>	TC 21-305-11
Subtotal	18.0	
 Total for MTV	 54.5	

Table F-2: Totals hours by vehicle type.

TRAINING LEVEL	# HOURS	REFERENCE
Generic Driver Training Requirements with HMMWV	50.0	AR 600-55, TC 21-305-4
NVD Qualification	22.5	AR 600-55, TC 21-305-2
<i>Additional Vehicle Times</i>		
HEMTT	45.0	TC 21-305-1
5-Ton	57.5	TC 21-305-3
C-HET, MET, LET	89.5	TC 21-305-5
Semi/Trailer M915, M931, M932	67.5	TC 21-305-6
Light Wheeled Vehicles	31.5	TC 21-305-7
Medium Wheeled Vehicles	32.0	TC 21-305-8
PLS	53.0	TC 21-305-10
PLS w/ Trailer	27.0	TC 21-305-10
PLS w/ MHC or SRW	8.0	TC 21-305-10
FMTV/LMTV	36.5	TC 21-305-11
MTV with Trailer	18.0	TC 21-305-11
Additional time PER Vehicle for NVD Qualification	1.0	

APPENDIX F
VEHICLE OPERATOR RISK ASSESSMENT

Name: _____ **Date:** _____

Initial Risk Assessment

Factor	Item	Points
Sex	Female	00
	Male	+5
Age	Less than 19	+1
	20-23	+6
	24-28	+3
	29-33	+2
	34-38	+1
	Over 38	00
Grade	E1, E8-E9, W1, W2, O1	+1
	E2, O2, E6-E7	+2
	E3, E5	+3
	E4	+4
3-Year Driving History (add points for each occurrence)	DUI	+17
	At-fault Accident	+12
	Reckless Driving/Speeding over 20 MPH	+7
	Moving Violation/Speeding 10-20 MPH	+3
Personal Stress or Family Problems in Last Six Months	Death in family, arrest, alcohol or drug abuse, financial problems, counseled for poor performance	+6
Driving Experience	Driving less than 3 years (Civilian or military license)	+3
Operating Behavior	Habitually speeds, fails to use seat belts or protective equipment, drives long distances in short times	+6
	Drives a motorcycle	+8
Total Risk Points		

Initial Risk Assessment (Circle)	
> 25 Points	Extremely High Risk
20-24 Points	High Risk
15-19 Points	Moderate Risk
< 15 Points	Low Risk

Residual Risk Assessment

Possible Mitigations	Points
Attend Defensive Driving Course	-10
Attend Additional Driver's Training Course	-10
Counseled on Driving by 1 st line Supervisor (Monthly for six months)	-7
Counseled by Commander or 1SGT (Monthly for six months)	-8
Total Mitigation Points	

Risk Points - Mitigation Points = Residual Risk Level

Residual Risk Assessment (Circle)	
> 25 Points	Extremely High Risk
20-24 Points	High Risk
15-19 Points	Moderate Risk
< 15 Points	Low Risk

APPENDIX G

EXCEPTION TO ARMY POLICY REQUIRING COMMERCIAL DRIVER'S LICENSES
FOR DA CIVILIANS



REPLY TO
ATTENTION OF

DEPARTMENT OF THE ARMY
OFFICE OF THE DEPUTY CHIEF OF STAFF, G-3/5/7
450 ARMY PENTAGON
WASHINGTON DC 20310-0450



DAMO-TRI

13 November 2006

MEMORANDUM FOR Chief of Staff, Installation Management Command, 600 Army
Pentagon, Washington, DC 21310-0600

SUBJECT: Exception to Army policy Requiring Commercial Driver's Licenses for DA
Civilians (Mechanics and Inspectors) when Operating Tactical Vehicles on the
Installation

1. References:

- a. Memorandum, IMNW-OPD-S, 17 May 2006
- b. Memorandum, IMAH-SO, 22 June 2006

2. Headquarters Department of the Army, DCS G3/7 Training, DAMO-TR, approves
your request for exception to policy for DA civilians to operate tactical vehicles without a
commercial driver's license on the installation.

3. Army Regulation 600-55, The Army Driver and Operation Standardization Program
(Selection, Training, Testing and Licensing) provides latitude in waiving the requirement
for federal civilians operating tactical vehicles only on military installations, providing
civilian operators of tactical motor vehicles drive in restricted controlled areas not open
to the public.

4. POC is MSG Timms at (703) 614-9812/DSN: 224-9812/FAX: (703) 692-4093.


SHERRIL P. CALHOUN
Colonel, GS
Chief, Institutional Training
Army G-3

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