



**DEPARTMENT OF THE ARMY**  
**U.S. ARMY INSTALLATION MANAGEMENT COMMAND-PACIFIC**  
**HEADQUARTERS, UNITED STATES ARMY GARRISON, HAWAII**  
**745 WRIGHT AVENUE, BUILDING 107, WHEELER ARMY AIRFIELD**  
**SCHOFIELD BARRACKS, HAWAII 96857-5000**

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MEMORANDUM FOR All Military Personnel, Department of Defense (DoD) Civilian Employees and Contractors Within United States Army Garrison, Hawaii (USAG-HI) Installations

SUBJECT: Policy Memorandum USAG-HI-14, Vehicle Operator License/Driver Training Policy

1. References.

- a. Code of Federal Regulations, Title 49, Part 382, Federal Motor Vehicle Safety Standards, Controlled Substances and Alcohol Use and Testing, 1 Jun 20.
- b. Code of Federal Regulations, Title 49, Part 391, Federal Motor Vehicle Safety Standards, Physical Qualification for Drivers, 1 Jun 20.
- c. DoDM 6055.06, DoD Fire and Emergency Services Certification Program (F&ESCP), 22 Jan 20.
- d. DoDI 6055.04, Highway Safety Program Guidelines, Change 4, 31 Aug 18.
- e. AR 385-10, The Army Safety Program, 24 Feb 17.
- f. AR 600-55, The Army Driver and Operator Standardization Program, 17 Sep 19.
- g. TC 21-305-20 (AFMAN 24-306(1)), Manual for the Wheeled Vehicle Driver, 12 Jan 16.
- h. Command Maintenance Discipline Program, USAG-HI Standard Operating Procedure, 16 Nov 20.

2. Purpose. To provide commander's/director's guidance and intent for selecting, training and licensing operators of government owned vehicles (GOVs), leased or rented vehicles.

3. Background. Proper training and licensing for Department of the Army Civilians (DACs) and DoD contractors within the Garrison is important to reduce accident risk, protect employees, improve readiness and preserve limited mission support assets.

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4. Policy. Leaders, supervisors and managers have the responsibility to ensure Soldiers and civilian employees identify and assess risks, determine processes to eliminate losses and carry out daily missions without injuring personnel or destroying vital equipment.

5. The USAG-HI Operator License/Driver's Training procedures will be as follows:

a. Interview. AR 600-55, Chapter 3, provides guidance to Commanders/Directors for interviewing and ensuring that vehicle operators are licensed and trained. All new driver and equipment operators will be interviewed prior to receiving proficiency training.

b. Training.

(1) AR 600-55, Chapter 4, provides training guidance for Soldier and Civilian operators of tactical and non-tactical vehicles. Civilians operating a government-owned or leased vehicle (GOV) must have a valid state driver's license and a U.S. Government Motor Vehicle Operators Card (OF 346). OF 346 forms can be obtained from the USAG-HI Forms Center, Bldg. 2038, Schofield Barracks.

(a) Plans of Instruction (POI), approved lesson plans or vehicle and equipment operator manuals will be used to train personnel on assigned vehicles and equipment.

(b) If operator's manuals and lesson plans are not available, then POI's will need to be developed for each assigned vehicle and equipment IAW AR 600-55, Appendix E.

(2) AR 600-55, Chapter 7, provides guidance for licensing of Soldier and Civilian operators on mechanical or ground support equipment. Qualifications will be listed in Section I and training will be listed in Section III of DA Form 348 or DA Form 348-1. Mechanical and ground support equipment qualifications will also be annotated on the operators' OF 346. Mechanical and ground support equipment includes powered industrial trucks (forklifts), construction equipment, agricultural and auxiliary equipment (e.g., lifts, rear loaders, and automotive cranes). When applicable, large directorates such as DPW and DES shall appoint a master driver on orders to oversee the organization's driver training/certification program.

c. Sustainment and Remedial Driver Training.

(1) The first line supervisor, license instructor or license examiner will conduct a check ride (as needed) for each driver to assess driving proficiency and identify

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weaknesses. If the first line supervisor is not licensed or is unable to perform the check ride, the supervisor will coordinate with a licensed instructor or examiner to conduct the check ride.

(2) The Garrison Safety Office provides a driver improvement course to military or civilian personnel who, while operating a government owned vehicle (GOV), commit the following traffic offenses:

(a) Convicted of a moving traffic violation.

(b) Be at fault in a traffic mishap, IAW DODI 6055.04.

(c) Supervisors can enroll employees through the AIRS website at [https://imc.army.mil/airs/usg\\_disclaimer.aspx](https://imc.army.mil/airs/usg_disclaimer.aspx).

d. Licensing Program. All operators must possess a valid state issued driver's license. A driver who has his or her state license revoked or suspended must have his or her OF 346 revoked or suspended as well, and may not be issued a new OF 346 during the period of revocation or suspension.

(1) Licensed instructors are the most knowledgeable vehicle or equipment operator in the organization. All licensed instructors must complete the License Instructor/Examiner distance learner course on the Army Learning Management System. Each instructor will be appointed on orders within the assigned directorate.

(2) Licensed examiners must be the most knowledgeable on assigned vehicles and equipment. The licensed examiner will need to complete the License Instructor/Examiner distance learner course on the Army Learning Management System. Each examiner will be appointed on orders within the assigned directorate.

e. Commercial Driver's License. IAW the Vehicle Safety Act of 1986, military operators of equipment owned or leased by the DoD are not required to obtain a Commercial Driver's License (CDL).

(1) DoD and contractor-employed Civilians (except firefighters) must have a CDL to operate government owned or leased vehicles as described in Appendix C, AR 600-55.

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(2) Supervisors of CDL operators will complete awareness training on controlled substance and alcohol use and testing IAW 49 CFR, Part 382, and subsection 382.603 "Training for Supervisors."

(3) Leaders will schedule military and civilian personnel requiring a CDL to undergo a medical examination by qualified medical personnel every two years. (49 CFR 391.41-49).

f. Waivers. The Garrison Commander, may waive issuance of an OF 346 for DoD military and civilian personnel to operate non-tactical administrative DoD motor vehicles, provided that the gross vehicle weight is less than 10,000 pounds. If waived, alternate measures must be developed to identify drivers who are authorized to operate these vehicles for official business and to certify that the driver possesses a valid state driver's license. (NOTE: A driver who has their state license revoked or suspended must have their OF 346 revoked or suspended as well, and may not be issued a new OF 346 during the period of revocation or suspension.)

g. Physical examinations and prescription medication usage.

(1) Operators with any medical restrictions that would limit his or her ability to operate vehicles or equipment will report these restrictions to his or her supervisor as soon as they are known. Any restrictions will be annotated on the OF 346 and DA Form 348, Equipment Qualification Record.

(2) Operators will report the use of prescription or non-prescription medications that could reasonably impair driving or alertness to their immediate supervisor.

h. Accidents and Near Miss reporting.

(1) Government vehicles. Operators involved in a motor vehicle accident will complete a Motor Vehicle Accident Report (SF 91) prior to leaving the scene (if possible); notify supervisor/fleet managers and the Garrison Safety Office (GSO) within 24 hours of the incident, using the Preliminary Accident Report form. Accidents that occur on non-duty days or holidays will be reported the next scheduled duty day. A copy of the SF 91 will be forwarded to the GSO within 72 hours from the date of the accident. An Army accident is defined as an unplanned event, or series of events, which results in an occupational illness to Army military or DA Civilian personnel, injury to on-duty DA Civilian personnel, injury to Army military on duty or off duty, damage to Army property or damage to public or private property and/or injury or illness to non-Army personnel caused by Army operations.

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(2) Near Misses are incidents that have the potential of resulting in injury, harm, or damage to persons and property. Near Misses need to be tracked and reported to the GSO within 72 hours of the incident.

i. Severe Weather Driving.

(1) The Emergency Operations Center (EOC) will issue messages to inform the command of current road conditions. The mission will dictate if the GSA or Transportation Motor Pool (TMP) vehicles will be operated during severe weather road conditions. Mission essential and emergency vehicle operators must ensure a safety briefing occurs prior to a response during severe weather conditions. Employees should review applicable Standard Operating Procedures (SOP), Job Hazard Analysis (JHA) or Deliberate Risk Assessment Worksheet (DRAW), DD Form 2977.

(2) Directors/supervisors will ensure seasonal driver training is conducted by qualified personnel who have been appointed to conduct driver training.

j. Emergency Vehicles. AR 600-55 (Appendix H) provides guidance on requirements for emergency vehicles, types and operator training requirements. Emergency vehicle operators must complete initial operator training and refresher training every three years thereafter.

k. Road Test. All operators will complete a vehicle/equipment operations check and/or road test prior to being licensed/certified on the assigned vehicle/equipment. Unless specified in the equipment or operator manual, a road test can be performed in an area similar to where normal job performance would be performed. (NOTE: Garrison operated vehicles and equipment do not need to be operated on a designated road course. The instructor/examiner will select a safe area that is free of unnecessary distractions in order to provide the appropriate level of training to the new vehicle/equipment operator.)

6. Leaders must ensure that the Deliberate Risk Management (DRM) process is the cornerstone of safety used during driver training and vehicle operations. It is crucial to determine risks and mitigation strategies upfront for operations and tasks regardless of the simplicity.

7. This policy supersedes Policy Memorandum 14, dated 17 May 2021 and remains in effect until superseded or rescinded in writing.

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8. Questions regarding this policy should be directed to the Garrison Safety Manager at (808) 656-1166 or [usarmy.wheeler.id-pacific.list.usag-hi-safety-office@army.mil](mailto:usarmy.wheeler.id-pacific.list.usag-hi-safety-office@army.mil).

STEVEN B. McGUNEGLE  
COL, AR  
Commanding

DISTRIBUTION  
Electronic Media