



DEPARTMENT OF THE ARMY
US ARMY INSTALLATION MANAGEMENT COMMAND
HEADQUARTERS, US ARMY GARRISON COMMAND, FORT KNOX
111 E. CHAFFEE AVENUE
FORT KNOX, KENTUCKY 40121-4215

AMIM-KNG-SO (385-10aa)

5 August 2025

MEMORANDUM FOR

Commander, All Units Reporting Directly to this Headquarters
Commanders, Fort Knox Partners in Excellence
Directors and Chiefs, Staff Offices/Departments, This Headquarters

SUBJECT: Fort Knox Policy Memo No. 31 – Fort Knox Driver Licensing and Training Program

1. References:

- a. Army Regulation (AR) 385-10, (The Army Safety Program)
- b. AR 600-55, (The Army Driver and Operator Standardization Program (Selection, Training, Testing, and Licensing))
- c. AR 40-501, (Standards of Medical Fitness)
- d. Title 49 Code of Federal Regulation (CFR) Part 383, (Commercial Driver's License Standards, requirements and Penalties)
- e. Title 49 CFR 391, (Qualifications of Drivers and Longer Combination Vehicle (LCV) Driver Instructors)
- f. Department of Defense Instruction (DoDI), DoD Motor Vehicle and Traffic Safety

2. Applicability: All military organizations and Civilian personnel, with positions requiring the operation of tactical/non-tactical and Government owned or leased vehicles or equipment, will be selected, trained, tested, licensed, and recorded in accordance with (IAW) AR 385-10 and AR 600-55. All personnel are required to satisfactorily demonstrate their proficiency in operating each piece of equipment for which they are licensed or will be licensed.

3. Purpose: To establish standards, policies, and procedures for the selection, training, testing, and licensing of drivers and equipment operators for the military vehicles and equipment and commercial leased vehicles on/off Fort Knox. This policy is not intended

AMIM-KNG-SO (385-10aa)

SUBJECT: Fort Knox Policy Memo No. 31 – Fort Knox Driver Licensing and Training Program

to replace AR 385-10 or AR 600-55, but to supplement them. Should any discrepancies arise, the aforementioned sources will govern.

4. Responsibility: Commanders will nominate and appoint in writing a primary and alternate, well-qualified Command Master Driver (CMD). The CMD must be licensed on their respective vehicles or equipment on which he or she will train or test. Appointed candidates will have inclusive management oversight of each organization's Driver and Licensing Program. Evaluation for selecting the CMD will be conducted IAW AR 600-55, Appendix B. The Drivers Program is mandatory for all organizations requiring the use of the Department of the Army (DA) Form 348, Equipment Operator's Qualification Record (Except Aircraft).

5. CMD Responsibility:

a. Interviews with drivers will be conducted by the CMD, who is the authorized representative of the Commander. Areas of concern are maturity, attitude, past driving and equipment operation records, hearing, 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 medications. The interviews will be conducted IAW AR 600-55, Appendix B.

b. Ensure vehicle and equipment operators are properly licensed and trained to operate a vehicle and or heavy/material handling equipment IAW AR 600-55 and regulatory operators licensing requirements.

(1) The CMD will scrutinize personnel operator's license and training curriculum. This will include driver's/operator's responsibilities and Government liability, laws and regulations, vehicle inspection and maintenance, environmental considerations, off-road operations, and all other topics necessary for safe and proficient driving. The training curriculum will be IAW AR 600-55, Appendix E.

(2) Upon completion of training, the operator must successfully complete a written examination similar to the example provided in AR 600-55. After passing this test, the driver may be issued an Optional Form (OF) 346, U.S. Government Motor Vehicle Operator's Identification Card, Standard Permit or Limited Permit IAW AR 600-55.

(3) A road test with the driver to evaluate the driver's ability to drive/operate the equipment safely in most on-the-road situations. Driving and/or equipment operating

AMIM-KNG-SO (385-10aa)

SUBJECT: Fort Knox Policy Memo No. 31 – Fort Knox Driver Licensing and Training Program

weaknesses that surface as a result of the test should be called to the attention of the examinee so that specific steps can be taken to eliminate these weaknesses. Each driver/operator is required to satisfactorily demonstrate their proficiency in operating each piece of equipment for which they are to be licensed.

(4) The CMD will ensure all records and forms are maintained according to the appropriate publication. Records will be maintained IAW with Army Records Management, creating an internal database and filing system. Examples include listing all equipment within the organization requiring licensure and reviewing driver/operator's licenses annually (to include review of training and DA Form 348/OF 346).

(5) In-processing of new personnel: All personnel will in-process through their CMD. The CMD will create a driver's file consisting of but not limited to:

(a) Previous Da Form 348.

(b) Previous DA Form 348-1, Equipment Operator's Qualification Record (Except Aircraft).

(c) Previous OF 346.

(d) Previous DA Form 5984-E, Operators Permit Records (EGA).

(e) State Driver's License.

(f) Motorcycle Safety Foundation (MSF) Card.

(g) Medical Profile.

6. Operating Requirements:

a. Physical examinations: Military personnel are required to undergo periodic medical examinations by qualified medical personnel according to AR 40-501 and Title 49 CFR 383.71. Physical examinations will be validated by reviewing the operator's medical readiness status in MEDPROS. An overall MEDPROS readiness status of amber or red is an indicator the individual may not be physically capable of safely operating vehicles and should be referred to the command for review and possible consultation with medical professionals. Civilians who are required to obtain a Commercial Driver's License (CDL) must meet the physical standards set forth in Title 49 CFR 391.41 through Title 49 CFR 391.49. Evaluations include visual acuity, field of

AMIM-KNG-SO (385-10aa)

SUBJECT: Fort Knox Policy Memo No. 31 – Fort Knox Driver Licensing and Training Program

vision, depth perception, color perception, foot reaction time, and hearing test IAW AR 600-55, Appendix D.

b. Passengers: Any driver operating a vehicle designed to transport 16 or more passengers, including the driver, must have a CDL. He or she must also pass a written examination on special safety considerations when transporting passengers. An applicant requesting a license to drive a bus in any category must also possess this endorsement.

c. 15 Passenger Van Training: IAW AR 385-10, 13-7, fifteen-passenger vans cannot be used to transport pre-primary, primary, or secondary school age children to and from school. The use of the 15-passenger vans to transport children to and from childcare facilities and youth service centers is prohibited. Any driver operating a van designed to transport 15 passengers must:

(1) Be experienced operators with good driving records.

(2) Be trained on the hazards and handling characteristics associated with 15-passenger vans.

(3) Undergo a written exam and a 15-passenger endorsement on their DA Form 348 and OF 346.

d. Hazardous Materials: Any driver transporting hazardous material or waste in amounts requiring placards, regardless of the vehicle class, must have a hazardous material endorsement. The endorsement will state: Hazardous materials training must be IAW AR 600-55. Personnel must pass a written examination on how to recognize, handle, and transport hazardous materials.

e. Specialized Vehicles: All-terrain vehicles such as "Mules" and "Gators" require training by certified trainer. For mandatory motorcycle training for Soldiers, reference AR 385-10.

f. Intermediate Driver's Training Course: All newly assigned Soldiers less than 26 years of age will receive intermediate driver safety training that reinforces the traffic safety training program.

g. Sustainment Training: to ensure drivers/operators maintain a high level of skill proficiency and to prevent drivers/operators from acquiring poor driving habits, supervisors will develop and implement a sustainment training program and conduct it

AMIM-KNG-SO (385-10aa)

SUBJECT: Fort Knox Policy Memo No. 31 – Fort Knox Driver Licensing and Training Program

annually for any driver/operator with a valid OF 346. The completion of sustainment training will be annotated on DA Form 348, Section III.

h. Remedial Driver's Training: To reinforce positive behaviors. Commanders:

(1) Will provide Army-approved driver improvement courses for military and Civilian personnel who, while operating a government motor vehicle, were convicted of a moving traffic violation, or have been determined at fault in a traffic accident.

(2) Will require personnel to attend the courses inside or outside normal duty hours or lose Government motor vehicle installation driving privileges.

(3) May refer Soldiers to attend remedial drivers training due to high risk driving activity. (Note: Remedial training will be documented on DA Form 348, Section III).

i. The OF 346 permit applies to all equipment operators. The OF 346 expires on the same date as the driver's license expires, or 5 years from the issue date whichever is sooner. OF 346 may be renewed up to 90 days before expiration date should not be renewed until the license is renewed. Renewals should only be issued after examination of the operator's qualification, medical record, administration of prescribed physical evaluation measures, and the operator performance test.

j. A driver who has had their state driver's license revoked will have their OF 346 or DA Form 5984-E revoked and may not be issued a new OF 346 or DA Form 5984-E during the period of revocation.

7. Waivers: Garrison/Senior Mission Commanders, may waive issuance of an OF 346 and/or DA Form 348 for military and Civilian personnel to operate non-tactical administrative DoD motor vehicles, provided the gross vehicle weight is less than 10,000 pounds.

a. Requirements:

(1) Unit justification memorandum is required to obtain a waiver.

(2) Waiver requests will be on mission partner letterhead.

(3) To apply for an OF 346 waiver, all DoD personnel must have:

(a) A valid DA Form 348 kept on file at the unit.

AMIM-KNG-SO (385-10aa)

SUBJECT: Fort Knox Policy Memo No. 31 – Fort Knox Driver Licensing and Training Program

(b) A valid state driver's license (whichever applies) for the size and class of vehicle they will operate.

(c) DoD identification card (also known as a Common Access Card).

(d) A CDL with proper endorsements (if transporting HAZMAT).

(e) A valid dispatch

b. To apply for a DA Form 348 waiver, all DoD personnel must have:

(1) A computer-generated roster and ID cards to identify operators.

(2) Valid state driver's license for the class of vehicle they will operate.

c. Waiver do not apply to:

(1) Operation of material handling equipment (MHE), emergency vehicles, or buses/vans (over 12 passengers).

(2) Motorcycles, mopeds, and all-terrain vehicles.

(3) Tactical vehicles or transporting hazardous materials.

(4) The transportation of HAZMAT.

(5) The towing of trailers.

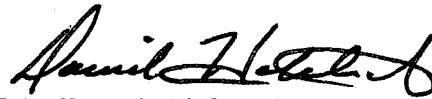
d. Dispatch will be maintained on all records on file. Records will be updated annually or when any information changes (license expires, restrictions, etc.).

8. Drivers Badge Award: Drivers eligible to receive a Drivers' Badge award must possess an OF 346 or DA Form 5984-E and be assigned as a driver with a minimum of 12 consecutive months or have driver a minimum of 8,000 miles without an adverse incident or traffic violation.

AMIM-KNG-SO (385-10aa)

SUBJECT: Fort Knox Policy Memo No. 31 – Fort Knox Driver Licensing and Training Program

9. The point of contact is the Installation Safety Office Director at (502) 624-3381.



DAVID T. HOLSTEAD
COL, AR
Commanding