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US ARMY INSTALLATION MANAGEMENT COMMAND
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AMIM-PMG-ZA (58-1r)

27 June 2024

MEMORANDUM FOR RECORD

SUBJECT: United States Army Garrison (USAG) Presidio of Monterey (PoM),
Command Policy #40 – Driver and Operator Standardization Program Standard
Operating Procedure (SOP)

1. REFERENCES.

a. Code of Federal Regulation, Title 49, Part 382, Federal Motor Vehicle Safety Standards, Controlled Substances and Alcohol Use and Testing, 1 June 2020.

b. Code of Federal Regulation, Title 49, Part 391, Federal Motor Vehicle Safety Standards, Physical Qualification for Drivers, 1 June 2020.

c. Department of Defense Manual (DoDM) 6055.06 Department of Defense (DoD), Fire and Emergency Services Certification Program (F&ESCP), 22 January 2020

d. DoD Instruction (DoDI) 6055.04, DoD Motor Vehicle and Traffic Safety, 27 August 2021.

e. AR 385-10, The Army Safety Program, 24 July 2023

f. AR 600-55, The Army Driver, and Operator Standardization Program, 17 September 2019

g. AR 58-1, Management, Acquisition, and Use of Motor Vehicles, 23 March 2020

h. TC 21-305-20 (AFMAN 24-306(1)); Manual for the Wheeled Vehicle Driver, 12 January 2016

i. DA PAM 750-8, The Army Maintenance Management System (Dispatching Procedures), 22 August 2005

j. ATP 5-19, Risk Management, Doctrinal Guidance on Managing Risk within the Conduct of Operations, 9 November 2021

k. 41 CFR Subpart G, Motor Vehicle Crash Reporting, 102-34.290, What forms do I use to report a crash involving a domestic fleet motor vehicle.

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2. PURPOSE. To provide the Presidio of Monterey (POM) Army Garrison a comprehensive master driver/operator training framework for the safe and efficient operation of Non-Standard Vehicles (NSV) and other equipment. Additionally, will provide Commanders/Directors guidance and intent for selecting, training, and licensing operators of government owned vehicles (GOVs), leased, or rented vehicles, as well as provide guidance for dispatching and operator preventative maintenance procedures.

3. APPLICABILITY. This SOP is effective immediately and remains in effect until rescinded or superseded. All USAG POM Active Army, Civilian employees, and non-appropriated fund employees (excluding contractor personnel), whose position requires operation of government owned or leased vehicles or equipment shall be trained, tested, and issued an Optional Form (OF) 346 (U.S. Government Motor Vehicle Operator's Identification Card) or DA Form 5984-E (Operator's Permit Record). A valid DA Form 348 and or the continuation DA Form 348-1 (Equipment Operator's Qualification Record) will be on file according to AR 600-55. The only exception to the DA Form 348 prerequisite is for DA Civilians drivers permitted to operate non-tactical administrative DOD motor vehicles (IAW AR 600-55 4-2) for waiver requirement see section 5.g.(1) of this SOP.

4. ROLES AND RESPONSIBILITIES.

a. The proponent for this SOP is the Directorate of Emergency Services (DES) Office.

b. USAG License Manager:

(1) License Manager is a member of the USAG and responsible for overseeing, validating, and inspecting the licensing programs of the applicable directorates.

(2) The License Manager is the primary advisor to the Garrison Commander and Garrison Safety Officer for all facets of operator training.

c. USAG License Instructor/Examiner (LI/LE):

(1) The LI has the overall responsibility for conducting phase II equipment training, to include the classroom equipment introduction, and all hands-on training. The LE is responsible for administering the phase I: Initial Operator Training exam, phase II: Equipment Training exam, and the phase III: Training Validation/Performance Road Test exam.

(2) Ensures risk assessments are conducted prior to training execution of all road test exams. Review and verify that all training and testing documentation is

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complete prior to submitting the documentation to the qualifying official's signature for issuing licenses.

(3) Evaluate the driver's ability to drive or operate the equipment safely in most on-the-road situations (on any vehicle above or beyond a regular passenger sedan or pick-up truck). The road test serves as the basis for the issuing of an operator's OF 346 or DA Form 5984-E and provides instructional reinforcement and a counseling opportunity for the instructor. Driving or operating weaknesses surfacing from the test should be noted and follow up training should then be applied. Employees are required to satisfactorily demonstrate their proficiency in operating each piece of equipment for which they can be licensed.

(4) Forward results of training and testing to the License Manager and ensure all records and forms are maintained IAW AR 600-55 and this SOP.

(5) Conduct periodic sustainment training (on any vehicle above or beyond a regular passenger sedan or pick-up truck). Sustainment training will focus on individual weaknesses as well as other topics identified by the director/commander based on local seasonal conditions, mission, equipment, and recent mishap trends.

d. For individuals that require refresher training the License Instructor will coordinate training and/or retest. Keeps the Director and License Manager informed.

e. Directors will:

(1) Develop and publish guidance for implementing operator-licensing program within their organization or directorate.

(2) Delegate to their division chiefs in writing the authority to train, test, and license noncommercial vehicle and equipment operators.

(3) Delegate to their division chiefs or appoint in writing a license manager to oversee their licensing programs IAW AR 600-55.

(4) Develop a SOP to provide clear guidance on your specific organizational equipment.

(5) Develop and publish guidance for implementing operator-licensing program.

(6) Ensure driver training is completed and all vehicle and equipment operators are properly trained and licensed.

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(7) Certify and appoint License Instructors and Examiners (LI/LE). One person can be certified on more than one equipment type.

(8) Ensure driver candidates meet Federal, State, and Local laws; all records and forms are updated and correct; and risk assessments are conducted to standard.

(9) Publish guidance for interviewing and selecting driver candidates and conducts or delegate driver's interviews.

f. Directorate License Manager will:

(1) Monitor all operators training, testing, and licensing within the perspective directorate.

(2) Primary advisor to the Director in the operation and conduct of training as required.

(3) Conduct a risk assessment prior to all driver and operator training program execution in accordance with (IAW) ATP 5-19 and annotate the risk levels on a DD Form 2977 (Deliberate Risk Assessment Worksheet) Appendix C.

(4) Review operator's license training curriculum IAW AR 600-55.

(5) Coach, train, and mentor all prospective LI/LE on selection, training, qualification, and licensing procedures.

(6) Serve as licensing 'qualifying official', providing the final validation certifying the assigned license instructor(s) conducted training to standard, and the assigned license examiner(s) issued the necessary test(s) to standard. The qualifying official's signature either on an individual OF 346 or on DA Form 5984-E verifies that the individual has been qualified on the equipment through testing.

g. First Line Supervisor/Section Leader/Senior Vehicle Occupant:

(1) The Supervisor or Senior Occupant in all government vehicles will ensure the driver does not exceed the maximum operating hours listed in AR 385-10. If an operator is expected to drive more than the established standard, a DD Form 2977 Deliberate Risk Assessment worksheet must be completed and signed by the appropriate authority level.

(2) Ensure personnel are trained for the vehicle or equipment that they will operate. The personnel must pass testing to demonstrate competence in operation of the licensed vehicle or equipment, including a hands-on driving/operation test.

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(3) Review and ensure proper documentation of medical/physical certification for heavy equipment operators.

(4) Coordinate with license instructor(s)/license examiner(s) to ensure annual check rides are accomplished for all operators supervised. Supervisors who are licensed operators may conduct annual check rides.

(5) Continually spot-check and supervise personnel, review operator forms, and records for accuracy and completeness.

(6) Ensure personnel are scheduled for periodic driver training, to maintain a high level of operator skill proficiencies and prevent drivers/operators from acquiring poor habits. Supervisors will develop and implement a sustainment-training program conducted at least annually for any driver/operator with either a valid OF 346 or DA Form 5984-E.

h. Licensed Equipment Operators.

(1) Always operate vehicles or equipment in a safe and prudent manner.

(2) Obey all traffic laws, regulations, signs, and signals, complying with all traffic laws that include California State, Army Regulation, and Presidio of Monterey Regulation for safe driving practices.

(3) Ensure that vehicle occupants always use occupant restraint devices. If there is no senior occupant, the driver will be responsible for compliance IAW 385-10.

(4) Report unsafe operating conditions of vehicles or equipment; report any accident to his/her first line supervisor and the dispatcher.

(5) Will not engage in text messaging or operate cell phones unless a hands-free device is utilized, or the vehicle is safely parked.

(6) Ensure smoking or tobacco products are not used in government owned or leased vehicles.

(7) Ensure vehicle or equipment is properly serviced; cargo (including personnel) is properly loaded, secured, and protected from the elements prior to transport; vehicles or equipment and their contents are properly secured when left unattended.

(8) Report use of prescription or nonprescription medication that could reasonably impair driving or alertness to the first line supervisor so he or she can assess the drivers ability to operate the vehicle safely.

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5. PROGRAM REQUIREMENTS.

a. Certification of License Managers, License Instructors, and License Examiners:

(1) Garrison Commander will appoint in writing, Garrison License Manager. Directors will appoint License instructor(s)/Licensed Examiner(s) able to execute the requirements of this SOP within their directorate most effectively and efficiently. The Director will take into consideration several factors to obtain the best-qualified person(s). These include technical knowledge, experience, and character as well as a well-qualified, trained, and licensed vehicle and equipment operator.

(2) The Directorate LI and LE candidates will submit a copy of their orders to the Garrison's License Manager. Appointees will have management oversight driver licensing program.

(3) Completion certificates will be submitted to the Garrison's License Manager. To register for the driver courses, civilian employees must contact DPTMS to enroll in these courses.

(4) All USAG Presidio of Monterey, Military and Civilian personnel, whose position requires the operation of an Army Government owned, or Government leased vehicle must have a valid civilian driver's license, must operate vehicles or equipment in a safe and prudent manner, and must report unsafe operating conditions of vehicles or equipment.

b. License Manager Candidate must:

(1) Be a graduate of the License Manager course per AR 600-55, chapter 4-1, instructed by the Transportation School at Fort Gregg-Adams, Virginia or TRADOC certified via mobile training teams.

(2) Be a licensed driver, but not necessarily on all vehicles or equipment of their respective Directorate.

c. Licensed Instructor/Licensed Examiner Candidate must:

(1) Successfully complete the License Instructor and Examiner distance-learning course on Army Learning Management System.

(2) Be licensed on their respective vehicles or equipment on which they will train or test.

(3) Have technical knowledge and experience as outlined IAW AR 600-55.

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(4) Be assigned to the organization that is conducting the training. Exceptions to this requirement only applies when an organization lacks subject matter expertise or during new equipment training and new equipment fielding.

d. License Requirement:

(1) Driver interview is conducted and signed by a Director or Office Chief (GS12 or above or NAF equivalent). Maintain a file of all driver interviews when selecting operators.

(2) The standard permit for DA Civilian personnel expires on the same date the individual State driver's license expires, or 5 years from the issue date, per AR 600-55.

(3) The directorate will maintain a ledger of all permits issued (see AR 600-55, para 6-1b for additional details).

(4) Create and maintain an electronic/hard copy of driver's profile consisting of but not limited to:

(a) Current DA Form 348 or continuation DA Form 348-1.

(b) Current DA Form OF 346 or 5984-E.

(c) Valid civilian driver's license issued by a State, the District of Columbia, or a U.S. possession (Virgin Island, Puerto Rico, or Guam) IAW AR per 600-55.

(d) Specialty vehicle requirements (i.e., 12 passenger vans).

(e) Additional school/certificate (i.e., Hazmat/Ammo 67/HB etc.).

e. Mechanical or Ground Support Equipment Qualification: All Military personnel and DA Civilians must have an OF 346 or DA Form 5984-E and demonstrate their proficiency to operate mechanical or ground support equipment IAWAR 600-55, para 7-1.

f. Emergency Vehicles:

(1) Emergency vehicles are defined in AR 600-55. Emergency vehicle operators must complete emergency vehicle-training program prior to assuming operator duties and every three (3) years thereafter. This training will include instructions on the subjects outlined in Appendix H of AR 600-55 and will be annotated on DA Form 348, section III, upon completion. Directors will also include training on federal, state, and

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local requirements as applicable. Appendix H of AR 600-55 provides guidance for developing training materials for an emergency vehicle-training program.

(2) In addition to AR 600-55 guidance, Fire and Emergency Services personnel will follow the National Fire Protection Association (NFPA) Driver Operator series, the International Fire Service Training Association (IFSTA) requirements, and Army Regulation 420-1, Chapter 25-61, Table 25-5, which identifies their certification requirements.

(3) In addition to AR 600-55 guidance, Police Services Division personnel will conduct Emergency Vehicle Operations Course (EVOC) every three (3) years as mandated by U.S. Army Installation Management Command (IMCOM).

g. Waiver Requirement:

(1) The OF 346 and DA Form 5984-E requirement is waived for DA Civilian personnel who operate a non-tactical administrative Department of Defense (DOD) motor vehicle with a gross vehicle weight of less than 10,000 pounds (AR 600-55, para 2-6).

(2) For the waiver to apply, DA Civilian drivers must have:

- (a) A valid state driver's license.
- (b) DOD identification card (also known as a common access card (CAC)).
- (c) A valid dispatch.

(3) This waiver does not apply to:

- (a) Operation of forklifts, emergency vehicles, or buses/vans (12 or more passengers).
- (b) Motorcycles, mopeds, all-terrain vehicles (ATVs).
- (c) Tactical vehicles or transporting hazardous materials.
- (d) The towing of trailers.

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6. LICENSE SUSPENSION, SUSTAINMENT, REVOCATION AND REMEDIAL TRAINING:

a. Training Strategy:

(1) Training and education programs are designed to establish and reinforce safe operating habits and positive attitudes toward operating equipment or driving vehicles. Training is required for motor vehicle licensing and applies to all operators.

(2) Minimum training requirements are contained in Chapter 4 for vehicles and Chapter 7 for other equipment in AR 600-55. Technical Bulletin (TB) 600-1 provides procedures for selection, training, testing and qualifying operators of equipment or systems, but excludes selected watercraft and aircraft. TB 600-2 provides procedures for selection, training, testing, qualifying, and licensing operators of construction equipment and material handling equipment.

b. Sustainment Training:

(1) Remedial training will be directed towards identifying and correcting individual weaknesses and not as a form of punishment. First line supervisors will ensure drivers who have had driver-at-fault accidents or traffic violations attend a remedial driver's training program hosted by specific Division at which they are assigned.

(2) First line supervisors will conduct check rides annually for each driver to reassess driving proficiency and identify weaknesses. If the first line supervisor is not licensed or is unable to perform the check ride, the Director/ Office Chief will ensure a qualified individual performs the check ride and assessment.

(3) Drivers identified as unsafe due to accidents, traffic violations, roadside spot checks, or by the senior occupant, will be enrolled in remedial driver's training and/or have their license revoked or suspended.

(4) Drivers involved in an accident due to their negligence will automatically have their government license suspended. Drivers will be reinstated only after successful completion of remedial training and retesting.

(5) Remedial training will be documented on DA Form 348 and or DA Form 348-1 for civilian drivers of exempt vehicles as indicated in paragraph 9 of this SOP. DA Form 348 is in (Appendix D).

7. DISPATCHING VEHICLE/ EQUIPMENT:

a. Procedures:

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(1) The use of DoD motor transport vehicles is restricted to Official Government use only. Dispatching is the method by which Director/ Office Chief control the use of their equipment. Equipment will be dispatched monthly. Director/ Office Chief ensure that the dispatching procedures are properly upheld.

(2) The Director/ Office Chief will appoint a responsible person to the duties of dispatcher. The Director/ Office Chief or designated representative will sign off-post dispatch authorization for all vehicles. All vehicles not dispatched monthly must be dispatched in Global Combat Support System- Army (GCSS-A).

b. GCSS-A Automated Process, the Dispatcher will:

(1) Ensure the driver is licensed within GCSS-Army. If the driver is not, then check for a valid OF-346 and update GCSS-Army as appropriate.

(2) Dispatch the vehicles and/or equipment using a 5987-E within GCSS-Army. (Note: Dispatcher must enter the expected date/time of return of equipment.)

(3) Verify all vehicles requiring dispatch have an equipment record folder with all required forms (SF91, SF94, 5988-E, 5987-E). Place a DA Form 5823 (Appendix E) on the front of the folder to tie the folder to the equipment.

(4) Ensure the correct mileage and performed services are properly recorded in GCSS-Army, before dispatching vehicle.

(5) Ensure equipment faults are reported to the appropriate maintenance personnel and corrected before further operation. (Note: never dispatch equipment/ vehicle until due services are performed or if equipment/vehicle is not fully mission capable.

(6) Circle X means the equipment has a deficiency but may be operated under temporary limitations. Only the Commander or representative can approve a circle X status and must provide a due date for return.

c. Manual Dispatch Requirements, Dispatcher will:

(1) Ensure the driver is licensed.

(2) Dispatch the vehicles and/or equipment using a POM15.

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(3) Log equipment in and out on a POM15. (Note: POM 15 is required to be maintained for 1 month except in the case of an accident investigation then until the investigator releases it).

(4) Verify all vehicles requiring dispatch have an equipment record folder with all required forms (SF91, SF94, DA 2404, POM15). Ensure a DA Form 5823 (Appendix E) is placed on the front of the folder so that it can tie the folder to the equipment.

(5) Ensure the correct mileage is properly inputted into POM15.

(6) Ensure equipment faults are reported to the appropriate maintenance personnel and corrected before further operation.

(7) Alternate drivers will conduct walk around inspections, annotate faults, and endorse the DD 2404 Inspection Logs before operating the dispatched equipment.

d. For GSA Vehicles only, the dispatcher (Unit Vehicle Coordinator) will:

(1) Manage GSA vehicle dispatching within the organization and ensure that each driver has a valid state driver's license and have a DOD identification card.

(2) Manage and maintain logbooks and forms and ensure the operator logs the equipment in and out using a POM15 Usage Logs and DD 2404 Inspection Logs

(3) Ensure the correct mileage is properly recorded on POM15 Usage Logs and DD 2404 Inspection Logs and be the maintenance tracker for vehicle repairs.

(4) Verify all vehicles requiring dispatch have an equipment record folder with all required forms (SF91, SF94, POM15 Usage Logs and DD 2404 Inspection Logs).

8. OPERATOR INSPECTION:

a. General:

(1) Operator inspection consists of recurring visual inspection of organizational-owned or controlled vehicles or equipment by the operator personnel to detect faults which would otherwise make the vehicle or equipment unsafe or unserviceable. All activities for authorized and assigned NTVs will establish specific pre/during/post-operation procedures for operator inspections which must be performed by the operator each day the vehicle is dispatched.

(2) There are occasions when a vehicle or equipment is newly fielded or low density and TRADOC has not produced a TC or TSP. These instances require

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organization to develop internal training programs to standardize training within their directorates IAW 600-55.

b. Non-tactical vehicles or equipment may not have a PMCS. The operator will conduct a visual inspection and use a local checklist as a PMCS for that equipment (example at Appendix A).

(1) **BEFORE** - operational checks and visual inspection is performed prior to the equipment leaving the maintenance facility or other dispatch point.

(2) **DURING** - operational checks are performed while the equipment is being operated.

(3) **AFTER** - operational checks and visual inspection is performed when the equipment completes the mission or returns to

9. ACCIDENT PROCEDURES:

a. For all accidents call 911 or the Presidio Police at (831) 242-7851 for non-emergency situations. Always inform your supervisor and the Directorate Driver Instructor/Examiner of any accident and ensure forms SF 91 and SF 94 are properly filled out.

b. For GSA Vehicles only, the accident reporting kit (GSA Form 1627) shall be in the glove compartment of the GSA vehicle, or your equipment record folder. The kit also contains the basic forms (SF 91 and SF 94) and the instructions on how to complete the forms according to the 41 CFR Subpart G §102-34.290. Always notify your local military police, your supervisor, and your Directorate Driver Instructor/Examiner of all accidents.

c. For any mishaps (lost work time, or damage to Government property) use USAG POM Accident/ Incident Report form to report the incident to Garrison Safety Office (GSO).

10. GARRISON SAFETY OFFICE:

a. Assist with the review of the risk assessments.

b. Will ensure adequate safety factors are addressed during the annual Standard Army Safety and Occupational Health Inspection (SASOHI).

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11. Point of Contact for this policy is SGT Lawrence Womack, Garrison Primary License
Manager at (831) 242-7851 or lawrence.w.womack2.civ@army.mil.



Digitally signed by
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Commanding