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US ARMY INSTALLATION MANAGEMENT COMMAND
HEADQUARTERS, UNITED STATES ARMY GARRISON, FORT POLK
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AMIM-POG-SO

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MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Garrison Policy Memorandum #21- Driver and Operator Standardization Program

1. References:

a. Army Regulation (AR) 385-10, (The Army Safety Program).

b. Army Regulation 600-55, (The Army Driver and Operator Standardization Program (Selection, Training, Testing, and Licensing)).

2. Purpose: This memorandum establishes policies and procedures for the selection and training of operators of Army Government-owned or Government-leased vehicles and equipment. *These include and are not limited to: All-terrain Vehicles (ATVs), Recreational-Off Highway Vehicles (R-OHVs or "side by sides"), Emergency Vehicles, Warehouse Trucks (fork-lifts), Specialty Construction Equipment and/or vehicles with a gross weight greater than or equal to 10,000 pounds.*

3. Responsibilities:

a. The Joint Readiness Training Center (JRTC) and Fort Polk Garrison Commander will:

(1) Appoint in writing, the Garrison Safety Office (GSO) as the Garrison Master Driver Program Manager [MDPM].

(2) Delegate to Directors in writing, the authority to select, train, test and license vehicle and equipment operators.

(3) Ensure that sufficient qualified and experienced vehicle operators are available to support mobilization requirements.

(4) Ensure compliance with Department of Transportation (DOT) rules at 49 CFR Part 382 regarding Department of the Army (DA) Civilian employees who perform DOT safety sensitive functions including alcohol and controlled substance testing and training for supervisors of these DA Civilian employees.

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(5) Implement this policy and any additional requirements (not in conflict with Army Regulation) made necessary by local traffic conditions, civil restrictions, accident data and desired standards of operator performance and preventive maintenance.

b. The Garrison Safety Office (GSO) will:

(1) Collect, on an annual basis, total required and properly trained operators from each directorate.

(2) Provide accident analysis and statistical data of DA Civilian operators to the command group and directors during the Safety and Occupational Health Advisory Council (SOHAC).

c. Department of Army Civilian Directors of Organizations will:

(1) Utilize Position Descriptions (PDs) to select trained operators during the hiring process.

(2) Appoint in writing, a directorate MDPM to centrally manage subordinate organization operator requirements.

d. Division Chiefs will:

(1) Review PDs to identify special operator requirements and training for use during the hiring process.

(2) Report PD changes to MDPM when made for operator requirements.

(3) Develop and publish guidance for interviewing and selecting equipment operators during the hiring process. This will include verification of operator experience through either a records check or hands-on check ride.

(4) Appoint in writing, the position of Master Driver to manage progressive training program. The master driver can and should perform duties as a trainer or examiner however, to the extent possible, avoid dual-hat duties for the same operator.

e. Master Drivers (Program Managers) will:

(1) Develop and execute a no-notice check-ride program that includes remedial training procedures.

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- a. Conduct check-rides on 10% of assigned operators quarterly.
- b. Check-rides will include a review of dispatch and pre-operation checks.

(2) Appoint in writing supervisory operators as certifiers to conduct check-rides. Certifiers will:

- a. Conduct evaluations only on equipment for which they are a licensed operator in the organization.

- b. Coach, train, and mentor all equipment operators on a continuous basis.

(3) Develop and execute an in-depth, quality progressive training program.

- a. All operators will receive a check-ride no less than bi-annually, focusing on all aspects of operator responsibilities and procedures.

- b. Training will include risk management and a review of manufacturer's safety recommendations

(4) Maintain operator qualification and progressive training records. Records will include:

- a. Verified equipment qualification.

- b. Progressive training completion dates.

- c. Check-ride dates and results, including no-notice.

f. Equipment/vehicle operators will:

- (1) Operate vehicles or equipment in a safe and prudent manner according to operator technical manuals (TMs) and manufacturer specified operating instructions, and report unsafe operating conditions of vehicles or equipment.

- (2) Wear installed restraint systems.

- (3) Report all accidents to supervisor.

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(4) Comply with all municipal, state, and military motor vehicle or equipment regulations, as required.

(5) Ensure cargo (including personnel) is properly loaded, secured, and protected from the elements prior to transport.

(6) Ensure vehicles or equipment and their contents are properly secured when left unattended.

(7) Inform supervisor if using medication that may adversely affect vision or coordination or cause drowsiness.

(8) Comply with all vehicle safety requirements as defined in AR 385-10.

4. License Requirements: All Department of Defense (DOD) military and civilian personnel (excluding contractors), to include foreign nationals whose position requires them to operate an Army Government-owned or Government-leased vehicle will have a valid civilian driver's license issued by a State, the District of Columbia, a U.S. possession (Virgin Islands, Puerto Rico, or Guam), or foreign country (foreign nationals only) as a requisite for employment, and be selected, trained, tested, licensed and recorded in accordance with this policy and AR 385-10.

5. Waivers:

a. The requirements of this policy are waived for DA Civilian personnel who operate non-tactical administrative DOD motor vehicles with a gross vehicle weight of less than 10,000 pounds, except those noted in paragraph 2.

b. Department of the Army Civilian waiver criteria. For the waiver to apply, DA Civilian drivers must have:

(1) A valid civilian driver's license issued by a State, the District of Columbia, or a U.S. possession (Virgin Islands, Puerto Rico, or Guam), or HN (foreign nationals) in their possession.

(2) A valid dispatch.

6. Proponent. Point of contact for this policy is the Garrison Safety Office, (337) 531-1981 or usarmy.polk.imcom.mbx.garrison-safety@mail.mil.

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7. This policy will remain in effect until rescinded or superseded.

A handwritten signature in black ink, appearing to read "Ryan K. Roseberry". The signature is stylized with large, flowing letters.

RYAN K. ROSEBERRY
COL, MI
Commanding

DISTRIBUTION:

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