DEPARTMENT OF THE ARMY
UNITED STATES ARMY GARRISON RHEINLAND-PFALZ
UNIT 23152
APO AE 09067-3152

AMIM-RPG-ZA

28 October 2022

MEMORANDUM FOR Directorates Participating in Master Driver Program

SUBJECT: Standard Operating Procedures (SOP) for United States Army Garrison Rheinland-Pfalz Master Driver Program (Cmd Memo 2022-023)

1. References: See Appendix C.

2. Purpose. The purpose of this SOP is to provide all United States Army Garrison Rheinland-Pfalz (USAG RP) employees a comprehensive Master Driver (MD)/operator-training framework for the safe and efficient operation of Non-Tactical Vehicles (NTV), Special Purpose Vehicles and Equipment (SPV & SPE), Material Handling Equipment (MHE) and All-Terrain Vehicles (ATV).

3. Scope. This SOP applies to all USAG RP employees who operate Non-Tactical Vehicles (NTV), standard vehicles greater than 10,000 pounds, and other equipment that could cause serious injury and or death (Appendix A).

4. Responsibilities. Commander, Directors, or authorized representatives are responsible to select, train, test, and license vehicle and equipment operators, and ensure licensing programs adequately address federal, state, local, and host-nation (HN) traffic laws.

5. Commander of USAG RP will:

a. Select, train, test, and license vehicle and equipment operators.

b. Delegate to subordinate leaders (Directors/Special Staff Chiefs) in writing the authority to train, test, and license commercial vehicles and equipment operators. Initial Operator Training programs (Phase I) should be managed at the highest level possible.

c. Appoint, in writing, a noncommissioned officer (NCO) (SFC/E7 or comparable civilian equivalent) to the position of master driver manager to manage subordinate organization licensing programs.

d. Develop standard operating procedures to ensure subordinate organizations are provided clear guidance on training, certifying, and licensing operators on vehicles and equipment.

6. Selection of Drivers and Operators.

a. The selection process for operators begins when the Commander/Director or authorized representative screens the individual's current counseling/performance record, DA Form 348 or GCSS-Army Operator Qualification Record, and medical profiles. Medical profiles will consist of visual acuity, field of vision, hearing, reaction time, depth perception and color perception.

b. The Commander/ Director or authorized representative will conduct driver interviews in writing by using the guidance in AR 600-55, Appendix D.

c. Interviews will be conducted in person and documented in writing. Areas of concern are maturity, attitude, past driving record, hearing, extreme nervousness, or any abnormal characteristics.

d. Medication that causes drowsiness impairs vision or affects coordination will also be taken into consideration. The supervisor or commander will check with appropriate medical personnel regarding doubts or concerns about any medications. See Appendix D for a sample driver interview.

e. The driver interview should be used judiciously by the commander or authorized representative to assess the strengths of potential operators. Commands should exercise discretion and use the interview process to select the best-qualified individuals to operate vehicles or equipment.

7. Master Driver Manager. The master driver manager is an NCO in the rank of SFC (or comparable civilian) that is the primary advisor to the Garrison Commander (GC) or civilian directors (GS-15) for all facets of operator training. The master driver manager is the most experienced individual in the organization when it comes to operator training and licensing and is responsible for overseeing, validating, and inspecting the licensing programs of subordinate organizations. The master driver manager must:

a. Be a graduate of the Master Driver course (8C-F45/553-ASIM9 (MC). This is a resident course instructed by the U.S Army Transportation School, as well as TRADOC certified mobile training teams.

b. Be certified by the GC (or director) and appointed in writing.

c. Be assigned in the operations/S3 section (directors of civilian organizations will determine best individual to fill this role).

d. Be a licensed operator. However, the master driver manager is a program manager for subordinate organizations and does not necessarily need to be licensed on all equipment in the organization.

8. Master Drivers. The master driver is an NCO in the rank of SSG or above (or comparable civilian). The master driver is the primary advisor to the civilian division chief (GS-14 and above). The master driver is responsible for licensing and training program execution. Duties include the facilitation of training by ensuring resources are coordinated, such as: classrooms, driving facilities, road courses and simulators (where applicable), and the scheduling of required license instructors and license examiners to assist with Phase I training execution. The master driver provides quality assurance for Phase II and Phase III operator training programs and ensures all training and licensing is accomplished in accordance with this regulation. The master driver must:

a. Be a graduate of the Master Driver course (8C-F45/553-ASIM9 (MC). This is a resident course instructed by the U.S Army Transportation School, as well as TRADOC certified mobile training teams.

b. Be certified by the commander (or division chief) and appointed in writing.

c. Be assigned in the operations/S3 section (directors of civilian organizations will determine best individual to fill this role).

d. Be a licensed operator. However, the master driver is a program manager and does not necessarily need to be licensed on all equipment in the organization.

e. Coach, train, and mentor all prospective license instructors and license examiners on operator selection, training, testing, and licensing procedures. Responsible for the development of training and testing within their directorate.

9. Training:

a. Approach to Training. This program is a comprehensive approach to provide garrison personnel the skills, ability, and attitude to operate NSV and equipment safely and confidently. Operator's attitudes are influenced in the classroom, but their skills are perfected within controlled training environments and within the fields of operation. This program leverages existing expertise as well as newly certified instructors/examiners to fill critical training requirements for the current and future force readiness. Operating NSV and equipment safely is critical to the success of our organization's mission.

b. We will conduct training using a combination of classroom safety training, technical training, hands on learning, observation, testing, sustainment training, and continual review approach outlined in AR 600-55. USAG RP specific vehicles/equipment present unique safety challenges due to vehicle/equipment load/use characteristics and must be a priority in the program. Certified instructors at the Garrison, Directorate or Unit level classroom can provide training. See Appendix G for a sample classroom schedule.

c. Training support products will be used when appropriate. See Appendix C for links and references for training aides (Training Circulars (TC), Pamphlets (PAM), Training Support Packages (TSC), etc.) and documentation. All of these items outline methods, standards, and procedures for training on vehicle/equipment specific tasks in the operational training domain. Where training materials do not exist, the Directorates' Master Driver (MD) must develop the training materials utilizing the equipment operating manuals IAW AR 600-55.

d. If no other form of training exists, supervisors will utilize Job Hazard Analysis (JHA), operating manuals, and existing procedures to train employees on the safe operation of all (section/branch, etc.) equipment and attachments.

e. Directorates will use all available educational and training methods, in a comprehensive approach to training, to achieve better results than applying any single method of training. Using proven methods of training and analytical technology to address weaknesses and/or gaps in training reduces unsafe behavior, which can lead to injury and death.

f. Operators must take responsibility for learning and maintaining the skills of their profession. To this end, they must conduct a certain amount of preparation regarding driver/operator training. Products used in self- development include, but are not limited to, paper and web-based publications (Army Publications, OSHA standards, industry standards, national safety council and others), interactive instruction, and tutorial videos training.

g. Classroom instruction is the fundamental building block for any effective driver's training program. Any combination of instructors at the installation, garrison, directorate, and unit levels can complete training. Classroom training may be sequential or be interspersed among the other components of training.

10. Driving ranges or courses: Appendix B contains requirements for a nominal driving range on which to practice and demonstrate proficiency in basic and advanced tasks. All equipment within the scope of this program (see Appendix A) must have documented hands on operating instructions, evaluation, and testing prior to personnel utilizing it.

11. Compiling data, assessing, sustaining, and improving.

a. The GCSS-Army system will track/monitor driver behavior, actions, and report vehicle data for Service Members and Department of the Army Civilians. It also provides electronic licenses on DA Form 5984-E (same as DA form 346) and personnel records tracking DA Form 348 or GCSS-Army Operator Qualification Record and 348-1.

b. Directorates must be accurate and timely in completion of the documents/records defined in the Army Drivers/Operator's Training Packet (AR 600-55, Appendix L). These are required to be successful in running and sustaining this program properly. MDs should review the Motor Vehicle Operator Driver Training Course curriculum (AR 600-55, Appendix E) annually to stay current on the fundamental topics governing the driver/operator program.

c. The Logistics Readiness Center (LRC) Drivers Training, and Testing Station (DTTS) issues and maintains the initial 348. Garrison Directorates will provide updates to the DTTS to ensure garrison 348's is updated and accurate.

12. New Equipment Training.

a. Organizations may find themselves in a situation requiring them to train on new or modified equipment. There are circumstances for each organization that makes their training requirements unique. The integration of all the components of this comprehensive approach to training for new/modified equipment creates a training program that is flexible enough to accomplish the mission with minimal risk.

b. Branch Supply personnel must inform their MD when generating a purchase order for new equipment matching the types and categories of those in Appendix A. They must provide expected date of delivery, make, model, power type, horsepower (if applicable), and the owner's manual. Directorate MD must ensure the development of instructor/examiner training and testing materials are completed. Driver/Operator training is required prior to utilization of the new equipment.

13. Remedial Training.

a. A remedial training program is required in each directorate for drivers or operators who have had driver at-fault accidents or traffic violations, misused equipment, or otherwise demonstrated a need for additional training on vehicles or equipment. Direct training towards identifying and correcting individual weaknesses and not as a form of punishment.

b. The supervisor, in conjunction with the MD, will assign remedial training after accident or incident cause is determined. The MD will issue the required remedial training type and number of hours required and assign a licensed instructor/examiner to administer the remedial training. MD will document remedial training on the individuals DA Form 348 or GCSS-Army Operator Qualification Record.

14. Preventive Maintenance Checks and Services.

a. Directors are responsible for allocating adequate time for maintenance as outlined in AR 750–1 and AR 570–4 and/or the operator's manual for commercial off the shelf (COTS) equipment.

b. Maintenance work force: Make available adequate workers within the time allotted for each Branch to perform their maintenance tasks to standard and to ensure equipment condition and reliability are met.

c. Maintenance proficiency and training.

(1) Utilizing personnel in their career field and applicable additional effective training is the key to success, and many resources are available to guide the organizations maintenance-training program. Among them are:

(a) Operator's manuals.

(b) Leader books.

(c) Field manuals (FMs).

(d) Training circulars (TCs).

(e) Technical Manuals (TMs).

(f) Technical bulletins (TBs).

(2) There is no single formula for successful unit maintenance training, but there are four broad objectives that all effective maintenance/ training programs strive to achieve:

(a) Increase the technical skills of employees and mechanics, including cross-training and on-the-job training. Ensure that maintenance career field-related training is being conducted using proper tools.

(b) Make maximum use of time for technical training. Integrate operators/crews into the training program.

(c) Develop employee skills and focus these skills on successfulmaintenance operations.

(d) Determine if operators/crews perform accurate Preventative Maintenance Checks & Services (PMCS) and properly document uncorrected faults that reflect the

true condition of their equipment. This will require inspection of a sample number of the DA 2404 (Equipment Inspection/Maintenance Worksheet), and COTS inspection check sheets to correct any deficiencies.

d. Maintenance augmentation support. Directorates will conduct operator level maintenance however, when requirements exceed their capacity and require immediate repairs prior to employment or training, units will transfer maintenance to BASOPS Maintenance Section.

e. First-line Supervisors: The unit's supervisors provide leadership to the operators/crews and support the achievement of the Army Maintenance Standard by:

(1) Preparing for and ensuring that their subordinates fully participate inscheduled preventive maintenance periods.

(2) Attending, leading, and supervising preventive maintenance operations.

(3) Being technically competent.

(4) Checking and updating SOPs.

(5) Knowing the responsibilities for their areas of supervision and maintenance operations procedures.

(6) Enforcing maintenance standards for the equipment and ensuring that the desired sense of ownership applies to subordinate supervisors, leaders, crews, and operators/users.

(7) Training operators & crews to operate and perform PMCS on equipment

(8) Enforcing safety.

(9) Recording and reporting maintenance data in accordance with DA Pam 738–751, DA Pam 750–8, and associated LIS.

(10) Informing the chain of command when sufficient time, personnel, funding, tools, TMs, or other maintenance means are not available to accomplish required equipment maintenance.

(11) Ensuring each unique pieces of equipment have an owner's manual available to validate safety checklist and that routine PM's are conducted on schedule.

f. Equipment Operators/Crews.

(1) To have a successful unit maintenance program that supports mission accomplishment, leaders must start with their operators/crews.

(2) Operators/crews must know how to detect and report malfunctions as well as operate equipment properly and safely.

(3) Know their responsibility in achieving the Army Maintenance Standard for their assigned equipment and, on a teamwork basis, for all unit equipment.

(4) Have appropriate operator manuals on hand and in use during PMCS and scheduled services.

(5) Ensure that all equipment faults are identified and corrected.

(6) Understand the fault-reporting process.

(7) Verify that all associated support items of equipment are on hand or on order.

(8) Follow TM safety procedures when operating and maintaining the equipment.

(9) Have up-to-date licenses to operate all assigned equipment.

(10) Keep the equipment in a clean and secured condition.

(11) Have the necessary facilities, manuals, tools, and time for maintenance.

(12) Participate with maintenance personnel during services.

(13) Have adequate supervision by technically competent leaders.

15. The point of contact for this SOP is SFC Diana E. Isom at DSN 314-531-2738 or email diana.e.isom.mil@army.mil.

for REID E. FURMAN
COL, SF
Commanding

Table of Appendices

Appendix A – Equipment and Types

This listing of equipment and types is not all-inclusive. Any powered vehicles/hazardous equipment having potential to seriously injure/kill must be included in your training program.

Sample of Powered Equipment and Types currently identified, but not limited to:			
Air Compressor	Drill, Press	Log Splitter	Saw, Reciprocating
Angle Broom, Attachment	Excavator	Marker, Line	Scrubber/Sweeper Floor
ATV	Forklift, Stand Up	Medium Truck	Shaper Table
ATV Attachment	Forklift, Sit Down LP	Metal Punch & Shear	Soil Conditioner, attachment
Auger, 2 Person	Forklift, Sit Down Electric	Mower Push	Spreader
Auger, 1 Person	Generator	Mower Ride	Tractor Utility
Back Hoe	Graders	Mower, Attachment	Tractor, Agricultural
Blower, Backpack	Greens Roller, Ride	Mulcher	Tractor, Bobcat
Boat	Grinder	Planer	Trailer, Smoketrainer
Boat, Motor	Heavy Truck, Graders	Plastic Injector	Trailer Dump
Box Blade, Attachment	Heavy Truck	Pressure Washer	Trailer, Boat
Box Scrapper	Heavy Truck, Dozer	Pump, Fire	Trailer, Fuel
Brush Cutter, Attachment	Heavy Truck, Excavator	RV	Trailer, Gooseneck
Brush Cutter, Tow	Heavy Truck, Grader	Sanding, Oscillating	Trailer, Large
Bucket Attachment	Heavy Truck, HAZMAT	Sanding Station	Trailer, Lights
Bull Dozer	Heavy Truck, Ladder	Sanding, Narrow Belt	Trailer, Seeder
Cement Mixer	Heavy Truck, Loader	Saw, Chop	Trailer, Small Utility
Chain Saw, Gas	Heavy Truck, Pumper	Saw Miter	Trailer, Special
Chipper	Impact Driver	Saw, Band, Wood	Trailer, Medium
CNC, Lathe	Impact Wrench	Saw, Band, Metal	Torch
CNC, Wood	Injection Molding Machine	Saw, Circular	Trimmer
Compactor, Ramming	Joiner	Saw, Panel	UTV
Cultipacker, Tow	Lift Truck, Man	Saw, Reciprocating	Welder
Disc Harrower, Attachment	Light/Medium Truck	Saw, Table	

General categories of equipment to be considered but not limited to for driver licensing

ATV	Fire & Rescue	LawnCare attachment	Tow behind
ATV utility	Grounds care	Man Lift	Transport
Earth moving	Grounds Care attachment	Material moving	Tree care
Earth moving, attachment	Hand tool	Ride Cleaning	utility ATV
Fifth Wheel	Lawn care	Shop tool, Machine	Water pump

Appendix B – Driving Ranges

1. Driving ranges can be as simple as the roads and trails available in a local garrison training area, or as complex as an emergency vehicle course at a Police Academy. The main intent of a dedicated range is to allow for full exposure of the driver to the tasks they must perform in order to receive a license IAW AR 600-55. Ranges and courses allow drivers to practice under controlled conditions, certain tasks not safe or normally encountered in daily driving conditions. Contemporary Operating Environment (COE) or Operational Command specific training requirements may determine and require certain Directorates to provide a more complex set of range capabilities. At a minimum, a driving range will allow for training on the following:

a. Parking and backing

b. Negotiating traffic

c. Intersections

d. Stopping

e. Turns

f. Following distance

g. Varied road conditions (dry, wet, muddy, etc.)

h. Yield right of way

i. Negotiating curves, grades, curbs, shoulders

j. Skids

k. Vehicle malfunctions

l. Rollover conditions/hazards

m. Selecting routes

n. Size and weight differences

o. Speed

2. Some things the trainer can do to minimize scheduling problems include:

a. Schedule early

b. Coordinate classroom reservations

c. Develop contingencies for alternate training methods

d. Ensure training does not conflict with other unit commitments

e. Ensure allotment of enough time to complete the scheduled event

f. Maintain a logical training sequence

g. Have enough instructors and examiners

3. Note. Combining road-training events will maximize training days, site utilization, and personnel efforts. The use of training milestones will also help maintain the logical progression of training. A training cycle can be divided into 90-daytraining periods. Alternating the emphasis of training from technical to tactical will ensure that all critical tasks are trained; however, those skills trained previously must be refreshed and sustained for this concept to be effective.

4. The following is a sample training cycle for a unit:

a. First quarter Forklift training emphasis, sustain maneuver skills

b. Second quarter maneuver training emphasis, sustain PMCS skills

c. Third quarter driver-training emphasis, sustain maneuver skills

d. Fourth quarter maneuver-training emphasis, sustain driver's skills

5. Training Devices. After scheduling all training events, the unit trainer must determine which training enabler/device(s) best support the scheduled training. Instructors and Examiners will need to maximize use of training devices, classroom time available and conduct as realistic training as possible. If more than one device can support the scheduled training event, the trainer should choose which better supports training, and use the other system as a contingency should the preferred system become unavailable. Always have a contingency plan.

6. Implementation. Ensuring that all scheduled events appear on the unit training schedule will help keep all members of the unit prepared for the upcoming training.

7. Sample Unit Training Information:

a. Mission and objectives

b. Task organization

c. Key participants

d. Limitations

e. Summary of key lessons and best practices

f. Chronology of events by phase

g. Key operation plans and orders

h. Standing operating procedures

i. Photographs

j. Maps

k. Detailed observations

l. Observation

m. Discussion

n. Recommendations

Appendix C – References:

REFERENCE DOCUMENTATION		
Document/Number	**Description**	**Link**
Army Publishing	Searchable website of Army Published documents.	https://armypubs.army.mil/
Army Regulations		
AR 385-10	The Army Safety Program	https://armypubs.army.mil/
AR 385-63	Range Safety (MCO 3570.1C)	https://armypubs.army.mil/
AR 11-33	Army Lessons Learned System (ALLS),accessed through Joint Lessons Learned Information System (JLLIS)	https://armypubs.army.mil/
Army Techniques Publication (ATP)		
ATP 4-15	Army Watercraft Operations	https://armypubs.army.mil/
ATP 4-11	Army Motor Transport Operations	https://armypubs.army.mil/
Department of the Army Pamphlet (PAM)		
DA PAM 750-1	Commanders' Maintenance Handbook	https://armypubs.army.mil/
DA PAM 25-403	Guide to Recordkeeping in the Army	https://armypubs.army.mil/
DA PAM 40-21	Ergonomics Program	https://armypubs.army.mil/
DA PAM 385-30	Risk Management	https://armypubs.army.mil/
DA PAM 190-51	Risk Analysis for Unclassified ArmyResources	https://armypubs.army.mil/
Prescribed Forms		
DA Form 348 or GCSS-Army Operator Qualification Record	Equipment Operator's QualificationRecord	https://armypubs.army.mil/
DA Form 348 or GCSS-Army Operator Qualification Record-1	Equipment Operator's Qualification Record (Except Aircraft)	https://armypubs.army.mil/
DA Form 5984-E	Operator's Permit Record (EGA)	https://armypubs.army.mil/
DA Form 6125	Road Test Score Sheet	https://armypubs.army.mil/
DA Form 2404	Equipment Inspection and Maintenance Worksheet	https://armypubs.army.mil/
OF 346 OR DA FORM 5984–E	U.S. Government Motor VehicleOperator's Identification Card	https://www.gsa.gov/forms-library/us-government-motor-vehicle-operators-identification-card

Appendix C – Continued

RFMSS	Classroom scheduling, login orcreate new account	https://rfmssbackup.belvoir.army.mil/jackson-new/pages/login.aspx
Master Driver	United States Army Transportation Corps and Transportation School, Fort Lee, VA.	https://transportation.army.mil/index.html
Army Driver Standardization Office	Proponent	https://transportation.army.mil/ADSO/adso_index.html
Example Master Driver Training Program	Of road, ground guiding, trailering, blocking, and bracing, accident avoidance/reporting, winterdriving	https://safety.army.mil/ON-DUTY/Drivers-Training-Toolbox/Example-Master-Drivers-Training
Master Driver's Training Program Resources	Driver training toolbox	https://safety.army.mil/ON- DUTY/Drivers-Training- Toolbox/Example-Master-Drivers-Training
Certification Courses		
Army Traffic Safety Course	CHRTAS System registration	Take in ALMS
Commanders Safety Course	ATRRS register, take in ALMS	https://www.atrrs.army.mil/channels/chrtas/
LicenseInstructor/ Examiner Course	Course is on Blackboard or inALMS distance learning	https://safety.army.mil/TRAINING-COURSES/Online-Training#ATTRS
Master Driving School Class	Fort Lee, VA, Resident, 18 days	https://trans.ellc.learn.army.mil
GCSS-Army	Basic Core Courses	https://www.gcss.army.mil/gtrac
Instructors and Examiners – Mandatory Courses Required for Licensing		
Evaluating Instructors Course	Take in ALMS	https://lms.army.mil
Army Traffic Safety Training Program	CHRTAS registration, take inALMS	https://safety.army.mil/OFF-DUTY/PMV-4-Cars-Trucks/Training-Unit-Safety

Appendix C – Continued

Forms:

DA Form 348 or GCSS-Army Operator Qualification Record Equipment Operators Qualification Record
https://armypubs.army.mil/ProductMaps/PubForm/Details.aspx?PUB_ID=146

DA Form 348 or GCSS-Army Operator Qualification Record-1 Equipment Operators Qualification Record Extension
https://armypubs.army.mil/ProductMaps/PubForm/Details.aspx?PUB_ID=59836

DA Form 5984-E Operators Permit Record
https://armypubs.army.mil/ProductMaps/PubForm/Details.aspx?PUB_ID=53800

OF 346 OR DA FORM 5984–E U.S. Government Motor Vehicle Operator's Identification Card
https://www.gsa.gov/forms-library/us-government-motor-vehicle-operators-identification-card

DA Form 6125 Road Test Score Sheet
https://armypubs.army.mil/ProductMaps/PubForm/Details.aspx?PUB_ID=1007869

DA Form 2404 Equipment Inspection and Maintenance Worksheet
https://armypubs.army.mil/ProductMaps/PubForm/Details.aspx?PUB_ID=1388

DA Form 5988-E Equipment Inspection and Maintenance Worksheet
https://armypubs.army.mil/ProductMaps/PubForm/Details.aspx?PUB_ID=53805

Appendix D – Interviews

1. Interviews are required to assist commanders with assessing the maturity, attitude, and past driving record of prospective drivers and operators. Factors to consider are personnel over 25 years of age are usually more mature than younger people; driving experience of 1 year or more during which the applicant has driven 4,000 accident-free miles will usually indicate good judgment and coordination.

2. Using DA Form 348 or GCSS-Army Operator Qualification Record. The interview should be informal, and the interviewee must understand its purpose. The interview will be conducted in person and the information recorded in writing. Information from the interview may be entered in the DA Form 348 or GCSS-Army Operator Qualification Record should read: Commander's Interview in accordance with paragraph 3 – 2 of this regulation and the date of the interview. Inform the individual of the Privacy Act provisions.

3. Suggested interview questions. The interview may be opened with remarks such as the following, "You are going to be asked a number of questions about yourself and your driving experience. Answers dealing with your record of accidents and violations may be checked against official records. Your answers will be used to help place you in work for which you are best suited."

4. The following questions are suggested for use in the interview:

a. How old are you?

b. How many years of schooling have you completed?

c. Do you have a valid State operator's permit?

d. Have you had any previous driving experience?

e. What type of vehicles have you driven?

f. Have you ever driven a manual shift vehicle?

g. How much experience have you had driving a passenger car?

h. Approximately how many miles have you driven during the past 12 months?

i. How much experience have you had driving a truck of 2.5-ton capacity or greater?

j. Have you ever driven a front-wheel drive vehicle? Have you ever driven a four-wheel drive vehicle?

k. Have you ever driven a tractor-trailer combination?

l. How many accidents have you had in which someone was injured or in which the property damage exceeded $2,000?

m. Explain who was at fault and how, in your opinion, the accident could have been avoided.

n. How many times have you been cited for a traffic violation? Describe each of these incidents.

o. How do you account for your good or poor driving record?

p. What do you think is the major cause of traffic accidents?

q. What do you think should be done to reduce the number of traffic accidents?

r. Have you had any experience as an automobile mechanic or in related work?

s. Have you any personal objections to becoming a military motor vehicle operator? (If so explain.)

t. Do you think you would make a good operator of Army equipment? Why?

u. Do you wear corrective lenses, or do you have any problems with your eyes?

v. Do you have any hearing problems?

w. Have you ever been convicted of a drug or alcohol offense?

x. Do you know of any physical defects that might affect you as a driver?

y. Are you taking any medications, which may affect or impair your ability to drive?

5. Completing the interview. The interview must include the date, name, and signature of the commander or authorized representative that conducted the interview. Additionally, the prospective driver is required to sign the interview validating all questions have been truthfully answered.

Appendix E – Internal Control Evaluation, Command Requirements Checklist

1. Driver and Operator Standardization Program

a. Function. This Appendix establishes command and managerial procedures to meet and validate units at the Directorate and below are adhering to Garrison Army Driver/Operator licensing policies. Compliance validation reviews will be conducted by Command, the Garrison Master Driver Manager (MDM) or designated Master Driver (MD). MD's conducting compliance audits cannot audit their own units.

b. Purpose.

(1) The purpose of this checklist is to assist senior commands and the MDM with the bi-annual/annual validation of subordinate organizations' selection, training, testing, and license issuance for Army drivers. Ensuring that proper licensing steps are followed is a commander's responsibility. This checklist is used to evaluate driver/operator licensing programs by identifying those areas requiring attention by commanders and the resolution of systemic problems.

(2) The overriding principle of certifying that Army drivers are properly trained and licensed falls under the goal of unit readiness. Table G-1 lists Audit requirements for Garrison organizations that select, train, test, and license vehicle/equipment operators. The Garrison MDM should be made aware of all audits before they occur. All Audit results must be sent to the Garrison MDM for consolidation into a Garrison Master driving performance database. At a minimum, the frequency of the audit should be conducted to the frequency in the table for the item. Results are to be collected on DA Form 2404 (Equipment Inspection and Maintenance Worksheet).

Table E – 1

These checklist requirements for selecting training, testing, and licensing vehicle and equipment operators are inclusive of the requirements in AR 600-55 Appendix J.

Area	Regulatory Requirement	Administrative Procedures	References	Frequency/ Standard
Drivers & Operator Training Program	Brigade commanders or DA civilian directors/GS-15 of organizations will develop standard operating procedures(SOPs) to ensure subordinate organizations are provided clear guidance on training, certifying, and licensing operators on vehicles and equipment.	Is there a current signed SOP from the Brigade Commander/ Director that covers guidance and all aspects of the unit driver's training program?	AR 600-55, para 1-4i4; DA Pam 750–3, para 2–3; AR 750-1, Chapter 3-7; ASC 750-1, para 3-11 (a-d)	Upon assumption of command/Inspe ctedannually
Drivers & Operator Training Program	Battalion commanders or civilian division chiefs/GS14 will develop and publish guidance for implementing operator licensing program within the organization	Is there publish guidance for implementing operator licensing program within the organization?	AR 600–55, paras 4–1 through 4–7. DA Pam 750–3, para 2–3; AR 750- 1, Chapter 3-7. ASC 750-1, para 3-11 (a-d)	Upon assumption of command/Inspe cted annually
Drivers & Operator Training Program	Company commanders or civilian branch chiefs/GS12 and above) will develop and publish guidance for interviewing and selecting driver candidates	Does the driver's training SOP or guidance include the commander's guidance for interviewing and selecting potential equipment and vehicle operators?	AR 600–55, paras 1–4, 3-2 & sample interview questions in app B; ASC750- 1, para 2-8q & para 3-15	Upon assumption of command/Inspe ctedannually
Drivers & Operator Training Program	Driver's training SOP or guidance outlines requirementsfor initial operator, equipment training, training validation/performance road test, sustainment, and remedialtraining for equipment and vehicle operators	Does the driver's training SOP outline initial operator, equipment training, training validation/performance road test, sustainment, and remedial training for equipment and vehicle operators?	AR 600–55, paras 4–1 through 4–7. ASC 750-1, para 3-15	Upon assumption of command/Inspe cted annually
Drivers & Operator Training Program	Brigade and Battalion commanders will appoint a master driver to manage the licensing program.	Is the master driver (brigade and battalion levels) trained and assigned on orders? Brigade and Battalion level master drivers have required training ASI M9	AR 600–55, para 1-4; ASC 750-1, para 3-15 d	Orders issued upon new appointment andposted in unit area/Inspected

				annually
Drivers & Operator Training Program	Master drivers must be a graduate of the master driver course, be certified by commander, assigned to the operations/S3 and a licensed operator.	Is the master driver a graduate of the master driver course (ASI M9), certified by commander, assigned to the operations/S3 and a licensed operator.	AR 600-55, para 4-1 a thru c	Upon new appointment/Inspected annually
Drivers & Operator Training Program	Commander/Director will appoint a licensed instructor on orders.	Are license instructors trained and assigned on orders? Successfully complete the License Instructor and Examiner distance learningcourse on Army Learning Management System	AR 600–55, paras 4–1b (1), 1–4g(4)(b); TC 21-305-20; DA PAM 750-8; TC 21-305 Series; TC 21-306; ASC 750-1, para 3-15	Upon new appointment, orders maintained by unit andmaster driver
Drivers & Operator Training Program	Commander/Director will appoint licensed examiners on orders.	Are license examiners trained and assigned on orders? Successfully complete the License Instructor and Examiner distance learningcourse on Army Learning Management System	AR 600–55, paras 4–1b (1), 1–4g(4)(b); TC 21-305-20; DA PAM 750-8; TC 21-305 Series; TC 21-306; ASC 750-1, para 3-15	Upon new appointment, orders maintained by unit andmaster driver
Drivers & Operator Training Program	Organizations using GCSS-Army will enter operator qualifications for managing operator licenses and equipment usage.	Do the master driver, license instructors, and license examiners have access roles to record and certify training in GCSS-Army?	AR 600–55, para 1–4g(4)(c)	Upon new appointment, Inspected annually
Drivers & Operator Training Program	License instructors and licensed examiners will be trained, licensed, technically knowledgeable and experienced in the equipment being used to train students	Are all license instructors and license examiners trained, licensed, technically knowledgeable and experienced in the equipmentbeing used to train students?	AR 600–55, para 4–2b, Appendix F	Upon new appointment, Inspected annually
Drivers & Operator Training Program	All files will be maintained and labeled according to Army Records Information Management System (ARIMS).	Are all files maintained and labeled according to Army Records Information Management System (ARIMS)?	AR 25–400–2, Chapters 5 and 6; AR 600–55, Appendix L	Inspected annually
Drivers & Operator Training Program	The selection process for operators begins when the commander or authorized representative screens the individual's current counseling/performance record, DA Form 348 or GCSS-Army Operator Qualification Record, and medical profiles.	Does the commander or authorized representative screen the individual's performance record, DA Form 348, or GCSS-Army Operator Qualification Record/GCSS-Army Operator Qualification Record, and medical profiles? The OF 346 OR DA FORM 5984–E orDA Form 5984–E	AR 600–55, para 3–1; ASC 750-1, para 3-15	During driver selection process/Inspected annually

		requirement is waived for DA Civilian personnel who operate non- tactical administrative DOD motor vehicles with a gross vehicle weight of less than 10,000 pounds		
Drivers & Operator Training Program	Driver's interviews will be conducted by the commander or authorized representative in writing.	Does the commander or authorized representative conduct interviews of prospective drivers and equipment operators? Is the authorized representative identified by the commander in writing?	AR 600–55, para 3–2	During driver selection process/Inspected annually
Drivers & Operator Training Program	All Department of Defense (DOD) military and civilian personnel will have their DA Form 348 or GCSS-Army Operator Qualification Record reviewed annually.	Has each DA Form 348 or GCSS-Army Operator Qualification Record/GCSS-Army Operator Qualification Record and OF 346 OR DA FORM 5984–E/DA Form 5984–E been reviewed and updated annually to determine ifthe operator is eligible for safety awards, expiration of permits, accidents, moving traffic violations, remedial, required or refresher training, reexamination, or license suspension?	AR 600–55, paras 4–2b (6), 4-3	Inspected annually
Drivers & Operator Training Program	Each operator of Army equipment is required to have a personnel-training folder thatcontains copies of training records and certifications received within current organization.	Are personnel folders established and controlled to validate training and documentation? (Commander interview, physical evaluation measures, road & written test results, and state driver's license information, sustainment training.)	AR 600–55, Appendix L	Inspected annually
Drivers & Operator Training Program	Each issuing authority will maintain a ledger of all permitsissued.	Is the master driver maintaining a ledger or automated equivalent of all permits issued? The ledger will be organized by date sequence and will include date of issue, expiration date, permit number, name of the licensee, type of equipment qualified to operate, and a remarks block.	AR 600–55, para 6–1b	Inspected annually
Drivers & Operator Training Program	Program of instruction (POI) will be three successive phases of operator training. Phase I (Initial Operator Training), Phase II	Has a POI to train potential drivers and operators been established (brigade and battalion)? Three phases consist of: The Phase I (Initial	AR 600–55, Appendix E	Upon assumption of command/Inspectedannually

	(EquipmentTraining) and Phase III (Training Validation/EquipmentRoad Test)	Operator Training) consists of units A through L. The Phase II (Equipment Training) consists of units M through T, and the Phase III (Training Validation/Equipment Road Test) consists of units U through W.		
Drivers & Operator Training Program	Installations are required to provide adequate driver training facilities and road courses for the training and testing of tenant organizations wheeled and tracked vehicle operators	Has a driver's performance road test course been designated to properly train and test personnel in various techniques and levels of difficulty?	AR 600–55, para 4-4, Appendix E	Inspected annually
Drivers & Operator Training Program	License instructors or license examiners to ensure annual check rides are accomplished for all sub-ordinate Soldiers/personnel.	Are first line supervisors or qualified personnel conducting annual check rides? Supervisors (NCOs) may conduct annual check rides but must be licensed on the piece of equipment the annual checkride is being performed on.	AR 600–55, paras 1–4, 4–5b	Inspected annually
Drivers & Operator Training Program	Individuals must pass the physical evaluation measures, successfully complete Phase I training, and complete equipment introduction and written test prior to being issued a learner's permit.	Are learner permits only issued to prospective operators after they have met the equipment orientation, safety and vehicle characteristic training and testing? Individuals must pass the physical evaluation measures, successfully complete Phase I training, and complete equipment introduction and written test, and prior to being issued a learner's permit OF 346 OR DA FORM 5984–E or DA Form 5984–E. Learner's permits are required before theoperator advances to the hands-on portion of training.	AR 600–55, para 6–3a	Inspected annually
Drivers & Operator Training Program	For Regular Army (RA), USAR, ARNG; and DA Civilian personnel on the same date the individual's State driver's license expires, or 5 years from issue date whichever is sooner.	Do licenses expire on the same day the operator's state licenses expire or no more than 5 years from date of issue?	AR 600–55, para 6–2b (1)	Inspected annually
Drivers & Operator Training Program	The OF 346 OR DA FORM 5984–E will be stamped or marked legibly on the front withthe words, ARMY STANDARD,ARMY	Is DA Form 5984–E or OF 346 OR DA FORM 5984–E stamped or marked legibly on the front with the words "ARMY STANDARD, ARMY LEARNER,	AR 600–55, para 6–1d	Inspected annually

	LEARNER, ARMY INCIDENTAL, or ARMY LIMITED, to denote the type ofpermit issued.	ARMY INCIDENTAL, or ARMY LIMITED")		
Drivers & Operator Training Program	Army Service member without a State license is awaiting issue of an OF 346 OR DA FORM 5984–E or DA Form 5984–E, and there is no reason to believe they have had a State license revoked or suspended, issuing agencies are permitted to issue a limited permit OF 346 OR DA FORM 5984–E or DA Form 5984–E for tactical vehicle operation on the installation only while awaiting the inquiry results.	Are Soldiers without civilian driver's licenses annotated with "ARMY LIMITED" and are only authorized to operate equipment on the post or installation? The OF 346 OR DA FORM 5984–E or DA Form 5984–E requirement is waived for DA Civilian personnel who operate non-tactical administrative DOD motor vehicles with a gross vehicle weight of less than 10,000 pounds. The expirationdate for Army limited permits will not exceed 1 year from the date of issue.	AR 600–55, paras 2–2b, 6–3c	Inspected annually
Drivers & Operator Training Program	Ensure sustainment training is provided by qualified personnelaccording to AR 600-55	Is annual sustainment training conducted and annotated on DA Form 348 or GCSS-Army Operator Qualification Record/GCSS-Army Operator Qualification Record to maintain a high level of skill proficiency and to prevent poordriving habits? Do sustainmenttraining incorporate simulators, if available especially for the performance of dangerous emergency procedures?	AR 600–55, paras 1-4, 4-4a, 4-5	Inspected annually
Drivers & Operator Training Program	Check rides must be conducted for motor vehicle operators who are certified to operate equipment with NVDs semi-annually	Are operators who haven't participated in an NVG mission within six months (12 months for USAR and ARNG) scheduled for refresher training?	AR 600–55, para 8–6 & Appendix I	Semi-annually
Drivers & Operator Training Program	The driver's training process for qualification training appliesto all wheeled, tracked, and mechanical or ground support equipment that requires operator licensing	Has the unit established a training and education program for mechanical and ground support equipment?	AR 600–55, paras 4-3, 7–1, 7-2	Inspected annually
Drivers & Operator Training Program	Commanders will establish a remedial training program for drivers or operators who have had driver-at-fault accidents ortraffic violations, misused equipment, or otherwise demonstrated a need for	Is there a remedial training program for drivers or operators who have misused equipment, demonstrated a need for additional training, had a "driver at-fault accident" or traffic violations and the remedial	AR 600–55, para 4-7	Inspected annually

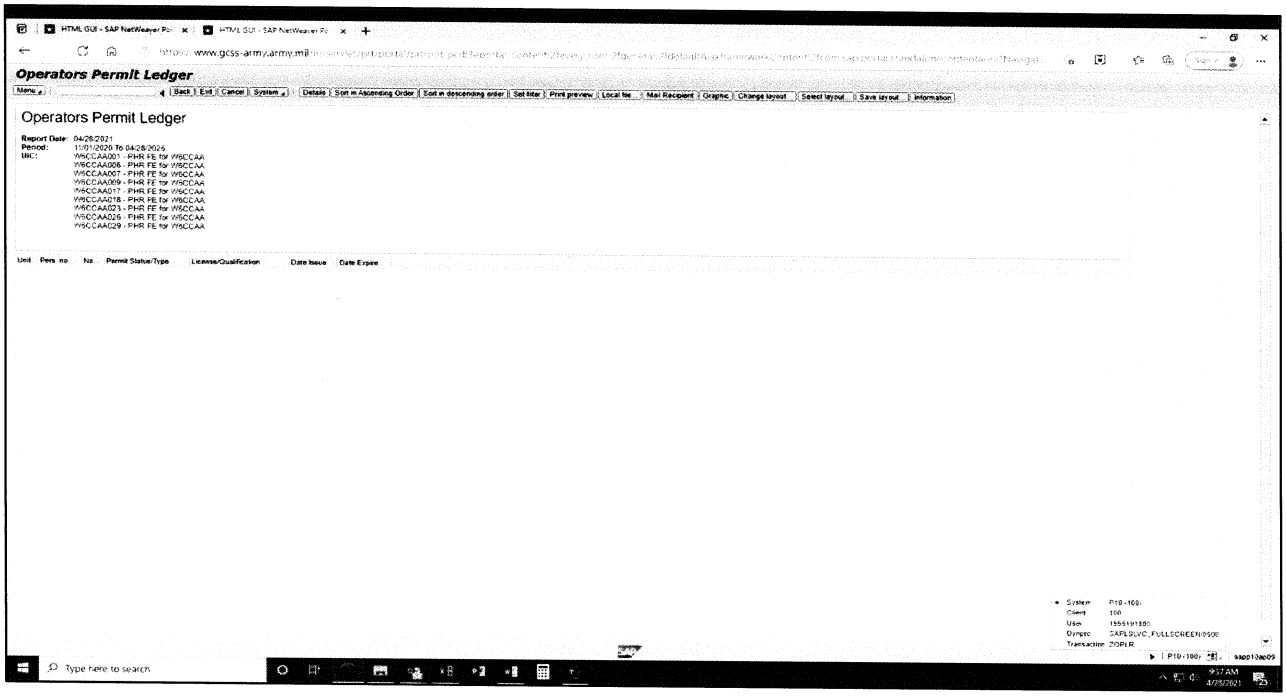
	additional training on military vehicles or equipment	training annotated on DA Form 348 or GCSS-Army Operator Qualification Record/GCSS-Army Operator Qualification Record?		
Drivers & Operator Training Program	All training and testing for vehicles or equipment will be documented on a DA Form 348 or GCSS-Army Operator Qualification Record/GCSS-Army Operator Qualification Record	Is all training and testing for vehicles or equipment documented on a DA Form 348 or GCSS-Army Operator Qualification Record/GCSS-Army Operator Qualification Record prior to issuing an OF 346 OR DA FORM 5984–E/DA Form5984–E?	AR 600–55, para 4–2b	Inspected annually
Drivers & Operator Training Program	All training and testing for vehicles or equipment will be documented on a DA Form 348 or GCSS-Army Operator Qualification Record/GCSS-Army Operator Qualification Record	NVD Driving Qualification Program: Is there a NVDs driver qualification program and is the training documented on DA Form 348 or GCSS-Army Operator Qualification Record/GCSS-Army Operator Qualification Record?	AR 600–55, paras 4-2, 8–1, 8–4d	Inspected annually
Drivers & Operator Training Program	The process for licensing operators on mechanical or ground support equipment follows the same phases outlined in AR 600-55, para 4–3	Mechanical or Ground Support Equipment. Are operators trained, certified, and licensed to operate equipment listed in AR 600–55, para 7–1, items 1–15, with items annotated on DA Form 348 or GCSS-Army Operator Qualification Record/GCSS-Army Operator Qualification Record and OF 346 OR DA FORM 5984–E/DA Form 5984–E?	AR 600–55, paras 4-9, 7–1, 7–2 .	Inspected annually
Preventative Maintenance Checks & Services (PMCS)	Commander at all levels will emphasize the conduct and supervision of PMCS performed at unit level	Do Commanders/Directors at all levels emphasize the conduct and supervision of PMCS at unit level? Do they conduct Command Maintenance?	AR 750-1, paras 2- 14c; DA PAM 750-3, para 3-2	As part of unit SOP
Preventative Maintenance Checks & Services (PMCS)	Crews/Operators will be trained and properly licensed for the equipment they are performing PMCS on and havetheir license with them	All Active Army, ARNG, USAR and Army civilian personnel (excluding contractor personnel), including foreign nationals, whose positions require operating Government equipment will be trained and tested before issue of an OF 346 OR DA FORM 5984–E.	AR 600-55, para 1-4; DA PAM 750-3, para 4-5; DA PAM750-8, para 2-2	Operators are licensedand have a signed OF 346 OR DA FORM 5984–E for the equipment during PMCS
Preventative Maintenance Checks & Services (PMCS)	Equipment Operators will use the applicable Technical Manuals (TM's) to perform PMCS	Do operators/crews use the TMs to perform PMCS before, during, and after operation? Whether hard copy of electronic manuals, operators, field level	DA PAM 750-1, para 2-14; DA PAM 750-3, para 4-5	Current and complete operator level (-10) with all changes

		mechanics and supervisors must have current field maintenance TMs, LOs, TCs, and TBs to maintain and service equipment.		applied
Preventative Maintenance Checks & Services (PMCS)	PMCS will be performed and documented correctly using DA Form 5988-E or DA Form 2404	Do leaders check operators performing and are they correctly documenting faults on the DA Form 5988-E/2404? Key leader responsibilities.	DA PAM 750-3, para 4-2	Spot check dispatchesand file copies
Preventative Maintenance Checks & Services (PMCS)	First Line Leaders will supervise the Operators Conducting PMCS	Do leaders conduct supervision of PMCS? Key leader Responsibilities	AR 750-1, para 2-14; DA Pam 750-3, para 4-6	As part of SOP

Appendix F – Sample Manual Licensing Ledger/ Manual Spreadsheet

NAME	SECTION	MEDICAL EVALUATION	HEARING TEST	PHASE I DRIVER, WHEELED VEHICLE	PHASE II FORKLIFT	PHASE III FORKLIFT	SITDOWN ELECTRIC FORKLIFT		1 YR CK RIDE COMPLETE	STAND-UP ELECTRIC FORKLIFT		1 YR CK RIDE COMPLETE				SCISSOR LIFT		1 YR CK RIDE COMPLETE						
Last, First MI.	S-1, S-4, etc.	Eval Date	Test Date	Trng Date	Trng Date	Cert Date	Y or N	Exp. Date	Ride Date	Y or N	Exp. Date	Ride Date	Y or N	Exp. Date	Ride Date	Y or N	Exp. Date	Ride Date	Y or N	Exp. Date	Ride Date	Y or N	Exp. Date	Ride Date
BRAVO, JOHN E.	DES	22-Jul-21	22-Jul-21	22-Jul-21	22-Jul-21	22-Jul-21	Y	22-Jul-21	22-Jul-21	N			Y	22-Jul-21	22-Jul-21	N			Y	22-Jul-21	N		
PUBLIC, JOHN Q.	DPW	02-Jun-21	02-Jun-21	02-Jun-21	02-Jun-21	02-Jun-21	N			Y	02-Jun-21	02-Jun-21	N			Y	02-Jun-21	02-Jun-21	N		Y	02-Jun-21	02-Jun-21
QUEUE, SUE Z.	S-4	01-Jan-21	01-Jan-21	01-Jan-21	01-Jan-21	01-Jan-21	Y	01-Jan-21	01-Jan-21	Y	01-Jan-21	01-Jan-21	Y	01-Jan-21	01-Jan-21	Y	01-Jan-21	01-Jan-21	Y	01-Jan-21	Y	01-Jan-21	01-Jan-21

OR GCSS-Army Transaction code Z0PIR system generated ledger headers



Appendix G – Sample Classroom Schedule

	0900 – 1000	1000 – 1100	1100 – 1200	1200 – 1300	1300 – 1400	1400 – 1500	1500 – 1600	1600 – 1700
DAY 1	Dispatch Procedures	Safety Checks, BII Inspections, PCIs	Seasonal Maintenance Guidelines (cold starting, snow chains, etc.)	LUNCH	PMCS Instruction: HMMWV, 5 Ton, M969, 4K FL			
DAY 2	Driver Training			LUNCH	Convoy Ops Training (PCIs, Pre-Brief, Convoy Markings, HAZMAT, SINCGARS, Strip Map Orientation)			
DAY 2	**2000 – 2400**							
(Reverse Cycle)	Night Driving							
DAY 3	Driver Training			LUNCH	Driver Training			
DAY 4	Driver Testing			LUNCH	Driver Testing			

Appendix H – Master Driver Selection

1. Criteria:

Well-qualified, high-quality license instructors and license examiners are important to maintaining safe and effective driver training and testing programs. Commanders who select and appoint master drivers, license instructors and license examiners should consider a number of factors to obtain the best-qualified personnel. These include technical knowledge, experience, and character. In these areas, it is valuable to assign a degree of fitness. Do this by rating an individual's desirable attributes on a scale of 1 to 5, rather than rating yes or no.

2. Driver Permit (OF 346 OR DA FORM 5984–E or DA Form 5984–E). Master drivers must possess an Army license. These individuals are considered program managers and do not necessarily need to be licensed on all equipment within an organization. However, license instructors and license examiners must possess a license for the vehicle or equipment on which they will train or test. Choosing individuals with a breadth of experience on multiple vehicles will increase the effectiveness of the license instructors and license examiners within a training program.

3. Education and Experience. Evaluation of an individual's education and experience as a vehicle driver, equipment operator, instructor, and maintainer may be helpful in predicting success as a master driver, license instructor, or license examiner. Written and oral comprehension and communication skills are important in developing lesson plans and examinations and presenting training and instructions. Some factors to consider are:

a. High school diploma

b. College credits or degree

c. Motor vehicle operation experience

d. Maintenance experience

e. Supervisory or teaching experience, especially in vehicle operation or maintenance

4. Technical Knowledge: Master drivers should be the most experienced individual in the organization for operator training and licensing. All license instructor and license examiner candidates must be licensed and considered subject matter experts on their respective vehicles or equipment and should be skilled NCOs or civilians. In addition, the Commander should evaluate the technical competence of each candidate. One way to perform this evaluation is by administering an objective written, and possibly also a

performance, test. A score of 80 or above should be a minimum requirement for selection.

5. Aptitude: Commanders should consider above average scores in appropriate aptitude areas based on the Army classification battery, if available (for example, general technical score of 100 or above.)

6. Personality: Consider any pertinent character and personality traits, which may influence a candidate's communication ability, trustworthiness, leadership ability, and similar attributes. Important traits to consider are:

a. Bearing

b. Clear and coherent speech

c. Dependability

d. Leadership qualities

e. Enthusiasm

f. Emotional stability

g. Ability to work with others

h. Ability to present technical information clearly and simply

i. Ambition and imagination, the drive and ability to improve continually in a task

Appendix I – Driver's Performance Test (Road Test)

1. Test Requirements (when required):

a. The test specified in this appendix is to be given according to the principles of test administration set forth in AR 611–5. In addition, the specific directions for this test are to be followed without deviation. No omissions or changes in the wording of these directions are permitted.

b. The purpose of the road test is to evaluate the driver's ability to drive safely in most on-the-road situations. It serves as the basis for issuing an operator's permit and provides instructional reinforcement and counseling. Driving weaknesses, that surface because of the test must be called to the attention of the examinee so that specific steps can be taken to eliminate these weaknesses. Commands that operate primarily in tactical environments have the option to add off-road driving evaluations to the performance road test outlined in this appendix.

c. Final evaluations will be recorded on DA Form 348 or GCSS-Army Operator Qualification Record/GCSS-Army Operator Qualification Record. Once this transfer of information has been accomplished, the completed DA Form 6125 will be maintained in the operator's file.

d. The license examiner will be appointed by the Commander. Furthermore, they will be familiar with the road test route and the testing procedures, as set forth in this SOP. Before administering the test to any examinees, the license examiner must practice administering the test to a regular licensed driver qualified on that type of vehicle. This practice administration will help them become acquainted with the test route and testing procedures.

e. Phase III (Training Validation/Performance Road Test) for wheeled vehicles consists of three scored phases: the preventive maintenance checks and services test, the vehicle control test, and the on-the-road driving test. The driver will be tested on these phases in the order listed and will not move on to the next phase until successfully testing on the previous phase. If the driver fails any phase of the test, the entire road test will be terminated at that point, and the license examiner will annotate the DA Form 6125 and conduct an after-action review with the driver. This procedure will help to ensure only safe and proficient drivers get behind the wheel of a vehicle to drive.

f. Phase III (Training Validation/Performance Road Test) for tracked vehicles consists of three phases: the PMCS test, the road-driving test in a controlled driving course, and operation in an off-road driving range. Operators must demonstrate satisfactory performance of safely operating the tracked vehicle in diverse conditions in order to successfully complete the Phase III validation.

2. Setting Up the Road Test

a. For the road test, the driver drives a predetermined route. To set up the test, plan the route to be used. It may be necessary to develop different routes to accommodate the various types of vehicles or varied conditions desired. However, once a route is established (in a given locality) it should be used for all examinees that are to be tested in the same type of vehicle. Should it prove necessary to vary the route, care should be taken that the different kinds of route requirements, as well as the number of requirements, remain the same. Every road test route will meet the following requirements (to the extent possible):

b. A vehicle control test area that assesses the operator's confidence while maneuvering the vehicle in confined spaces with the following maneuvers:

(1) Forward stop. Pull the vehicle forward through a straight alley and then stop the vehicle so that the front bumper is within 2 feet of the forward stop line.

(2) Straight-line backing. Back the vehicle through a straight alley and then stop the vehicle so that the front bumper is within 2 feet of the stop line.

(3) Right turn. Drive the vehicle forward approximately 30–50 feet, and then turn the vehicle right around a cone or other point. Bring the rear of the vehicle within 6–12 inches from the cone without touching it.

(4) Alley dock. Pull vehicle forward past the alley, keeping the alley entrance on the left. Back in a 45-degree curve into the alley without touching the sides and stop rear of the vehicle within 2 feet of the stop line at the rear of the alley.

c. A vehicle performance road test route with the following maneuvers:

(1) Eight left and eight right turns. Include turns at traffic lights, stop signs, and uncontrolled intersections. The turns should range from easy to somewhat difficult for a heavy vehicle. Try to include a mixture of types of intersections so that they vary in complexity.

(2) A straight section of urban business streets. The section should be 1 to 2 miles long. It should contain through intersections, and intersections with traffic lights, and have moderate traffic density. Try to get a section where the driver can make lane changes somewhere along the route. The section should be one that demonstrates how the driver copes with traffic in a typical business area.

(3) Two through intersections, and two intersections where a stop has to be made. If possible, these intersections should be included in the urban section.

(4) Two railway crossings. Try to get at least one uncontrolled crossing. The crossing should have enough sight distance to determine if the driver makes head search movements when approaching each crossing. The driver's attempt to look left and right down the track will often be the only way to tell if the driver noticed the crossing. If the test area does not have any railway crossings, simulate this exercise.

(5) Two curves, one to the left and one to the right. Try to get curves tight enough to produce noticeable off tracking on a tractor-trailer.

(6) A two-lane rural or semi-rural road. This section should be about 2 miles long. If there is no rural road near the motor pool, an industrial street with few entrances and a higher speed limit is a good substitute. An undeveloped suburban road is also a good substitute. In general, use any road that has characteristics similar to a rural road.

(7) A section of expressway. The section should start with a conventional ramp entrance and end with a conventional ramp exit. The section should be long enough for a heavy vehicle to make two lane changes during the section. A section of highway can be used if there is no expressway available.

(8) A downgrade. The grade should be steep and long enough to require gearing down and braking. A steep short hill is the next best choice if a long grade cannot be found. If the area does not have any steep grades, simulate this exercise.

(9) An upgrade. The grade should be steep enough and long enough to require gear changing to maintain speed. A steep short hill is the next best choice if a long grade cannot be found. Use the same grade for both the downgrade and the upgrade if it is hard to find steep grades in the area.

(10) A downgrade for stopping. This is a grade where a vehicle can safely stop (or pull off) and park for a minute or so. The grade only needs to be steep enough to cause vehicle to roll forward or backward if the driver does not park properly. If the area does not have any steep grades, simulate this exercise.

(11) An upgrade for stopping. This is another grade where a vehicle can safely stop and park for a minute or so. If necessary, use the same grade as for the downgrade stop.

(12) One underpass or low clearance, and one bridge. The underpass should have a posted clearance height. The bridge should have a posted weight limit. If there are no underpasses or bridges with posted limits, use ones that do not have posted limits. If necessary, substitute a bridge for an underpass, or an underpass for a bridge. If there are no low clearances or bridges, look for places that have signs a heavy vehicle driver should see. Examples of such signs are: "No Commercial Vehicles after 11:00 PM," or "Bridge with 10 Ton Weight Limit in 5 Miles."

d. When designing a route, try to get all of the specified maneuvers into the route. If there is no ideal example for a maneuver, find the closest substitute. Do not drop a maneuver because there is no ideal example of it. The important thing is to have a route that tests the driver in as wide a variety of situations as possible.

e. There is no minimum length for a route and no minimum amount of time that a route must take. A route is acceptable whenever it has all of the specified maneuvers. It is also a good idea to have at least two routes available so that the alternate route is available if construction or traffic prevents using the original route.

3. Administration of the Road Test

a. Prevention of Accidents

(1) Road tests should normally not be given if road or weather conditions present a hazard such as ice, snow, rain, or blowing dust. The exception is when testing is specifically for driving under such conditions.

(2) Be prepared to take control of the vehicle at a moment's notice. Always watch traffic conditions and warn the examinee of dangers, which they appear not to see. If the driver becomes involved in a dangerous or unlawful moving traffic incident or an accident, the test is to be terminated immediately and the license examiner will drivethe vehicle back to the start point, once on-scene responsibilities are fulfilled.

b. Beginning the Road Test

(1) Fill in the driver's name, and the license examiner's name, on the front of the DA Form 6125. DA Form 6125 is found on the Army Publishing Directorate (APD) website.

(2) Read the following instructions to the driver at the beginning of the test:

(a) "During the road test, I will give you directions as we go along."

(b) "I will always give directions for turns and so on as far in advance as possible."

(c) "There will be no trick directions to get you to do something illegal or unsafe."

(d) "Keep in mind that you are always in charge of the vehicle. Don't follow a direction if it turns out at the last minute to lead to an unsafe act."

(e) "As we go along, I will be making various marks on the test form. When you see this, it does not necessarily mean you have done anything wrong. It is best for you to concentrate on driving, and not worry about what I am doing."

(f) "Your scored test begins with before operations PMCS. If you are successful in that portion of the test, you will proceed to the vehicle control test, and finally to the on-the-road driving test."

(g) "Are there any questions?"

(3) Road Test PMCS

(a) The road test actually begins when the driver starts the before operations PMCS using DA Form 2404 (Equipment Inspection and Maintenance Worksheet), DA Form 5988–E (Equipment Maintenance and Inspection Worksheet) or a similar check sheet created using the operator's manual to record vehicle/equipment deficiencies (Appendix K). If the examinee performs the PMCS to appropriate standards, the license examiner will annotate in the Notes section "Before operations PMCS satisfactory." Upon successful completion of the before operations PMCS, the driver can proceed to the vehicle control test, and step (11) below.

(b) If the examinee does not perform PMCS to the license examiner's satisfaction, the license examiner will stop the road test at that point and fail the examinee. In this situation, the license examiner will annotate "Before operations PMCS unsatisfactory" in the Notes section of the test form, list specific deficiencies if possible, and refer the driver back to their unit for further training. The license examiner will follow the same procedures for grading during and after operations PMCS.

(c) Upon arrival at the vehicle control test site, give the driver an overview of all four exercises (forward stop, straight-line backing, right turn, alley dock). Use a diagram of the site to show the driver what to do and explain that you will give detailed instructions for each exercise as it comes up. When the driver is ready, they may get into the vehicle and proceed to the first exercise for instructions.

(d) The license examiner will evaluate the exercises from outside the vehicle and observe the driver's ability to control the vehicle during each maneuver. If the driver demonstrates satisfactory vehicle control skills, the license examiner will indicate in the Notes section of the DA Form 6125, "Vehicle Control Test Satisfactory."

(e) If the driver is unable to satisfactorily negotiate the course, the license examiner will stop the road test and fail the driver at that point. The license examiner will indicate in the Notes section, "Vehicle Control Test Unsatisfactory," indicate specific weaknesses if possible, and refer the driver back to their unit for further training.

(f) If the driver satisfactorily completes the vehicle control test, they will proceed to the driving portion of the performance road test.

(g) When the driver is ready, get into the vehicle with the driver, and start giving directions for following the road test route. Give the directions in this form: At the (location), make (maneuver). For example: "At the next intersection, turn right" or "At the stop sign, turn left." If necessary, give combined directions. For example: "Immediately after you complete your right turn, turn left into that road over there."

(h) Avoid using commercial signs or buildings as landmarks for directions unless there is no alternative. Do not assume that the driver is familiar with the local landmarks and be sure to give clear guidance well in advance.

(i) Give directions well before the maneuver is to be performed. Always give a direction at a point where the driver can see where they will do the maneuver. However, give the directions close enough to the location so the driver can be sure of where to do the maneuver. For example, do not tell the driver to turn at the next intersection if there is another intersection before the one where you want the driver to turn.

(j) In addition to directions for getting the driver around the route, there are some directions to give for the expressway, urban street, and rural sections.

(k) At the beginning of the expressway section say, "We will be driving along this expressway for about (two or however many) miles. When it is safe to do so, make a lane change to the left. Then when it is safe to do so, make a lane change to the right."

(l) At the beginning of the urban street section, say, "We will be driving along this street for about (two or however many) miles. When it is safe to do so, make a lane change to the left. Then when it is safe to do so, make a lane change back to the right. When we get near the end of this section, I will tell you what to do next."

(m) At the beginning of the rural section, say, "We will be driving along this road for about (two or however many) miles. When we get near the end, I will tell you what to do next."

(n) In general, give all directions in a way that avoids distracting the driver. In addition, avoid unnecessary conversation.

4. Scoring the Road Test

a. The scoring form for the road test, DA Form 6125, is a two-sided single sheet that is located at the APD website. The main headings in the boxes give the names of the different maneuvers. For each maneuver, there is a list of driver behaviors to be scored. Beside each behavior, there is a block used for marking the driver for the behavior. In cases where a maneuver is done several times on the route, there is a column of blocks for each time the maneuver appears on the route.

b. To score a behavior, draw a stroke through the block whenever the driver's performance is unsatisfactory. Make no mark if the driver performs the behavior correctly. For each maneuver, there is a No Errors category at the bottom of the list of behaviors. There is a space beside "No Errors" to enter a checkmark if the driver is satisfactory on all behaviors. These checkmarks will show that you scored the driver even if the driver made no errors.

c. The only other marking that needs to be done on the test is to indicate maneuvers that were not done. A maneuver may have been missed for some reason or because there was no opportunity for it on the route. To show that a maneuver was not performed, draw a vertical line down through the entire column of blocks used for marking that maneuver.

d. When scoring the maneuver, follow these steps:

(1) Find the maneuver on the score sheet so you will be ready to mark it.

(2) Check the driver and the traffic. When the driver can pay attention, give the directions for the next maneuver.

(3) Watch the driver perform the maneuver.

(4) Mark the score sheet.

e. It is important to mark the driver's score sheet immediately after each maneuver. Do not try to remember what the driver does, and mark the sheet later on in the route, or back at the office.

f. The following paragraphs describe how to mark the score sheet for each type of maneuver.

(1) Stop or start on a grade. There are two columns of blocks to mark. One column is for the upgrade stop and one column is for the downgrade stop. The columns are labeled Up and Down. The behaviors are organized in three groups: approach, stop, and resume. Normally score each group separately as the driver does them. Score the approach as soon as the driver comes to a stop. Then check the stop behaviors and score them before telling the driver to continue. After the driver pulls away, score the rest of the behaviors.

(2) Expressway. Score the expressway section in three phases: merge on, lane changes, and exit. Mark each phase as the driver completes it. There are two columns of blocks for the lane changes. Mark the one labeled Left for the lane change to the left. Mark the one labeled Right for the lane change to the right.

(3) Driving upgrade and driving downgrade. Driving up a grade and driving down a grade are scored separately. Observe how the driver handles the grade, and score the behaviors listed. It is especially important that the driver use the proper gear and appropriate signals and speed on grades because these can affect other traffic.

g. General driving behavior. General behaviors such as gear changing should be marked at the end of the test. Specific actions such as traffic violations can be marked when they happen. There is also space to write notes. Use this space to make notes of things that do not fit into any scoring categories, or to record any unusual events during the test. Also, remember to draw a vertical line through behaviors, which are not graded, such as use of clutch when grading on a vehicle with automatic transmission.

h. Turns. There are eight columns of blocks on the left of the box; eight columns of blocks on the right (see DA Form 6125). The columns on the left are for left turns. The ones on the right are for right turns. The columns are numbered according to the order in which the turns occur on the route. Column 1 of the left turn columns is for the first left turn on the route. Column 2 is for the second turn, and so on. The first few times a route is used, it is a good idea to write the names of the locations of the turns at the tops of the columns. This will help you to keep track of the turns until you have the route completely memorized.

(1) Mark a turn in four steps: approach, if vehicle stops, turning, and completes turn. The If Vehicle Stops section is marked only if the driver has to make a legal stop before starting the turn. This would be at a traffic light, a stop sign, or yield sign. Do not mark this section if the driver stops for some other reason, such as being blocked by other vehicles part way around the turn.

(2) It is important to observe whether the driver is aware of their vehicle position throughout the turn, especially for tractor/trailers, because it can affect other traffic. If there is more than one left turn lane, the driver should start their turn from the far right turn lane.

i. Railway Crossing. This section has three columns for scoring. The columns labeled 1 and 2 are for actual railway crossings on the route. Column 3 is for the simulated crossing. Vehicles hauling passengers or hazardous cargo are required by law to stop between 15 and 50 feet from the nearest rail and take whatever actions are necessary to look and listen for trains (for example, open window, and open door).

j. Bridge or Underpass. There is one space for marking a bridge, and one for marking an underpass.

k. Curves. There are two columns for scoring curves. The column labeled Left is for a curve that turns to the left. The column labeled Right is for a curve that turns to the right. Drivers should reduce to a safe speed before entering the curve, and then

maintain that speed during the curve.

l. Urban and rural straight sections. This section has two columns. Use the column labeled Urban for the urban section. Use the column labeled Rural for the rural section. In most cases, mark the driver when they get to the end of the section. However, if the driver makes an error while driving along the section, such as driving in the wrong lane, mark the error immediately. The driver should drive in the right lane if it is clear or the center lane if the right lane is blocked or has a large volume of merging traffic.

m. Lane changes. The column labeled Left is for a lane change to the left. The column labeled Right is for a lane change to the right. The lane changes are part of the urban section. Mark each lane change as soon as the driver makes it.

n. Intersections. There are six columns for marking the driver on intersections. Columns 1 and 2 under Stopping are for intersections where the driver has to make a legal stop. For example, at a traffic light or a stop sign. Columns 1 through 4 under Driving Through are for marking intersections that the driver goes straight through. There are two phases to marking a stop intersection: stopping and driving through. For a stop intersection, driving through items cover the time when the driver starts from the stop until the driver resumes normal traffic speed. For a driving through intersection, mark only columns 1 through 4 under Driving Through.

o. Note. Usually the urban straight section has more than enough intersections to score. Start scoring the intersections as soon as the driver begins driving along the section. Score stop and through intersections in whatever order they come up in as riding along. It does not matter if an intersection with traffic lights is sometimes scored as a stop intersection, and sometimes scored as a through intersection.

p. Search, Direction, and Speed. Most of the grading blocks discussed have areas for grading search, direction, and speed in addition to the other behaviors listed. These are general categories that the license examiner should be monitoring through each exercise.

(1) Search. At all times during the road test, the driver must be constantly checking the front, sides, and rear of their vehicle for traffic, pedestrians, obstructions, emergencies, and so on. During each maneuver, the license examiner must observe whether the driver is checking around them, and yields right-of-way to other road users when appropriate.

(2) Direction. The driver must be aware of the position of their vehicle at all times. During each maneuver, the license examiner must observe vehicle position in the lane, whether the vehicle is in the correct lane, and whether the driver maintains the appropriate distance from traffic, stop lines, and so on.

(3) Speed. The driver must be aware not only of their speed in comparison with the speed limit, but how it affects other traffic. During each maneuver, the license examiner must watch to see that the driver maintains posted speed limits, accelerates, and decelerates smoothly, uses the proper gear for their speed, blend nwith the traffic flow, and that they do not lug or race the engine, coast the vehicle, change gears or brake on tracks or in the middle of intersections, stall the engine, and so on.

q. Driver errors at non-marking locations. Since scoring is done at predetermined locations, there will be occasions when the driver makes an error at some place other than one of these locations. Score the error in the General Driving Behavior section of the form if it is something that fits in that section. Otherwise, ignore the error. If the route has many places where you cannot score the driver, you probably have an inefficient route. If the driver makes errors in places where you do not score, they will likely make errors in places where you do score. Do not decide where to score a driver based on when the driver makes an error. Stick to scoring at the predetermined locations.

5. Computing the Driver's Score

a. Road Test Score Sheet. At the end of the test, make sure all driver and license examiner information is completed. Check that everything is marked clearly and correctly. Cross out test maneuvers that were completed. Review the scored maneuvers for repeated errors and score errors in the general driving behavior. Carefully add the number of marked blocks and write the total in the Score space on the front of the form. A passing score is 25 errors or less. The driver fails the road test if they have 26 or more errors (errors accumulated on the Vehicle Control Test do not count toward the score on the driving portion of the Road Test). If the score is close to a failing score, double check to be sure the addition is correct.

b. Automatic Failures. Annotate reason for automatic failure in the Notes section, "Examinee exhibited undue nervousness." Fully explain each reason.

(1) Any unsafe driving acts

(2) Failure to perform PMCS properly

(3) Not knowing location and function of gauges and controls

(4) Unsatisfactory performance on Vehicle Control Test

(5) Undue nervousness

(6) Failure to achieve minimum passing score

c. If the individual scores 24 errors or less, but the license examiner feels that the individual needs additional training, the license examiner has the right not to issue a license.

d. After-Action Report. Whether the driver passes or fails, the license examiner will review the results of the road test with them and bring to the driver's attention any weaknesses that require further practice or training. If the driver failed, explain what caused the failure. Advise the driver that an Army Standard OF 346 OR DA FORM 5984–E/DA Form 5984–E cannot be issued, and they will have to retake the entire performance test at a later date. Pass or fail, the resultsmust be recorded on the DA Form 6125.

Appendix J – Program of Instruction

1. The three successive phases of operator training are broken down into the following POI.

a. Phase I (Initial Operator Training) consists of Units A through L:

(1) Unit A. Introduction, organization of course, and materials review

(2) Unit B. Local, HN, and post traffic regulations and laws

(3) Unit C. Basic regulations, responsibilities, & traffic controls (TC 21– 305–20)

(4) Unit D. Basic operating procedures (see TC 21–305–20)

(5) Unit E. Emergencies (see TC 21–305–20)

(5) Unit F. Accident causes and reports (see TC 21–305–20)

(7) Unit G. Hazards and safety measures (see TC 21–305–20)

(8) Unit H. Operation of government vehicles off post/base (see TC 21–305–20)

(9) Unit I. Maintenance responsibilities to include PMCS and required forms (see TC 21–305–20)

(10) Unit J. Procedures for transporting personnel (see TC 21–305–20)

(11) Unit K. Motor marches and convoy operations (see TC 21–305–20)

(12) Unit L. Phase I: Initial Operator Training examination

b. Phase II (Equipment Training) consists of units M through T:

(1) Unit M. Introduction to specific vehicle or equipment (classroom and motor pool).

(2) Unit N. Written examination (vehicle specific). Commands must develop and approve examination for equipment that does not have published TC.

(3) Unit O. Vehicle operating familiarization.

(4) Unit P. Usual Conditions: Operate vehicle/equipment under normal conditions on road driving courses and in controlled routes during daylight, and nighttime using

headlights (driving routes to be approved by local command).

(5) Unit Q. Unusual Conditions: Operate vehicle off-road using training locations approved by local command. Focus training content on the unusual conditions defined in operator technical manual.

(6) Unit R. Response to emergency situations and vehicle malfunctions (simulators and on driving courses).

(7) Unit S. Self-recovery methods (classroom and hands-on).

(8) Unit T. Operate vehicle specific capabilities (self-recovery winch, materiel handling crane, hydraulics, securing load in cargo bed, and so on). Unit T applies to any additional required training (beyond driving fundamentals) that ensures operator is proficient at operating all design features of vehicles/equipment.

c. Phase III (Training Validation/Equipment Road Test) consists of units U thru W.

(1) Unit U. PMCS Test

(2) Unit V. Vehicle Control Test

(3) Unit W. Road Test (see AR 600-55, 4–9 for mechanical or ground support equipment)

Appendix K – Sample PMCS Checklist for COTS Equipment

The checklist MUST reflect all the PMCS guidelines in the owner's manual. These COTS checklist mustfollow the same routing as the processing of form 2404.

Sample checklist for forklifts:

FORKLIFT TRUCK (LPG or electric). Forklift MFG_____Model_____
Serial Number_____Work area _____

*Operator must check √ each item before each shift to confirm it is safe to use during to operation
*Defects should be marked with an X and explained on the bottom or back side of the paper Notify supervisor and tagout/ lockout if appropriate
* Place N/A for items not applicable

	Mon	Tues	Wed	Thur	Fri	Sat	Sun
Date							
Inspector initials							
KEY OFF Procedures							
Overhead guard							
Hydraulic cylinders							
Mast assembly							
Lift chains and rollers. Is there wear or damage or kinks. signs of rust . or any sign that lubrication is required?							
Forks. Are they cracked or bet. worn. or mismatched. Is there excessive oil or water on the forks							
Tires (Front psi/Rear psi) Are there large cuts that go around the circumference of the tire? are there large pieces of rubber missing or separated from the rim? Are there missing lugs. Is there bond separation that may cause slippage?							
Fuel System Fittings/Levels/Gages							
Is the fuel tank guard bracket properly positioned and locked down?							
Fuel Hose: Is it damaged? It should not be frayed. pinched. kinked. or bound in anyway. Is the connector threaded on squarely and tightly. Is there a fuel odor							
Examine fire extinguisher							
Check the engine/Trans oil level							
Check the hydraulic fluid level							
Check the engine coolant level							
Battery cable and connections . no damage							
KEY ON Procedures							
Check the gauges							
Hour meter							
Test moving and braking backwards and forwards							
Steering							
Front. tail. and brake lights							
No strange noises while operating							
Horn. does it work							
Safety switch on seat or standing platform working - is it working							
Safety belt - if equipped is it working							
Load handling Levers. Is there hesitation when hoisting or lowering the forks. when using backward or forward tilt. or the lateral travel on the side shift. is there excessive oil on the cyclinders							
Starting Hour Meter Reading >>>>>							
Comments							

Appendix L – Non-Tactical Vehicle Training Cycle

1. Applicability: All personnel required to operate a Non-Tactical Vehicle (NTV) must be certified and licensed prior to NTV operation.

2. Certification and licensing consist of commander interview and authorization, classroom instruction, testing and license issue.

a. Commander interview. The commander interview outlined in AR 600-55, appendix B will be conducted and documented on the commander's authorization memorandum along with certification that the individual(s) has completed winter driving training as outlined in AER 600-55 Para 9.a.(6).

b. Licensing requirements: NTV operators must have the following to receive an OF 346 OR DA FORM 5984–E & DA Form 348 or GCSS-Army Operator Qualification Record.

(1) Commander's memorandum identifying the operator has been screened and trained on winter driving operations for the current year.

(2) A valid stateside, USAREUR-AF license (or proof of completion of JKO007/A) or country license with appropriate level of vehicle classification.

(3) NTV classroom instruction (DACs and Service Members only).

c. Classroom Instruction: Classroom instruction is designed to train and certify NTV operators on NTV operations and will include at a minimum the following:

(1) Preventive Maintenance, Checks and Services.

(2) Dispatching and Maintenance Procedures (Mileage, fuel, and operators)

(3) Traffic rules and road signs.

(4) Traffic safety (High Risk areas).

(5) NTV Cargo operations.

(6) NTV Operator Risk factors (Distracted Driving, Alcohol and Drugs, Fatigue).

(7) Environmental Risk Factors Road Conditions (Wildlife, Road Conditions).

(8) NTV Fueling Operations.

(9) Accident Reporting.

(10) Physical Security.

(11) Authorized use of NTVs.

(12) Out of Country operations and requirements.

d. Testing: Operators completing the NTV Certification course must score an 80% or higher on end of course exam to be an NTV Operator.

Appendix M – Army Owned Vehicles

1. Applicability: All personnel required to operate the Army owned vehicles must be certified and licensed prior to vehicle operation.

2. Certification and licensing consist of commander interview and authorization, Phase I, II, and III Training for license issue.

a. Commander interview. The commander or (authorized representative) interview, outlined in AR 600-55, Appendix B, will be conducted and documented on the commander's authorization memorandum along with certification that the individual(s) has completed winter driving safety instruction outlined in AER 600-55 Para 9.a.(6).

b. Licensing requirements: Operators must have the following to receive an OF346.

(1) Memorandum for record from the unit license examiner certifying that Equipment Specific Training is complete.

(2) A valid Commercial Driver's License or country license with appropriate level of vehicle classification.

(3) Phase I: NTV Certification Course, Phase II: Equipment Specific Training and Phase III: Road test (emergency services only).

c. Phase I Classroom Instruction: Classroom instruction is designed to train and certify NTV operators on NTV operations and will include at a minimum the following:

(1) Preventive Maintenance, Checks and Services

(2) Dispatching and Maintenance Procedures (Mileage, fuel, and operators)

(3) Road Conditions

(4) Accident Reporting

d. Phase II: Equipment Specific Training:

(1) PMCS Procedures

(2) Vehicle Familiarization

e. Phase III, Training Validation/Road Test, applies to emergency services vehicles only.

Appendix N – Material Handling Equipment

1. Applicability: All personnel required to operate Material Handling Equipment must be certified and licensed prior to operation.

2. Licensing of Local National employees is conducted using qualified German contracted instructors. Units are responsible for the payment of fees associated with the training.

3. Prior to training, each operator requires the following:

   a. Biometric photo.

   b. G25 Physical Exam.

4. Recertification training is required each year to maintain a valid license.