



REPLY TO  
ATTENTION OF

DEPARTMENT OF THE ARMY  
HEADQUARTERS, UNITED STATES ARMY GARRISON, FORT RILEY  
500 HUEBNER ROAD  
FORT RILEY, KANSAS 66442-7000

IMRL-SO

Date: *21 June 2016*

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Vehicle Operator License/Driver Training Policy Letter

1. References:

- a. 49 CFR Part 382 Federal Motor Vehicle Safety Standards, Controlled substances and Alcohol use and testing, 17 August 2001
- b. 49 CFR Part 391 Federal Motor Vehicle Safety Standards, Physical Qualification for Drivers, 1 October 2011
- c. DoDI 6055.06-M DoD Fire and Emergency Services Certification Program, 21 December 2006
- d. DoDI 6055.04 Highway Safety Program Guidelines, Change 2, 23 January 2013
- e. AR 385-10 The Army Safety Program, 27 November 2013
- f. AR 600-55 The Army Driver and Operator Standardization Program, 18 June 2007
- g. TC 21-305-20AFMAN 24-306(I) Manual for the Wheeled Vehicle Driver, 12 January 2016
- h. FR 385-1 Fort Riley Safety Program, 6 May 2011

2. Purpose. To provide commander's/director's guidance and intent for selecting, training and licensing operators of government owned vehicles (GOVs), leased, or rented vehicles, as well as provide guidance for dispatching and operator preventative maintenance procedures. With dwindling financial resources we cannot afford to continue to doing business as usual.

3. Background. Numerous Army Motor Vehicle (AMV) and equipment accidents involving Soldiers, Department of the Army Civilians (DACs), and DoD contractors within the USAG continue to directly affect the readiness and mission support assets.

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

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5. The USAG, Operator License/Driver's Training policy guidance is as follows:

a. Interview. AR 600-55, Chapter 2, provides guidance to Commanders/Directors for interviewing and ensuring that vehicle operators are licensed and trained.

b. Training. AR 600-55, Chapter 4, provides guidance for Soldier and Civilian operators of tactical and non-tactical vehicle training. Civilians operating a government owned (GOV) or leased vehicle must complete the online Accident Avoidance Course (AAC), have a valid state driver's license, and a U.S. Government Motor Vehicle Operators Card (OF 346).

c. Sustainment and Remedial Driver Training.

(1) First line supervisors will conduct an annual check ride for each driver to assess driving proficiency and identify weaknesses. If the first line supervisor is not licensed or unable to perform the check ride, the commander/director will ensure that a qualified individual performs the check ride and assessment.

(2) Operators who are cited for at fault accidents, or moving violations will be enrolled in the Remedial Driver Training Course IAW CG Policy Letter 6.

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

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

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

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

(3) Leaders will schedule military and civilian personnel to undergo periodic medical examinations by qualified medical personnel (see AR 40-501, Chapter 930; 49 CFR 391.41-49).

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f. OF 346 Contractor Exceptions. The Installation Commander may waive the requirement to have an OF 346 for non-tactical vehicles only. If waived, alternate measures must be developed to identify drivers who are authorized to operate these vehicles for official business, and to certify that the driver possesses a valid state driver's license. NOTE: A driver who has his or her state license revoked or suspended must have his or her OF 346 revoked or suspended as well, and may not be issued a new OF 346 during the period of revocation or suspension.

g. Physical examinations and prescription medication usage.

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

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

h. Accidents and Near Miss reporting.

(1) Government vehicles. Operators involved in a motor vehicle accident will complete a Motor Vehicle Accident Report (SF 91) prior to leaving the scene (if possible); notify supervisor/fleet managers and the USAG, Safety Office (GSO) within 24 hours of the incident (5Ws). Accidents that occur on non-duty days or holidays will be reported the next scheduled duty day, and a copy of the SF 91 will be forwarded to the GSO within 72 hours from the date of the accident.

(2) Near Misses will be reported on the on-line Near Miss Form and forwarded to the GSO within 24 hours of the incident.

i. Severe Weather Driving.

(1) The Fort Riley Operations Center (FROC) will issue messages to inform the command of current road conditions. The mission will dictate if the GSA or Transportation Motor Pool (TMP) vehicles will be operated during severe weather when road conditions are Amber or Red. Mission essential and emergency vehicles will have Deliberate Risk Management (DRM) completed and signed by the risk acceptance authority.

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Commanders/ Directors will ensure seasonal driver training is conducted by qualified personnel who have been appointed to conduct driver training.

j. Ground guides and chock blocks.

(1) Ground guides will be used when operating in congested areas or areas with limited visibility. The Vehicle Commander (VC) will assist the driver in executing backing or other difficult maneuvers. When possible, two ground guides will be used (one front and one rear) during backing. If no ground guides are available operators will dismount their vehicle and visually verify that there is adequate space to safely perform backing maneuver. Using side mirrors and low speeds will lessen the probability of accidents during this type of backing.


(2) When operators park their vehicles (automatics), the vehicle will be placed in PARK, or LOW GEAR (for standard shifters), and set emergency brakes.

(3) Chock blocks will be used in accordance with guidance in TC 21-305-20/AFMAN 24-306(I), Manual for the Wheeled Vehicle Operator.

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

6. Leaders must ensure that DRM process is the cornerstone of safety in training and operations and will be used to determine risks and mitigation strategies for all operations and tasks regardless of the simplicity of the task.

7. Any questions concerning this policy should be directed to Mr. Richard E. Hearron, Garrison Safety Office, 239-8469, richard.e.hearron.civ@mail.mil.

  
JOHN D. LAWRENCE  
COL, AG  
Garrison Commander

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