

USAR Regulation 600-3

Personnel – General

**THE ARMY DRIVER AND
OPERATOR
STANDARDIZATION
PROGRAM**

(Selection, Training, Testing, and Licensing)

**Department of the Army
Headquarters US Army Reserve Command
1401 Deshler Street SW
Fort McPherson, Georgia 30330-2000
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SUMMARY OF CHANGE

US Army Reserve (USAR) Regulation 600-3

The Army Driver and Operator Standardization Program (Selection, Training, Testing, and Licensing)

This regulation --

- o Describes the responsibilities for driver and operator selection, training, testing, and licensing (Chapter 1).
- o Describes the driver licensing, selecting, training and testing program (Chapter 2).
- o Describes the accident avoidance/prevention and safety program (Chapter 3).

Personnel - General
The Army Driver and Operator Standardization Program
(Selection, Training, Testing, and Licensing)

For the Commander:

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History. This is the initial publication of USAR Regulation 600-3.

Summary. This regulation governs the selection, training, testing, and licensing of motor vehicle drivers and equipment operators and prevention of motor vehicle accidents.

Applicability. This regulation applies to all elements of the Army Reserve. It also applies to all Department of the Army (DA) civilian employees and contractor personnel operating Army, owned or leased, vehicles and equipment. This regulation is applicable on unit readiness and mobilization.

Proponent and exception authority. The proponent of this regulation is the Deputy Chief of Staff, G-4. The G-4 has authority to approve exceptions to this regulation that are consistent with controlling law and regulation. The approval authority may, in writing, delegate this authority to a division chief under the supervision within the proponent agency who holds the grade of colonel or the civilian equivalent.

Army management control process. This regulation does not contain management control provisions.

Supplementation. Supplementation of this regulation is prohibited without prior approval from US Army Reserve Command, Deputy Chief of Staff, G-4 (AFRC-LGM), 1401 Deshler Street SW, Fort McPherson, GA 30330-2000.

Suggested improvements. Users are invited to send comments and suggested improvements on DA Form 2028 (Recommended Changes to Publications and Blank Forms) directly to the Commander, USARC (AFRC-LGM), 1401 Deshler Street SW, Fort McPherson, GA 30330-2000.

Distribution: This publication is available in electronic media on the USARC Intranet website at <https://usarcintra> and on the Army Reserve Component portion of the Army Knowledge (AKO) website. This regulation is intended for command level A, B, or C. Local reproduction is authorized.

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Chapter 1

Introduction

1-1. Purpose. This regulation establishes the Army Reserve's standards, policies, and procedures for the selection, training, testing, and licensing of drivers and equipment operators of Army Motor Vehicles (AMVs), Army Combat Vehicles (ACVs), Army Operator Vehicles (AOVs), engineer/special purpose vehicles and equipment, all terrain vehicles (ATVs), Army mechanical, and ground support equipment.

1-2. References. Required and related publications, prescribed and related forms, and record numbers are listed at Appendix A.

1-3. Explanation of abbreviations and terms. Abbreviations, terms used in this regulation are explained in the glossary.

1-4. Responsibilities

a. The Army Reserve Deputy Chief of Staff, G-4 will -

(1) Establish overall policy for driver and operator selection, training, testing, and licensing.

(2) Maintain oversight of the Army Driver and Operator Standardization Program.

(3) Develop policy for selecting, training, testing, and licensing Army vehicle drivers and equipment

operators.

b. The Army Reserve Safety Office will establish a Safety Program policy and oversee the implementation of safety and risk management guidance in the driver and operator selection, training, testing, and licensing.

c. The Army Reserve Deputy Chief of Staff, G-1, will develop and establish procedures to annually recognize vehicle operators and units who maintain outstanding safety records to include promotion points for accident free miles. Award of promotion points must also comply with AR 140-158 or AR 600-8-19, as appropriate.

d. Army Reserve Major Subordinate Commands (MSCs) are designated the granting authority and will -

(1) Develop and publish written procedures to implement training requirements in accordance with

(IAW) Training Circular (TC) 21-305/TC 21-306 for all vehicle drivers.

(2) Select, train, test, and license vehicle drivers and equipment operators.

(3) Staff driver and operator testing stations.

(4) Delegate to subordinate commanders in writing, the authority to train, test, and license noncommercial vehicle drivers and equipment operators. Driver and operator training, testing, and licensing will be conducted at battalion level or higher. Army Reserve MSCs not supported by a battalion or higher unit, operator training and licensing will be conducted no lower than company level.

(5) Designate a transportation officer who will have staff oversight for commercial and non-tactical vehicle (NTV) operator training programs. In organizations without a transportation officer, the motor maintenance officer or a designated individual may be assigned this function in writing.

(6) Maintain oversight of all units, ECSs, and AMSAs to ensure all dual status individuals are trained and licensed. The driving/licensing requirements for some of the AMSAs and ECSs are limited to road test activities after a piece of equipment is repaired. Unit requirements for licensing include full tactical and environmental training for Soldiers assigned to drive/operate equipment. Each AMSA and ECS will maintain separate training requirements and records for all dual status members; unit training and licensing will not be used.

e. Commanders will -

(1) Use the risk management process as identified in [USAR Regulation 385-2](#), Chapter 6, and FM 100-14 in conducting unit vehicle and equipment operations.

(2) Maintain and monitor individual driver and equipment operator history for all assigned drivers and equipment operators.

(3) Develop unit procedures for the safe operation of AMVs, ACVs, ATVs, AOVs, and mechanical and ground support equipment.

(4) Ensure vehicle operations and maintenance are in accordance with Army regulations and technical manuals (TMs). Soldiers/civilians **will not** move/operate vehicles or equipment for which they are not licensed or do not meet current requirements.

(5) Identify hazards associated with vehicle and equipment operations through accident analysis, lessons learned, after action reports, and unit experiences. Implement appropriate control measures to eliminate or control the risk associated with the identified hazards.

(6) Select, train, test, and license vehicle drivers and equipment operators according to this regulation and local requirements.

(7) Provide sustainment training IAW this regulation.

(8) Include evaluation of driver training programs as a part of the Command Inspection Program (CIP). The Driver Training Program checklist is at Appendix B.

(9) Train operators hauling hazardous/liquid cargo IAW Title 49, Code of Federal Regulation (CFR), Part 172.

(10) Appoint, in writing, a driver's training coordinator, who will maintain the following documentation, as a minimum:

(a) Commander's interview.

(b) Annual sustainment training verification worksheet.

(c) Remedial training verification worksheet.

(d) Road Test Score Sheet (DA Form 6125-R).

(e) Preventative Maintenance Checks and Services (PMCS) exam.

(f) Annual sustainment training examination.

(g) The Night Vision Device (NVD) examination as required.

(h) Copy of Civilian Driver's License.

(i) Most current DA Form 348 (Equipment Operator's Qualification Record (Except Aircraft)).

(j) All other related/specialized training documents.

(k) Initial training document.

f. Equipment operators/drivers will -

(1) Operate vehicles/equipment in a safe and prudent manner. This includes abiding by the established local speed limits as well as equipment speed and operating limits as published in current operators manual.

(2) Report hazardous operating conditions of vehicles/equipment.

(3) Report all accidents to their supervisor and to the motor pool that dispatched the equipment.

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

(5) Ensure cargo (including personnel) is properly loaded, secured (correct blocking and bracing), and protected prior to and during transport.

- (6) Ensure vehicles/equipment and their contents are properly secured when left unattended.
- (7) Ensure vehicles and equipment are properly serviced.
- (8) Wear installed restraint systems and ensure all occupants in restraint equipment seats wear their seat belts.
- (9) Use ground guides IAW the provisions of this regulation and FM 21-305.
- (10) If using medication, inform supervisor that may impair the ability to drive or operate an Army vehicle or equipment.
- (11) Inform supervisor immediately of revocation or expiration of state driver's license.

Chapter 2

Driver Licensing Program

2-1. Licensing

This chapter establishes the driver's licensing procedures and requirements. For the purpose of this regulation AMVs are defined as self-propelled over the road wheeled vehicles and ACVs are defined as self-propelled tracked vehicles. The AOVs are defined leased vehicles or equipment requiring specialized training to operate.

2-2. License requirements

a. All personnel, to include contractors used by the Department of the Army (DA), are selected, trained, tested and licensed IAW this regulation to operate government owned or leased vehicles.

(1) Personnel will possess a valid state driver's license prior to issuance of an OF 346, U.S. Government Motor Vehicle Operator's Identification Card or Unit Level Logistics System-Ground (ULLS-G) or DA Form 5984-E, Operator's Permit Record. See AR 600-55, figure 4-1 (sample DA Form 348), for limitation restriction codes (go to http://www.usapa.army.mil/USAPA_PUB_pubnum_P.asp, type in 600-55, choose the "pdf" version). **For ECS/AMSA, the code "R6" has been added. It is limited to moving equipment/vehicles from the parking area to the shop for the purpose of quality assurance, test operation and test drive.**

(2) DA civilians and contractor personnel are required to have a commercial driver's license (CDL), IAW the Commercial Motor Vehicle Safety Act of 1986, when driving vehicles identified in AR 600-55, paragraph 2-2c. The DA Forms 348 are maintained in Army Records Information Management System (ARIMS) record number (RN) 600-55a1 (Operator examination and qualification records – Operator Qualification Record). Tests and examinations are maintained in ARIMS RN 600-55a2 (Operator examination and qualification records – Test and Examinations).

(3) All personnel are required to obtain an ULLS-G, DA Form 5984-E, or OF 346 prior to the operation of any owned or leased government vehicle. In the case of NTVs that do not require a CDL, personnel will have an OF 346/DA Form 5984-E annotating verification of a state drivers license meeting requirements to operate non-tactical vehicles without restrictions. The requirement for the DA Form 5984-E/OF 346 may be waived by the local commander for NTV only.

b. The CDL Program.

(1) Military operators of vehicles owned or leased by the Department of Defense (DOD) are waived from the Department of Transportation Federal Motor Carrier Safety regulations. This waiver applies to any active duty military personnel and Army Reserve Soldiers when on active duty. License requirements for military drivers, tactical and NTVs, are listed in AR 600-55, paragraph 2-3.

(2) The DA civilians (dual status and non-dual status) and contractors must have a CDL to operate government-owned or leased vehicles as outlined in AR 600-55, paragraph 2-2. Additional CDL qualification requirements are in the Federal Motor Carrier Safety Regulations, and Title 49 CFR, Part 383. Personnel operating vehicles loaded with hazardous material (HAZMAT) will be trained IAW Title 49 CFR, Part 171, and be thoroughly familiar with load characteristics, emergency procedures and safety transportation practices.

c. Contractor employees and other service operators. Operators will be licensed IAW AR 600-55, Chapter 2, paragraph 2-5.

2-3. Driver selection

The selection process is the first critical step in the establishment of a quality drivers' licensing program (see figure 2-1).

a. Records, review, and interviews. Authority and responsibility for conducting records reviews and interviews will be assigned in writing.

(1) The selection process for operators will begin with screening of the individual's DA Form 2-1 (Personnel Qualification Record), DA Form 348, medical records and civilian driving history from the National Drivers Register (NDR) or the Provost Marshal-Crime Information Computer. Factors to be considered are: poor driving record; mental/emotional instability; physical handicaps that cannot be accommodated, and alcohol or drug related incidents.

(2) Driver candidate interviews will be conducted IAW AR 600-55, Appendix B (Interviews).

b. Physical Examination and Evaluation.

(1) *Physical Examinations.* Military and civilian personnel are required to undergo periodic medical examinations IAW AR 40-501, Standards of Medical Fitness, for military personnel and Federal Personnel Manual, Chapter 930, for civilian personnel. In addition, civilians who are required to obtain a CDL for those vehicles listed in AR 600-55, paragraph 2-2c, must meet the physical standards set forth in the Federal Motor Carrier Safety IAW Title 49, CFR, sections 391.41 through 391.49. These periodic medical examinations will meet the medical examination required by AR 600-55.

(2) *Physical Evaluation Measures.* See Appendix C of this regulation for testing procedures.

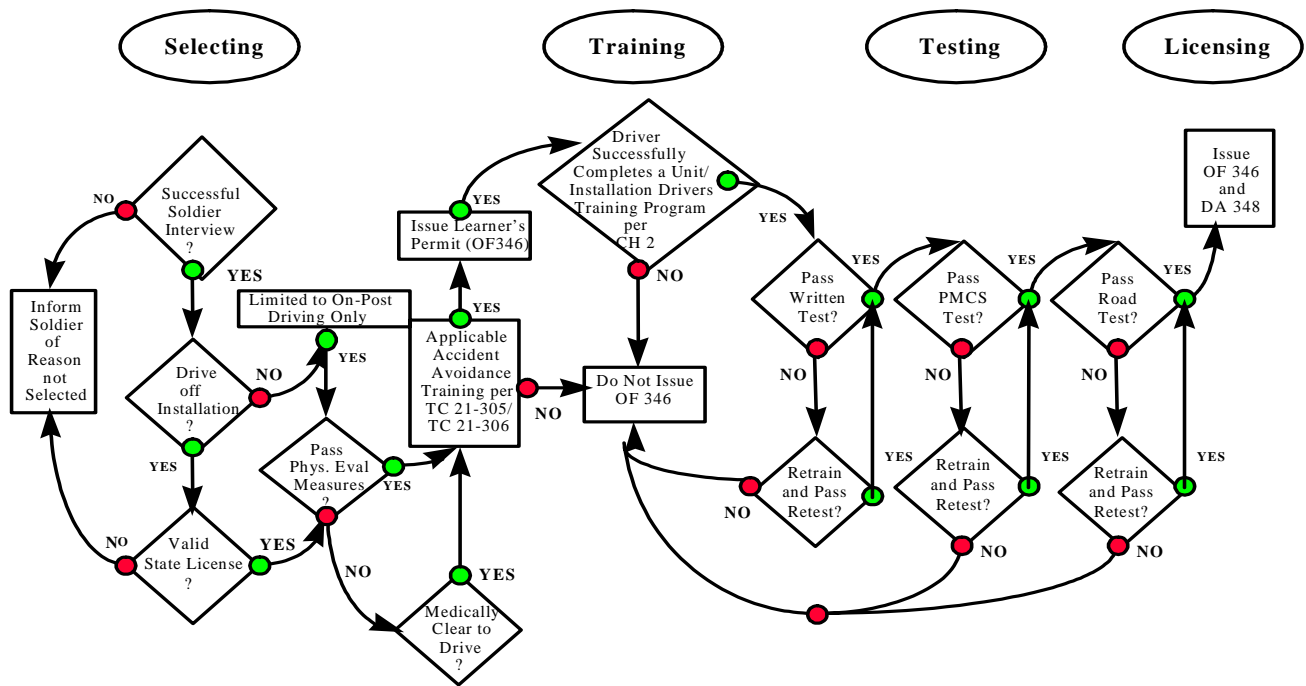


Figure 2-1. Four processes of Army Reserve Driver's Training: Selection, Training, Testing, and Licensing.

c. Operator License Inquiries.

(1) The Department of Transportation maintains the NDR. Unit commanders will coordinate with their Provost Marshall Office for assistance in using the NDR to identify civilian licenses that have been denied, suspended, or revoked on potential drivers.

(2) License issuing authority will conduct a prompt, thorough inquiry whenever there is any reasonable doubt regarding the authenticity or validity of an employee's state motor vehicle operator's license, when there is reason to suspect a poor driving record or the applicant does not possess a valid state driver's license. The issuing authority will conduct the inquiry prior to issuing or renewing the individual's OF 346 or DA Form 5984-E.

(a) If an individual does not have a state driver's license, he/she may be issued an OF 346 or DA Form 5984-E by the commander after completing the necessary driving requirements IAW AR 600-55 and this regulation. Once the requirements have been met, the individual is licensed to drive but **only** on military installations.

(b) A driver who has had his/her state license revoked or suspended will have his/her OF 346 or DA Form 5984-E revoked or suspended and will not be issued a new OF 346 or DA Form 5984-E during the period of revocation or suspension.

2-4. Driver/operator training

a. Two phases of the Army Reserve's Driver Training Program. Phase I is Accident Avoidance Training (AAT) and will be conducted IAW AR 385-55, Chapter 2. Phase II is vehicle specific training and will be conducted IAW the TC 21-305 series for applicable vehicles (see appendix B, item 7).

(1) Driver training programs will include local unique training requirements, which are beyond the scope of this regulation. These requirements will be inserted into the training process at the appropriate juncture as determined by the local licensing authority.

(2) Training standards are identified in the TC 21-305 series. (Go to http://www.usapa.army.mil/usapa_officialsite.htm and scroll down and click on "U.S. Army Training and Doctrine Command." Select "Official Departmental Publications" and under "Type:" scroll down to "Training Circulars," in the "Keyword" block, type in "21-305" and click on the "submit" tab. See TC 21-305, TC 21-305-1, TC 21-305-10, TC 21-305-100, TC 21-305-11, TC 21-305-2, etc.)

(3) See Army Reserve Driver's Training Program at https://usarcintra/g4/Drivers_Test/Drivers_Test_Main_Page.htm.

b. Accident prevention training (Phase I). Before beginning vehicle-specific, wheeled vehicle, or tracked vehicle training, all candidates will successfully complete accident avoidance/prevention training IAW AR 385-55, Chapter 2, prior to issuance of a learner's permit.

c. Vehicle specific training (Phase II). Candidates who meet the physical standards and successfully complete Phase I will be issued a learners permit prior to beginning Phase II training. Phase II training is vehicle specific and will be conducted IAW the TC for the class or series of vehicle being trained and licensed. Safety critical training, such as rollover drills, will be included in Phase II. The TC 21-305-series contains information for wheeled vehicle training and TC 21-306-series contains information for track vehicles. The training standards established in these training circulars are considered minimum standards for licensing. Personnel who have military learner's permits may only operate a government owned or leased vehicle on a military installation.

d. Sustainment training.

(1) Commanders will develop and implement a sustainment training program to be conducted at least annually to maintain a high level of driver skill proficiency and to prevent drivers from acquiring poor driving habits.

(2) Equipment check rides will be conducted and documented annually by first line supervisors on each driver to assess driving proficiency and identify weaknesses. Sustainment training will focus on individual weaknesses and any other training topics identified by the commander (these topics may be based on local seasonal conditions, mission, equipment, and so on). If the first line supervisor is not licensed or is unable to perform the check ride, the commander or supervisor will assign a qualified individual to perform the check ride and assessment. Safety Critical Training, such as rollover drills, will be tested during the annual check ride.

e. Remedial training. Commanders will establish a remedial training program for personnel who have had driver at-fault accidents or traffic violations, misused equipment, or otherwise demonstrated a need for additional training. This training will be directed towards correcting individual weaknesses. Training will be used to reinforce positive attitudes and motivate persons who have been convicted of serious moving traffic violations, or who have been determined to be at fault in an accident while operating an AMV. Remedial training will be documented on DA Form 348 and DA Form 348-E (Operator Qualification Record).

f. Emergency vehicle qualification training. Emergency vehicles include ambulances, fire trucks, and vehicles used for military police, security force, and crash rescue. Personnel operating this type equipment will complete an emergency vehicle training program prior to assuming operator duties, and every 3 years thereafter. Training will include instruction in the subjects outlined in Appendix H (Emergency Vehicle Driver Training Course) of AR 600-55 and will be annotated on DA Form 348 and DA Form 348-E when completed.

g. Vehicle flight-line qualification. Refer to FM 3-04.300, Flight Operations Procedures, for special vehicle and driver requirements for ramp operations.

h. HAZMAT transportation training. In order to transport HAZMAT, civilian and military vehicle operators, including assistant drivers, will meet the licensing requirements in AR 600-55, Chapter 2, paragraphs 2-3 and 2-4 and trained according to Title 49 CFR, Part 177. List of required materials is published at the Army Reserve, G-4 web page. Unit instructors must be familiar with the subjects in paragraph above and must be certified in writing by the commander as qualified instructors for familiarization training on transporting HAZMAT.

i. Night Vision Device (NVD) training. The NVD training will be a part of annual sustainment training and included in the YTB. All units on the Commanders Unit of Interest List (CGUI) with NVD equipment as part of their MTOE will complete NVD familiarization training prior to reporting to the Power Projection Platform mobilization site. Vehicle drivers that are required to operate their vehicle using NVDs are required to complete an NVD qualification training program IAW TC 21-305-2 to receive NVD annotation on their driver's license.

j. Training documentation. All training in support of vehicles and equipment that requires licensing will be documented on a DA Form 348 prior to issuing an OF 346 or DA Form 5984-E. Instructions for completing the DA Form 348 and 348-1-R are in AR 600-55, Figure 4-1. The DA Form 348-E is used for local purposes only and **does not replace DA Form 348**. The DA Form 348 is the only authorized record documenting equipment operator's qualifications (DA Pam 750-8, Chapter 2, paragraph 2-1c). Instructions for completing the automated form are in the Unit Level Logistics System (ULLS) End Users Manual.

k. Instructor and examiner qualification.

(1) Commanders should consider technical knowledge, experience and character as key factors in selecting and assigning the best qualified personnel as instructors and examiners.

(2) Instructors must be licensed and appointed in writing to train or instruct on an authorized type of vehicle and meet the criteria in AR 600-55, appendix F.

2-5. Driver/operator testing procedures

a. Testing of candidates is conducted in three parts IAW the applicable TCs.

(1) Written Examination (Part I). The written examination requires candidates to demonstrate their knowledge of the vehicle.

(2) The PMCS Test (Phase II). This phase tests the candidate on the performance of PMCS on the applicable item of equipment using the operator's manual, lubrication order, and DA Form 2404/DA Form 5988-E.

(3) Road Test (Part III). This phase tests the candidate's ability to perform every operation of which the vehicle is designed. Appendix G (Driver's Performance Test) of AR 600-55 and applicable TC provide the tasks, conditions and standards for accomplishing this test.

b. Location and functions.

(1) Driver testing stations or teams will be established as directed in AR 600-55.

(2) The primary functions of driver testing stations will be to conduct driver tests and issue vehicle driver licenses. This will include the related functions of:

(a) Recording, reviewing, and evaluating driver records.

(b) Operator interviews, counseling, and guidance.

(c) Security, issuance, and scoring of test materials.

(d) Preparation for and control over the use of testing devices, equipment, and routes.

(e) Preparation, authentication, renewal, and revocation of licenses.

(3) Each issuing authority will maintain a ledger IAW AR 600-55, Chapter 5, paragraph 5-1(d).

c. Examiner qualifications.

(1) The effectiveness of the motor vehicle driver testing and licensing program depends upon the qualifications of the examiners. Examiners will meet the requirements outlined in paragraph 2-4k of this regulation. The examiner must be qualified in proper driving techniques and completely impartial in all examination procedures.

(2) The consistency of test evaluations by road test examiners assigned to a station will be checked periodically by having different examiners simultaneously rate the same driver applicant. Afterward, the ratings will be compared and an effort made to bring the findings to a single, consistent standard. Road test examiners must be qualified on and licensed to operate each type of equipment on which they test operators.

d. Test administration.

(1) Specific procedures for administering Physical Evaluation Measures are at Appendix C of this regulation and the procedures for Drivers Performance Test (Road Test) are at Appendix G of AR 600-55. General testing conditions prescribed in AR 611-5, Chapter 3, paragraph 3-1.

(2) Test materials, including booklets, answer sheets, scoring keys, and manuals required to administer motor vehicle driver selection tests, will be secured IAW AR 611-5, Chapter 2, paragraph 2-2.

(3) For driver/operator testing, go to https://usarcintra/g4/Drivers_Test/Drivers_Test_Main_Page.htm.

2-6. License procedures

a. General.

(1) The issuing authority is the driver testing station or unit/activity that has been authorized, in writing to test and qualify drivers, by the granting authority identified in paragraph 1-4d(4) this regulation.

(2) The qualifying official is the examiner designated, in writing, to conduct driver testing and to verify driver performance qualification. The qualifying official's signature on the OF 346 or DA Form 5984-E verifies that the proper training has been accurately annotated on the individual's DA Form 348 or DA Form 5984-E, and the individual has been qualified to drive through written and performance testing.

(3) Instructions for completing the manual OF 346 are in AR 600-55. Units operating under the ULLS will use the automated forms in ULLS. Instructions for completing the automated form are in the ULLS End Users Manual.

b. Types of permits issued are in AR 600-55, Chapter 6.

c. Renewals, suspensions, and revocations.

(1) Operator permits may be renewed up to 90 days before the expiration date. For those individuals who possess a valid State license as well as an OF 346, the OF 346 should not be renewed until the State license has been renewed.

(2) A performance test will be given whenever a licensed driver qualifies on an additional type of vehicle or equipment. The DA Form 348 and OF 346 or DA Form 5984-E will be updated whenever a licensed driver has been qualified on an additional vehicle.

(3) Renewals will be accomplished after examination of the driver qualification record (DA Form 348 or DA Form 5984-E) and medical profiles, administration of prescribed physical evaluation measures, and the performance test. Renewals will be denied on the basis of accident records, traffic violations, medical, or recommendations of officers, supervisors, or leaders.

(4) License issuing authorities will revoke or suspend military driver licenses or permits when an individual's state or host nation driver's license is revoked or suspended. The suspension or revocation period will not be less than the period imposed on the civilian driver's license. In addition commanders may recommend suspension or revocation to the license issuing authority.

(5) Soldiers testing positive for illegal substance(s) during a unit urinalysis test will have their military driver/equipment license suspended until all personnel actions are completed and the Soldier is cleared for vehicle/equipment operations by the unit commander.

d. Replacement of permits. Issuance of duplicate permits to replace those lost or stolen is authorized as outlined in AR 600-55.

e. All personnel are required to obtain a ULLS, DA Form 5984-E or OF 346 prior to the operation of any owned or leased government vehicle. In the case of NTVs, that do not require a CDL, personnel will have an OF 346/DA Form 5984-E annotating verification of a state driver's license meeting requirements to operate NTVs without restrictions.

Chapter 3

Accident Avoidance Program

3-1. General

This chapter establishes policies and procedures for carrying out the Army's Accident Prevention Program. The goal is to reduce the risk of death and serious injury to any Soldiers or equipment as a result of human-error related vehicle accidents.

a. The Army's accident avoidance program is a commander's program that begins with the selection of driver candidates and includes six major components. The six components of the Army's accident avoidance program are:

- (1) Qualification of drivers and equipment operators.
- (2) Accident reporting and analysis.
- (3) Sustainment training.
- (4) Remedial training.
- (5) Vehicle standards.
- (6) Operator standards.

b. Critical to the establishment of a quality accident avoidance program is motivating safe performance. Safety is integral to all operations and must be integrated into all aspects of the driver and operator standardization program. Commanders will develop and execute a program that supports the overall objective of reducing or controlling the risk of vehicle operations. Examples of tools commanders should consider in developing their programs include:

(1) Ensuring all drivers are active participants in the development and continual improvement of the motor vehicle accident prevention program.

(2) Annually recognizing vehicle operators and units who maintain outstanding safety records IAW AR 672-74 and USAR Reg 385-2. Depending on unit level and approval authority, one of the following ARIMS record numbers will be used to file the award: 672-74a1, Safety Awards – office having award selection responsibility or 672-74a2, Safety Awards – offices other than office having award selection responsibility.

(3) Ensuring standards are consistent, clear, and enforced so the drivers understand their responsibilities.

(4) Periodically assessing driver performance and use recognition, remedial, and disciplinary measures as appropriate.

(5) Awarding promotion points for being a good driver. Award of promotion points must comply with AR 140-158 or AR 600-8-19, as appropriate.

3-2. Accident prevention procedures

The following are needed for a good accident prevention program:

- a. Drivers and equipment operators must have the necessary qualifications.
- b. Sustainment training.
- c. Remedial training.

3-3. Accident prevention responsibilities

a. Major Subordinate Command (MSC) commanders will base their safety programs on the Highway Safety Program Standards. *See AR 385-55, Appendix B, Highway Safety Program Standards (go to http://www.usapa.army.mil/USAPA_PUB_pubnum_P.asp, type in 385-55, then choose the "pdf" version).*

b. Commanders at all levels will -

(1) Conduct a motor vehicle safety program addressing operation of tactical and combat vehicles, government-owned commercial vehicles, materiel-handling equipment, and contractor vehicles while on Army property.

(2) Conduct vehicle and maintenance operations IAW Army regulations and the most current TMs.

(3) Develop and execute risk management procedures, training, education, and motivation programs for motor vehicle operation IAW USAR 385-2 Chapter 6.

(4) Provide supervision and performance monitoring of Army drivers and equipment operators.

3-4. Army Motor Vehicle (AMV) policy and combat vehicle accident prevention program

The AMV accident prevention program integrates safety and composite risk management into vehicle acquisition and maintenance, roadway construction and conditions, convoy operations, daily vehicle operations, and driver training and performance.

3-5. Motorcycle/ATV/moped safety training

Personnel authorized to operate government owned or leased motorcycles, ATVs (i.e., Gators), and mopeds, will complete a rider/operator safety course and be licensed by civil and military authorities (CONUS/OCONUS) to operate these types of vehicles on public roadways, except where not required by SOFA or local laws. The training will include classroom instruction, hands-on driving, and a written test. See USAR Regulation 385-2, paragraph 12-7, for more guidance.

3-6. Motivating safe performance

a. Commanders will -

(1) Ensure all Army standards pertaining to operating and driving the Army vehicles and equipment are rigorously enforced.

(2) Ensure all drivers are active participants in the development and continual improvement of the motor vehicle accident prevention program.

(3) Annually recognize vehicle operators and units who maintain outstanding safety records.

b. Supervisors of AMV operations will -

(1) Ensure standards are consistent and clear so drivers understand their responsibilities.

(2) Periodically assess driver performance and use recognition, remedial, and disciplinary measures as appropriate.

3-7. Operator safety standards

a. Use of personal safety equipment.

(1) All personnel operating or riding as a passenger in a DOD motor vehicle, including tactical and combat vehicles, will wear seat belts at all times, except during water operation, when sitting in seats in which seat belts have been installed. Operators of other equipment, such as forklifts, having manufacturer-installed restraints will wear the restraints. Individuals will not ride in vehicle or equipment seats from which installed occupant restraints have been removed or rendered inoperative. The vehicle operator is responsible for informing passengers of the seat belt requirement. The driver is responsible for ensuring enforcement.

(2) Eye protection (goggles) will be worn by vehicle commanders, drivers, and assistant drivers of combat/tactical vehicles not equipped with a windshield or on which the windshield is in the down position.

(3) The requirements for wearing of Kevlar helmets or other headgear in AMVs/ACVs will be IAW USAR Reg 385-2. All personnel will wear helmets (Kevlar or combat vehicle crewman (CVC) helmet) when operating or riding in ACVs.

b. Commanders will establish procedures for applicable administrative or disciplinary action to include the suspension of driving privileges using military equipment for noncompliance with the seat belt/occupant restraint use requirement.

c. Failure to use seat belts and restraints will be considered by accident investigators and commanders in making line of duty determinations in the event of injury or death during a vehicle accident.

d. Use of vehicle safety equipment.

(1) Use of parking lights only while the vehicle is in motion is prohibited except as directed by military or civilian authority.

(2) Every AMV meeting the criteria listed below will be equipped with a highway warning kit IAW FM 21-305.

(a) Capable of carrying 10 or more persons or with a rated capacity of more than 4 tons.

(b) Having a gross vehicle weight rating of more than 8,000 pounds.

(c) Operating over public highways.

(3) Emergency vehicles will be equipped with stationary, rotating, or flashing lights and sirens. Lights will conform to MIL-STD 1197.

(4) Rotating or 180-degree flashing amber lights will be used for cranes (wreckers), oversized or overweight vehicles, snow-removal equipment, other highway maintenance vehicles, and for the first and last vehicle in a convoy.

(5) All tactical vehicles 2 1/2-ton or larger will be equipped with two chock blocks of the type specified in the appropriate operator's manual.

e. Safe driving operation.

(1) Driver and senior occupant responsibilities for safe vehicle operation are outlined in this regulation, USAR Reg 385-2, AR 600-55, and FM 21-305.

(2) Drivers will not be assigned as an operator or assistant operator of an AMV for more than 10 continuous hours (including rest and meal breaks), nor will the combined duty period exceed 12 hours in any 24-hour period without at least 8 consecutive hours of rest. Crew endurance/Fighter Management policy is outlined in USAR Reg 385-2.

(3) A fully qualified assistant driver will be assigned for any mission in which a vehicle will be operated for 10 hours or more or any of the following are being transported:

(a) Sensitive equipment.

(b) Explosives or other hazardous material.

(c) Bulk petroleum, oil, or lubricants (POL).

(4) Drivers will take 15-minute rest/fuel breaks every 2 hours of driving or every 150 miles, whichever occurs first. Scheduled one hour meal breaks must also be taken.

(5) The use of cell phones, headphones or earphones is prohibited while driving military vehicles except that drivers may talk on cell phones when driving if using a hands-free device and if authorized on the installation and/or by local or state law. However, this prohibition does not negate the requirement for wearing hearing protection or CVC helmets in vehicles or conditions requiring their use.

(6) Drivers/assistant drivers will not report for duty under the influence of alcohol, illegal substances, or mood alternating medications (see AR 600-85, para 1-34).

(7) Drivers will not eat or drink while the vehicle is in motion.

(8) Smoking is prohibited in all military vehicles.

(9) Drivers will use ground guides when moving through an assembly area and any time visibility is restricted. Two ground guides are required for 2 1/2 ton vehicle or larger that is backing up at all times. Ground guide procedures are in FM 21-305. In emergency situations where a ground guide is not available, drivers will -

(a) Dismount.

(b) Walk completely around the vehicle to verify clearance.

(c) Determine visual clear distance with a ground reference point visible from the cab of the vehicle.

(d) Mount the vehicle.

(e) Sound the horn.

(f) Move to the pre-selected ground reference point.

(g) Stop.

(h) Repeat the process as necessary.

f. Vehicle safety.

(1) Motor vehicle safety standards are in AR 385-55, Chapter 2, paragraph 2-8.

(2) A driver is responsible for the safe operation of his/her vehicle and must report any unsafe operating conditions of vehicles or equipment to his/her supervisor or commander. The driver may refuse to operate his/her vehicle if any of the conditions listed in TC 21-305 and TC 21-306 are present without fear of reprisal. The only exception to this rule, is a written order signed by the unit commander stating that the operator will not be held responsible.

(3) Driver training courses and driver performance evaluations will include safety aspects of driver maintenance.

(4) Commanders determining that vehicle design or component failure contributed to an accident will submit reports per AR 385-40, DA Pam 385-40 and DA Pam 738-750.

g. Investigating and reporting accidents.

(1) Army vehicle accidents will be investigated and reported IAW AR 190-5, AR 385-40, DA Pam 385-40, and USAR Reg 385-2.

(2) Any operator involved in a military vehicle accident will complete SF 91, Operator Report of Motor Vehicle Accident. DA Form 285 or 285 AB-R will be completed by the unit safety officer.

h. Adverse environmental conditions. Commander will -

(1) Ensure that vehicles are equipped and maintained to cope with potential adverse conditions (good tires, lights, wipers, and chains).

(2) Include in unit standing operating procedures (SOP) guidelines for dispatching and operating in adverse environmental conditions.

(3) Ensure that drivers know and follow established emergency procedures.

(4) Establish road condition notification procedures.

(5) Limit traffic use to mission-essential business.

i. Safety in specialized vehicle operations.

(1) No AMV will be operated unless it is entirely free of gasoline leaks and Class III diesel leaks.

(2) Before refueling any vehicle, drivers will turn off engine, put transmission in neutral (low gear for gasoline vehicles), or park position if automatic, and set the parking brake. At least one wheel of a 2-1/2-ton or larger vehicle will be chocked during refueling operations. Fueling will be discontinued when there is lightning within 5 miles. No vehicle will be refueled inside a building or with passengers on board.

(3) Vehicles transporting explosives will be equipped with at least two fire extinguishers dated IAW AR 385-55, AR 385-64, and DA Pam 385-64. Vehicles transporting other hazardous materials will have an extinguisher appropriate for the cargo IAW TB 5-4200-200-10 and AR 385-55, paragraph 2-12h.

j. Convoy operations. See USAR Reg 385-2 and FM 55-30, Army Motor Transport Units and Operations.

k. Safe movement of personnel.

(1) Personnel will be transported in passenger vehicles such as sedans, station wagons, or buses. All occupants will be seated and will use available restraint systems whenever the vehicle is in motion. Truck cab occupancy will be limited to the number of installed restraint systems.

(2) The number of passengers transported in buses or converted cargo vehicles will be restricted to the designated seating capacity.

(3) Personnel may not be transported in the cargo compartment of a cargo vehicle except when traveling short distances on an installation.

(4) When personnel are transported in the bed of a truck, the vehicle speed will not exceed 45 mph on highways, 30 mph on secondary roads, or 15 mph off road.

(5) Whenever a dump truck is used to transport personnel, the safety latch (dump hoist control lever lock) will be used to prevent accidental activation of hoist controls.

(6) The last vehicle in a convoy will not be used to carry passengers.

(7) Guidelines on cargo vehicle passenger capacity are in TB 9-639.

(8) Personnel will not be transported in trailers.

(9) Additional guidance on the safe transportation of personnel is in FM 21-305 and USAR Reg 385-2.

l. Safe tactical/combat vehicle operations.

(1) Before a tactical/combat vehicle is started in any location where troops are on the ground, a crewmember or ground guide will walk completely around the vehicle to ensure that no one is in danger.

(2) Tactical/combat vehicle movement within or through a location where troops are on the ground requires use of ground guides (see FM 21-305).

(3) Commanders responsible for conducting tactical operations that involve AMVs and equipment will apply all established safety standards, including use of safety belts, speed limits, passenger transportation standards, and vehicle maintenance unless it is necessary to deviate to accomplish a mission.

(4) Safety procedures will be included in SOPs for training involving AMV operations.

m. For drivers safety, see the following guidance: DODI 6055.4, TC 21-305, TC 21-305-1, TC 21-305-10, TC 21-305-100, TC 21-305-11, TC 21-305-2, TC 21-305-200, TC 21-305-3, TC 21-305-4, TC 21-305-5, TC 21-305-6, TC 21-305-7, TC 21-305-8, TC 21-305-9 and TC 21-306.

APPENDIX A

References

Section I

Required Publications

AR 385-55, Prevention of Motor Vehicle Accidents (http://www.usapa.army.mil/pubnum_pubs.asp?search=385-55&submit1=Go)

AR 600-55, The Army Driver and Operator Standardization Program (Selection, Training, Testing, and Licensing) (http://www.usapa.army.mil/pubnum_pubs.asp?search=600-55&submit1=Go)

AR 672-74, Army Accident Prevention Awards Program (http://www.usapa.army.mil/pubnum_pubs.asp?search=672-74&submit1=Go)

AR 750-10, Army Modification Program

DA Pam 750-8, The Army Maintenance Management Systems (TAMMS) Users Manual

Federal Personnel Manual Chapter 930

FM 3-04.300, Flight Operations Procedures

FM 21-305, Manual for the Wheeled Vehicle Driver

FM 55-30, Army Motor Transport Units and Operations

TB 600-1, Procedures for Selection, Training, Testing and Qualifying operators of Equipment/Systems, Excluding Selected Watercraft and Aircraft, Managed/Supported by U.S. Army Troop Support and Aviation Materiel Readiness Command

TB 600-2, Procedures for Selection, Training, Testing, Qualifying and Licensing Operators of Construction Equipment, Materiel Handling Equipment and Armor-Vehicle-Launched Bridge (AVLB) Managed/Supported by U.S. Army Tank-Automotive Materiel Readiness Command

TC 21-305-7, Training Program for Light Vehicles

TC 21-305-8, Training Program for Medium Vehicles

USAR Reg 385-2, US Army Reserve (USAR) Safety Program

Section II

Related Publications

AR 40-501, Standards of Medical Fitness

AR 58-1, Management, Acquisition and Use of Motor Vehicles

AR 190-5, Motor Vehicle Traffic Supervision.

AR 385-10, Army Safety Program

AR 385-14, Transportation Accident Prevention and Emergency Response Involving Conventional Munitions and Explosives

AR 690-700, Personnel Relations and Services

AR 750-10, Army Modification Program

DA Pam 385-1, Small Unit Safety Officer/NCO Guide

DA Pam 385-40, Army Accident Investigation and Reporting

DA Pam 611-2, Army Personnel Tests and Measurement

DOD 4500.36R - Management, Acquisition, and Use of Motor Vehicles

FM 7-1, Battle Focused Training.

TC 21-305-11, Training Program for the Family of Medium Tactical Vehicles Operator

TC 21-306, Tracked Combat Vehicle Driver Training

USAR Reg 750-1, Maintenance of Supplies and Equipment Maintenance Management

Title 49 CFR, Parts 171 and 383 - Federal Personnel Manual, Chapter 930

**Section III
Prescribed Forms**

There are no entries in this section.

**Section IV
Related Forms**

DA Form 2A, Personnel Qualification Record (Part I)
DA Form 2-1, Personnel Qualification Record (Part II)
DA Form 348, Equipment Operator's Qualification Record (Except Aircraft)
DA Form 348-1R, Equipment Operator's Qualification Record (Continuation Sheet)
DA Form 2404, Equipment Inspection and Maintenance Worksheet
DA Form 5984-E, Operator's Permit Record
DA Form 6125-R, Road Test Score Sheet
DD Form 2A, Identification Card
OF 346, U.S. Government Motor Vehicle Operator's Identification Card

**Section V
Administrative Services Recordkeeping Requirements**

Record Number	Record Title
58	Motor Transportation
385	(1 of 4) Accident and Incident Cases
600-55a1	Operator examination and qualification records – Tests and examinations
600-55c	Equipment operator permit registers
672-74a1	Safety awards – office having award selection responsibility
672-74a1	Safety awards – offices other than office having award selection responsibility

APPENDIX B
Driver Training Program Checklist

	YES	NO
1. Are sufficient copies or electronic access to AR 600-55 (The Army Driver and Operator Standardization Program - Selection, Training, Testing and Licensing) on hand?		
2. Are sufficient copies or electronic access to AR 385-55 (Safety - Prevention of Motor Vehicle Accidents (one on file and one for each trainer) available?		
3. Are the instructors selected according to AR 600-55 and USAR Reg 600-3		
4. Are the instructors certified according to AR 600-55 and USAR Reg 600-3		
5. Are publication channels being used to requisition training materials?		
6. Are Training and Audiovisual Support Centers supporting units with vehicle specific videotapes and visual aids?		
7. Are sufficient copies of TC 21-305-Series on hand (one on file and one for each trainer) for each vehicle series assigned? _____ TC 21-305-1, HEMTT _____ TC 21-305-2, Night Vision Goggles _____ TC 21-305-3, M939 5-Ton Series _____ TC 21-305-4, HMMWV _____ TC 21-305-5, C-HET, MET, LET _____ TC 21-305-6, M915, M916 and M932 _____ TC 21-305-7, Light _____ TC 21-305-8, Medium _____ TC 21-305-9, HETS (M1070/M1000 _____ TC 21-305-10, PLS _____ TC 21-305-11, FMTV		
8. Are sufficient copies or electronic access of vehicle specific TMs, and Lubrication Orders on hand (one on file, one for each trainer and student)?		
9. Are sufficient copies or electronic access of forms (DA Form 348, DA Form 2404, DA Form 6125-R, DD Form 518, DD Form 1970, OF 346, and SF 91) available for use, based on student load, task and specific vehicle training?		
10. Does the organization have authority (written) to train, test and license equipment operators according AR 600-55 no lower than battalion level?		
11. Has the commander established guidance (written) for interviewing and selecting driver candidates according to AR 600-55?		
12. Are physical examinations and evaluations administered according to AR 600-55?		
13. Are operator license inquiries conducted according to AR 600-55?		
14. Are manual DA Form 348 (Equipment Operator's Qualification Record) completed and maintained according to AR 600-55?		
15. Are electronically generated DA Form 5983-1-E (Unit Level Logistics System {ULLS}-Operator Qualification Record) completed and maintained according to the ULLS End Users Manual?		
16. Are manual Optional Form 346 (US Government Motor Vehicle Operator's Identification Card) completed and maintained according to AR 600-55?		
17. Are electronic Optional Form 346-E (Motor Vehicle Operator's Identification Card) completed and maintained according to the ULLS End Users Manual?		
18. Are waivers processed according to AR 600-55 (if required)?		

	YES	NO
19. Are TC 21-305-Series materials being used to conduct driver training?		
20. Is Accident Avoidance Training conducted according to AR 600-55?		
21. Is a sustainment training program established according to AR 600-55?		
22. Is sustainment training being conducted according to the established standards in AR 600-55.		
23. Are the results of sustainment training being annotated on DA Form 348 according to AR 600-55?		
24. Is there a remedial training program established?		
25. Is remedial training being conducted according to the established standards in AR 600-55?		
26. Are the results of remedial training being annotated on DA Form 348?		
27. Are vehicle operators transporting hazardous materials (HAZMAT) trained IAW Title 49 Code of Federal Regulations and AR 600-55?		
28. Are driver testing stations or teams established according to AR 600-55?		
29. Do driver testing facilities meet the criteria established in AR 600-55 and AR 611-5?		
30. Are examiners qualified according to AR 600-55?		
31. Are written tests administered according to AR 600-55?		
32. Are road tests administered using DA Form 6125-R according to AR 600-55?		
33. Are test materials; including booklets, answer sheets, scoring keys, and manuals secured according to AR 611-5?		
34. Are renewals, suspensions, and revocations processed according to AR 600-55?		
35. Are duplicate/replacement permits issued according to AR 600-55?		
36. Are mechanical or ground support equipment operators qualified according to AR 600-55?		
37. Are NVDs standardized training, testing, and licensing performed according to AR 600-55?		
38. Are NDVs instructors qualified according to AR 600-55?		
39. Is NDV qualification training conducted according to AR 600-55?		
40. Is NDV refresher training being conducted according to AR 600-55?		
41. Are first line supervisors conducting check ride annually according to AR 600-55? Is the check ride documented in the training record of the driver?		
42. Conducted a check of at least 5 percent of the examiners and students skills and knowledge using DA Form 6125-R?		

Note: This inspection will include a check of at least 5 percent of the examiners and drivers to assess deficiencies and identify weaknesses in driving skills and knowledge. The number checked will be listed in the remarks section of this checklist. The results of each check will be recorded on DA Form 6125-R and it will be attached to this checklist. Remarks:

APPENDIX C

Physical Evaluation Measures/Test

C-1. General

Physical evaluation measures will ensure that all operators of motor vehicles possess at least minimum physical requirements for safe driving. In addition, they are intended for diagnostic, guidance, and counseling purposes. This measure/test is required only when the candidate will be licensed on a manual transmission vehicle. The license will reflect a restriction code of R3 (automatic transmission only) if this measure/test is not performed.

C-2. Equipment

The Driver Testing and Training Device contain all materials and instructions necessary to conduct the physical evaluation measures listed in this appendix. (See SB 700-20 for current model number and procurement instructions.) Equivalent testing instruments may be constructed locally, provided they are made to measure accurately the physical characteristics as prescribed.

C-3. Testing conditions

The general conditions of the test situation will be as prescribed in section III, AR 611-5. In addition, the rooms in which the tests are given must be well lighted (without glare) and well ventilated. The examinee should be made comfortable in order that physical discomfort will not affect test results. If it is necessary to test more than one examinee at a time, and if the same room is used for more than one test, testing should be conducted so as to minimize distractions. The reaction time test must be given under conditions that are free from noise and other distractions.

C-4. Supplementary instructions to examiners

The following instructions apply to all measures of physical abilities and supplement the specific instructions accompanying the equipment.

a. Before giving any test, one must know the purpose of the test, the equipment to be used, and the prescribed procedure. Give a number of trial tests in order to become familiar with the tests.

b. Before each test, explain the purpose of the test to the examinee and tell him or her what is expected.

c. On completion of testing, specific physical limitations should be called to the attention of the examinee.

Describe compensating measures that may be taken.

d. Physical characteristics will be measured in the order in which they are listed in this appendix.

e. Measurements are recorded on DA Form 348.

C-5. Visual acuity

a. This test determines whether the examinee can see well enough to drive safely.

b. Minimum standard is uncorrected distant visual acuity of any degree which is correctable to not less than 20/40 in the better eye (for military personnel, a numerical designator "1," "2," or "3" under the "E" factor of the physical profile serial/PULHES). Visual acuity tested with both eyes open must also be correctable to at least 20/40. All Army drivers who can attain 20/40 or better acuity with corrective lenses will be required to wear the lenses while operating an Army vehicle. Operator permits will be annotated to reflect this requirement. Examinees who do not meet the visual acuity standard will be referred to appropriate medical personnel to determine if vision can be corrected to a level safe for driving.

C-6. Field of vision

Minimum standard. A lateral range of 75 percent on each side of the focus line is the minimum standard acceptable for each eye. If the standard is not met, the examinee will be referred to appropriate medical personnel to determine if his or her lateral vision is sufficient for safe driving.

C-7. Depth perception

- a. This test determines how well the examinee can judge distances.
- b. No minimum standard. The results of this measure are used in driver counseling and training.

C-8. Color perception

The examinee will not be disqualified for a vehicle operator's license because of color blindness. However, if there is any indication of color blindness, the permit will be annotated accordingly and he/she will be given additional training on traffic light sequence, observation of other traffic, and so on, which will enable him/her to drive safely.

C-9. Foot reaction time

Reaction time up to and including .60-second is acceptable. If the examinee's reaction time is faster than .40-second, he/she will be cautioned about the possibility of rear end collisions; that is, because of their fast reaction time, any sudden application of brakes particularly invites collision from vehicles behind him/her driven by persons with slower reactions. If one's reaction time is between .50- and .60-second, he/she will be made aware of this slower time and told to allow extra following distance to compensate for the deficiency. If the reaction time of the examinee is slower than .60-second, he/she will be referred to appropriate medical personnel to decide if their reaction time is too slow to permit him/her to drive safely.

C-10. Hearing test

Test is required for Army Reserve personnel with a numerical designator of "3" or "4" under the "H" factor of the physical profile serial (PUHLES) or for personnel with an expired physical. This test is done by referral to appropriate medical personnel to determine if the examinee's hearing is sufficient for safe driving. All other personnel are required to have an annual hearing conservation examination conducted by appropriate medical personnel. If the examinee maintains a numerical designator of "1" or "2" under the "H" factor of the physical profile serial (PUHLES), no other hearing tests are required.

GLOSSARY

Section I

Abbreviations

ACV	Army Combat Vehicle
AMV	Army Motor Vehicle
AMC	Army Materiel Command
AOV	Army Operator Vehicles
ATV	All Terrain Vehicles
CDL	Commercial Drivers License
CFR	Code of Federal Regulation
CVC	Combat Vehicle Crewman
DA	Department of the Army
DOD	Department of Defense
HAZMAT	Hazardous Material
IAW	in accordance with
NDR	National Drivers Register
NVD	Night Vision Device
PMCS	Preventive Maintenance Checks and Services
PUHLES	Physical capacity/stamina, Upper extremities, Lower extremities, Hearing/ear, Eyes, Psychiatric (military physical profile)
TM	Technical Manual
ULLS	Unit Level Logistics System
USAR	US Army Reserve

Section II

Terms

Army Motor Vehicle (AMV) – A self-propelled over the road wheeled vehicle.

Army Combat Vehicle (ACV) – A self-propelled tracked vehicle.

Non-tactical Vehicle (NTV) - A motor vehicle or trailer of commercial design (to include motorcycles, mopeds, and ATVs) acquired for administrative, direct mission, or operational support of military functions.

Physical Evaluation Measures - Series of physical tests using a standard Driver Testing and Training Device.

Tactical Vehicle - A vehicle having military characteristics (to include ATVs, mopeds, and motorcycles) resulting from military research and development processes, designed primarily for use by forces in the field in direct connection with, or support of, combat or tactical operations.