



DEPARTMENT OF THE ARMY  
HEADQUARTERS, 5<sup>TH</sup> BATTALION, 159<sup>TH</sup> AVIATION REGIMENT  
BUILDING 1034, 24<sup>TH</sup> STREET AND TAYLOR AVENUE  
FORT EUSTIS, VIRGINIA 23604-5594

REPLY TO  
ATTENTION OF

AFRC-AVIL-EQ-LG

21 November 1999

MEMORANDUM FOR: SEE DISTRIBUTION

SUBJECT: Driver and Operator Standardization Program (Selection, Training, Testing, and Licensing)

1. References:

- a. AR 600-55 The Army Driver and Operator Standardization Program (Selection, Training, Testing, and Licensing), 31 December 1993
- b. AR 385-55 Prevention of Motor Vehicle Accidents, 12 March 1987

2. Purpose:

- a. To develop standards concerning selection, testing, training and licensing of individuals to operate unit vehicles and ground support equipment.
- b. This SOP applies to units subordinate to \_\_\_\_\_.

3. Safety. Improperly trained operators constitute an unacceptable risk to personnel and equipment. The safe operation of unit vehicles and equipment must be in strict accordance with the cited references. In light of the complexity, time, and resources required to conduct a standardized training program that satisfies the requirements of the cited references, units are encouraged to obtain this training from an USAR Garrison Support Unit (GSU) if available. If a GSU is not available, then unit Commanders must establish a driver and equipment operator training program IAW AR 600-55. This will ensure that sufficiently qualified and experienced vehicle operators are available to support mobilization requirements.

4. Responsibility. The Battalion Motor Officer has overall responsibility for the conduct of the driver-testing program within the battalion headquarters and its subordinate units. Normally, driver and operator training, testing and licensing will be conducted at battalion level or higher. However, subordinate commanders may be authorized in writing to train, test, and license noncommercial vehicle and equipment operators IAW AR 600-55, para 1-4, g (3). Company commanders will ensure vehicle and equipment operators are properly trained and licensed IAW AR 600-55 para 1-4 (h) and other local requirements.

5. License Requirements. All U.S. Army Reserve (USAR) personnel whose positions will require the operation of Government-owned or leased vehicles and equipment will be trained, tested, and issued an OF 346 (U.S. Government Motor vehicle Operator's Identification Card) IAW AR 600-55, para 2-1.

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6. Operator License Inquiries: Unit commanders or their designated representative will screen the individual's DA Form 2-1 (Personnel Qualification Record), DA Form 348, and medical profiles IAW AR 600-55, para 3-1, and para 3-4. Inquiries will be made to the Department Of Transportation (DOT) which maintains the National Drivers Register (NDR) to verify that the individual has a valid civilian drivers license. An individual who has had his or her drivers license revoked or suspended must have his or her OF 346 revoked as well during the period of revocation.

7. Driver and Equipment Operator Selection.

a. The commander or their designated representative will conduct driver interviews and make selections IAW AR 600-55, para 3-2 and para 3-3. An example of a driver interview is located in appendix B of AR 600-55.

b. Driver interview areas of concern are maturity, attitude, past driving record, hearing, extreme nervousness, or any abnormal characteristics. Medication that may cause drowsiness, impairs vision or affects coordination, if used on a regular basis, will also be taken into consideration. Supervisors will check with appropriate medical personnel regarding doubts or concerns about any medications used by the individual.

8. Instructors and Examiners. Well qualified, high quality instructors and examiners are important to maintaining safe and effective driver training and testing programs. Commanders who select and appoint driver instructors and 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. The selection of instructors and examiners should be made using the criteria outlined in appendix F, of AR 600-55.

a. Subordinate unit commanders or their designated representatives will interview prospective instructors and examiners. IAW AR 600-55, para 5-3, and Appendix F, Evaluation for selecting instructors and examiners.

b. Instructors must be licensed to operate the equipment and have technical knowledge and experience as outlined in appendix F, of AR 600-55.

c. All individuals selected as instructors or assistant instructors will be certified to ensure proper knowledge of subject material and teaching ability before training students. The commander will certify instructors in writing IAW AR 600-55, para 4-2.

9. Test and Training Area Selection.

a. Commanders will be authorized to adapt their driver testing services to local requirements and situations IAW AR 600-55, para 5-1, b. Organizations and units operating away from the parent testing station may be granted authority (in writing), by the commander with testing authority, to test and qualify their own operators.

b. Commanders or their designated representative will establish a suitable area to conduct the classroom portion of the driver training program. The choice of training and availability of facilities will depend upon the size and location of the installation. Guide lines for establishing these facilities are contained in AR 611-5, chapter 3, plus necessary training media and clinical demonstrations.

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c. Commanders or their designated representatives will establish a road test route IAW AR 600-55, appendix G-2.

#### 10. Mechanical and Ground Support Equipment

a. Equipment operators testing and licensing procedures for non-self-propelled equipment will conform to requirements contained in TB 600-1 and TB 600-2 IAW AR 600-55, para 7-2 b and para 7-2 d.

b. Applicants for equipment operator permits will be required to satisfactorily demonstrate their proficiency in operating each piece of equipment for which they are to be licensed.

c. Qualification on non-self-propelled equipment will be entered on DA Form 348, section III.

#### 11. Control and Issuance of Drivers Permit.

a. The issuance of vehicle driver and equipment operator permits will be controlled at the battalion or higher level of command. Upon the successful completion of a driver vehicle and equipment training program, commanders will be given authority for issuance of a vehicle drivers and equipment operator's permit IAW AR 600-55, chapter 6-1.

b. The qualifying official is the examiner, who is a person designated in writing by the commanding officer to conduct driver and equipment testing and to verify an applicant's performance qualification. This individual must be licensed and qualified on any vehicle or equipment on which he or she will conduct driver or equipment testing (AR 600-55, Chapter 6 para b).

c. The qualifying official's signature on the OF 346 verifies that the proper training has been accurately annotated on the individual's DA Form 348, and that the individual has been qualified on the equipment through written and performance testing.

#### 12. Renewals, Suspensions, and Revocations.

a. 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, renewal of the OF 346 will not occur until after renewal of the state license has been renewed (AR 600-55, para 6-4 a.).

b. Army installation commanders, State adjutants general, MUSARC commanders, or designated representatives with license issuing authority will revoke or suspend military driver licenses or permits when an individual's State driver's license is revoked or suspended. Subordinate commanders may recommend suspension or revocation to the issuing authority. The suspension or revocation period will not be less than the period imposed on the civilian driver's license (AR 600-55, para 6-4, d).

#### 13. Night Vision Devices (NVD) Training Strategy:

a. Commanders will manage NVD training, testing and qualification programs IAW AR600-55 para 8-3 and other applicable publications that best support the unit mission.

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b. NVD Instructors training for wheeled vehicles will comply with TC 21-305-2 and the guidelines in chapter 8 of AR 600-55. Instructors must be NVD qualified, and licensed on the vehicles on which training is conducted, and must be designated in writing by the commander as certified NVD instructors.

c. Instructors will implement the commander's program, conduct qualification and refresher training, administer road tests, and keep the commander informed on the overall status of the unit's NVD profile.

d. Instructors will document qualification and refresher training on the individual's DA Form 348, section III, and annotate on the OF 346 and DA Form 348, section I, the specific type of NVD on which the individual is qualified.

14. Program of Instruction (POI). The commander or authorized representative will ensure that the POI for driver and equipment training is IAW AR 600-55, appendix E-3.

a. Accident avoidance training will be conducted IAW TC 21-305, Training Program for the Wheeled Vehicle Accident Avoidance and AR 385-55.

b. Wheeled vehicle training circulars are in the TC 21-305-Series (for the most current list of TCs available consult DA Pam 25-30). The training standards established in the TRADOC developed TCs for each class/type wheeled vehicle are considered minimum standards for licensing. Referenced TCs do not include theater/MACOM unique requirements.

15. Point of contact for this action is WO1 or SFC John A Doe, 00<sup>th</sup> TC Battalion, at COMM (757) 878-0000 or DSN 826-0000 and FAX 0000.

JOHN A. DOE  
LTC, AV  
Commanding

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