

DEPARTMENT OF THE ARMY
Headquarters, _____Battalion, _____00th Transportation Group
Fort Eustis, Virginia 23604-5389

14 MARCH

MEMORANDUM FOR SEE DISTRIBUTION:

SUBJECT: STANDING OPERATING PROCEDURES for _____Battalion, _____th
Transportation Group Drivers' Training Program

1. PURPOSE: Prescribe procedures for administering the _____ Drivers' Training Program.
2. APPLICABILITY: This SOP establishes and prescribes the minimum procedures for administering a standardized selection, training, licensing, and continuing evaluation program IAW AR 600-55. It stresses performance (hands-on) training with minimal classroom instruction. This document doesn't include any theater unique requirements.
3. SCOPE: It's applicable to all Department of Defense (DoD) personnel assigned and or attached to this organization who duties require them to operate an Army Motor Vehicle (AMV). A current copy of this SOP will be maintained in each company training, operations and maintenance locations.
4. GENERAL:
 - a. The importance of an excellent driver's training program can not be overstated. The safe operation of vehicles and equipment is paramount, yet remains a constant challenge for commanders and leaders at every level. Note: Command oversight responsibility will not be delegated below the battalion level.
 - b. This command will ensure drivers are well trained before we issue an OF Form 346 or DA Form 5984E (Operator's Permit Record) drivers permit. This SOP establishes the minimum standards, and is designed to be a uniform program of instruction for use throughout the battalion. Additional subjects may be added as applicability to suit changing mission requirements.
 - c. This programs will focus less on classroom instructions, and more on "hands-on" performance-oriented training. Training will be done to highest standards. Drivers will be evaluated on classroom instruction and performance ability from Phase I through refresher training.
 - d. Administering the driver's performance test and physical evaluation measures will be IAW AR 600-55, appendix G and D, respectively. The use of these procedures will assure high standards of knowledge, skill, judgment and discipline are achieved and proficiency is maintained.
 - e. The program should encompass three instruction phases: initial training, annual refresher training/check-ride/and or remedial training, if applicable, finally sustainment training. Instructor training and certification will be the prelude to any driver training or qualification. There're also three mode of training, and they are: Mode I - Classroom instructional training and

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testing; Mode II - Light tactical vehicle (LTV) training, testing and licensing; and Mode III – Medium and or Heavy tactical vehicle (HWV) or tracked vehicle training, testing and licensing. Special purpose equipment training and licensing will be accomplished as per mission requirement. Training execution may be conducted at the company level using battalion trained and certified instructors (Master Driver Trainers).
examiners.

5. OBJECTIVES:

- a. Establish high standards for screening, selection, training, knowledge, ability, judgment and discipline of drivers.
- b. Establish critical tasks which must be successfully accomplished by each operator prior to licensing.
- c. Ensure that the best qualified driver's trainers and examiners are trained, certified and used to administer the program.
- d. Ensure that equipment operators are well trained and fully qualified prior to licensing.
- e. Establish a continuing driver training program beyond initial licensing that emphasize driver safety and test retention of basic driver skills and knowledge.
- f. Ensure safety is paramount in all phases of the operator's training.
- g. Provide guidance for rewarding good drivers and retraining or suspending permits of poor drivers.
- h. Define responsibilities for operator's training programs.

6. RESPONSIBILITIES:

- a. Battalion Commander.
 - (1) Provide overall command responsibilities and emphasis for the battalion driver's training program.
 - (2) Retain waiver review and approval authority at the battalion level.
- b. Battalion Maintenance Office
 - (1) Provide staff supervisory and oversight responsibility of the Commander's drivers training program.
 - (2) Establish and administer driver training programs.
 - (3) Appoint a Battalion level Master Driver's Trainer (BMDT) in the grade of SSG or above. Supervise the BMDT.
 - (4) Enforce the battalion's driver training policy, review and update as required.

- (5) Manage, coordinate, schedule, and execution of all stages/phases of the Commander's driver training program.
- (6) Prepare the testing program for personnel assigned to the command.
- (7) Organize and train test team personnel.
- (8) Provide equipment and material required for testing.
- (9) Conduct testing as required in TB 600-1, TB 600-2, AR 385-55, FM 55-30, FM 21-305 and FM 21-306 for battery masters drivers.
- (10) Provide unit commanders the results of tests.
- (11) Ensure that sufficient number of classroom and hands-on driver's trainers and examiners are selected, trained and certified within the battalion.
- (12) Certify all trainers and ensure they're on orders.
- (13) Screen all candidates; review, select, train and certify the very best qualified as battalion driver examiners. Driver examiners must be in the grade of SSG or above.
- (14) Include drivers training in battalion training guidance and quarterly training briefs.
- (15) Evaluate company drivers training programs during command inspection (CIs), during field training excises (FTXs) and provide an AARs.
- (16) Recommend waiver of BDC if applicable to battalion commander.
- (17) Designate road test/training areas. Tracked vehicle training will be only in local training areas (LTAs) and tank trails.
- (18) Act as issuing authority for all permits issued in the battalion. The Battalion Motor Sergeant (BMS) will manage the issuance of all driver permits upon completion of all training requirements. The permit will contain only the vehicles or equipment the soldier is qualified to operate within the command. Learner permits will only be issued to soldiers that have successfully completed wheeled vehicle accident avoidance (WVAA - Phase I) training/course. Maintain the battalion permit ledger.
- (19) Maintain and update driver training records for the battalion.
- (20) Provide assistance to company-level personnel in all phases of driver training management and supervision.
- (21) Provide written POIs, and trainer training and certification for each type of equipment requiring licensing in the battalion, to include classroom and hands on training. Update training materials used for drivers training and testing when new equipment is received, technical publication changes are received and/or when new regulatory guidance is received.
- (22) Ensure that soldiers receive the best drivers training possible.

(23) Develop and supervise the battalion driver of the quarter program and driver awards program.

(24) Oversee the annual review and annual testing programs.

(25) Utilize the battalion maintenance technician to train, evaluate, and provide program consistency when needed.

(26) Develop an overall program evaluation plan and schedule.

(27) Monitor status of all instructors and examiners. Develop plan to continually evaluate and review certification of trainers and examiners.

(28) Record conduct of training. Include recommendations about improvements to lesson plans, critical task lists, exams, etc. Also record training information, test and survey data, reports and other records that enable validation of training.

c. Battalion Master Driver Trainer.

(1) Primary assistant and advisor to the BMO and the Commander on all aspects of battalion's driver training program.

(2) Train and recommend certification of company driver trainers to the BMO as per page 2 para. 2c.

d. Commanders.

(1) Responsible for the drivers training program at the company-level IAW AR 600-55 and this SOP and applicable references.

(2) Screen and select best qualified battery driver trainers to be trained and certified by BMS. Ensure that company has at least two certified driver trainers for each type of equipment and each POI required to be taught at company level.

(3) Interview prospective operators prior to enrollment in a driver training program IAW appendix b AR 600-55, and this SOP.

(4) Ensure there's a sufficient number of qualified/licensed operators and alternate/assistant operators for all equipment in company.

(5) Administer timely administrative/disciplinary actions to remove dangerous and unsafe operators.

(6) Aggressively implement safety awards and recognition programs to ensure that safe and outstanding operators are rewarded.

(7) Schedule, coordinate, and ensure that operators attend refresher training, remedial training and annual recertification.

(8) Include sustainment training in short and long term training plans.

(9) Keep the BMS informed on current and projected operator training requirements.

(10) Ensure that operators requiring corrective lenses wear them when operating equipment. Additionally ensure that these operators have and use optical inserts when driving in protective mask.

(11) Ensure that only personnel with a valid license operate government equipment.

(12) Administer Driver's Pledge to all operators in unit.

(13) Sign operator permit after verification from the Bn MDT that operator is fully qualified for all equipment annotated.

(14) Appoint a company trainers to act as commanders' principal assistant and primary manager of the company driver training program.

(15) Enforce compliance with provisions of Annex E, Responsibilities of Senior Occupant/Assistant Driver of a Military Vehicle.

(16) Notify the BMS when a driver is involved in an accident or moving violation of any type. Notify the BMDT when an operator is given driver training or driving awards of any type. This is required so that driver training records can be updated with this required information.

(17) Ensure that training is conducted IAW the POI and this SOP. If a conflict arises and training cannot be conducted IAW the POI, commanders will submit their change proposal and request for amendment of POI to BMS, in writing, prior to conduct of training.

e. BATTALION MASTER DRIVER TRAINERS

(1) Receive training and certification from the Battalion MASTER DRIVER prior to conduction drivers training.

(2) Conduct training to high standards and in strict adherence to the POI.

(3) Recommend changes of POIs to the BMS.

(4) Remain technically proficient in subjects being taught.

(5) Remain fully qualified on equipment being taught.

(6) Responsible for enforcing safety during training.

(7) Have and follow approved lesson plan during all training.

(8) Develop and follow good instructional techniques.

(9) Conduct AARs at conclusion of training.

(10) Document and forward training results as required.

(11) Use the most current technical publications and lesson plans.

f. Driver Examiner.

(1) Comply with all responsibilities of driver trainer.

(2) Receive training and certification from the BMO/BMT prior to conducting drivers exams.

(3) Ensure that battalion standards are fully met.

(4) Be consistent, fair and impartial when administering tests.

(5) Comply with all responsibilities of senior occupant.

(6) Provide BMS the results of tests.

g. Battalion Maintenance Technician.

(1) Serves as the principle technical advisor for drivers training within the command.

(2) Ensure that driver training LOI and applicable regulations are complied with.

h. Supervisors

(1) Constantly observe operator performance and reward superior performance and counsel and/or retrain soldiers if performance is substandard.

(2) Closely supervise newly licensed drivers until they have gained the necessary experience to operate safely.

(3) Do not place operators in situations which may be above their skill level.

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

(5) Ensure that vehicle or equipment and their contents are properly secured when left unattended.

(6) Ensure that the vehicle or equipment is properly serviced during the course of operation.

(7) Observe and comply with all posted speed limits on and off post.

(8) Wear installed restrain systems.

(9) Inform passengers of the safety belt requirement.

(10) Comply with the drivers pledge in Annex F.

j. Senior Army Motor Vehicle Occupant.

(1) Enforce the safety belt requirement.

(2) Comply with the provisions of Annex E, Responsibilities of the Senior Occupant/Assistant Driver.

7. DRIVER TRAINING PROGRAM.

a. Driver screening and selection: The best personnel must be selected from the available prospects. Not all persons who meet the Army's physical standards are emotionally or mentally capable of becoming satisfactory drivers. Unless poor training risks are eliminated before training starts, these persons may cause time loss and equipment-damage.

(1) The first step in the selection process is screening. Screen the records of eligible personnel very carefully. DA Form 2-1 (Personnel Qualification Record, Part II) or DA Form 348 (Equipment Operator Qualification Record) show the standard score obtained on Battery I or Battery II tests. The minimum score for Battery I is 85, and the minimum score for Battery II is 80. The first part of Battery II test is the DA Form 6122 (Emergency Judgment Test) which determines individual reaction to emergency situations. The minimum raw score must be at least 20 for a soldier to qualify on an emergency vehicle or a hazardous cargo carrying vehicle. The best prospects normally are those with the higher scores. Not all soldiers will have a Battery I score, however all personnel will need to take the Battery II for screening purposes.

(2) Before being enrolled in a driver training program, soldiers will be interviewed by their commander. Candidates must have a positive attitude, good judgment, and discipline. The commander's interview is the basis for enrollment. The commander will check the soldier's personnel records for any undesirable incident before the soldier is interviewed. The checklist at Annex B will be used during the interview and maintained with the soldiers drivers training records. Additional screening will be conducted by driver training and testing organizations. See AR 600-55, paragraph 1-5 for more details.

(3) Interview more soldiers than you need to allow for those who fail the written and/or physical requirements or fail to grasp driving fundamentals.

d. Selecting and Training Instructors. Skilled noncommissioned officers, experienced drivers, or even qualified maintenance personnel do not necessarily make good driving instructors without special training. The selection and training of highly qualified instructors and assistant instructors is necessary for successful drivers training. The effectiveness of the driver testing and licensing program depends upon the qualifications of the examiners.

(1) Commanders will screen current licensed operators and conduct interviews of prospective instructors and assistant instructors. Commander will utilize the evaluation criteria (Annex I) for selection of instructors. All prospective instructors and assistant instructors must:

(a) Be selected by unit commander through screening process.

(b) Be a reliable and responsible individual.

(c) Be thoroughly familiar with the instruction to be given.

(d) Have the personality and desire to instruct.

(e) Have adequate technical knowledge and experience.

(f) Be a qualified and licensed operator on the equipment being instructed, with at least one year of operating experience.

(2) Commanders will forward the names of the personnel selected along with a list of the POIs that he will be trained and certified on to the BMS. The BMS will then include these personnel in the next scheduled instructor training and certification course.

(3) The primary course for instructors will:

(a) Include an entire course that is given to the students. (It probably will not be necessary for instructors and assistant instructors to spend as much time on this as is scheduled

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for students. However, the entire course will be covered, emphasizing phases in which the instructors and assistant instructors need additional training.

(b) Bring all instructors to the minimum instructional standard required for implementing training. All instructors will satisfactorily demonstrate ability to:

- Comply with lesson and course administrative procedures.
- Comply with safety requirements of POI.
- Teach using appropriate presentation techniques.
- Supervise and develop student activities.
- Reinforce critical tasks using follow up techniques.
- Follow the POI.
- Develop lesson materials.

(4) Instructors will complete the battalion driver's instructor's certification course and then certify on each POI that he will instruct.

(5) Assistant instructors will only teach during performance oriented training under supervision of an instructor.

e. Selecting and training drivers examiners. The BMS will select qualified instructors to be given additional instruction and certification on test administration procedures. Drivers examiners will:

- (a) Be selected by the Commander (s) and certified by the BMS/BMDT.
- (b) Be a SSG or above.

(c) Be a qualified instructor for the POI of the equipment he is to test operators on. He can administer written exams regardless of specific qualifications.

(d) Be on current company level appointment orders that will specify the exams they are qualified to administer.

(e) Successfully complete the battalion drivers examiners course to qualify in proper driving techniques and test administration. Examiners will demonstrate that they understand the purpose and nature of every test given and that they know the standards and how to test and score. Examiners will be tested on the same scoring problems until their own scores reflect high, uniform results.

f. Supervision: Commanders and supervisors at all levels must constantly observe operator performance and reward superior performance and retrain soldiers if performance is substandard. Newly licensed drivers must be closely supervised until they have gained the necessary experience to operate safely and should not be placed in situations which may be above their skill level. should operate light wheeled vehicles and sharpen basic AMV driving skills before moving on to operate heavy wheeled and tracked vehicles. However, drivers may be trained simultaneously in phases as long as tasks do not include actual driving. For example, a driver in Phase I may be trained in Phase II and Phase III maintenance subjects before completion of Phase I. All drivers must complete Phase I before driving in Phase II. Drivers will complete Phase II before driving in Phase III.

g. Execution. The first step in determining what training a particular driver candidate needs is to determine what stage of training the soldier is in. The three stages are Initial

Training, Refresher and Remedial Training, and Sustainment Training. Effective screening and enrollment in the correct stage of training will minimize wasted soldier and trainer resources. External evaluations and annual drivers performance evaluations will be used to measure the effectiveness of battery refresher and sustainment training programs.

(1) Initial training begins with the basic drivers course. This course is approximately 40 hours in duration and teaches the minimum basic skills and knowledge required for AMV operation with specific emphasis on light wheeled vehicles. Phase I and Phase II are designed to meet this requirement. All soldiers regardless of rank and previous experience must successfully complete this course and have it recorded on their DA Form 348 before issuance of a drivers permit. The company commander may exempt previously licensed personnel whose records show completion of a similar course from all or part of this training. However, all vehicle operators must receive documented instruction in local policies, procedures, and hazards related to traffic safety on the installation (semiannual refresher class will meet this requirement). This training cannot coincide with any other type of training, i.e. FTX'S, convoys, etc. Phase III is the initial training for heavy wheeled vehicles and tracked vehicles Army Learners permits must be obtained prior to any Phase II or Phase III driving.

(a) Phase I - Classroom instruction and testing. Successful completion of this phase results in the student passing the battalion Basic Driver's Written Test. Classroom instruction will be presented to prepare the student for this written test and orient individuals on rules and regulations. No driving takes place in this phase of training. All other testing prerequisites will be accomplished prior to completion of this phase.

(b) Phase II - Light wheeled vehicle training and licensing. Successful completion of Phase I is a prerequisite to entering Phase II. This phase will cover basic, intermediate and advanced driver training of light wheeled vehicles and successful completion will result in the issuance of an Army Standard permit for these-vehicles.

(c) Phase III - Heavy wheeled vehicles and/or tracked vehicles training And licensing. This phase includes a separate program of instruction (POI) for each heavy wheeled vehicle and tracked vehicle in the unit. Battalion certified battery instructors will conduct the training in accordance with the POI approved by the BMS. Soldiers that successfully complete the POI will be tested during the next battalion testing course. Companies may schedule and conduct Phase III training only if they have a battalion certified instructor for that POI.

(d) Mechanical or Ground Support Equipment (Special Purpose Equipment or SPE) licensing. AR 600-55, chapter 6, paragraph 6-1 states that all military and civilian personnel, including those with a valid state driver's license, must have operators permit and demonstrate their proficiency in order to operate the following ground support equipment:

- Electric-power generating equipment 0.5 KW and above.
- Air compressors - all pressures.
- Material/cargo handling equipment - all sizes and capacities.
- Heating and cooling equipment - all sizes and capacities (such as space and duct-type liquid fuel and steam cleaning equipment).

-Pumping equipment - all pumps 50 gallons per minute (GPU) and above when powered by liquid fuel engines.

Commanders and supervisors will review the usage of the above listed equipment in their units to insure that their soldiers are trained, tested, and licensed on the above types of equipment.

Training and licensing will be accomplished in the same manner as vehicles with the exception that there is not a prerequisite Phase for being trained and licensed. A battalion certified instructor must teach the equipment POI and a battalion certified examiner must administer written and performance exams.

(e) Emergency Vehicle Operators' Course (EVOC). A driver applicant who is to be certified to drive emergency vehicles will be required to complete an emergency vehicle driver course before taking the road test in the vehicle he will operate. Appendix C of AR 600-55 constitutes the minimum requirements for this course. Course will be trained no lower than the battalion level.

(2) Remedial Driver Training. A remedial driver training program will be conducted for soldiers who have had accidents, abused equipment, or have otherwise demonstrated a need for additional training. This training should not be punitive in nature but should be directed toward identified weaknesses. A remedial course of instruction cannot be uniform. The subject matter presented should be developed to fit the requirements of the class members. Unit safety officers or provost marshals may provide instruction with brief summaries of the kinds of violations and accidents in which the attendees have been involved.

(3) Refresher training. The basic knowledge and skills learned in Phases 1, II and III must be updated. Refresher training familiarizes operators with the information needed to drive safely and improve their driving performance. This training must be geared to help soldiers pass their annual drivers performance evaluation. This program is managed and scheduled on training schedules like any other training. Annex H is provided to give commanders a topic outline of the training that is part of a basic drivers course. Refresher training will be conducted semiannually IAW USAFACS Reg. 385-10-1, paragraph 26c.

(4) Sustainment training is required so drivers do not lose proficiency due to lack of practice. This practice training is planned for and conducted during unit collective training exercises. As operator performance levels increase, conditions under which tasks are performed must be made more demanding while standards remain constant. Practice under conditions simulating actual combat is the primary goal. Training to accomplish battery METL is addressed during this stage.

h. Scheduling operator training.

(1) Battalion S-3 will include drivers training on long range training calender based on unit assessment and guidance from the battalion commander.

(2) Companies must plan and schedule POI training based on current and forecasted operator requirements. Training should be completed as close to battalion test dates as possible.

Include in battery plans requirements for battalion certified instructors.

i. Accidents and moving violations. After an accident or moving violation involving an AMV, company commanders will review soldier's driver training records to determine the need for

(1) Remedial or refresher driver training.

(2) Reexamination.

(3) License suspension.

(4) Other corrective measures.

(5) Commanders will ensure that all moving violations while driving a military or privately owned vehicle are promptly entered on the soldier's driver training records.

j. Licensing Requirements

(1) Commander or company senior trainer has interviewed soldier and has recommended him or her for driving duties.

(2) Successful completion of the unit's driver training program

(3) Satisfactory completion of the battalion basic drivers written test.

(4) Successful completion of initial road test.

(5) Successful completion of battery II test and physical evaluation measures. DA Form 6122 raw score of battery II must be 20 or above for an individual to qualify on emergency type vehicles.

(6) Medical records reviewed IAW AR 600-55, paragraph 1-5 with favorable results and have had a complete physical within the past 5 years.

(7) Successful completion of Emergency-Vehicle driver training course for an individual to qualify on emergency type vehicles.

(8) Successful completion of semi-annual refresher training if basic drivers course was completed in a previous season (spring/summer or fall/winter). Failure to complete semi-annual refresher training when required will result in license suspension until completed.

(9) Satisfactorily complete written evaluation for each item of equipment for which a license is required.

(10) Satisfactorily complete performance evaluation for each item of equipment for which a license is required.

k. Unless revoked, all permits in this Battalion will expire not more than four years after issued or renewed or upon expiration of their civilian drivers license, whichever comes first. Updated permits will expire on the same date that the initial or renewed permit expired.

(1) Attend semi-annual refresher training.

(2) Successfully complete an annual performance and written test.

(3) Annually complete a records review and update IAW AR 600-55, paragraph 1-5, w/USAFACFS Suppl 1.

(4) Review medical records annually IAW AR 600-55, paragraph 1-5 with favorable results and have had a complete physical within the past 5 years.

(5) Receive required counseling, guidance and retraining IAW AR 600-55, paragraph 1-5j.

(7) As required permits will be renewed. Permits will be updated when soldiers qualify on additional equipment.

(8) Permits will be suspended or revoked when required IAW AR 600-55 and AR 190-5.

8. AWARDS AND RECOGNITION PROGRAM.

a. Driver and Mechanic Badge. This badge is awarded to denote the attainment of a high degree of skill in the operation and maintenance of motor vehicles. For revocation and eligibility criteria see AR 600-8-22, paragraphs 8-31.

b. United States Army Motor Vehicle Driver Safety Award. This badge is awarded to US Army military personnel who as part of their routine duties are required to drive Army motor vehicles (AMVs). For eligibility requirements see AR 385-10, paragraph 6-2 and 6-4.

c. Driver of the Quarter. Each company will submit names of personnel to compete at battalion level. Winners in each category will go on to compete at competitions above battalion.

9. CHANGES AND REVISIONS. All necessary changes and revisions to this SOP will be made by the Battalion Motor Officer/Sergeant. Recommendations for this SOP should be addressed to the Battalion Motor Officer/Sergeant.

10. Annexes included are as follows:

ANNEX 'A' REFERENCES

ANNEX 'B' DRIVERS INTERVIEW BY SUPERVISOR CHECKLIST

ANNEX 'C' COMMANDERS INTERVIEW CHECKLIST

ANNEX 'D' REOCCURRING EQUIP. DRIVER/OPERATOR TRAINING

ANNEX 'E' RESPONSIBILITY OF SR. OCCUPANT/ASST. OPERATOR

ANNEX 'F' DRIVERS PLEDGE

ANNEX 'G' SUPERVISOR DR./OPER. REVIEW CHECKLIST

ANNEX 'H' PHASE I & II TOPIC OUTLINE

ANNEX 'I' SELECTION OF INSTRUCTORS

ANNEX 'J' DRIVERS TASKS FOR NIGHT VISION DEVICE

NAME
LTC, ____
COMMANDING