



DEPARTMENT OF THE ARMY
HEADQUARTERS, UNITED STATES ARMY TRAINING CENTER AND FORT JACKSON
2400 JACKSON BOULEVARD
FORT JACKSON, SC 29207

ATZJ-CG

25 JUL 2018

MEMORANDUM FOR

Commanders, all Direct Reporting Units to the Headquarters
Directors and Chiefs, Staff Officers, This Headquarters

SUBJECT: Fort Jackson Policy Memorandum # 18 – United States Army Training Center Master Driver Program

1. References:

- a. AR 385-10 (The Army Safety Program), 24 February 2017.
- b. FJ 385-10 (Safety and Occupational Health), 21 January 2016.
- c. AR 600-55 (The Army Driver and Operator Standardization Program (Selection, Training, Testing and Licensing)), 01 May 2017.
- d. AR 750-1 (Army Material Maintenance Policy), 3 August 2017.
- e. DA PAM 750-8 (Army Maintenance Management Systems (TAMMS)), 22 August 2005.
- f. DA PAM 385-40, (Army Accident Investigations and Reporting), 18 March 2015.
- g. TC 21-305-20/AFMAN 24-306, (Manual for the Wheeled Vehicle Driver), 12 January 2016.

2. Purpose. To provide USATC commander's guidance for selecting, training and licensing military and civilian operators of government owned, leased, or rented vehicles and equipment.

3. Applicability: This policy applies to all personnel assigned to the USATC who operate military owned, leased or rented vehicles, and equipment in support of training and administrative requirements.

4. Headquarters and Headquarters Battalion (HHBn) will execute the Fort Jackson Drivers Program and provide the USATC master driver. HHBn master driver will provide oversight, training, and conduct inspections to ensure all units are in compliance within the Army's regulatory guidance. Any questions concerning this policy should be directed to the USATC master driver at (803) 751-4284.

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5. Brigade (BDE) and battalion (BN) commanders will establish a driver selection, training, testing, and licensing program using the following criteria:

a. Appointments. Both BDE and BN-level commanders will assign master drivers and alternates on orders in the rank of SGT or above. Additionally, each company commander will appoint a driver/operator instructor and license examiner in the rank of SGT or above. All newly assigned master drivers and driver/operators must attend the resident master drivers course TDY within 90 days of appointment to master driver duties. All master drivers must meet qualifications for driver/operator instructors and license examiners in accordance with (IAW) AR 600-55, Appendix F.

b. Driver Selection, Training, Testing, and Licensing. HHBn will conduct an 80-hour basic drivers training course once a quarter and a master driver's training course as needed, but no less than annually. G-3 will be responsible for scheduling and publishing quarterly training for the basic driver's training course. The baseline course provides the cornerstone training to build on for all subsequent driver training and licensing on other platforms. The training will provide an in-depth understanding of the importance of safety in all operations, and the importance of maintaining the equipment through preventative maintenance checks and services (PMCS). Personnel arriving to units with a military license and a properly documented DA Form 348 or 348-E, showing completed training, are not required to attend the standard baseline course.

(1) Interview. AR 600-55, chapter 2, provides guidance to commanders for interviewing and ensuring that operators are licensed and trained.

(2) Baseline Training. AR 600-55, chapter 4, and AR 385-10, chapter 11, provides guidance for Soldier and Civilian training for tactical and non-tactical vehicle operation. Baseline driver's training and licensing will be conducted not less than once a quarter at the brigade level. The course will consist of the 40-hour baseline training to include both written and road tests.

(3) Licensing. Only after a Soldier successfully completes the baseline requirements and all performance standards are achieved will the Soldier be issued an Army standard license. All licenses will be signed by the company commander or his designated representative. Students who do not pass the driver testing can be issued a learner's permit for further training and retesting. All operators must possess a valid state issued driver's license. An operator who has his or her state license revoked or suspended must have his or her OF 346 revoked or suspended as well, and may not be issued a new OF 346 during the period of revocation or suspension. All military, civilians, and contractors operating a government owned or leased vehicle must complete the online accident avoidance course (AAC), have a valid state driver's license, and renew it every four years. All civilian operators of tactical vehicles,

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specialty vehicles, and those over twelve passengers are required to have a US Government Motor Vehicle Operators Card (OF 346).

(4) Sustainment. First line supervisors will conduct bi-annual check rides and annual records review for each driver to assess driving proficiency and identify weaknesses. The annual records review should include a civilian driving record screening from the provost marshal for all civilian and military operators. If the first-line supervisor is not licensed or unable to perform the check-ride, the commander will ensure that a qualified individual performs the check-ride and assessment. The online AAC will be repeated every four (4) years IAW AR 600–55.

(5) Remedial training. All BDEs and BNs will enforce and document driver training program compliance. Commanders will refer Soldiers to attend the installation's driver's training program due to high risk activity to include operators cited for at fault accidents, accumulation of five (5) or more traffic points over a 12-month period, and multiple citations for moving and nonmoving violations. Master drivers will ensure all remedial training is annotated on DA Form 348s. Contact the Fort Jackson Safety Office or your designated safety representative for referrals to the installation remedial training.

(6) Specialty Licensing. BDE and BN-level driver training programs will account for specialty training and qualification requirements for vehicles and equipment as outlined in AR 600-55, chapter 7-1. All specialty equipment qualifications and training will be properly annotated on DA Form 348.

(7) Hazardous Loads. BDE and BN-level driver training programs will account for training and qualification for the transport of hazardous materials. All hazardous load training and qualifications will be properly annotated on DA Form 348.

(8) BDE and BN master drivers are responsible for coordinating with LRC Jackson Transportation Office for use of specialized vehicles or equipment required to conduct training. BDE master drivers are responsible for ensuring LRC Jackson Transportation Office maintains updated master driver packets for all BDE and BN master drivers. Each master driver packet will include a copy of appointment orders, DA Form 348, DA Form 348-1, AAC certificate, civilian license and OF 346.

(9) Physical Examinations and Prescription Medication Usage. Operators with any medical restrictions that would limit his or her ability to operate vehicles or equipment will report these restrictions to his or her commander or supervisor as soon as they are known. Restrictions will be annotated on the OF 346 and DA Form 348, Equipment Qualification Record. Operators will report the use of prescription or non-

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prescription medications that could reasonably impair driving or alertness to their immediate supervisor.

(10) Inspections. All appointed master drivers must be prepared to demonstrate adherence to all requirements indicated on the USATC master driver organization inspection program checklist. BDE and BN commanders must ensure their subordinate master driver programs are inspected annually to ensure compliance on all driver training related regulations.

6. The point of contact for this policy is the USATC, G4, at (803) 751-3878.



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Commanding