



DEPARTMENT OF THE ARMY
UNITED STATES ARMY INSTALLATION MANAGEMENT COMMAND
HEADQUARTERS, UNITED STATES ARMY GARRISON, PRESIDIO OF MONTEREY
1759 LEWIS ROAD, SUITE 210
MONTEREY, CA 93944-3223

REPLY TO
ATTENTION OF

IMSW-POM-ZA

20 JUN 2007

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Command Policy Concerning Responsibilities, Testing, Licensing, and Operating of Government Owned and Leased Non-Tactical Vehicles (NTV)

1. References:

- a. DoD 4500.36-R, Management, Acquisition, and Use of Motor Vehicles, March 1994.
- b. AR 58-1, Management, Acquisition, and Use of Administrative of Motor Vehicles, 10 August 2004.
- c. AR 600-55, The Army Driver and Operator Standardization Program (Selection, Training, Testing, and Licensing), 31 December 1993.
- d. Message, U. S. Army Safety Center, 301831Z Aug 94, subject: Change to AR 600-55.
- e. AR 385-55, Prevention of Motor Vehicle Accidents, 12 March 1987.
- f. Memorandum, Installation Management Agency, IMAH-SO, subject: Army Traffic Safety Program-Online Accident Avoidance Course, 8 Sep 05.
- g. AR 735-5, Policies and Procedures for Property Accountability, 28 February 2005.

2. Purpose: To provide guidance concerning responsibilities, testing, licensing, and operation of Government owned and leased vehicles.

3. Applicability: This policy applies to all military and Department of Defense (DoD) civilian personnel assigned, attached, located or employed on the Presidio of Monterey (POM) and Ord Military Community (OMC). It also applies to Government contractors when a contract authorizes the use of Government owned and leased NTVs.

4. Proponent: The proponent for this policy is the Directorate of Logistics (DOL), Transportation Division, IMSW-POM-LGT, Telephone number (831) 242-6380. This policy supersedes previous policy dated 21 April 2006.

5. In order to operate a Government owned or leased NTV with a gross vehicle weight (GVW) less than 26,000 pounds, operators must possess a valid state driver's license. In accordance with

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reference d above, waiver to possess an Optional Form 346, U. S. Government Motor Operator's Identification Card is approved.

6. In addition to a valid state driver's license, the operator must have a copy of the certificate showing that he/she has completed the Accident Avoidance Course (AAC). Access the course on line at the "Army's Learning Management System (LMS)" homepage at <https://crc.army.mil> (select "Training," then "Combat Readiness University." Retraining is required every four years as part of the license renewal procedure).

7. Personnel who previously completed the on line POM Defense Driving Course (DDC), the DD Form 1902, Certificate of Completion will be used in lieu of the AAC certificate. Any operator who has already received the DDC or AAC (or approved equivalent course) from another installation need not complete the training provided he/she shows proof of training and a valid state driver's license.

8. Service Commanders may conduct their own training equivalent to the DDC or AAC. Commanders (or designated official) must certify in writing that the operator has completed the required training prior to operating a Government vehicle.

9. An OF 346 is required to drive ambulances, fire trucks, law enforcement vehicles, crash-rescue vehicles, buses, tractors/trailers, NTVs equipped with standard transmission, hazardous cargo carrying vehicles, passenger vans (over 12 passenger), and all NTVs with a GVW of 26,000 pounds and over. In order to get or renew an OF 346, the operator must complete the Driver's Testing and Licensing Training (DTL) provided by DOL, Transport Operations.

10. Operators may renew permits up to 90 days before the expiration date. For individuals in possession of a valid State license and a valid OF 346, the driver's license should be renewed (if it expires before the OF 346 expiration date) before the OF 346. Renewals will be issued after examination of the operator's qualification (DA Form 348), medical profiles, administration of prescribed physical evaluation measures, and the operator performance test IAW reference (c).

11. Under the Monthly Dispatch Program, commanders, deans, and directors are responsible to maintain a system that ensures:

a. Measures (e.g., rosters, database, etc) are implemented to identify operators who are qualified and authorized to drive Government owned and leased vehicles. Required training will be documented on the operator's DA Form 348, Equipment Operator's Qualification Record or service-equivalent form.

b. Operators are properly licensed IAW this policy prior to being assigned a vehicle. Leaders will emphasize the importance of driver safety at all times when conducting safety briefings and approve vehicles for official business IAW references a and b above.

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c. Driver(s) will:

(1) Report accidents/damage or maintenance deficiencies to the DOL, Transport Operations, telephone number (831) 242-7791 within one workday of the incident. The responsible unit shall complete the Standard Form 91, Motor Vehicle Accident Report and investigate the accident and, when required by the Installation Safety Office, complete DA Form 285, U.S. Army Accident Report. Drivers will perform Preventive Maintenance Checks daily, using check sheet, before operating the vehicle and walk around the vehicle to check for any damage.

(2) Fuel vehicles using ONLY regular unleaded fuel. Use of Supreme, Plus or Premium types of fuel is not authorized. Turn in any receipts for fuel/car wash and other forms (including completed POM Form 4-154). Any suspected misuse of the vehicle credit card will be investigated and reported in writing to the commander, dean, or director.

(3) Wear seat belts at all times. Smoking, eating, or drinking inside vehicles is not authorized. Prior to backing vehicle, the driver must visually check surroundings. Use of cell phones, earphones, and headphones while operating vehicle is prohibited.

12. Operators with assigned vehicles who receive support from DOL must dispatch vehicles once per month. For POM, 1st week of the month (Monday through Thursday), from 1000-1200 and 1245-1500, Building 105, lower POM. For OMC, 2nd week of the month, (Tuesday and Wednesday), from 0745-1145/1245-1645, Building 4499, Joe Lloyd Way. The user and dispatcher will conduct a joint inspection, with results authenticated and retained by DOL. To preclude delays in inspections, please adhere to the scheduled date/time. Otherwise, please call telephone numbers (831) 242-4169 (POM) or (831) 242-7785/7791 (OMC).

13. In accordance with reference (g), an operator may be held financially liable for vehicle damage. Activities that dispatch vehicles are responsible for the inspection between different operators and may be held financially liable for unreported or undocumented damage to vehicles. This also applies to other members of the uniformed services who operate vehicles dispatched from the DOL, Transport Operations.



PAMELA L. MARTIS
COL, MP
Commanding

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