



DEPARTMENT OF THE ARMY  
US ARMY INSTALLATION MANAGEMENT COMMAND  
HEADQUARTERS, US ARMY GARRISON COMMAND, FORT KNOX  
111 E. CHAFFEE AVENUE  
FORT KNOX, KENTUCKY 40121-4215

AMIM-KNG-SO (100)

14 August 2023

MEMORANDUM FOR RECORD

SUBJECT: Fort Knox Policy Memo No. 31 – Driver Licensing and Training Program

1. References.

- a. Army Regulation (AR) 385-10, The Army Safety Program, 24 Feb 2017.
- b. AR 600-55, The Army Driver and Operator Standardization Program (Selection Trainings, Testing, and Licensing), 17 Sep 2019.
- c. Training Circular (TC) 21-305, Training Program for Wheeled Vehicle, 19 Aug 1996.
- d. 49 Code of Federal Regulations (CFR) Part 391, Qualifications of Drivers and Longer Combination Vehicle (LCV) Driver Instructions
- e. 49 CFR Part 383, Commercial Driver's License Standards, requirements and Penalties.

2. Applicability. All military organization and Civilian personnel, with positions requiring the operation of tactical/non-tactical and Government owned or leased vehicles or equipment; will be selected, trained, tested, licensed, and recorded in accordance with (IAW) AR 600-55 and AR 385-10. All personnel are required to satisfactorily demonstrate their proficiency in operating each piece of equipment for which they are licensed or will be licensed.

3. Purpose. To establish standards, policies, and procedures for the selection, training, testing, and licensing of drivers and equipment operators for military vehicles and equipment and commercial leased vehicles on/off Fort Knox. This policy is not intended to replace AR 600-55 or TC 21-305, but to supplement them. Should any discrepancies arise, the aforementioned sources will govern.

4. Responsibility. Commanders will nominate and appoint in writing a primary and alternate well qualified, Driver/Operator Instructor & Reviewer (DOI&R). The DOI&R must be licensed on their respective vehicles or equipment on which he or she will train or test. Appointed candidates will have inclusive management oversight of each organization's Driver and Licensing Program. Evaluation for selecting the DOI&R will

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be conducted IAW AR 600-55, Appendix B. The Drivers Program is mandatory for all organizations requiring the use of the Department of the Army (DA) Form 348.

#### 5. Responsibility Drive Instructor & Reviewer”

a. Interviews of drivers will be conducted by the DOI&R, who is the authorized representative of the Commander. Areas of concern are maturity, attitude, past driving and equipment driving operation records, hearing, extreme nervousness, or any abnormal characteristics. Medication, if used on a regular basis, that causes drowsiness, impairs vision, or affects coordination, will also be taken into consideration. Supervisors will check appropriate medical personnel regarding doubts or concerns about any medications. The interviews will be conducted IAW AR 600-55, Appendix B.

b. Ensure vehicle and equipment operators are properly licensed and trained to operate a vehicle and or heavy/material handling equipment IAW AR 600-55 and regulatory operators licensing requirements.

(1) The DOI&R will scrutinize personnel operator's license and training curriculum. This will include driver's/operator's responsibilities and Government liability, laws and regulations, vehicle inspection and maintenance, environmental considerations, off-road operations, and all other topics necessary for safe and proficient driving. The training curriculum will be IAW AR 600-55, Appendix E.

(2) Upon completion of training, the operator must successfully complete a written examination similar to the one provided in AR 600-55. After passing this test, the driver may be issued an Optional Form (OF) 346 Standard Permit or Limited Permit IAW AR 600-55.

(3) A road test with the driver to evaluate the driver's ability to drive/operate the equipment safely in most on-the-road situations. Driving and/or equipment operating weaknesses that surface as a result of the test should be called to the attention of the examinee so the specific steps can be taken to eliminate these weaknesses. Each driver/operator is required to satisfactorily demonstrate their proficiency in operating each piece of equipment for which they are to be licensed.

(4) The DOI&R will ensure all records and forms are maintained according to the appropriate publication. Records may be automated or manual (creating an internal database and filing system). Some first steps are, i.e. list all equipment within the organization to be licensed on; review driver/operator's military/civilian licenses annually, to include review of training and DA Form 348/OF 346.

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(5) In-processing of new personnel: All personnel will in-process through their DOI&R. The DOI&R will create a driver's file consisting of but not limited to:

- (a) Previous DA Form 348.
- (b) Previous DA Form 348-1.
- (c) Previous OF 346.
- (d) Previous DA Form 5984-E.
- (e) State Driver's License.
- (f) MSF Card.
- (g) Medical profile.

6. Operating Requirements:

a. Physical examinations. Military personnel are required to undergo periodic medical examinations by qualified medical personnel according to AR 40-501 and 49 CFR 383.71. Results of physical examinations will be annotated in Section IV of the DA Form 348. Civilians who are required to obtain a CDL must meet the physical standards set forth in 49 CFR 391-41 through 49 CFR 391-49. Evaluations include visual acuity, field of vision, depth perception, foot reaction and hearing test IAW AR 600-55, Appendix D.

b. Passengers. Any driver operating a vehicle designed to transport 16 or more passengers, including the driver, must have a passenger endorsement. He or she must pass a written examination on special safety considerations when transporting passengers. An applicant requesting a license to drive a bus in any category must possess this endorsement.

c. 15-Passenger Van Training. Any driver operating a van designed to transport 15 or more passengers must have the written test and a 15-passenger endorsement on their DA Form 348 and OF 346.

d. Hazardous materials. Any driver transporting hazardous material or waste in amounts requiring placards, regardless of the vehicle class, must have a hazardous material endorsement. The endorsement will state: Hazardous materials training

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must be IAW AR 600-55. Personnel must pass a written examination on how to recognize, handle, and transport hazardous materials.

e. Specialized vehicles such as all-terrain vehicles, "Mules" and "Gators" require training by certified trainer. Mandatory motorcycle training for soldiers see: AR 385-10.

f. Intermediate Traffic Safety Course. all newly assigned Soldiers less than 26 years of age will receive intermediate traffic safety training that reinforces the initial traffic safety training course.

g. Sustainment Training. Ensure personnel are scheduled for periodic driver training, so as to maintain a high level of driver/operator skill proficiency and to prevent drivers/operators from acquiring poor habits. Supervisors will develop and implement a sustainment training program to be conducted at least annually for any drive/operator with a valid OF 346. The completion of sustainment training will be annotated on DA Form 348, section III.

h. Driver improvement/remedial drivers training. To reinforce positive driving behaviors commanders –

(1) Will provide Army-approved driver improvement courses for military and civilian personnel who, while operating a government motor vehicle, were convicted of a moving traffic violation, or have been determined to be at fault in a traffic accident.

(2) Will require personnel to attend the course inside or outside normal duty hours or lose Government motor vehicle installation driving privileges.

(3) May refer Soldiers to attend remedial drivers training due to high risk driving activity. (Note: Remedial training will be documented on DA Form 348, section III).

i. The OF 346 permit applies to all equipment operators. The OF 346 expires on the same date as the driver's license expires, or 5 years from issue date whichever is sooner. OF 346s may be renewed up to 90 days before expiration date and should not be renewed until the license is renewed. Renewals should only be issued after examination of the operator's qualification, medical record, administration or prescribed physical evaluation measures, and the operator performance test.

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j. A driver who has had their state license revoked will have their OF 346 or DA Form 5984-E revoked as well, and may not be issued a new OF 346 or DA Form 5984-E during the period of revocation.

7. Waivers. Garrison/Senior Mission Commanders may waive issuance of an OF 346 for military and DoD civilian personnel to operate non-tactical administrative DoD motor vehicles, provided that the gross vehicle weight is less than 10,000 pounds.

a. To apply for waiver DoD military and civilian personnel must have the following:

(1) A valid DA Form 348 in their possession.

(2) A valid state motor vehicle operator's license (whichever applies) for the size and class of vehicle they will operate.

(3) DoD identification card (also known as a common access card).

(4) A CDL with proper endorsements if transporting hazardous materials (Army civilian personnel).

(5) A valid dispatch.

b. Waivers do not apply to:

(1) Operation of MHE, emergency vehicles, or buses/vans over 12 passengers).

(2) Motorcycles, mopeds, and all-terrain vehicles.

(3) Tactical vehicles or transporting hazardous materials.

8. Drivers Badge Award. Drivers eligible to receive a Drivers' badge award must possess an OF 346 or DA Form 5984 and assigned as a driver with a minimum of 12 consecutive months or have driven a minimum of 8,000 miles without an adverse incident or traffic violation.

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9. The proponent for this policy is the Installation Safety Office at (502) 624-3381.



CHRISTOPHER J. RICCI  
COL, IN  
Commanding