

Personnel – General

Selection, Training, Testing and Licensing of Equipment Operators

By Order of The Adjutant General:

John E. Davoren
Brigadier General, KSARNG
Commanding

Official:

John K. Andrew
COL, GS, KSARNG
Chief of Staff

History. This printing publishes a revision of this publication.

Summary. This SOP establishes policy of The Adjutant General pertaining to selection, training, testing and licensing of equipment operators in the KSARNG.

Proponent and exception authority. The proponent of this SOP is the Surface Maintenance Manager (SMM), KSARNG.

Suggested Improvements. Users are invited to send comments and suggested improvements to The Adjutant General's Department, ATTN: JFHQ-SMM, 131 SW 27th St, Topeka, KS 66611-1159

Distribution: A

TABLE OF CONTENTS

	<u>Paragraph</u>	<u>Page</u>
References-----	1-1	2
Policy-----	1-2	2
Purpose-----	1-3	2
Physical Evaluation Measures-----	1-4	2
Operator Qualification Training-----	1-5	2
Licensing-----	1-6	2
Operator Sustainment Training-----	1-7	3
Operator Identification Permit Renewals-----	1-8	3
Driver Training Courses-----	1-9	3
Records-----	1-10	3

This SOP supersedes KS SOP 600-55, 01 November 2000

1-1. References.

- a. AR 58-1, Management, Acquisition and Use of Administrative Motor Vehicles.
- b. AR 385-10, The Army Safety Program.
- c. AR 385-55, Prevention of Motor Vehicle Accidents.
- d. AR 600-55, The Army Driver and Operator Standardization Program.
- e. USAREUR Supplement to AR 600-55
- f. FM 55-30, Army Motor Transport Units and Operations.
- g. DA Pam 750-8, The Army Maintenance Management System (TAMMS), User Manual.
- h. Kansas Statute Annotated 8-2,125 et al, Uniform Commercial Driver's License Act.
- i. Standard Army Maintenance System, Level 1, Enhanced (SAMS-1E).

1-2. Policy. Under the provisions of this regulation, and the references listed in paragraph 1-1 above, The Adjutant General delegates the authority to train, test, and license equipment operators to all brigade and battalion levels of command and support maintenance facilities.

1-3. Purpose. The purpose of this regulation is to ensure uniform procedures throughout the KSARNG when implementing/complying with the above regulations. The guidance and procedures contained in the above regulations apply unless modified by this regulation.

1-4. Physical Evaluation Measures. The routine examination required for all KSARNG personnel will suffice as the medical information collection method. Medical restrictions discovered by this examination would be evaluated by the commander and noted on the individual's qualification record and identification permit, as appropriate, generated by SAMS-1E.

1-5. Operator Qualification Training. Initial training will include step by step progressive instruction in academic subjects and on driving. Operators will not participate in any hands-on vehicle or equipment training without a valid OF 346 / DA Form 5984E Learner's Permit. Upon completion of training, the operator must successfully pass a written examination and a driver performance test. The performance test will be based upon a written prescribed critical task list for the specific series of equipment required to operate. The written prescribed critical task list will be developed at the lowest training level, based upon the equipment assigned to that organization. Guidance and references contained in AR 600-55 will be utilized to select examiners. The "before operation" PMCS must be administered prior to beginning the performance test and all operators must receive a minimum score of 80% on all test administered for license qualification to include the performance test.

1-6. Licensing. All personnel will be properly trained and licensed, as appropriate, prior to operating government owned/leased equipment. Issuing procedures and criteria contained in AR 600-55 will be followed. All members of the KSARNG must possess a valid State driver's license prior to issuance of an operator identification permit, regardless of the location of equipment operation. Military operators not specifically granted a waiver in AR 600-55 are required to obtain an appropriate military commercial drivers license (MCDL) prior to operating government-owned or leased vehicles. A valid State Commercial Drivers License with proper endorsements will meet the training requirements for issue of a MCDL with the same endorsements. A MCDL with proper endorsements is required for anyone transporting hazardous materials or 15 or more personnel. All employees (State and Federal) who are not specifically exempted from AR 600-55 and K.S.A. 8-2, 128 are required to have in their possession a valid Kansas Commercial Drivers License and be issued an OF 346/DA Form 5984E (Military Operator ID Card). Employees operating vehicles that do not require a Kansas Commercial Drivers License will be required to have an OF Form 346/DA Form 5984E issued by the Kansas Army National Guard or the equivalent military license issued by other DOD branches. Units deploying to Europe require USAREUR driver's training/testing. Contact the Surface Maintenance Management Office for testing materials.

1-7. Operator Sustainment Training. Sustainment training is periodic driver training conducted to maintain a high level of driver skill proficiency. First line supervisors will conduct a check ride at least biennially to assess driving proficiencies and identify weaknesses. Completion of sustainment training will be annotated on DA Form 348/E as 'Sustainment Tng'.

1-8. Operator Identification Permit Renewals. All personnel whose position will require operation of government owned or leased vehicles or equipment, will be trained, tested and issued an OF Form 346/DA Form 5984E (Operator ID Card), IAW AR 600-55. Operator performance testing on the most difficult and complex equipment previously licensed for will be accomplished upon each license renewal. A written and performance test will be given whenever a licensed driver needs to qualify on an additional type of vehicle or equipment. Permits will be renewed every five (5) years or upon renewal of the civilian driver's license [if civilian renewal is five (5) years or less].

1-9. Driver Training Courses. Samples of training courses are contained in TC 21-305-series. The OIC of the battalion training teams will determine and publish the local course requirements for this training, based upon geography, assigned equipment, availability of resources and mission needs. Included in the course criteria will be instruction in accident avoidance and instruction in the proper use of safety restraint systems IAW AR 385-55. Automated Army Commercial Drivers License (ACDL) training program (CAI 551-10) and Accident Avoidance Multimedia training courses are available from the Surface Maintenance Manager, to assist the training efforts of any testing team that encounters that requirement.

1-10. Records. All required publications and forms are available from normal publication channels and/or the SAMS-1E software, as appropriate. All forms will be completed, reviewed, and updated IAW AR 600-55, DA PAM 750-8, FM 55-30, or the KS SOP 750-1 as appropriate. Disposition of training documentation will be IAW Para 4-1b (10) of AR 600-55. Print and maintain a copy of the current DA 348E at the unit level once training data is entered into the SAMS-1E system. Training documentation may be destroyed after verifying all information on the DA 348E is correct. Prior to inputting test results into the SAMS-1E system and issuing an operator permit, the training documentation will be forwarded to the Unit Motor Officer for review and approval.