

***USAREUR Supplement 1 to AR 600-55**

Personnel--General

**The Army Driver and Operator Standardization Program
(Selection, Training, Testing, and Licensing)**

27 October 1999

***This supplement supersedes USAREUR Supplement 1 to AR 600-55, 8 March 1996.**

For the Commander:

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Summary. This supplement provides policy on driver-performance testing and licensing in USAREUR.

Applicability. This supplement applies to operators of military vehicles in USAREUR.

Supplementation. Commanders will not supplement this supplement without Commanding General, USAREUR/7A (AEAGD-TM), approval.

Suggested Improvements. The proponent of this supplement is the Office of the Deputy Chief of Staff, Operations, HQ USAREUR/7A (AEAGC-T, 475-7287). Users may send suggestions to improve this supplement on DA Form 2028 (Recommended Changes to Publications and Blank Forms) to the Commander, USAREUR/7A, ATTN: AEAGC-TD, Unit 28130, APO AE 09114.

Distribution. This supplement is available only in the Electronic Library of USAREUR Publications and AE Forms.

AR 600-55, 31 December 1993, is supplemented as follows:

Contents. Add the following under Appendixes:

J. USAREUR Training and Testing Material

Contents. Add the following under Table List:

Table E-1. Program of Instruction

Table J-1. Training and Testing Material

Paragraph 1-4, Responsibilities. Add subparagraphs l through o as follows:

l. The Deputy Chief of Staff, Logistics, USAREUR--

(1) Has staff supervision over military-driver and equipment-operator selection, training, testing, and licensing in USAREUR.

(2) Is the approval authority for establishing military driver testing stations (DTSs) and military-licensing programs in USAREUR.

m. Commanders of USAREUR commands (UR 10-5, app A) will--

(1) Establish effective training programs on operating tactical and nontactical vehicles (NTVs).

(2) Ensure assigned operators are trained and licensed.

n. Commanders of USAREUR area support groups (ASGs), base support battalions (BSBs), and separate units authorized NTVs will establish DTSs according to the basic AR, chapter 5. ASG and BSB directors of logistics (DOLs), installation transportation officers (ITOs), and equivalent transportation personnel in separate units will maintain and supervise DTSs.

o. DOLs and ITOs will support their ASG and BSB inprocessing training centers (ITCs) for drivers training. The DTS staff will--

(1) Present a 2-hour orientation on the peculiarities and dangers of driving in Europe. This orientation will include guidance on official use of Government-owned or -leased vehicles.

(2) Administer the International Road Sign Test (IRST) (USAREUR Poster 190-4A, B, C, or D). The IRST measures knowledge of European road markings and traffic signs. Personnel taking the IRST must correctly identify at least 45 of the 50 signs within 20 minutes to pass.

(a) ASGs and BSBs in Belgium and The Netherlands will use locally developed road-sign tests and written tests based on host-nation requirements and tests.

(b) The 22d ASG will use tests provided by the U.S. Naval Support Activity in Italy.

(3) Administer the 100-question written test, Driver Examination for Germany for Privately Owned Vehicle Operators of the U.S. Forces (UP 190-4-1 or -2 (version 1 or 2)). (The USAREUR privately owned vehicle (POV) and written military drivers tests have been combined.) The written test measures knowledge of European traffic regulations and safe driving practices. There is no time limit for the written test. Personnel taking the test must correctly answer at least 90 of the 100 questions to pass.

(4) Administer the vehicle drivers performance test (written and road) for the equipment and type of vehicle that the person being tested will use. When required, road tests on manual-transmission NTVs will be given before issuing Optional Form (OF) 346 (US Government Motor Vehicle Operator's Identification Card). OF 346 authorizes personnel to operate U.S. Government NTVs up to a nine-passenger van.

(5) Issue an OF 346 to ITC attendees who pass the IRST, the written test, and the vehicle drivers performance test.

(6) Complete a DA Form 348 (Equipment Operator's Qualification Record (Except Aircraft)) for each attendee. The DA Form 348--

(a) Must specify training and test results.

(b) Will be kept in personnel processing folders and returned with the individual to his or her unit.

(7) Overstamp DA Form 348 with “Failed USAREUR Poster 190-4A, B, C, or D” or “Failed USAREUR Pamphlet 190-4-1 or 2,” as appropriate, for personnel who fail the IRST or the written test. Overstamping the DA Form 348 notifies the unit that an individual has failed a test and requires additional training.

(8) Retest personnel who have failed the IRST or the written test. Personnel who fail the IRST must take the test again and pass before they will be authorized to operate a U.S. Government motor vehicle in Europe.

(9) Schedule driver-training courses.

Paragraph 2-1, License Requirements. Add subparagraphs f through h as follows:

f. To operate a U.S. Government tactical vehicle or NTV in Europe, U.S. military personnel, DOD civilian employees, contractor employees, and personnel on temporary duty, including Army Reserve and Army National Guard personnel, must--

(1) Have a valid stateside drivers license. Military personnel may substitute a current OF 346 in place of a stateside license for the class of vehicle being tested.

(2) Attend and pass the standard DTS program of instruction (POI). The DTS POI includes the 2-hour orientation on driving in Europe, the 50-question ISRT, and the 100-question written test. Personnel in countries other than Germany must pass the DTS POI for those areas.

(3) Pass the vehicle drivers performance test (written and road) for the type of vehicle the person being tested will drive. The POI in this supplement, appendix E, provides minimum training standards for tactical vehicles.

(4) Have an OF 346 for the vehicle they are operating.

g. DTSs will loan applicants copies of UP 190-34 (Drivers Handbook and Examination Manual for Germany) to study. (ASGs and BSBs in countries other than Germany will follow instructions in this supplement, paragraph 1-4o(2).)

h. Continental United States (CONUS)-based personnel who participate in USAREUR exercises may be tested and licensed before leaving CONUS. In emergencies, commanders of CONUS-based personnel may request that participants in USAREUR exercises be allowed to operate military vehicles using their CONUS-issued OF 346.

Paragraph 2-3b, Driving on the Installation. Add subparagraph (3) as follows:

(3) Commanders of USAREUR commands may allow drivers to keep their OF 346 in certain circumstances according to this supplement, paragraph 6-4e.

Paragraph 2-3c, Driving Outside the United States or U.S. Possessions. Add the following to subparagraph (2):

This supplement specifies USAREUR tactical-vehicle driver requirements. UR 190-1 prescribes USAREUR POV driver requirements.

Paragraph 2-7, Foreign National Drivers. Add subparagraph d as follows:

d. Local national (LN) motor vehicle operators, including civilian support (civ spt) personnel and third-country nationals employed by the U.S. Forces, must--

(1) Have a local civilian drivers license for the type of vehicle they will drive. DTSs will refer LN personnel who do not have a civilian drivers license to the applicable civilian authority for licensing.

(2) Notify their immediate supervisor within 72 hours after losing their driving privileges.

Paragraph 4-3, Qualification Training. Add subparagraph d as follows:

d. USAREUR Training.

(1) NTV training will emphasize DA Pamphlet 738-750, paragraph 2-5, for dispatch procedures and operator responsibilities, and paragraph 3-4 for preventive maintenance checks and services (PMCS) procedures.

(2) This supplement, table E-1, provides minimum training requirements for tactical vehicle drivers in USAREUR. The POI consists of classroom subjects and hands-on driver training. Subjects in the POI do not need to be repeated if the individual successfully completes these blocks during ITC processing or POV drivers testing.

Paragraph 4-4, Sustainment Training. Add subparagraphs d and e as follows:

d. Sustainment training for NTV operation is not required for USAREUR personnel who have a USAREUR POV drivers license. Sustainment training for personnel who have only an OF 346--

(1) Is required once each year.

(2) Will cover local traffic rules, safe-driving procedures, seasonal hazards, and ASG and BSB DTS traffic requirements.

e. Unit commanders will ensure personnel receive winter driver training.

(1) Winter driver training will be conducted once each year during October and November. DTSs will note on the OF 346 and DA Form 348 that the driver has received winter driver training.

(2) USAREUR personnel are required to attend winter driver training only once during their assignment. This training should be conducted before an individual's first winter in the country.

Paragraph 5-4, Test Administration. Add subparagraphs c through j as follows:

c. Personnel who need an OF 346 for NTVs and who do not have a USAREUR POV drivers license must complete the standard DTS POI. Personnel who will drive only military tactical vehicles or NTVs are not required to have a USAREUR POV drivers license. An OF 346 will be issued in place of the USAREUR POV drivers license if the applicant requests.

d. DTS examiners will--

(1) Provide applicants with pencils, test booklets, and answer sheets.

(2) Advise applicants to read the instructions on page 1 of the test booklet before starting the test.

(3) Answer applicants' questions about the instructions.

(4) Not help applicants after the test has started except to answer questions about the test.

(5) Score the test. Examiners will--

(a) Tell applicants who pass the test the correct answers to any missed questions.

(b) Tell applicants who fail the test the number of questions they missed and the areas they need to study. These applicants will not be told the questions they missed or the correct answers to these questions.

(6) Instruct applicants to return test booklets and answer sheets when they complete the test. Examiners will not accept answer sheets returned without booklets.

(7) Enter IRST and written test scores (with comments, if necessary) on DA Form 348.

e. Applicants who fail the same test (for example, the written test) twice in 2 weeks must wait 2 weeks before retesting. Applicants who fail the same test a third time must wait 60 days before retesting. Retesting will start with the test the applicant failed.

NOTE: In cases of exceptional hardship, DTS officers may waive the 60-day wait. Normally a waiver will be granted only if recommended by the commander or supervisor.

f. Road-test examiners will--

(1) Verify that vehicle operators have successfully completed training on preparation and use of DA Form 2404 (Equipment Inspection and Maintenance Worksheet) according to DA Pamphlet 738-750.

(2) Note on DA Form 348 that the vehicle operator has successfully demonstrated DA Form 2404 preparation.

(3) Ensure drivers successfully demonstrate that they are able to operate a vehicle with manual transmission.

g. The DTS officer or designated representative will--

(1) Withdraw the OF 346 from licensed drivers who fail any part of the test.

(2) Keep the form until applicants have been retested. If an applicant is not retested within 15 days, the DTS officer will return the OF 346 to the applicant's commander.

h. Military DTSs not located near POV DTSs will establish a special account for ordering controlled test items. Items that are not controlled (for example, UP 190-34) will be ordered through USAREUR publication channels. This supplement, appendix J, provides information on training and testing materials and supply sources.

i. The following drivers-training information is for CONUS based units:

(1) Drivers training for CONUS-based--

(a) Active-duty and National Guard units will be coordinated by Headquarters, Forces Command, ATTN: AFOP-TRI, Fort McPherson, GA 30330-6000; stateside DSN 367-6079/6069, civilian 404-669-6079/6069.

(b) Army Reserve units will be coordinated by the U.S. Army Reserve Command, ATTN: AFRC-LGT, Fort McPherson, GA 30330-6000; stateside DSN 367-8265, civilian 404-464-8265.

(2) Requesting units must pay printing and publication costs for training and testing materials. The Defense Automated Printing Service, Europe, charges a fee for service.

j. Before ordering training and testing materials, CONUS and USAREUR units will obtain approval to establish a USAREUR military DTS from HQ USAREUR/7A, ATTN: AEAGD-TM, Unit 29351, APO AE 09014; DSN 370-9445/9446, civilian 49-6221-57-9445/9446. Units needing help or clarification of procedures should also contact this office.

Paragraph 6-2, Standard Permits. Add subparagraph g as follows:

g. Individuals are advised to obtain an OF 346 and a USAREUR POV drivers license at the same time. The OF 346 and the POV drivers license are valid for 6 years unless revoked. If an individual does not have a USAREUR POV drivers license, the expiration date of the OF 346 will be 6 years after the issue date.

Paragraph 6-3b, Learner Permits. Add subparagraph (3) as follows:

(3) Civilian drivers licenses are not required for civ spt driver trainees operating U.S. military vehicles during official training. DTSs may issue learner permits to civ spt trainees. These trainees must sign a statement confirming that they have no physical handicaps that would prevent them from obtaining a civilian drivers license.

Paragraph 6-4, Renewals, Suspensions, and Revocations. Add subparagraph e as follows:

e. Unit commanders should revoke the OF 346 of an individual whose POV driving privileges have been suspended or revoked unless this revocation is not in the best interest of the military.

(1) Commanders must consider mission necessity, the reliability of the individual, and unit readiness when deciding to revoke an OF 346.

(2) The provisions on drug and alcohol abuse training remain applicable. Personnel with driving privileges reinstated under these provisions will operate vehicles--

(a) Under the direct supervision of their first line supervisor.

(b) Only while conducting official military business.

Paragraph 7-2, Procedures. Add subparagraph e as follows:

e. An OF 346 issued to materials handling equipment (MHE) operators will be over stamped with "Not valid on public roads and highways." Local or third-country nationals may be issued an OF 346 to operate MHE without obtaining civilian drivers licenses provided they--

(1) Will be employed as MHE operators.

(2) Pass the operators test for the kind of equipment they will operate.

(3) Pass the physical evaluation measures in the basic AR, appendix D.

Appendix E, Motor Vehicle Operator Driver Training Course. Add paragraph E-4 and table E-1 as follows:

E-4. USAREUR Program of Instruction

Table E-1 is--

a. The USAREUR Program of Instruction (POI).

b. Matched against the 17 subjects in the basic AR, appendix E, paragraph E-3. This supplement provides specific POI lessons.

c. Identifies the minimum standards for USAREUR tactical vehicle driver training. The subjects are divided into two phases: classroom training and hands-on operation and driving.

Table E-1 Program of Instruction	
Phase I. Required Classroom Training	
AR 600-55 Topics	USAREUR POI
A. Introduction	C-1: Introduction to Drivers Training
B. Driver responsibility and Government responsibility	C-2: Driver Responsibility and Government Liability C-3: Proper Emplacement of Warning Triangles
C. Traffic regulations and laws	C-4: Host-Nation Traffic Laws and Regulations C-5: International Road Signs C-6: Yield Right of Way Situations C-7: Bridge and Vehicle Classification C-8: Speed Limits
D. Use of Army publications and forms	C-9: Equipment Inspection/Maintenance Worksheet C-10: Motor Equipment Dispatch C-11: Accident Reporting
E. Vehicle inspection and PMCS	C-12: Principles of Automotive Vehicles C-13: Automotive Troubleshooting C-14: Use of Technical Manual 10-Series Operators Manual and Lubrication Order
F. Accident avoidance	C-15: USAREUR Driver Improvement Program C-16: Safe Vehicle Operating Procedures
G. Driver energy and environmental considerations	C-17: Adverse Seasonal Conditions C-18: Risk Management
Phase II. Required Hands-On Operation and Driving Training	
AR 600-55 Topics	USAREUR POI
H. Introduction to specific vehicles	D-1: Check Dispatch Packet for Completeness D-2: Check Vehicle BII for Completeness and Serviceability D-3: Perform before, during, and after (B, D, A), and AR 385-55 Operations PMCS on a Vehicle D-4: Perform B, D, A, and AR 385-55 Operations PMCS on a Trailer (as applicable) D-5: Identify Potential Mirror Blind Spots D-6: Start Vehicle According to Existing Weather Conditions

<p>I. Military convoy operations, including night driving</p>	<p>D-7: Prepare Vehicle for Convoy Operations D-8: Perform Proper Operator Actions During a Halt D-9: Perform Required Operator Actions to Repair Faults D-10: Perform Required Emergency Actions During Convoys D-11: Drive Vehicle in Daytime Convoy Operations D-12: Drive Vehicle at Night During Convoy Operations D-13: Drive Vehicle at Night During Blackout Conditions</p>
<p>J. Offroad operations</p>	<p>D-14: Successfully Negotiate an Obstacle Course (see N, driving range)</p>
<p>K. Self-recovery methods</p>	<p>According to specific vehicle training circular. Emphasize proper transfer case and shift position, use of winches, clutch use (if manual transmission), and safety precautions.</p>
<p>L. Vehicle driver performance evaluation</p>	<p>D-15: Apply Brakes Properly D-16: Perform Trailer Brake Test D-17: Use Proper Gear for Load D-18: Properly Enter Autobahn D-19: Properly Exit Autobahn D-20: React to Hand Signals D-21: Apply Proper Ground Guide Procedures D-22: Cross Railroad Tracks Properly</p>
<p>M. Response to emergency situations</p>	<p>D-23: React to Emergency Vehicles D-24: Handle Vehicle in Crosswinds D-25: React to Being Forced Off the Road D-26: Perform Emergency Action Procedures</p>
<p>N. Driving range</p>	<p>D-14: Successfully Negotiate an Obstacle Course</p>
<p>O. Written exam--vehicle specific</p>	<p>C-19: USAREUR Military Drivers Test/Final Examination (from Phase I, Required Classroom Training)</p>
<p>P. PMCS test</p>	<p>D-27: Perform "During Operations" PMCS on a Vehicle D-28: Perform "During Operations" PMCS on a Trailer (as applicable) D-29: Perform "After Operations" PMCS on a Vehicle D-30: Perform "After Operations" PMCS on a Trailer (as applicable)</p>
<p>Q. Road test</p>	<p>Reference AR 600-55, appendix G</p>

Appendix F, Evaluation for Selecting Instructors and Examiners. Add paragraph F-7 as follows:

F-7. USAREUR Driving Instructor Certification Standards

The following are USAREUR certification standards for classroom and hands-on driver instructors. Units at battalion level or higher will conduct driver training and ensure instructor certification. Requests for subordinate implementation of driver training must be approved by the battalion giving specific authorization and approval on an individual basis. An example of approved decentralized training is a separate company at a major training area conducting portions of the hands-on driving test.

a. General. Instructors must--

(1) Be interviewed by the commander and have their records screened to ensure they are properly trained, qualified, and licensed on the types of vehicles on which they will instruct and administer proficiency testing. Factors to consider include--

(a) General education (high school diploma, college credits or degree).

(b) Motor-vehicle-operation experience.

(c) Maintenance experience.

(d) Supervisory or teaching experience, especially in vehicle operation or maintenance.

(e) Completion of a formal instructor-training course.

(f) Technical knowledge. Technical competence will be evaluated through an objective written test, performance test (for example, check ride), or both.

(g) Aptitude. Commanders should consider above-average scores in appropriate aptitude areas based on the Army classification battery.

(2) Have a good safety and driving record with civilian and military vehicles for at least 1 year. Personnel with convictions for driving under the influence of alcohol or drugs must have a waiver from the commander before they can be instructors. The driving record must include 1 year of driving experience in USAREUR.

(3) Exhibit personality traits that support communication ability, trustworthiness, leadership ability, and similar qualities. Important traits to consider include--

(a) Military appearance and bearing.

(b) Clear and coherent speech.

(c) Dependability.

(d) Leadership qualities.

(e) Enthusiasm.

(f) Emotional stability.

(g) Ability to work with others.

(h) Ability to present technical information clearly and simply.

(i) Ambition and imagination.

(j) Personal drive and the ability to improve in a task.

b. Classroom Instructors.

(1) Senior instructors must be sergeants first class and have managerial skills required to organize, plan, conduct, and evaluate driver training programs. Other instructors must be staff sergeants. The commander may waive these ranks to staff sergeant and sergeant, respectively.

(2) Instructors should be hazardous-cargo-trainer qualified.

c. Hands-On Instructors. Hands-on instructors will--

(1) Be in the rank of sergeant or above.

(2) Have successfully completed the classroom training (phase I) of the POI.

After Appendix I. Add appendix J as follows:

APPENDIX J
USAREUR TRAINING AND TESTING MATERIAL

Table J-1 identifies training and testing materials needed to prepare for and administer the USAREUR military drivers test.

Table J-1				
Training and Testing Material				
Item	Form Number or Publication	Reusable	Basis for Ordering	Supply Source (see notes)
Written Test				
Drivers Handbook and Examination Manual for Germany	UP 190-34	Yes	Based on experience of driver testing station	X
Answer Sheet	AE Form 190-1X (Answer Sheet-Driver Examination for Germany for Privately Owned Motor Vehicle Operators)	No	One per applicant	X
Grading Key	Unnumbered	Yes	Not applicable	W
Test	(FOUO) UP 190-4-1 or 190-4-2, Driver Examination for Germany (Version 1 or 2) for Privately Owned Vehicle Operators of the U.S. Forces	Yes	Based on maximum number of applicants at any time	W
Road Sign Test				
Answer Sheet	AE Form 190-4A, B, C, or D (International Road Sign Answer Sheet--Version 1, 2, 3, or 4)	No	One per applicant	W
Grading Key	Unnumbered	Yes	not applicable	W
Test	USAREUR Poster 190-4A, B, C, or D (International Road Sign Test, Version 1, 2, 3, or 4)	Yes	Based on maximum number of applicants at any time	X
Road Test				
Score Sheet	DA Form 6125-R (Road Test Score Sheet)	No	One per applicant	Z
Vision Test				
Eye Chart		Yes	AR 600-55	Y
NOTES: Supply source codes are as follows:				
W - Registry of Motor Vehicles, ATTN: Logistics Branch, Unit 29230, APO AE 09102-0013.				
X - Director, United States Army Publications and Distribution Center, Europe, Unit 25310, APO AE 09090-5310.				
Y - Servicing stock record account of the unit operating a driver testing station.				
Z - Reproduce locally.				

Glossary, Section I, Abbreviations. Add the following:

ASG	area support group
BSB	base support battalion
CONUS	continental United States
civ spt	civilian support
DOL	director of logistics
DTS	driver testing station
FOUO	For Official Use Only
HQ USAREUR/7A	Headquarters, United States Army, Europe, and Seventh Army
IRST	International Road Sign Test
ITC	inprocessing training center
ITO	installation transportation officer
LN	local national
MHE	materials handling equipment
NTV	nontactical vehicle
OF	optional form
PMCS	preventive maintenance checks and services
POI	program of instruction
POV	privately owned vehicle
UP	USAREUR pamphlet
UR	USAREUR regulation
U.S.	United States
USAFE	United States Air Forces in Europe
USAREUR	United States Army, Europe