

DEPARTMENT OF THE ARMY
181ST TRANSPORTATION BATTALION
DRIVERS ACADEMY
APO AE 09166

AETV-SCS-TZ

25 MAY 2000

MEMORANDUM FOR: SEE DISTRIBUTION

SUBJECT: 181ST Transportation Battalion Drivers Academy Standard Operating Procedures (SOP).

1. PURPOSE: To establish and outline the Standard Operating Procedures for the 181st Transportation Battalion Drivers Academy.
2. SCOPE: This SOP applies to all personnel assigned to and attending the Drivers Academy. It outlines expected conduct of cadre and students, briefly outlines courses conducted at the Academy, addresses testing, attendance and Academy standards.
3. OBJECTIVE: To ensure safe, thorough training is conducted concerning vehicle operation and is presented through uniform instruction and evaluation of driver's performance for all phases of drivers training.
4. PERSONNEL:

a. Personnel Breakdown:

- | | |
|------------------------|---------------------|
| 1). Commandant: | E-9..... 1 each. |
| 2). Deputy Commandant: | E-7..... 1 each. |
| 3). NCOIC: | E-6..... 1 each. |
| 4). Instructors: | E-5/E-6.... 6 each. |

b. Duties and Responsibilities:

1). Commandant: Serves as the senior administrator in the Drivers Academy. Is responsible for the conduct of all soldiers assigned to the Academy as well as all students attending training course at the Academy. Responsible for course development and planning. Ensures that all instructors are proficient in all aspects of training. Provides guidance and sets policies for conduct of the Academy. Is ultimately responsible for everything that happens in the Drivers Academy.

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2). Deputy Commandant: Serves as the assistant to the Commandant and as such is second in command of the Drivers Academy. The Deputy Commandant will be the most qualified Non Commissioned Officer assigned to the Academy, and typically the most senior. Is responsible for the administrative conduct of the Academy. Ensures that all reports are filled out properly and in a timely manner. Responsible for the overall conduct of the instructors and their classes. Ensures that all instructors conduct themselves in a professional manner and meet the standards of the military appearance and bearing at all times. Ensures that all instructors are thoroughly familiar with the information that is to be presented and that all classes are presented in the most professional manner possible. Serves as the Commandant in the Commandants absence. Keeps the Commandant informed of all Drivers Academy business. Provides guidance to all Academy instructors. Briefs all newly assigned soldiers. Assists in the screening of new instructors to ensure they are qualified to instruct at the Drivers Academy. Ensures that physical fitness is conducted IAW FM 21-20 and AR 350-15. Ensures that all changes to regulations and SOP's are implemented and updated. Ensures all annual check rides for company License Examiners, Check riders and Instructor Drivers are accomplished in a timely manner. Ensures units are inspected quarterly. Maintains accountability of all students while they are attending the Drivers Academy. Ensures instructors maintain their required miles per month when not conducting training. Ensures instructors receive quarterly counseling.

3). NCOIC: Serves as the Deputy Commandant in the absence of the Deputy Commandant. Assists the Deputy Commandant in all aspects of his/her duty performance. Responsible for the course conduct of all subordinate instructors. Will maintain the standards of appearance for all soldiers within the Drivers Academy. Completes class-training schedules. Conducts classes when necessary. Periodically evaluates instructors to ensure they are proficient on training subjects. Ensure instructors have accountability of students at all times. Conducts quarterly counseling on all instructors.

4). Drivers Academy Instructors: Conduct classes in a professional manner. Are proficient on all subjects trained at the Drivers Academy. Ensures lesson plans are in standard format and up to date. Maintains accountability of students at all times. Ensures training records are maintained for each class. Supervise the driving range. Conduct annual check rides on unit License Examiners. Conduct unit inspections on motorpool operations and drivers training.

5. Drivers Academy Instructor Qualifications: The 181st Transportation Battalion Drivers Academy endeavors to set the standards in all aspects of drivers training and leadership. As such, the standards that must be achieved prior to assignment to the academy are quite high. Before consideration as an Academy Instructor, potential instructors must meet the following criteria:

- a. Rank of Sergeant or above.
- b. 12 months retainability.

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- c. Leadership positions held (Squad Leader, Section Sergeant, Platoon Sergeant, Army Motor Vehicle Instructor, Check Rider and License Examiner).
- d. Meet the criteria outlined in 181st Trans PAM 600-55-1.
- e. Possess physical fitness and military bearing expected of a Non-Commissioned Officer.
- f. No UCMJ actions pending.
- g. HAZ-11 qualified.

6. Drivers Training: The Drivers Academy will conduct all training outlined in 181st Trans PAM 600-55-1, and ensure that training is in accordance with Army Regulation 600-55 and USAREUR SUP. 1 to AR 600-55. The Drivers Academy is responsible for taking the newly assigned driver candidates through phase one (Basic Driver Training) in the classroom, and part one of the Supervised Driving Phase (Basic Driver Training Exercises) on the driving range. Physical Fitness Training will be given during all phases of Drivers Training with the exception of Hazardous Material Driver Training. This training prepares the soldier for the subsequent phase of training. Included in phase one training are:

a. Task Vehicle Drivers Course: Designed to familiarize the potential driver with the tools needed to accomplish the V CORPS mission on the European highways. Included are classes on German law; International Road Signs; Preventive Maintenance Checks and Services; Forms and Records; Blocking and Bracing; Accident Reporting; Vehicle Security; Backing Procedures; Convoy Operations; Vehicle Familiarization; Air Brakes and Winter Driving. This course is for all soldiers of the Military Occupational Skill 88M in the rank of Staff Sergeant and below.

1. Testing:

a). Soldiers must receive 80% on the German Law test and 90% on the International Road Sign test.

b). Soldiers must receive 80% on all other testable material.

2. Honor Graduate: The title honor graduate will be awarded when there are 15 or more soldiers attending the Task Drivers Course regardless of the soldiers MOS.

a). Eligibility:

b). In the rank of Private through Specialist.

c). Passes all tests the first time.

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- d). Achieves highest academic scores.
- e). Outstanding personal appearance for the duration of course.
- f). Motivation to perform.
- g). Positive attitude.
- h). Eligible only for the first time attending the course.

3. The Honor Graduate will receive:

- a). Battalion Coin.
- b). Certificate of Achievement.
- c). 3-day pass. (To be taken within 30 days)

b. Non-Task Drivers Course: Designed to familiarize the potential driver with the tools needed to be a success on the European highways. Included are classes on the same general subjects taught in the task course. This course is for all soldiers requiring a license for any vehicle other than the prime task vehicles of the battalion and soldiers with a Military Occupational Skill other than 88M.

1. Testing:

- a). Soldiers must receive 80% on the German Law test and 90% on the International Road Sign tests.
- b). Soldiers must receive 80% on all other testable material.

c. All newly assigned personnel requiring a license will receive basic driver training. Soldiers in the rank of Sergeant First Class and above (unless requiring a task vehicle license) do not need to attend the Drivers Academy. Instead these personnel must request in writing that they be allowed to be road tested and licensed on Non-Task vehicles only. Soldiers with prior 181st Transportation Battalion experience and have not been stationed outside 3rd COSCOM for more than 24 months need only to attend the Non-Task Course.

7. Additional Requirements:

- a. All soldiers **must pass** the German Law and International Road Sign tests at the USAREUR POV Testing Station prior to being issued learners permit or operate a Military Tactical Vehicle IAW USAREUR Supplement 1 to AR 600-55. Once the soldier passes the above tests, the unit issues the permit to the soldier. All soldiers are required to have

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a permit to operate a vehicle. During the 88M task course, soldiers will be given ample time to take the USAREUR POV test and must pass the test in order to progress to the third week of this course, which is driving range familiarization. Soldiers that do not pass POV testing will not be able to graduate with their peers. Once they have passed the Usareur POV test, they will be given their individual DA Form 348 and graduation certificate from the class they attended.

b. First time test failures will not be re-tested for 24 hours

c. Second time test failures will be academically released from the Drivers Academy, and will be re-scheduled for the next class. The deputy commandant and commandant will make the decision to let the soldier take a third retest on a case-by-case basis.

d. All soldiers are required to complete all training. If four or more consecutive hours are missed due to appointments, two unexcused absences (i.e. formations, workcall, etc.), attain 50 demerits (88M course only, which will be explained during orientation), or total disrespect to the cadre, the soldier will be released from the Drivers Academy and returned to their unit.

e. The following standards apply in determining that a driver is untrainable:

1). Failing the USAREUR POV German Law test at POV Testing three times.

The soldier's chain of command will decide what course of action to take in this matter.

8. Hazardous Cargo Driver Training:

a. All licensed soldiers will receive a 40-hour class on the Transport of Hazardous Material by Road. Soldiers must show proof of being licensed prior to attending the course IAW 181st Trans Pam 600-55-1, page 16, para 6 or they will not be allowed to attend. This is a battalion requirement.

b. The company commanders will individually interview the soldiers that will receive the training.

c. All soldiers will not have appointments while attending this course. If a soldier misses any portion of the class, the soldier will be released from the course, **NO EXCEPTIONS!**

d. After completion of all training, HQ USAREUR (Safety Office) will proctor the test. Soldiers, who receive a passing score on the test, will be issued an ADR Certificate qualifying them to transport hazardous material by road.

e. If the hazardous cargo driver receives a DUI, DWI or any drug or alcohol offense the company commander will revoke the soldiers ADR and return it to the Drivers Academy.

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f. Soldiers, who fail the test, must receive another 40 hours of training before he/she can re-test.

9. Army Motor Vehicle Instructor Program (AMVI): This course is designed for standardized training of the unit's License Examiner, Check Riders and Army Motor Vehicle Instructors. Classes presented during the AMVI course are Preventive Maintenance Checks and Services; Air Brakes; Backing Procedures; German Law and International Road Signs; Risk Management;

Night Vision Device Training; Application of Training Techniques; AMVI Responsibilities; AMVI Forms and Records; Driving Range Preparation and Blocking and Bracing. German Law and International Road Signs will be tested on the first day of training. USAREUR Pamphlet 190-34 should be studied prior to attending the course.

a. Testing:

- 1). Soldiers must receive 90% on the German Law and International Road Sign tests. Soldiers will be given this test on the first day of training.
- 2). Soldiers must receive 90% on all other testable material.
- 3). Soldiers are evaluated on Instructor-Student interaction and teaching techniques.

b. The following criteria must be met prior to attending the AMVI course:

- 1). Must be interviewed and selected by the Company Commander and Truckmaster. (V Corps units by the Company Commander and Supervisor)
- 2). DA Form 5983-E for the vehicle which they will train students on.
- 3). Updated DA Form 5983-E reflecting 10,000 accident/incident free miles (waiverable to 8,000 by Battalion Commander). If required, waivers must accompany the DA Form 5983-E when submitted to the Drivers Academy. V Corps units must attain 3,000 accident/incident free miles (waiverable to 1,000 by Battalion Commander).
- 4). No drug or alcohol related incident.
- 5). Check ride by Unit License Examiner not earlier than 30 days prior to course attendance. Check ride must be annotated on DA Form 5983-E, and a copy of the check ride sheet must accompany the DA Form 5983-E when submitting packet to the Drivers Academy.

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6). Must be the rank of Sergeant or above to fill positions of AMVI and Check Rider. Specialist filling the position as AMVI must have a waiver signed by the Company Commander and endorsed by the Battalion Commander.

7). Must be the rank of Staff Sergeant or above to fill position of License Examiner. SGT can fill this position only if they have at least 1-year experience as AMVI (this requirement can be waived if unit does not have a Staff Sergeant AMVI) and must have duty appointment orders signed by the Company Commander and endorsed by the Battalion Commander.

8). Additional duty orders must accompany the drivers packets from V Corps stating that they will be filling the position so stated (i.e. AMVI, License Examiner).

10. Suspension and Revocations of Instructor Qualifications:

a. An AMVI, Check Rider or License Examiner failing periodic testing conducted by Drivers Academy or company level will result in the following actions:

1). First time failures: A recommendation to the Company Commander to suspend the instructor's military license and instructor badge until he/she is re-tested at the Drivers Academy.

2). Second time failures: A recommendation to the Company Commander to suspend the instructor's military and POV license. The instructor's badge will automatically be suspended pending Commander's Evaluation. The instructor will attend the Task Course at the Drivers Academy for re-training. Re-training will be accomplished even if the individual is permanently removed from the AMVI program.

b. Instructors who receive a DWI/DUI or test positive during a Drug/Alcohol test will have their instructor badge permanently revoked.

c. Instructors observed violating standard operating or safety procedures will have their instructor's badge suspended for a minimum of 30 days upon completion of an investigation.

1). First Offense - Receive a written counseling statement.

2). Second Offense - Instructor badge suspended for 60 days.

3). Third Offense - Instructor status will be revoked.

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11. Graduation Ceremony: Upon successful completion of the Drivers Academy, soldiers will go through a graduation ceremony to recognize their accomplishment. Only soldiers who have met all the criteria will be allowed to “walk across the stage” and receive their certificate of training. Soldiers must pass all written examinations, pass the USAREUR POV Test given by the USAREUR POV Testing station, have not been excessively counseled by the cadre in writing and their appearance is presentable. It is recommended that the soldier’s chain of command attend the ceremony.

12. Driver packets must be received to the drivers academy NLT 10 working days prior to class start date. The duties and responsibilities of License Examiner, Check Rider and Army Motor Instructors are outlined in 181st Trans Pam 600-55-1.

13. POC for this SOP is SFC McCarter / SSG Martin at DSN 380-4419/4729.

14. "STANDARDS START HERE!!!"

MICHAEL H. MacNEIL
LTC, TC
Commanding

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