

Chapter 3 Driver or Operator Selection

3-1. Records review

The selection process for non-school trained operators begins when the commander or authorized representative screens the individual's DA Form 2-1 (Personnel Qualification Record), DA Form 348, and medical profiles. A poor driving record, mental or emotional instability, physical handicaps (that cannot be accommodated) and alcohol or drug related incidents are factors to be considered. See figure 3-1 for a flowchart of selection, training, testing, and licensing procedures.

3-2. Driver interviews

a. Interviews will be conducted by the commander or authorized representative. Areas of concern are maturity, attitude, past driving record, 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 with appropriate medical personnel regarding doubts or concerns about any medications.

b. See appendix B for a sample driver interview.

3-3. Physical examination and evaluation

a. Physical examinations. Military and civilian personnel are required to undergo periodic medical examinations by qualified medical personnel according to AR 40-501 for military personnel or Federal Personnel Manual, chapter 930, for civilian personnel. In addition, civilians who are required to obtain a CDL for those vehicles listed in paragraph 2-2c must meet the physical standards set forth in the Federal Motor Carrier Safety Regulations (Title 49 CFR, sections 391.41 through 391.49).

(1) A driver applicant with any medical (pathological, psychological, or physiological) restrictions that would limit his or her ability to operate vehicles or equipment will report these restrictions to his or her commander or supervisor as soon as they are known. The commander or supervisor will verify this information with appropriate medical personnel. The restrictions will be annotated on the OF 346 and DA Form 348.

(2) Persons who fail any portion of the examination will be evaluated by appropriate medical authorities to determine if they are physically or mentally qualified for driving. Such personnel may be qualified to drive if, in the opinion of the medical authorities, weaknesses may be corrected or compensated for with counseling, or other corrective measures prior to licensing. These provisions will not be used to disqualify civilian operators who meet the standards for civilian motor vehicle operators and incidental operators listed in the Federal Personnel Manual, chapter 930.

b. Physical evaluation measures. Physical evaluation measures are a series of physical tests using a standard driver testing and training device to evaluate an applicant's physical qualifications or limitations and to provide a basis for counseling and guidance by commanders or supervisors. This test will be conducted by qualified driver testing personnel prior to issuing a license (OF 346) and upon renewal of permits. See appendix D for testing procedures.

3-4. Operator license inquiries

a. The Department of Transportation (DOT) maintains the National Drivers Register (NDR) at a central driver records facility that contains information on drivers whose civilian licenses have been denied, suspended, or revoked. Each State provides the DOT with data for the register. Army commanders will not provide the DOT with data on OF 346 suspension or revocation actions.

b. Agencies that issue OF 346s are to conduct a prompt, thorough inquiry whenever there is any reasonable doubt regarding the authenticity or validity of an employee's State motor vehicle operator's license, when the agency has reason to suspect a poor driving record, or when the applicant does not possess a valid State driver's license. The licensing agency must conduct the inquiry prior to issuing or renewing the individual's OF 346. This applies to both military and civilian employees.

(1) When an individual without a State license is awaiting issue of an OF 346, and there is no reason to believe that he or she has had a State license revoked or suspended, issuing agencies are permitted to issue the individual an OF 346 Learner's Permit for operation on the installation only while awaiting the inquiry results.

(2) A driver who has had his or her State license revoked or suspended must have his or her OF 346 revoked or suspended as well, and may not be issued a new OF 346 during the period of revocation or suspension.

c. Obtain instructions and materials for participation in NDR by writing: National Drivers Register, National Highway Traffic Safety Administration, U.S. Department of Transportation, Washington, DC 20590.

OPERATOR SELECTION, TRAINING, TESTING, AND LICENSING PROCEDURES

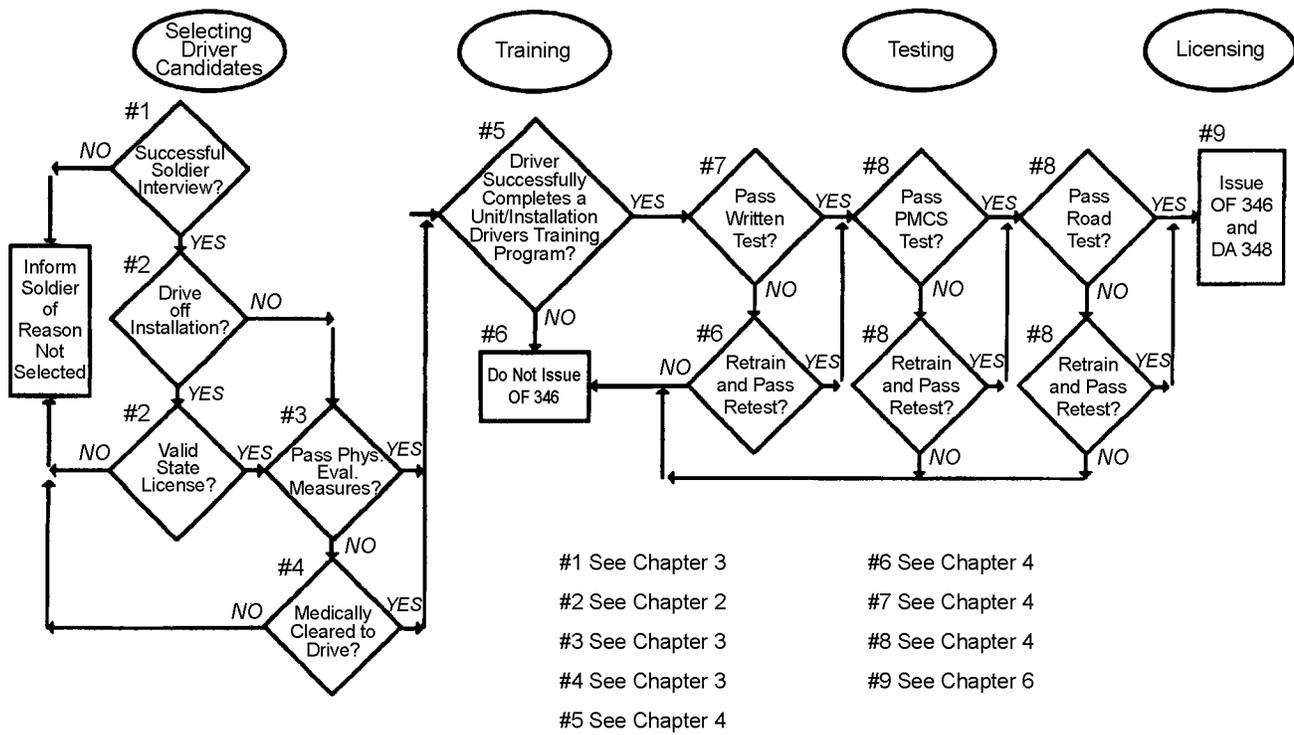


Figure 3-1. Operator Selection, Training, Testing, and Licensing Procedures