

CHAPTER 1

BASIC REGULATIONS AND RESPONSIBILITIES

The military and civilian vehicle driver must meet specific qualifications to be certified. He must know his responsibilities and be familiar with the forms that pertain to vehicle operation.

OFFICIAL USE REQUIREMENT

“Official use” is defined as the employment or authorization of employment of a government motor vehicle (owned, leased, or rented, if required) in the discharge or performance of an official duty, function, or service. (Certain restrictions on using government vehicles are also contained in AR 58-1 and AFM 77-310, Volume 1.)

The law provides penalties for the willful use or authorization of any government-owned, government-leased, or government-rented motor vehicle for other than official purposes. Civilian employees who misuse government vehicles will have action taken in accordance with the Civilian Personnel Manual. Penalties for military personnel are prescribed in the Uniform Code of Military Justice.

IDENTIFICATION CARD

A valid motor vehicle license issued in any of the 50 states, the District of Columbia, Puerto Rico, or similar licensing jurisdiction will be sufficient qualification for military and civilian personnel to operate commercially-designed, general-purpose vehicles up to 1 1/2-ton cargo trucks. Personnel who operate vehicles in excess of 14,000 pounds gross vehicle weight (GVW) must possess an AF Form 2293 (US Air Force Motor Vehicle Operator Identification Card) (Figure 1-1), a DA Form 5984-E (Operator's Identification Card) (Figure 1-2), or an OF 346 (US Government Motor Vehicle Operator's Identification Card) (Figure 1-3), if units do not possess Computer Assisted Transportation Systems (CATS) or Unit Level Logistics System (ULLS) hardware

and software. Personnel performing either temporary or permanent change-of-station duty in United States Air Forces in Europe (USAFE) require an AF Form 2293 or OF 346.

The OF 346 or AF Form 2293 is your official operator's card. Your card shows types of vehicles you are qualified to operate. All limitations may also be indicated on your operator ID card, such as “Valid Only with Glasses.” Do not operate vehicles you have not been trained on or authorized to operate. Be sure to sign your card when it is issued to you and keep it with you whenever you drive. The OF 346 or AF Form 2293 is good only for operating government vehicles that have been properly dispatched. It is not valid for operating privately owned vehicles or for driving when your state operator's permit has been revoked or suspended. Keep your OF 346 or AF Form 2293 current at all times.

For Army Only: DA Form 5984-E is your official operator's card if you are a ULLS user. See the ULLS users manual ADSM-18-L3N-AWA-ZTH-EUM for complete information concerning maintenance.

QUALIFICATION RECORD

DA Form 348 (Figure 1-4) or ULLS computer-generated DA Form 5983-E (Equipment Operator Qualification Record [Except Aircraft]) (Figure 1-5), and AF Form 22% (Vehicle Operator Information [Part 3]) (Figure 1-6) provide the means for recording the complete history of your driving qualifications and equipment-operating experience. Required for each equipment operator, DA Form 348, DA Form 5983-E, or AF Form 22% reflects your qualifications, experience, performance, and test results. (For complete information concerning maintenance of DA Form 348, refer to AR 600-55. For information concerning maintenance of DA Form 5983-E refer to ULLS end user manual ADSM-18-L3N-AWA-ZTH-EUM.)

U. S. Air Force Motor Vehicle		Card Type	----- CUT HERE
Operator Identification Card		STANDARD	
A U T H O R I Z E D F O R F L I G H T L I N E			
Name of Operator	LARRY D	Sex	Date Issued
PENN		M	06-02-92
Height	Weight	Date of Birth	SSAN
73	197	05/07/50	
			Date Expire
			INDEFINITE
Color of	Signature of Operator		
Hair	-----		
Eyes	-----		
BLK	-----		
	Signature of Official		
Name/Loc	Issue Unit	-----	
1 TFW/LGTO		-----	
LAFB VA 23665		-----	
NOT TRANSFERABLE: CARD MUST BE CARRIED WHEN OPERATING GOV			
AF Form 2293, Feb 1987 (Computer Generated)			
----- FOLD HERE			
RESTRICTIONS: NONE			
QUALIFIED VEHICLES			
SC SW CA TK-1 1/2T; MCI/EAGLE 41-51 PX; BUS 29PAX DED			
BUS 45PAX DED; WHE TUG 4-6K; BUS MOTOR 16PX 4X2			
TRK TRACTOR 5TON D; TRK TRACTOR 10TG&D; TRK F/L 50K AT CH			
TRK FANLFT 25K DED; TRL FB W/TILT 5-6T; TRK WRK 2.5 TON			
TRK WRKR 5 TON; TRK WRK 10 TON; FKLFT GAS 2-6K ST			
FKLFT 6-10K PT GED; FKLFT GAS 10-15K; F/L 10K AT 463L			
SEMITRLR 20T/25FT; SMITRLR 20T/40FT; M-35 TRK CGO 6X6 D			
TRK FUEL R-9&R-11; TRK FUEL R-5; TRK ACFT TOW MB-4			
TRK AC/LD 25K 463L; TRK AC/LD 40K 463L; TRK AC/LD 10K 463L			
CRANE H-11 2 TON; TRL VAN 30FT&OVER; VANW/CAB24000G4X2D			
LIFTGATE QUALIFIED; ARMORED TRK CONVOY; TRK FIRE CRAS P-10			
CRN HYD 7 1/5 TON; TRAC ACFT TOW MB-2; TRK BORTAIL G/D			
DISTR W 1500G 6X4D; TRK AMB MOD 4X4; TRLR CARGO M101			
TRLR CARGO M105; TRK TRACT. 7 1/2 D; PINTLE HOOK QUAL			
M151 JEEP 4X4; TRL 40FT W/CONV KIT; 2.5T WRKR W/2-LIFT			
----- CUT HERE			
CUT HERE			

FIGURE 1-1. Sample AF Form 2293.

AUTHORIZATION FORM

Vehicles are assigned to drivers by means of a dispatch form. This form is issued to you when you are dispatched on any type of motorized vehicle. It is your authorization to operate that particular vehicle, and it must be kept current. You must have a valid authorization in your vehicle whenever you are on dispatch.

For Army Only: DD Form 1970 (Motor Equipment Utilization Record) (or for ULLS users, DA Form 5983-E) is your dispatch authorization form for Army vehicles.

DRIVER QUALIFICATIONS

To be a military or civilian driver, you must-

- Be qualified and licensed.
- Be physically, mentally, and emotionally stable.
- Be informed about the vehicle and the local traffic laws.
- Have sound knowledge of driving techniques.
- Have sufficient experience, evidenced by good safety habits and driving skills.
- Have a courteous and responsible driver attitude.

The mission of the armed services depends on you and your vehicle for mobility. Your unit's success depends to a great extent on how good you are at your job. Apply yourself, your knowledge, and your

skills. Obey instructions given to you by your commander or supervisor and the person delegated to relay them. Maintain a neat appearance and practice courtesy.

OPERATOR'S PERMIT AWAY-493

U.S. ARMY GOVT VEHICLE
OPERATOR'S IDENTIFICATION CARD

Name of Operator: **DOE JOHN** Sex: **M** Date Issued: **30-SEP-93**

Height: **5 10** Weight: **150** Date of Birth: **21-SEP-45** SSN: **444-47-1234** Date expired: **21-SEP-93**

Color of Hair: **BRN** Eyes: **BLU**

Signature of Operator: *John R. Doe*

Name/Loc Issue Unit: **B CO 2020 SPT BN** License Examiner: **JOHN BROWN**

Address: **APO 09028** License Examiner: **LICENSE EXAMINER**

NOT TRANSFERABLE: CARD REQUIRED TO OPERATE GOVT VEHICLE

PRIVACY ACT OF 1974 APPLIES OF 346E

QUALIFICATIONS/RESTRICTIONS

EYEGASSES REQUIRED COX VEH OVER 10,000 LBS

BUS 48 PASS AND BELOW CRANE 7 1/2 TON

GENR 60 KW AND BELOW F113 FAMILY EXC 4548

X60 FAMILY & AVLB, 4728 10 TON AND BELOW

-DA Form 5984-E

Figure 1-2. Sample DA Form 5984-E.

OF 346 11/85 USOPM FPM Chapter 930		U.S. Government Vehicle Operator's Identification Card		Card No C-6018	Restrictions HEAVY C-6018
Name of Operator (Not Transferable) CALDWELL, JOHN		Sex M	Signature of Operator (Not valid until signed) <i>John Caldwell</i>		QUALIFIED TO OPERATE
Date of Birth 20MAY65	Social Security No. 278686018	Name and Location of Issuing Unit 6th BN DVR TESTING FT EUSTIS, VA 23604		Type Vehicle and/or Equipment M923A2 TRK CGO	Capacity HI
Height 5 7"	Weight 170	Hair Color BRN	Eye Color BLU	Qualifying Official <i>[Signature]</i>	
Date Issued 25SEPT92	Date Expires 25SEPT96	Signature and Title of Issuing Official <i>Mark A. Peterson</i> Peterson, Mark A. CMDR.		OTHER RECORDS (Optional)	
The holder of this card is qualified to operate U.S. Government vehicles and/or equipment specified, subject to the restrictions set forth on the other half of this card. Card must be carried at all times when operating Government vehicles.					NSN 7540-00-634-3999 50346-101

FIGURE 1-3. Sample OF 346.

NAME (Last, First, Initial) AND SERVICE NUMBER				PERMIT (Initial)		
CALDWELL, JOHN 278-68-6018				NUMBER C-6018	DATE ISSUED 25 SEPT 92	
				TYPE ARMY STANDARD	LIMITATIONS (Physical or operational) Light/Heavy	
SEX Male	DATE OF BIRTH 20 May 65	COLOR HAIR Brown	COLOR EYES Blue	HEIGHT 5'7"	WEIGHT 170	POSITION TITLE (If civilian) N/A
SECTION I - OFFICIAL QUALIFICATIONS						
TYPE OF EQUIPMENT	SIZE	SPECIAL QUALIFICATION ¹	DATE QUALIFIED	QUALIFIED AT	NAME OF EXAMINER	
M923A2 TRK CGO	HI	SEE SECTION III	25 SEPT 92	FT EUSTIS, VA	<i>[Signature]</i>	
SECTION II - BACKGROUND AND EXPERIENCE						
TYPE OF EQUIPMENT	SIZE	TYPE OF DRIVING OR OPERATION ²	ADDITIONAL DRIVER'S LICENSES (State or agency)	NUMBER OF OTHER DRIVER'S LICENSES	SATISFACTORY EXPERIENCE VERIFIED BY	
SEDAN	5-8 PASS	CITY/RURAL	OH 5/95	QC825505	<i>[Signature]</i>	
¹ Special equipment, special operations or conditions ² City, rural, long haul, etc.						
SECTION III - PERFORMANCE RECORD						
(List chronologically as "credits" - awards, training, retraining, testing, retesting, roadtests, permit renewal, relicensing, etc; and as "debits" - accidents, arrests, violations, warnings, revocations, suspensions, etc.)						
DATE	CREDITS	DEBITS	TYPE OR NATURE	ACTION TAKEN		
4 AUG 92	2½ hrs.		ACCIDENT	Acciden Avoidance Trng completed on the ARMY DRIVER IMPROVEMENT PROGRAM Trng Film Video Tape		
			AVOIDANCE	TF 20-6367 thru 20-6377 and 20-6381. Battery II Testing waived in Section IV (Examination & Findings) IAW AR 600-55, Para 1-5b. <i>[Signature]</i>		
			BATTERY II			
			WAIVER			
5 Aug 92	4 hrs.		DDC CLASS	Completed a 4 hour DDC training class given at FT Eustis, VA DDC CARD# FE-9854 <i>[Signature]</i>		
25 SEPT 92	40 hrs.		TRAINED/TESTED	Completed Driver Training Class given by 6th Bn Driver Training & Testing Academy on the M923A2 Trk Cgo. Class#8-92 21-25 SEPT 92		
EQUIPMENT OPERATOR'S QUALIFICATION RECORD (EXCEPT AIRCRAFT) (AR 58-1, AR 600-55 and AR 385-55)						

DA FORM 348
1 OCT 64

REPLACES DA FORM 348, 1 AUG 60, WHICH WILL BE USED, AND DD FORM 1360 WHICH IS OBSOLETE FOR ARMY USE.

(Extract from personnel file to maintain at operating level.)

FIGURE 1-4. Sample DA Form 348 (front).

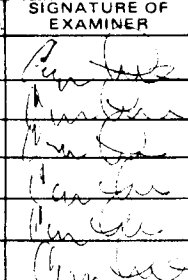

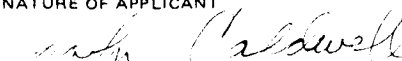
SECTION IV - EXAMINATION FINDINGS						
BATTERY I - (Administered as a part of reception processing, at reception stations)		BATTERY II - (To be administered to all applicants for Driver Permit SF 46) (To transfer raw score to standard score see DA Pamphlet 611-119)				
		DA FORM 6122	RAW SCORE	STANDARD SCORE		
ENTER SCORE FROM ITEM 24 OF INDIVIDUAL'S DA FORM 20		DA FORM 6123				
		DA FORM 6124	-50			
		TOTAL STANDARD SCORE				
		STANDARD SCORE FOR BATTERY II (Divide Total Standard Score by 3)				
STANDARD SCORE		SUCCESSFUL COMPLETION <input type="checkbox"/> YES <input type="checkbox"/> NO		EXAMINATION ADMINISTERED BY (Last name - first name - middle initial)		
I PHYSICAL EVALUATION MEASURES			✓ IF QUALIFIED x IF SUBSTAND.	SIGNATURE OF EXAMINER	COMMENTS AND RECOMMENDATIONS ON SUBSTANDARD ITEMS	
1. VISUAL ACUITY	LEFT EYE 20/20	RIGHT EYE 20/20	✓			
2. FIELD OF VISION	LEFT EYE 90°	RIGHT EYE 90°	✓			
3. HEARING	LEFT EAR 15/20	RIGHT EAR 15/20	✓			
4. REACTION TIME	40/100 SEC	45/100 SEC	✓			
5. DEPTH PERCEPTION	NORMAL					
6. COLOR PERCEPTION	NORMAL					
II DRIVING PERFORMANCE TEST (Check "✓" if successful, "x" if failed and corrective training is needed)						
A. ROAD TEST - PREREQUISITE						
1. INSTRUMENTS (Location, correct reading, action for abnormal reading)	✓ OIL LEVEL STICK		✓ TEMPERATURE GAGE		✓ OIL PRESSURE GAGE	
	✓ AMMETER		✓ TACHOMETER		✓ FUEL GAGE	
2. BEFORE OPERATION CHECK	✓ VEHICLE DAMAGE	✓ CONDITION OF TIRES	✓ CLEAN HEADLIGHTS	✓ OIL LEVEL	✓ BATTERY	
	✓ MIRROR ADJUSTMT.	✓ HORN	✓ HAND BRAKES	✓ FOOT BRAKES	✓ WATER LEVEL	
3. EMERGENCY EQUIPMENT (Location and use)	FIRE EXTINGUISHER ✓		HIGHWAY WARNING KIT ✓		OTHER (Describe)	
4. CONTROLS - "DRY RUN"	GEARS ✓		BRAKE ✓		CLUTCH ✓	
5. DEPTH PERCEPTION (Two feet from target)	FIRST TRY ✓		SECOND TRY		THIRD TRY	
6. PRACTICE RUN (1/2 mile)	START ✓	PULL OUT ✓	SHIFT ✓	3 STOPS	TURNS BACKING	
7. ADDITIONAL REQUIREMENTS FOR LICENSE	✓ LOCAL LAWS		✓ OPERATING PROCEDURES		✓ ACCIDENT REPORTING	
	OTHER (Describe) HAS SUCCESSFULLY DEMONSTRATED PREPARATION OF DA FORM 2404					
B. ROAD TEST - SCORED PHASE (DA PRT 2678)					100	
COMMENTS AND RECOMMENDATIONS OF ROAD TEST EXAMINER SAMPLE			NUMBER OF TALLY MARKS ON CHECK LIST PRT 2678 (Subtract)		0	
			ROAD TEST SCORE		75%	
			SIGNATURE OF ROAD TEST EXAMINER			
MY DRIVING WEAKNESSES HAVE BEEN MAKE KNOWN TO ME AND I HAVE BEEN SHOWN HOW TO OVERCOME OR ADJUST THEM.	DATE 25 Sep 92		SIGNATURE OF APPLICANT 			

FIGURE 1-4. Sample DA Form 348 (back).

DATE: 30-SEP-91		OPERATOR QUALIFICATION RECORD		AWAMF468	
LAST NAME: DOE		FIRST NAME: JOHN		INITIAL: R	
DOB: 21-SEP-45	SEX: M	WT: 150	HT: FT 5 IN 10	HAIR: BRN	EYES: BLU
SOCIAL SECURITY NUMBER: 444-47-1234			LICENSE EXPIRATION DATE: 21-SEP-93		
MILES SINCE LAST ACTION: 000000			HOURS SINCE LAST ACTION: 000000		
DAYS SINCE LAST ACTION: 000000			TOTAL MILES DRIVEN: 046211		
EQUIPMENT QUALIFICATIONS					
EQ	CLS	CD	CODE DESCRIPTION	DATE QUALIFIED	
A2			COMM VEH OVER 10,000 #	20-AUG-77	
B3			BUS 48 PASS AND BELOW	30-SEP-80	
C2			CRANE 7 1/2 TON	21-MAY-77	
E2			GENR 60 KW AND BELOW	15-JAN-90	
T3			M113 FAMILY EXC M548	20-FEB-80	
T4			M60 FAMILY & AVLB, M728	30-SEP-91	
W4			10 TON AND BELOW	18-DEC-78	
RESTRICTIONS/ACTIONS					
RMK	CD	DATE	DESCRIPTION OF REMARK	VERIFIER	
R1		27-JUL-90	EYSGLASSES REQUIRED	SGT J. BROWN	

FIGURE 1-5. Sample DA Form 5983-E.

DRIVER RESPONSIBILITIES

As a driver, you are responsible for-

- Safely operating your vehicle and complying with applicable federal, state, local and host-nation laws and regulations.
- Doing before-, during-, and after-operation inspections of your vehicle.
- Following all operator maintenance outlined in the appropriate vehicle technical manual (Army) or order (Air Force).
- Caring for and cleaning your vehicle and its equipment at all times.
- Ensuring the safety and comfort of your passengers (includes ensuring that seat and shoulder belts are fastened). The senior occupant will ensure that passengers comply. For nontactical vehicles, passengers are seated with safety strap in place.
- Ensuring the security of the vehicle and cargo entrusted to you.

- Exercising common sense.
- Notifying your supervisor/NCO of any change in your status, for example, inability to drive due to physical condition or withdrawal of your state operator's license.

The life expectancy and capability of your vehicle depend on you. Remember, you are subject to corrective action by your commander for incidents of abuse, misuse, and damage to unit-assigned vehicles (AR 58-1, AFR 77-4).

CAUTION

For Air Force Only: As a vehicle operator you may be required to operate two-way radio equipment. Do not attempt to operate the two-way radio equipment in your vehicle unless you have been instructed to do so. Your supervisor will determine whether you are qualified to efficiently operate this equipment. He will furnish local standard procedures, codes, and so forth which may be published in base directives or Air Force publication supplements.

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"PERSONAL DATA - PRIVACY ACT OF 1974 ( 5 USC 552a)"
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: VEHICLE OPERATOR INFORMATION Page 1:
LASTNAME :PENN FIRSTNAME :LARRY MI :D JR :
GRADE :SSGT ORG.CD :0A OFFSYM :1TRS/TRV DUTY.PH :47505 :
SSAN :XXXXXXXXX DOB :05/07/50 DAFSC :60370 :
SEX :M HAIR :BLK EYES :BRN HT (in):73 WT :197 :
-----
TYPE.DR :RC(r/c) ST :VA DR.LICH :229748197 EXPIR.DT :
RESTRICT :NONE SF46.DT :10/18/83 VERIFY.DT :10/18/83
COURSE1.DT :09/01/72 COURSE2.DT :10/18/83 COURSE3.DT :10/01/75
BASE :Y (y/n/s/r) FLTLINE :Y (auth y/n) ORIG46.DT :06/17/73
-----
: VEHICLE QUALIFICATIONS Page 2:
:MGT.CODE DATE :MGT.CODE DATE :from Vol II:
: Q1 :BXX1 DT1 :06/13/73 : Q2 :B139 DT2 :09/08/75 :AFM 77-310 :
: Q3 :B121 DT3 :09/08/75 : Q4 :B130 DT4 :09/08/75 :are used... :
: Q5 :E801 DT5 :04/14/75 : Q6 :B184 DT6 :06/12/73 :See Main :
: Q7 :B353 DT7 :09/08/75 : Q8 :B363 DT8 :09/08/75 :Menu's MGT :
: Q9 :E979 DT9 :07/01/87 : Q10 :XB499 DT10 :09/08/75 :CODE option:
REMARK :
AWARD.ELG :N (y/n) ELG.DT :10/18/89 PREV.AWARD :NONE
-----
: VEHICLE QUALIFICATIONS Page 2:
:MGT.CODE DATE :MGT.CODE DATE :
: Q11 :B442 DT11 :03/04/88 : Q12 :C104 DT12 :11/08/79 :
: Q13 :C108 DT13 :11/08/79 : Q14 :C114 DT14 :11/08/79 :
: Q15 :E830 DT15 :11/19/79 : Q16 :E832 DT16 :11/19/79 :
: Q17 :E834 DT17 :11/19/79 : Q18 :E958 DT18 :11/19/79 :
: Q19 :B407 DT19 :10/17/79 : Q20 :B409 DT20 :10/17/79 :
: Q21 :K248 DT21 :09/08/75 : Q22 :L275 DT22 :11/19/79 :
: Q23 :L273 DT23 :11/19/79 : Q24 :L351 DT24 :11/19/79 :
: Q25 :E935 DT25 :04/06/79 : Q26 :E941 DT26 :04/06/79 :
: Q27 :E957 DT27 :04/06/79 : Q28 :C510 DT28 :11/19/79 :
: Q29 :B423 DT29 :11/19/79 : Q30 :C203 DT30 :11/19/79 :
: Q31 :LIFT DT31 :11/19/79 : Q32 :C507 DT32 :11/19/79 :
: Q33 :L146 DT33 :11/19/79 : Q34 :D515 DT34 :11/19/79 :
: Q35 :L350 DT35 :11/19/79 : Q36 :C355 DT36 :11/19/79 :
: Q37 :B731 DT37 :11/19/79 : Q38 :B163 DT38 :11/19/79 :
: Q39 :K452 DT39 :11/19/79 : Q40 :K454 DT40 :11/19/79 :
: Q41 :B361 DT41 :11/19/79 : Q42 :ABC1 DT42 :10/15/83 :
: Q43 :K199 DT43 :11/19/79 : Q44 :E975 DT44 :10/15/83 :
: Q45 :ZACKL DT45 :10/03/88 : 45 QUALIFICATIONS IS MAXIMUM ALLOWED :
"PERSONAL DATA - PRIVACY ACT OF 1974 ( 5 USC 552a)"
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AF Form 2296, Feb 87 (Computer Generated)

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FIGURE 1-6. Sample AF Form 2296.

FUEL-EFFICIENT OPERATION

As a qualified vehicle operator, you should operate your vehicle in the most fuel-efficient manner. To do so, you must adopt a fuel-conservation attitude. Applying these tips will help develop this attitude:

- Plan trips to avoid unnecessary "cold starts." Consolidate short trips whenever possible.
- Reduce vehicle's cool-down time, and select your route with consideration for terrain, weather, and type of vehicle.

- Maintain your vehicle with particular attention to proper tire inflation, brakes grabbing or pulling, oil and lubrication specifications, and tune-ups.
- Adhere to speed limits when driving lower speeds not only reduce air resistance but also are safer.