

**Office of Secure Transportation
Standard Operating Procedure Information**

SOP Background		
Document Title: Drive Program		Document Number <i>(assigned by POPD):</i> OST SOP 3.00.01
Document Owner(s): <i>(Identify by name and organization)</i> Kelly Tomlinson, TRACOM, ACTB		Approval Authority: Calvin W. Irvin, Director, TRACOM Michael D. Flynn, Manager, OMO Richard H. Richey, Manager, OS Richard L. Devine, Manager, OTL
Notify of Changes to SOP: OST/OMO Divisions/Commands and Branches OST Contractors		
Document(s): <i>(Documents used as reference or for input into SOP; documents developed as a result of the SOP; and Forms utilized in the performance of the SOP)</i> DOE O 231.1A Chg. 1, <i>Environment, Safety, and Health Reporting</i> 02.03.01.11, <i>Tractor-Trailer Driver Certification Lesson Plan</i> 02.03.01.02, <i>WSI Pre/Post Trip Inspection with Couple/Uncouple</i> 02.03.01.07, <i>WSI Safe Driving Techniques</i> 02.03.01.08, <i>WSI Safe Driving Practices</i> FA9012, <i>OST Drive Program Manual</i> OST F 3410.02 Chg. 1, <i>Record of Tractor/Trailer Operator Certification Form</i> FA9001 (Appendix B), <i>Tractor/Trailer Pre-Trip Checklist</i> OST P 4.02A, <i>Office of Secure Transportation Drive Program</i> OST P 4.09, <i>Federal Agent Reinstatement/Rehire Training</i> OST P 4.17, <i>Commercial Driver's License with/without a HAZMAT Endorsement and CDL Permits</i> OST P 4.04, <i>Employment Requirements for FA (NMC)</i>		
SOP History		
Rev.	Date	Description of Change <i>(Include name of individual making the revision)</i>
0	04/10/08	New SOP. Owner: Kelly Tomlinson, OTL, TRACOM, ACTB

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I. Purpose

This SOP outlines the requirements, roles, responsibilities, and processes necessary to ensure that Office of Mission Operations (OMO) operational vehicles are operated by skilled drivers meeting all of the certification requirements established by the Office of Secure Transportation (OST), OMO.

II. Scope

This SOP applies to all OST federal and contractor personnel whose duties include the operation of OST tractor/trailers. Further detail regarding specific tasks, procedures and processes of the OST Drive Program are in FA9012, *OST Drive Program Manual*.

III. Responsibilities

Drive Program Manager (DPM) – Manages and administers the OST Tractor/Trailer Driver Certification Program, Driver Certifier Program, and Rehabilitation Program as set forth in FA9012, *OST Drive Program Manual*. The OST DPM certifies all Driver Certifiers.

Command Lead Driver Certifier (CLDC) – Coordinates the activities of all Driver Certifiers assigned to an Agent Operations Command. The CLDC receives details of reported driving deficiencies from Squad Commanders (SQs) and arranges driver rehabilitation training.

Driver Certifier/Instructor (DC/DI) – Certifies individuals (Federal Agents (FAs), contractors and others) to operate OST operational vehicles. Provides initial, remedial, and rehabilitation training in the operation of OST vehicles. The DI administers Check Rides and completes and signs certification documents. This individual is an OST federal or contractor employee who has completed the OST Driver Certifier Course and is authorized to certify drivers for the operation of OST vehicles.

Command Training Lead (CTL) – Coordinates training activities, including driver training and rehabilitation training, at an Agent Operations Command.

Unit Commander (UC) – Leads and supervises a squad of FAs in an Agent Operations Command. A UC may recommend a FA for the Rehabilitation Program due to a preventable accident or reports of deficient or unsafe driving.

FA – Satisfies requirements for initial driver certification and successfully completes the annual re-certification Check Ride. Each designated FA, as directed by supervisor maintains a Commercial Driver's License (CDL) with Hazardous Material (HAZMAT) endorsement.

Contractor Driver (CD) – Satisfies requirements for initial driver certification and maintains a CDL.

First Line Supervisor – Evaluates CTL/CLDC scores and determines path forward for FAs failing to meet requirements as specified in *OST Drive Program Manual*.

IV. Definitions

Driver - An individual who has been trained (or is being trained), certified, and authorized to operate OST operational vehicles.

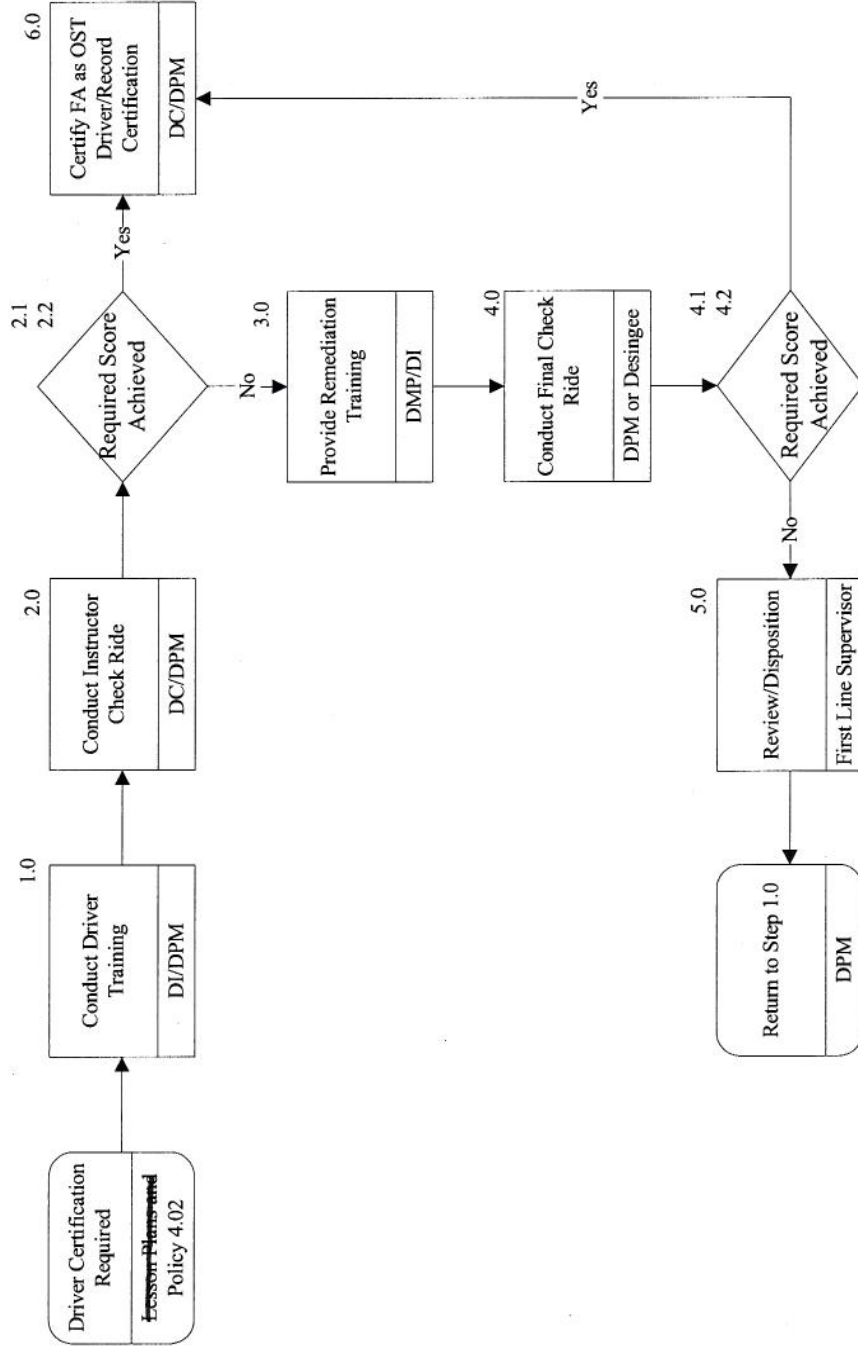
Driver Remediation - Additional training designed to address driving deficiencies demonstrated during driver training or an Instructor Check Ride and to bring a driver's skill level up to certification standards for the Final Check Ride.

Driver Rehabilitation - An OST training program designed to re-certify drivers who demonstrate deficiencies or has a history of preventable accidents, or do not meet re-certification requirements.

VI. Process Flowchart

A. Initial Driver Certification

Initial driver certification tasks are described in more detail in FA9012, *OST Drive Program Manual*.



A. Initial Driver Certification

1.0 Conduct Driver Training

The DPM will ensure driver training is conducted in accordance with applicable Lesson Plans (LPs) (*see* FA9012, *OST Drive Program Manual*) and the DI will administer training and monitor driver performance.

FA will participate in initial driver training in order to be certified to drive OST vehicles.

2.0 Conduct Instructor Check Ride

DI will administer the Instructor Check Ride using the worksheet provided in LP 02.03.01.11E (or current revision) and will record Check Ride performance and score achieved on OST F 3410.02 Chg. 1.

- 2.1 If driver achieves the required score per FA9012, *OST Drive Program Manual*, the DI will annotate the score on OST F 3410.02 Chg. 1, and forward the Form to the DPM for record input into Qualification Tracking System (QTS) under Step 6.0.
- 2.2 If driver does not achieve the required score per FA9012, *OST Drive Program Manual*, the DI will recommend the driver for remedial training and will proceed to Step 3.0

3.0 Provide Remediation Training

DPM will schedule up to four hours of remedial training to address specific driver deficiencies.

FA will participate in Remediation Training as required.

DI will administer remedial training in specific areas and monitor driver performance.

4.0 Conduct Final Check Ride

DPM will administer the Final Check Ride using the worksheet provided in LP 02.03.01.11 (current revision) and will record Check Ride performance and score on OST F 3410.02 Chg. 1. DPM will administer all Final Check Rides in the initial Agent Candidate Training phase. *Note: The Contractor Transportation Utilization Project (CTUP) may obtain their own initial certification.*

FA will participate in final check ride.

- 4.1 If driver achieves the required score per FA9012, *OST Drive Program Manual*, the DPM will complete and sign OST F 3410.02 Chg. 1, and record input into QTS under Step 6.0.
- 4.2 If driver does not achieve the required score per FA9012, *OST Drive Program Manual*, the DPM will refer the matter to his/her first line supervisor under Step 5.0.

A. Initial Driver Certification (cont'd)

5.0 Review/Disposition

DPM informs his/her First Line Supervisor when a FA fails to achieve the required score for initial driver certification.

First Line Supervisor reviews the OST F 3410.02 Chg. 1, determines action, and informs the DPM. This is determined on a case-by-case basis.

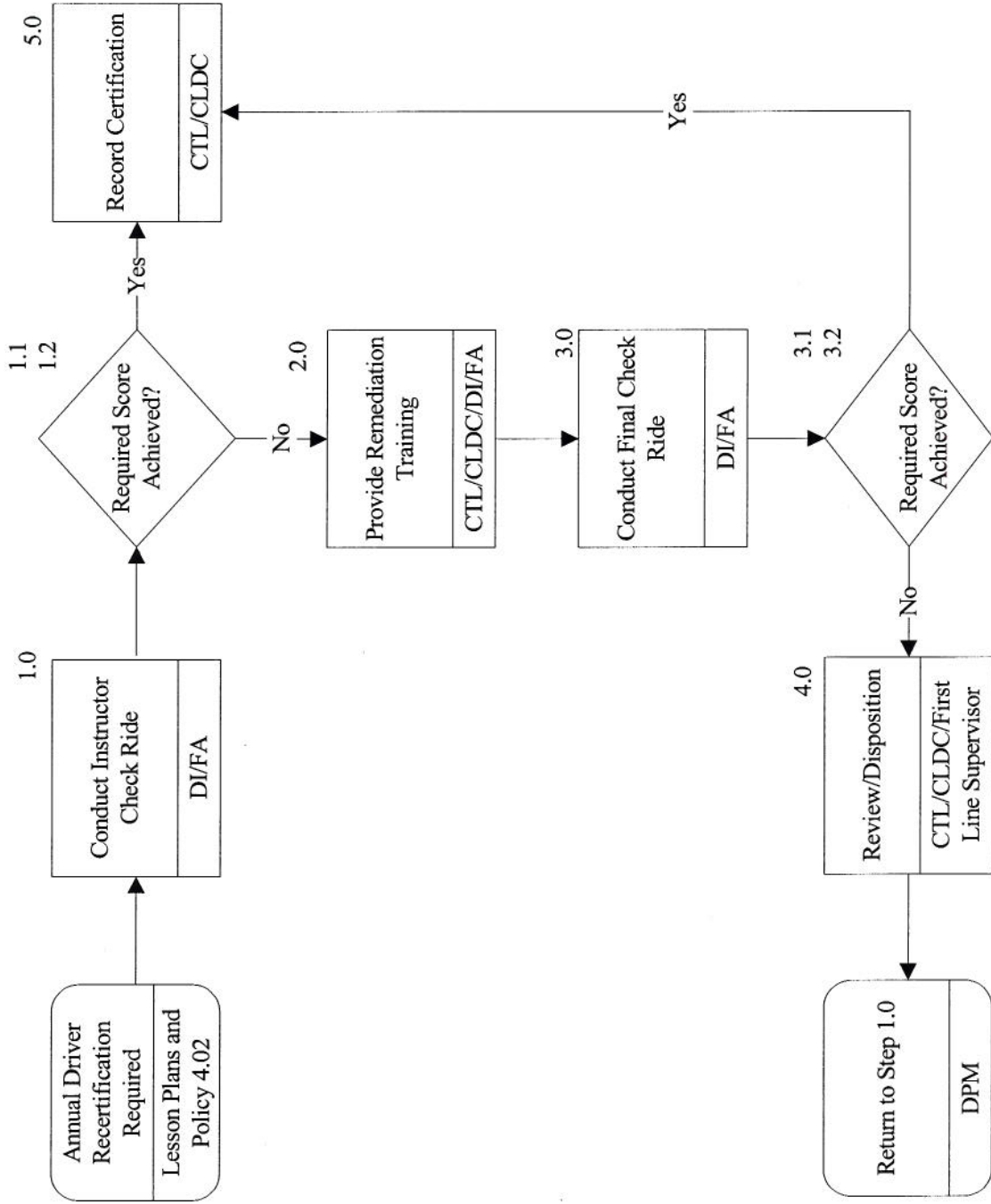
6.0 Record Certification

DI will forward copies of completed and signed OST F 3410.02 Chg. 1 to DPM (ACTB only), and the individual driver.

DPM will enter record of certification into QTS.

Record documents will be managed and maintained in accordance with Records Management requirements.

B. Annual Re-Certification



B. Annual Driver Re-certification

1.0 Conduct Instructor Check Ride

FA's will re-certify annually and when certifications expire. DI will administer the Instructor Check Ride to FAs, CTUP drivers, and other identifiable contractor drivers using the worksheet provided in LP 02.03.01.11E (or current revision) and record Check Ride performance and score achieved on OST F 3410.02 Chg. 1.

1.1 If driver achieves the required score per FA9012, *OST Drive Program Manual*, the DI will annotate the score on OST F 3410.02 Chg. 1, and forward the Form to the CLDC and/or CTL for entry of re-certification under Step 5.0.

1.2 If driver does not achieve the required score per FA9012, *OST Drive Program Manual*, the DI will recommend the driver for remedial training and proceed to Step 2.0.

2.0 Provide Remediation Training

CTL or CLDC will schedule remedial training and times to address specific driver deficiencies, per FA9012, *OST Drive Program Manual*.

DI will administer remedial training in specific areas and monitor driver performance.

FA will participate in Remediation Training as required.

3.0 Conduct Final Check Ride

DI will administer the Final Check Ride using the worksheet provided in LP 02.03.01.11 (current revision). DI will record Check Ride performance and score on OST F 3410.02 Chg. 1.

3.1 If driver achieves the required score per FA9012, *OST Drive Program Manual*, the DI will complete and sign OST F 3410.02 Chg. 1, and forward the Form to the CTL or CLDC for entry of re-certification under Step 5.0.

3.2 If driver does not achieve the required score per FA9012, *OST Drive Program Manual*, the DI will refer the matter to the CTL or CLDC for further action under Step 4.0.

4.0 Review/Disposition

CTL or CLDC informs the FA's first line supervisor when a FA fails to achieve the required score for driver re-certification.

First Line Supervisor reviews the OST F 3410.02 Chg. 1, determines action, and informs the CTL or CLDC. This is determined on a case-by-case basis.

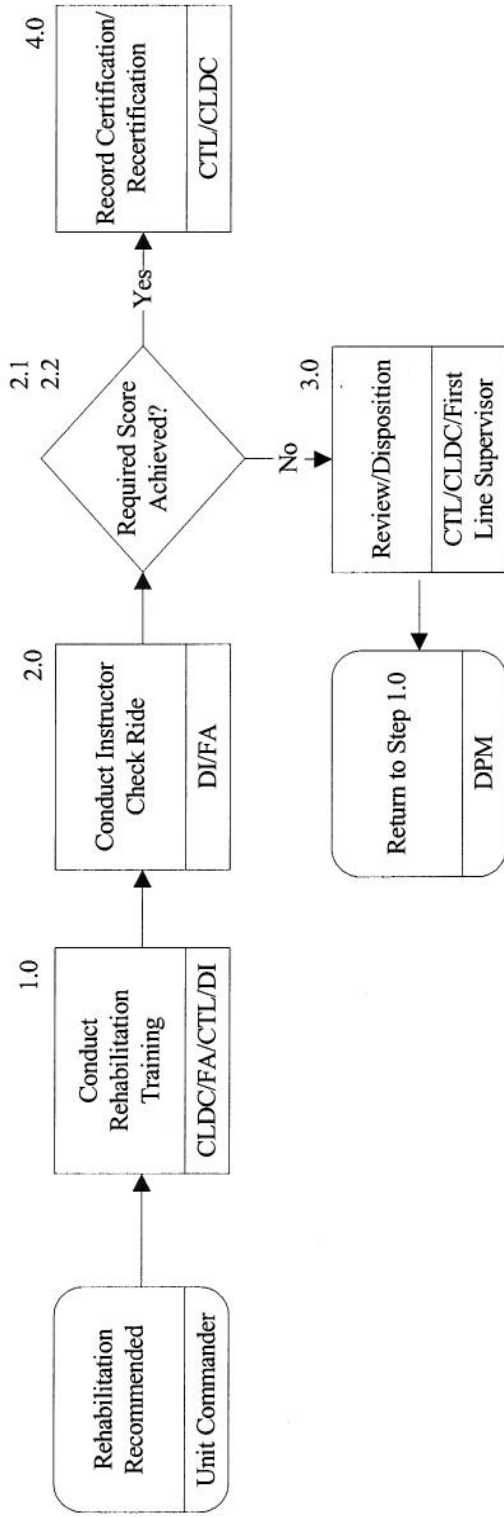
5.0 Record Certification

DI will forward copies of completed and signed OST F 3410.02 Chg. 1 to CTL or CLDC and the individual driver.

CTL or CLDC will ensure re-certification is entered into QTS.

Record documents will be managed and maintained in accordance with Records Management requirements.

C. Rehabilitation



C. Rehabilitation

1.0 Conduct Rehabilitation Training

UC will evaluate accident reports or reports of driving deficiency from FA or DI and will forward details and recommendations to CLDC. In addition, UC will create, document, and manage a Performance Improvement Plan for those in the Rehabilitation Program.

CLDC will select a rehabilitation training site and schedule training.

FA will participate in rehabilitation training, as required.

CTL will ensure needed rehabilitation driver training is provided per FA9012, *OST Drive Program Manual* and applicable Lesson Plans.

DI will administer training and monitor driver performance.

2.0 Conduct Instructor Check Ride

DI will administer the Instructor Check Ride using the worksheet provided in LP 02.03.01.11 (current revision) and record Check Ride performance and scores on OST F 3410.02 Chg. 1.

2.1 If driver achieves required score per FA9012, *OST Drive Program Manual*, DI will complete and sign OST F 3410.02 Chg. 1 and transmit copies of completed Form to CTL or CLDC and individual driver. CTL or CLDC will proceed to Step 4.0.

2.2 If driver does not achieve required score per FA9012, *OST Drive Program Manual*, DI will proceed to Step 3.0.

3.0 Review/Disposition

When driver fails to achieve required score, DI informs CTL or CLDC. CTL or CLDC refers OST F 3410.02 Chg. 1 to First Line Supervisor of FA for review/disposition and further action.

First Line Supervisor of FA determines action and informs CTL, CLDC and FA. Action is determined on a case-by-case basis

4.0 Enter Certification

CTL or CLDC will certify driver for the operation of OST vehicles by indicating on OST F 3410.02 Chg. 1. and ensuring entry of certification/recertification in QTS.

Record documents will be managed and retained in accordance with Records Management orders and requirements.