

### **Driver Training Assessment Checklist**

This checklist provides an overview of the present Army policy on driver training program requirements.

1. Does the unit have written authority (provided by the installation) to train, test, and license non-commercial vehicle and equipment operators IAW AR 600-55, para 1-4,g(3)?
2. Is operator training, testing and licensing conducted at battalion level or higher (or the highest level possible if the unit or installation is smaller than a BN sized element) IAW AR 600-55, Chapter 2?
3. How is this communicated and executed?
4. Who at battalion has oversight of the driver's training program and what does the oversight entail?
5. Is guidance published and provided to subordinate commands for the driver's training program? If yes, describe the means (SOP, policy letter etc... and date).
6. Does guidance address roles and responsibilities as outlined in AR 600-55 and AR 385-10 (11-2) for:
  - Company commanders?
  - Squad leader/first line leader/supervisors?
  - Senior occupant?
  - Licensed operators?
  - Driving Instructors?
7. How does the oversight unit ensure the drivers' training program is executed IAW AR 600-55, AR 385-10 and local and civil laws?

### **Publications**

8. Are the following publications on hand:
  - AR 600-55
  - AR 385-10
  - Applicable TC's for the unit equipment
  - FM 21-305
  - TC 21-305-2
  - TC 21-306
  - Appropriate TM for NVD (model specific)

### **Driver Selection**

9. What is the policy for driver selection?

10. Are the candidate's military record DA Form 2-1/ERB reviewed? What is it reviewed for? Who conducts the screening? Can this information keep a soldier from operating equipment? What circumstances would prevent a soldier from getting a license? Is this written policy?
11. Is the candidates DA Form 348 or ULLS-G compatible form reviewed? What is it reviewed for? Who conducts the screening? Can this information keep a soldier from operating equipment? What circumstances would prevent a soldier from getting a license? Is this written policy?
12. Are the candidate's medical records screened? What is it reviewed for? Who conducts the screening? Can this information keep a soldier from operating equipment? What circumstances would prevent a soldier from getting a license? Is this written policy?
13. Does the unit conduct a civilian DMV check on all candidates prior to licensing them to assess their driving history?
14. Who accomplishes records screening and how is the commander apprised of the screening?
15. Is each candidate interviewed? Who conducts the interview?
16. What does the interview assess? Is a written record of the interview maintained?
17. As part of the selection process, is each candidate given a physical evaluation to measure/test:
- Vision
  - Field-of-vision
  - Depth perception
  - Color perception
  - Foot reaction time
  - Hearing
18. Who conducts this evaluation?

### **Training Program**

19. Does the unit-training program include both academics and hands-on training and testing?
20. Are driver responsibilities part of the training academics? What are those responsibilities?
21. Are laws and regulations taught as part of the training academics? Does this include local and federal laws and regulations as well as Army standards?
22. Is vehicle maintenance training part of the academics? Is it tailored for the equipment the soldier is being licensed on? Describe what the training consists of?
23. Are soldiers instructed on various driving techniques? How is this accomplished?

24. Is NVD training part of the academics? What does it cover?
25. Is accident avoidance part of the academics? At what level is this taught (unit, installation, squad leader)? What materials are used to instruct this training? How often does a soldier receive this training?
26. Is hazard identification, assessment and controls part of the training? How is this accomplished?

### **Training Qualification**

27. Who is responsible for ensuring the soldier has been trained in all areas of academics? List position with specified area.
28. Who determines the candidate is ready to be tested?
29. What does the test include?
30. Do all candidates receive a written examination tailored for specific equipment?
31. Once the candidate passes the written exam, does the candidate receive a road test IAW the appropriate TC (off road, on road, etc.) for the equipment the candidate is being licensed on? Who conducts the road test?
32. Is this individual (examiner/tester) certified and designated in writing by the commander?

### **Driver Instructors**

33. What policy or procedure is in place for identifying and selecting instructors for the driver's training program?
34. Are instructors and assistant instructors appointed in writing IAW AR 600-55, para 4-5a(1)?
35. Do the instructors have a valid license for the equipment they are instructing and testing personnel on?
36. Is there a system in place to evaluate the instructor's technical knowledge and experience? If so, what are the criteria?
37. Are there any special requirements for instructor selection such as completing Instructor Qualification Course? If so, what are the requirements?

### **NVD Training Program**

38. What does the unit NVD training program consist of?
39. What does unit policy say about operating vehicles at night in blackout conditions?
40. What does unit policy say about use of NVDs?
41. How are soldiers informed of the policy?

### **Training Program - NCO Role**

42. Does unit policy address NCO responsibilities for NVD training?
43. Does it include enforcement of the program?
44. Does it outline the NCO role in enforcing speed limitations for all modes of driving?
45. Have the NCO's been trained on the devices and understand their limitations?
46. Do NCOs ensure personnel are qualified and that refresher training is conducted IAW AR 600-55?
47. Do NCOs ensure qualification and refresher training is properly annotated on the soldiers DA Form 348?

### **Instructor Qualifications**

48. Does the instructor training comply with the TC's and AR 600-55 chapter 8?
49. Are instructors qualified on specific NVD and vehicles they are designated to instruct on?
50. Are instructors designated in writing by the commander as a certified instructor for the specified NVD?

### **Instructor Role**

51. Does the unit have written policy that outlines the instructor's responsibility?
52. If so, are the following tasks designated as a responsibility of the instructors:
  - Implement the commander's program?
  - Conduct qualification and refresher training?
  - Administer road tests?

- Keep the commander informed of the overall status of the unit NVD profile?
- Document qualification and refresher training on OF 346 & DA Form 348 (sections I & III)?

### **Academics**

53. At minimum does the training consist of:

- Intro to NVD model
- Device limitation awareness
- Depth perception, visual acuity and field of vision
- Illumination requirements
- Speed restrictions
- Scanning techniques
- Emergency procedures
- Driver/assistant driver responsibilities
- Self-imposed stressors
- Care and security of NVDs

54. Does the unit have a written POI for this instruction?

55. Is the instruction conducted in five phases?

56. Are the phases conducted sequentially?

57. Does the operator receive hands-on training while under the supervision of a qualified NVD instructor, equipped with NVD's during the night driving phase?

58. As part of the training, does the operator receive hands-on instruction in:

- Driving the vehicle in daylight to familiarize the operator with the terrain and route?
- Driving the route at night with headlights on without use of NVDs?
- Conducting a pre-operations check of the NVD?
- Checking for proper wear and fit and focus?
- Conducting vehicle PMCS w/NVDs and then refocus prior to operating the vehicle?
- Driving the previous route with NVDs on in blackout conditions?
  - Identifying markers, signs and terrain?
  - Distinguishing between shadows and terrain features?
- Performing vehicle after operations PMCS with NVD's on?
- Performing post-operations check on NVD?

59. Is an AAR conducted after Phase V?

60. Does unit policy require soldiers to be licensed and current on the vehicle they are receiving NVD training on?
61. Are soldiers required to complete the academics and driving phases before they are considered eligible for testing on NVDs?
62. Does the unit require soldiers to successfully complete an NVD performance test given by an NVD-qualified instructor as part of the qualification?
63. Does the unit have a refresher training program for NVDs?
64. What does the refresher training consist of?
65. Who administers the refresher training?
66. How is refresher training tracked?
67. How often is refresher training conducted for each soldier?

#### **Records**

68. Is a DA form 348 maintained on every person who operates equipment?
69. Who/where is the form maintained?
70. Are all of the operator qualifications, performance measures and tests recorded on the DA Form 348?
71. Is refresher/sustainment training and remedial (when applicable) training annotated on the 348?