

*DR 56-2-1

DEPARTMENT OF THE ARMY
ST. LOUIS DISTRICT, CORPS OF ENGINEERS
1222 SPRUCE
ST. LOUIS, MISSOURI 63103-2833

CEMVS-LM-T
Regulations

20 March 1999

Motor Transportation
ADMINISTRATIVE VEHICLES MANAGEMENT

1. **PURPOSE.** This regulation prescribes the procedures governing the official use, maintenance, utilization, storage, operation, and reporting of civil-owned vehicles of the St. Louis District.
2. **APPLICABILITY.** This regulation applies to all operators of Government-owned St. Louis District vehicles.
3. **REFERENCE.**
 - a. Army Regulation (AR) 58-1, Management, Acquisition, and Use of Administrative Use Motor Vehicles, 1 April 1981
 - b. Department of the Army Pamphlet (DA PAM) 738-750, The Army Maintenance Management System (TAMMS), and changes thereto, date
 - c. Engineering Regulation (ER) 56-2-1, Administrative Vehicle Management Civil Works, 1 April 1983.
 - d. ER 700-1-1, Logistics, USACE Supply Policies and Procedures, date
 - e. Division Regulation (DIVR) 385-1-1, Safety and Occupational Health Plan, 5 April 1989.
 - f. ER 385-1-1, Occupational Safety, 1996
 - g. DR-190-1-1, Physical Security St. Louis District, 1 April 1991 with changes.
4. **OFFICIAL USE OF GOVERNMENT VEHICLES.**
 - a. **Mission Operations**
 - (1) The St. Louis District's policy on utilization of government-owned vehicles is set forth, as follows, for normal day to day missions and all other emergency missions.

* This regulation supersedes DR 56-2-1, 15 May 1992

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(2) In the process of accomplishing the missions assigned to this District, many activities require the use of an "Official Government Vehicle." Since this District and its missions are organizationally decentralized, to a large degree, any District policy must incorporate needs of the users in the field, as well as those in the District Office. The fundamental policy to be adhered to is that the dispatching and returning of all vehicles will be from a central point. Vehicles will be retained at the central locations, as defined below, unless dispatched for "Official Use." Employees shall not use official vehicles for personal business or convenience transportation. Use of government vehicles for transportation from an employee's domicile to his/her regular place of duty, upon start or termination of periods of duty, is expressly prohibited.

(3) The normal permissible operative distance (POD) for government vehicles is limited to a maximum of 200 miles from the District Headquarters one way. The District Transportation Officer, Transportation and Maintenance Branch (CEMVS-LM-T) and Logistics Management Office must approve any waiver to the POD.

(4) When a Government-owned or leased vehicle is used by an employee for official travel, its use shall be limited to official purpose. Included is transportation between places where the employee's presence is required incident to official business, and places of temporary lodging when public transportation is unavailable or its use is impractical and, when necessary, between either of the above mentioned places and suitable restaurant facilities.

(a) District vehicles should be returned to the originating facility upon completion of the business for which the travel was necessary.

(i) The employee having the dispatched vehicle is responsible to return the vehicle. Employees are authorized reimbursement for parking fees for official vehicles when parked in alternate commercial garages. Payment will be made by filling out a Request and Authorization for TDY Travel of DOD Personnel in CEFMS.

(ii) A vehicle pool will be retained by CEMVS-LM-T, located at the Service Base, for employees desiring to depart from and return to the Service Base. Should an employee elect to depart from the Service Base, parking space is available for his/her privately owned vehicle. The dispatcher in the District office (CEMVS-LM-T) will dispatch the vehicles in the pool at the Service Base. At no time will a vehicle trip ticket binder and keys for a vehicle be left in a vehicle or with the Security Guard at the Service Base.

(iii) Field Operating Elements and Service Base. The supervisor responsible for government vehicles at each field office will establish a secure location to be used as a motor pool. Field vehicles required for any mission assignment will be dispatched from and returned to this designated area. In no case will a field vehicle be used for anything other than the mission assignments. The field supervisor will be the sole responsible authority for assigned vehicles and will be responsible for adhering to District policy. However, the Commander retains the right to utilize all District assets in the event of emergency to meet mission requirements regardless of location.

(iv) The use of official vehicles during natural and national disasters will not conflict with the above district policy. It is recognized, however, that during periods

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of flood, heavy snow/ice conditions, and mobilizations, that special consideration must be given for use of vehicles other than during the normal course of business

b. Natural Disasters.

(1) Flood. During times of flood emergencies when flood areas are mobilized, the Area Engineer will advise the Emergency Operations Center (EOC) of the official vehicle requirement. At the time, the assignments of those vehicles are to be the responsibility of the Flood Area Engineer. The same general guidelines regarding the use of an official vehicle will be applied. The location of and responsibility for that area's vehicle pool will be that of the Flood Area Engineer.

(2) Others. Should other natural disasters occur which require errands of mercy, the EOC will be responsible for whatever fleet of Government-owned vehicles are needed. Examples of these disasters would be snow emergencies, earthquakes, tornadoes, etc.

c. Mobilization.- During events leading up to full mobilization, including mobilization exercises, required official Government vehicles and pooling of same will be assigned to the Officer in charge, who has authority to re-delegate to the Deputy Officer in charge. At the time of full mobilization, employees will be guided by appropriate guidelines in effect at the time.

5. RESPONSIBILITY.

a. The Chief of CEMVS-LM-T has responsibility for the Vehicle Management Program of the U.S. Army Engineer District, St. Louis.

b. Supervisors of field operating elements, that have permanently assigned vehicles, are responsible for accomplishing preventive maintenance services, all necessary repairs, and providing operational reports to CEMVS-LM-T.

c. All U.S. Government employees are responsible for the protection of U.S. Government property and equipment under their control. Employees using Government vehicles are responsible for operational preventive maintenance, inspection, reporting, and prudent operation of vehicles under their care, to include fuel and washing of the vehicle if it becomes dirty. Employees are also responsible for disposal of any trash in the vehicle.

6. REQUIREMENTS, REQUISITIONING, AND DISTRIBUTION. Vehicle funding requirements will be determined by an annual coordinated review of the District program by the vehicle using elements, the Comptroller, and the Chief of CEMVS-LM-T.

7. MAINTENANCE AND INSPECTION. Inspection, lubrication, servicing, and repairs to vehicles shall be accomplished and recorded as explained in the following paragraphs.

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a. General. All work will be accomplished by qualified personnel and will meet the standards established by DA and comparable to the best commercial practice. Whenever practicable, repair work will be performed by an authorized dealer, other reputable repair shop, or service station. Inspections of repair work will be required. GSA owned vehicles will be serviced and repaired as directed by the GSA maintenance center (Tele 1-800-622-6344) for unscheduled repairs. Services will be accomplished as directed on GSA form 3478 motor vehicle service authorization. The operator will sign, date and enter his telephone number on the GSA 3478 after the service is accomplished and mail the card.

b. Preventive Maintenance Inspections and Servicing. Preventive maintenance inspections and servicing will be performed as follows:

Note: Items 1 & 2 apply to both Corps owned and GSA vehicles.

- (1) Daily Preventive Maintenance and inspections. The using driver will perform preventive maintenance service inspections before, during, and after each day's travel, noting deficiencies on LMS FORM 747 (APPENDIX B).
- (2) Daily Servicing and Maintenance. The using driver will be responsible for the daily servicing and maintenance of each vehicle. Quantity of fuel, washer fluid levels and level of engine oil coolant will be checked and replenished, as required, and in no case will a using driver turn in a vehicle with the gas tank less than half-full or with trash inside the vehicle. Tires will be observed for proper inflation, unusual tread wear, or casing damage. All flat tires will be promptly repaired prior to returning the vehicle. All vehicles will be maintained in a condition of cleanliness that will reflect credit to the Corps of Engineers. It is the responsibility of the operator of the vehicle to remove trash and to wash any vehicle, which becomes dirty in the course of operating the vehicle.
- (3) Servicing and Maintenance – 1,000 Mile. Perform all servicing called for in applicable column of LMS FORM 368 (APPENDIX C). Field vehicles subjected to severe conditions of driving through water and/or on dusty roads, as exist at construction projects, will be lubricated every 1,000 miles. Levels of oil in the crankcase, transmission, and differentials are to be checked and replenished, if necessary. Services will be performed by qualified personnel.
- (4) Servicing and Maintenance – 2,000 Mile. Perform all servicing called for in applicable column of LMS FORM 368. Field vehicles subjected to severe conditions of driving through water and/or dusty roads, as exist at construction projects, shall have the engine oil and oil filter changed every 2,000 miles or every six months, whichever occurs first. Services shall be performed by a qualified commercial supplier.
- (5) Servicing and Maintenance – 4,000 Mile. Perform all servicing called for in applicable column of LMS FORM 368. District office and field vehicles that are not subjected to severe conditions will have the engine oil and oil filter changed every 4,000 miles or every six months, whichever occurs first. The vehicle will be lubricated during this service. Services shall be performed by a qualified employee or a qualified commercial supplier.
- (6) Servicing and Maintenance – 12,000 Mile. Perform all servicing called for on LMS FORM 368. This service will be accomplished by a commercial supplier or reputable

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dealer. LMS FORM 368 will be furnished to the supplier as a guide. All necessary repairs and vehicle to optimum serviceability and safety, consistent with achieving maximum cost effectiveness.

- (7) After Servicing and Maintenance. LMS FORM 368, together with the shop delivery ticket, will be forwarded to CEMVS-LM-T upon completion of any scheduled or unscheduled maintenance service at EOM with trip ticket.
- (8) Preventive Maintenance Program. An automotive equipment inspector representing CEMVS-LM-T will make periodic inspections of all vehicles in the District fleet for the purpose of ascertaining the effectiveness of the Preventive Maintenance Program and make recommendations for improvement.

8. VEHICLE PARKING, USE REPORTING, AND DISPATCH

a. Use of Government Provided Parking-

The St. Louis District's policy on the use of government provided parking space is based on the following priorities:

- (1) The district's mission requirements
- (2) The Americans with Disabilities Act
- (3) The Physical Security of government property and personnel

b. Based on these priorities, government parking is made available in two categories; designated parking and open parking. All parking privileges are subject to mission requirements and may be revoked due to mission constraints by the commander or the Logistics Management Office.

- (1) Designated parking spaces are those spaces that the commander has determined to be reserved for specific individuals/purposes. These spaces are:
 - (a) spaces 68 & 69 – P.O.V. parking for the Commander and District Deputy Commander
 - (b) spaces 22,24,49 – Reserved for disabled personnel
 - (c) space 246- Reserved for the Commander's official vehicle
 - (d) space 125 – FUSRAP vehicle
 - (e) space 126- Reserved for the Civilian Deputy District Engineer for Planning, and Programs Management
 - (f) space 43, 46-Assigned to meet temporary command requirements
- (2) Open parking are those parking spaces designated for use by District personnel. These spaces are:
 - (a) spaces 128,129,130- Reserved for short term TDY parking (24 hours max)
 - (b) spaces 131,132,133-Reserved for field site visitors (official vehicles only)
 - (c) space 127- Designated parking for the District Employee of the month
 - (d) spaces 134-145,298-313-Reserved for District HQ vehicles

NOTE: Spaces 127-133 are made available for the indicated purpose at the Commander's sole discretion and may be reassigned at any time due to mission requirements.

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(3) Spaces 128-130 are available on a first served basis through the Chief, LM-T. An E-mail request should be sent through the individual's supervisor with the following information:

- a) Name
- b) TDY date
- c) Make, model and year of vehicle
- d) License plate number

After approval by the Chief LM-T; the LM dispatcher will furnish the individual with a parking permit annotated with the license number and the expiration date of the tdy period. This will be posted in the rear windshield of the vehicle.

(4) The remaining spaces reserved for District HQ vehicles are available for parking of District HQ vehicles, however, District pool vehicles have priority. In the event of a parking shortfall, vehicles belonging to the pool will be retained at the HQ, and the overflow vehicles will be parked at the service base.

c. PARKING OF VEHICLES

(1) District office vehicles will be parked in the designated spaces of the Corps Parking area. Drivers are responsible for parking and retrieving vehicles. Vehicles will be backed into parking spaces, nose outward, lights off and doors locked with windows raised. The driver will return the keys and trip ticket to the dispatcher during duty hours, or drop the dispatch book in the after hours box. If the dispatch is not returned prior to 0800 the following morning; an additional day of rent will be charged. District vehicles will not be parked on Spruce Street except when loading or unloading passengers, all other deliveries will be made to the rear loading dock.

(2) Vehicles located at field sites will be parked, whenever possible, in a secure area with doors and windows locked. Doors and windows will be secured at all times when the vehicle is unattended. Field employees driving to the District office who are unable to use spaces 131-133, will park in commercial parking lots, remove and secure all pilferables, and file for reimbursement.

d. USE REPORTING TO DISPATCH

(1) Daily Dispatching Record of Motor Vehicles, Organizational Control Record for Equipment (DA FORM 2401) or CEMVS 680A will be used by dispatchers to schedule and account for vehicles assigned to them. Destroy the form 60 days after submission of Administrative Vehicle Operational Record (CEMVS FORM 680) (APPENDIX D) at the end of the reporting month.

(2) CEMVS FORM 680 and LMS FORM 747 are issued by the dispatcher and completed by the driver, indicating travel, inspection, and maintenance performed. Operators of motor vehicles will complete CEMVS FORM 680 for each calendar day during which the vehicle is in use. The form covers eighteen days or driver assignments and if a continuation form is needed, use an additional CEMVS FORM 680.

(a) The dispatcher will authenticate the assignment and preparation on the trip ticket by placing his/her signature in Item 8 and filling in the Items 1 through 7 on CELVS FORM 680 as prescribed in APPENDIX O of the District Maintenance Plan.

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(b) Totals. Columns 8, 12, 13, 14 of CEMVS FORM 680 will be totaled at the end of the reporting period. The reporting period is from the 1st through the 30th of the current month.

(c) Finance and Accounting Codes. The PR&C number (15-digit cost code) will be shown on every CEMVS FORM 680

(d) Distribution. Originals of all CEMVS FORM 680's will be sent to CEMVS-LM-T by the 5th of each month unless directed otherwise by LM-T.

(e) LMS FORM 747. When the driver determines that repairs are indicated and annotates the deficiency on LMS FORM 747, the supervisor or dispatcher in charge will take action to ensure that repairs are made promptly. Vehicles requiring repairs will not be dispatched unless authorized by the Chief of CEMVS-LM-T.

9. REPORTING DATE FOR COST ACCOUNTING

a. Finance and Accounting Processing. All accounting data can be secured from information placed on the CEMVS FORM 680 for finance and accounting processing. All motor vehicles assigned to a facility or field element will be considered as in use from the day of their assignment until their release or retirement. Regardless of the hours operated during the day, a full day's usage is to be charged to the project on which it is currently being used or prorated against all projects charged during the month.

b. Vehicles assigned to the CEMVS-LM-T (District office motor pool) are to be charged on actual usage basis or a full day as they are available for general use and not assigned to a particular unit. Operating officials are responsible for the accurate coding of PR&C on CEMVS FORM 680.

10. TOLL CHARGE AND PARKING REQUEST (CEMVS FORM 301)

a. CEMVS FORM 301 (APPENDIX E) will be used as toll crossing requests. Initial issues of CEMVS FORM 301 to the field offices will be controlled by CEMVS-LM-T. A register will be maintained by CEMVS-LM-T showing the Division/office that the forms are issued to, date issued, and quantity.

b. The District pool dispatcher, as well as the Field Officer, will maintain a log to control issues of CEMVS FORM 301. This log will show the date, quantities, name, and signature of the user. Carbon copies of CEMVS FORM 301 will be mailed directly to CEMVS-LM-T prior to the 18th of each month at EOM with trip tickets.

11. QUALIFICATIONS, SKILLS, AND OPERATOR'S IDENTIFICATION CARD.

a. All personnel operating Government vehicles shall possess a valid state driver's license.

b. Operation of the following categories of equipment will require an Equipment Operator's Qualification Report (DA FORM 348) (APPENDIX G) and U.S. Government Motor Vehicle Operator's Identification Card (Optional Form (OF346) unless specifically stated on a valid state driver's license.

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- (1) Vehicles with manual transmission.
 - (2) Vehicles over 10,000 pounds gross weight.
 - (3) Two, Three, and four wheel vehicles powered by motorcycle engines and other off-road vehicles.
 - (4) All construction and farm equipment
- c. For vehicles in which an OF 346 is not required, the following procedures will apply;

(1) For District Pool Vehicles.

(a) Division Chiefs will provide CEMVS-LM-T a roster of all employees who are authorized and who they desire to operate vehicles for official business.

(b) The roster will include the employee's name, state in which license was issued, and the expiration date. Any changes to the roster; i.e., new employees, transfer, revoked or suspended, will be provided on an as needed basis. This listing will be reviewed annually by the submitting office.

(2) For Field Offices.

(a) A consolidated roster of all employees authorized and approved to operate vehicles assigned to field locations will be provided to CEMVS-LM-T. The roster will include the same information as provided in paragraph 11c (1) b.

(b) Supervisors will certify that the employee is qualified and has been road tested on the type of equipment for which the license is being issued. Then the site maintenance coordinator will issue an OF 346 LAW the guidance in AR 600-55 and the District Maintenance Plan. The expiration date will coincide with the expiration date of the employee's state driver's license. DA FORM 348 will be filed in the employee's personnel file.

12. REPAIRS.

a. All accidents involving a government vehicle will be reported immediately to the Chief, LM-T and to the District safety office. If the vehicle is a GSA vehicle, the GSA Accident Center Tele (1-800-325-2958) will also be notified. Repairs to motor vehicles owned by the U.S. Army Engineer District, St. Louis, will be made by commercial concerns. GSA vehicles requiring repair will be promptly reported to the GSA maintenance center Tele (1-888-622-6344) and repairs will be made IAW GSA's instructions. The GSA maintenance center's are considered as the final authority and may not be questioned by district personnel.

b. Normal Repairs. Field Supervisors are authorized to approve repairs up to \$500 per vehicle, provided such repairs are the result of deficiencies revealed by an inspection or resulting from a breakdown of the equipment. Normally, all repairs will be made promptly, except when a vehicle is scheduled for replacement in the current year. In such cases, major repairs will be foregone if operation is feasible until new equipment

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is received. One copy of the commercial shop's work order showing repairs made shall be furnished to CEMVS-LM-T. When the estimated repair cost of the vehicle will exceed \$500, the Field Supervisor will contact the Chief of CEMVS-LM-T for oral authorization before committing the vehicle to repair status. Bills exceeding \$500 should show the name of the person giving authorization for the repairs. An E-mail indicating the repairs will be submitted to CEMVS-LM-T in support of the oral authorization if the cost is more than \$500.

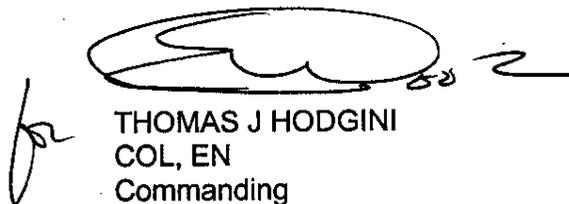
c. Repair of Damage Resulting from Accident. Repairs of damages to vehicles resulting from reportable accidents will be deferred until the unit involved has been released for repair by the Office of Counsel (CEMVS-OC). This type of repair includes that as a result of a collision, theft, vandalism, and other causes reported in accordance with the Accident and Fire Prevention Program Manual. Damages to GSA owned vehicles will be reported to the GSA Accident Reporting center Tele (1-800-324-2958) and all repairs will be completed law GSA instructions. A report of survey and copies of the accident report will be forwarded to CEMVS-LM for processing IAW the district internal policy.

13. U.S. Government Voyager Card.

U.S. Government Voyager Cards are accessories to installation property and will be accounted for on the property book as a vehicle accessory. CEMVS-LM-T will be responsible for requisitioning and monitoring all administrative vehicle U.S. Government Voyager Cards. The Voyager Cards will be used at service stations to purchase gas, oil, lubricating services, antifreeze products, air and oil filter services, battery services, tire and tube repairs, washing and cleaning services, emergency replacement of defective spark plugs, fan belts, windshield wipers, lamps or other emergency repairs known in the automobile trade as "road repairs". Purchase of tires, tubes, batteries, automobile accessories, parking space, and repairs other than "road repairs") will be authorized on a case by case basis. Operators of vehicles from the District pool will return all carbon copies of vehicles credit card transactions to the dispatcher in CEMVS-LM-T, annotated with the vehicle "Post" number.

APPENDIXES:

- A. CEMVS-680A(R)
- B. LMS FORM 747
- C. LMS FORM 368
- D. CEMV FORM 680
- E. CELMS FORM 301
- F. DA FORM 348


THOMAS J HODGINI
COL, EN
Commanding

DISTRIBUTION:

SF
CEMVS-IM-P
AH

OPERATOR'S DAILY INSPECTION GUIDE
(Administrative Use Motor Vehicles)

TO: DISPATCHER

POST # 310 DATE: 25 MARCH 1998

OPERATOR'S SIGNATURE John P. Public

1. Operators will use this form as a guide when performing before, during, and after daily operation inspections.

2. Indicate item(s) that require servicing by placing a check (✓) next to the item number with a brief description of the defect in the remarks column. Return this form to the Dispatcher with your trip ticket.

Item #	Subject	Remarks
<input checked="" type="checkbox"/> 1.	Damage	<u>REAR Windshield Cracked</u>
<input type="checkbox"/> 2.	Leaks	_____
<input type="checkbox"/> 3.	Tires	_____
<input type="checkbox"/> 4.	Engine Oil	_____
<input type="checkbox"/> 5.	Transmission Oil	_____
<input type="checkbox"/> 6.	Coolant	_____
<input type="checkbox"/> 7.	Battery	_____
<input type="checkbox"/> 8.	Horn	_____
<input type="checkbox"/> 9.	Instruments	_____
<input type="checkbox"/> 10.	Lights	_____
<input type="checkbox"/> 11.	Windshield Wiper	_____
<input checked="" type="checkbox"/> 12.	Steering	<u>Power steering groans</u>
<input type="checkbox"/> 13.	Safety Devices	_____
<input type="checkbox"/> 14.	Brakes	_____
<input type="checkbox"/> 15.	Drive Belts/Pulleys	_____
<input type="checkbox"/> 16.	Exhaust	_____
<input checked="" type="checkbox"/> 17.	Other	<u>Power Mirrors INOP</u>

REMARKS:

NOTE: It is the operator's responsibility to replenish fuel, coolant, washer solvent, and oil levels as needed.

LMS Form 747
12 Feb 1988
(DR-56-2-1)

This form replaces LMS FL 133 dated August 1967, which is obsolete.
CELMS-LM-T

TO: CELMS-LM-T FROM: _____ DATE: _____
 POST NO. _____ MILEAGE _____ SERVICE PERFORMED _____

PREVENTIVE MAINTENANCE SERVICE AND INSPECTION GUIDE

1000 miles Lube	2000 miles or 3 months	4000 miles or 6 months	12000 miles or 12 months	
			X	<u>INSTRUMENTS AND CONTROLS.</u> Check all instruments, gauges, switches, controls, and warning devices for proper operations.
			X	<u>LIGHTS.</u> Inspect all lights, signals, and reflectors. Check condition of trailer jumper cables on truck tractors.
	X	X	X	<u>WINDSHIELD WIPERS.</u> Check the windshield wipers and washers. Fill washer reservoir.
	X	X	X	<u>LEAKS.</u> Visually inspect the engine compartment, external brakedrums and beneath the vehicle for indications of water, fluid, oil, or fuel leaks.
			X	<u>MUFFLER, EXHAUST, AND TAILPIPE.</u> Inspect the muffler, exhaust, tailpipe brackets, and all connections for leaks.
			X	<u>SHOCK ABSORBERS.</u> Check for proper action, leaks, and mounting.
			X	<u>CLUTCH.</u> Check clutch adjustment to see that the pedal total travel and pedal free travel are in accordance with manufacturer's recommendations.
			X	<u>STEERING SYSTEM.</u> Check steering system in accordance with manufacturer's recommendations.
	X	X	X	<u>TIRES.</u> Check tires for damage and proper inflation.
			X	<u>BRAKES.</u> Remove all wheels and drums and inspect the drums, linings, and wheel cylinders for wear and damage. Check backing plates for tightness.
			X	<u>WHEELS AND AXLES.</u> Check wheel studs and nuts. Inspect wheels for worn and elongated stud holes. Clean and repack all wheel bearings. Torque axle flange nuts to manufacturer's recommendations.
X	X	X	X	<u>COOLING SYSTEM.</u> Check condition of radiator and all hoses. Check anti-freeze and maintain the cooling system freeze protection at -37 C or -34 F.
X	X	X	X	<u>BATTERY, CABLES, AND TERMINALS.</u> Clean and service.
	X	X	X	<u>DRIVE BELTS AND PULLEYS.</u> Check all drive belts for correct tension and all pulleys for alignment.
X				<u>CHECK ENGINE OIL.</u> Replenish as necessary.
	X	X	X	<u>ENGINE OIL AND OIL FILTER.</u> Change oil and replace oil filter or element with the manufacturer's recommended oil weight and filter type.
			X	<u>ENGINE TUNE UP.</u> NOTE: Spark Plugs, fuel filter, air filter element, etc. will be changed only if needed.
	X	X	X	<u>CHECK engine ventilation system (PCV valve).</u>
X	X	X	X	<u>LUBRICATE</u> all ball joints, steering components, and universal joints.
X	X	X	X	<u>LUBRICATE</u> door hinges and inspect all door locks.
X	X	X	X	<u>LUBRICATE</u> hood latch and hooks.
X	X	X	X	<u>CHECK</u> clutch and brake master cylinder fluid level.
X	X	X	X	<u>CHECK</u> power steering fluid and hoses.
	X	X	X	<u>CHECK</u> lubricant level in all gearboxes.
X	X	X		<u>CHECK</u> transmission lubricant level.
			X	<u>SERVICE</u> transmission. (Filter, fluid, modulator valve, etc.)

- 1000 and 2000 mile service only pertains to field vehicles subjected to severe conditions of driving through water and/or dusty roads as exist at construction projects.
- Reduced intervals of services due to severe or abnormal operating conditions may be prescribed at the discretion of local supervisors provided administrative use vehicles are not under any circumstances maintained beyond the serviceability standards outlined in AR-58-1.

DISTRICT ENGINEER U.S. ARMY ENGINEER DISTRICT, ST. LOUIS 1222 SPRUCE ST ST. LOUIS, MO. 63103-2833		TOLL CHARGE & PARKING REQUEST		CONTROL NO. 15645
NAME OF BRIDGE OR PARKING FACILITY <i>McHale Bridge</i>		DIRECTION OF TRAVEL: <input checked="" type="checkbox"/> EAST <input type="checkbox"/> WEST <input type="checkbox"/> NORTH <input type="checkbox"/> SOUTH		DATE 25 MARCH 1988
IT IS REQUESTED THAT THE TOLL CHARGES IN CONNECTION WITH THE PASSAGE OF THE FOLLOWING DESCRIBED MOTOR VEHICLE BE BILLED TO THIS OFFICE:				
C. OF E. PLATE NO. 663 4152C	TYPE OF VEHICLE <i>Express</i>	NO. OF PASSENGERS OTHER THAN DRIVER 2	TOLL CHARGE 1.25	
LIST OF PASSENGERS				
<i>James Smith</i>		<i>Walter S. Grant</i>		
<i>Taney E. Public</i>				
SIGNATURE		TITLE		
<i>John P. Public</i>		<i>Bridgehead Inspector</i>		

CELMS FORM 301
MAY 92

TO BE FILLED IN IN DUPLICATE, BY DRIVER EXCEPT AMOUNT OF TOLL CHARGE WHICH IS TO BE FILLED IN BY TOLL-BRIDGE ATTENDANT. ONE COPY TO BE FORWARDED TO DISTRICT OFFICE.

Previous edition is obsolete

APPENDIX F

NAME (Last, first, initial) AND SERVICE NUMBER DOE, JOHN P. US Army Corps of Engineers St. Louis District Lake Shelbyville, IL 62565				PERMIT (Initial)		
				NUMBER	DATE ISSUED	
				TYPE Army Standard	LIMITATIONS (Physical or operational) With Glasses	
SEX M	DATE OF BIRTH 11-24-50	COLOR HAIR Brown	COLOR EYES Blue	HEIGHT 5'8"	WEIGHT 175	POSITION TITLE (If civilian) Laborer
SECTION I - OFFICIAL QUALIFICATIONS						
TYPE OF EQUIPMENT	SIZE	SPECIAL QUALIFICATION ¹	DATE QUALIFIED	QUALIFIED AT	NAME OF EXAMINER	
Dozer	DP7	NONE	10-01-87	LK Shelbyville	Joe Supervisor	
Forklift	1500LB	NONE	10-01-87	LK Shelbyville	Joe Supervisor	
Tractor Farm	ALL	NONE	10-01-87	LK Shelbyville	Joe Supervisor	
Truck Dump	6 Ton	NONE	10-01-87	LK Shelbyville	Joe Supervisor	
Honda Motorcycle	AT110	NONE	10-01-87	LK Shelbyville	Joe Supervisor	
Truck Wrecker	5 Ton	NONE	10-01-87	LK Shelbyville	Joe Supervisor	
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	
Tractor Farm	ALL	Farming	NONE	NONE	Joe Supervisor	
Sedan	ALL	POV	Missouri	MO3947560	Joe Supervisor	
SECTION III - PERFORMANCE RECORD (List chronologically as "credits" - awards, training, retraining, testing, retesting, roadshows, permit renewal, refinancing, etc; and as "debits" - accidents, arrests, violations, warnings, revocations, suspensions, etc.)						
DATE	CREDITS	DEBITS	TYPE OR NATURE	ACTION TAKEN		
SAMPLE						
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 DA FORM 1988 WHICH IS OBSOLETE FOR ARMY USE.

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

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		
DA FORM 6123		SAMPLE			
DA FORM 6124					
ENTER SCORE FROM ITEM 24 OF INDIVIDUAL'S DA FORM 20		TOTAL STANDARD SCORE			
STANDARD SCORE FOR BATTERY II (Divide Total Standard Score by 3)					
STANDARD SCORE		SUCCESSFUL COMPLETION			
		EXAMINATION ADMINISTERED BY (Last name - first name - middle initial)			
		<input type="checkbox"/> YES <input type="checkbox"/> NO			
I PHYSICAL EVALUATION MEASURES		✓ IF QUALIFIED x IF SUBSTAND	SIGNATURE OF EXAMINER	COMMENTS AND RECOMMENDATIONS ON SUBSTANDARD ITEMS	
1. VISUAL ACUITY	LEFT EYE 20/	RIGHT EYE 20/			
2. FIELD OF VISION	LEFT EYE	RIGHT EYE			
3. HEARING	LEFT EAR /20	RIGHT EAR /20			
4. REACTION TIME	/100 SEC	/100 SEC			
5. DEPTH PERCEPTION				SIGNATURE OF MEDICAL AUTHORITY	
6. COLOR PERCEPTION					
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	VOLTOMETER
		AMMETER	TACHOMETER	FUEL GAGE	AIR PRESSURE GAGE
2. BEFORE OPERATION CHECK		VEHICLE DAMAGE	CONDITION OF TIRES	CLEAN HEADLIGHTS	OIL LEVEL
		MIRROR ADJUSTM.	HORN	HAND BRAKES	BATTERY
				FOOT BRAKES	WATER LEVEL
					SEAT ADJUSTMENT
					WIPER
3. EMERGENCY EQUIPMENT (Location and use)		FIRE EXTINGUISHER		HIGHWAY WARNING KIT	OTHER (Describe)
4. CONTROLS "DRY RUN"		GEARS	BRAKE	CLUTCH	FRONT AXLE
5. DEPTH PERCEPTION (Two feet from target)		FIRST TRY		SECOND TRY	THIRD TRY
6. PRACTICE RUN, (1/4 mile)		START	PULL OUT	SHIFT	3 STOPS
					TURNS
					BACKING
7. ADDITIONAL REQUIREMENTS FOR LICENSE		LOCAL LAWS	OPERATING PROCEDURES	ACCIDENT REPORTING	
		OTHER (Describe)			
		SAMPLE			
B. ROAD TEST - SCORED PHASE (DA PRT 2678)					100
COMMENTS AND RECOMMENDATIONS OF ROAD TEST EXAMINER				NUMBER OF TALLY MARKS ON CHECK LIST PRT 2678 (Subtract)	
Passed Satisfactory				ROAD TEST SCORE	
				SIGNATURE OF ROAD TEST EXAMINER	
				Joe Supervisor	
MY DRIVING WEAKNESSES HAVE BEEN MAKE KNOWN TO ME AND I HAVE BEEN SHOWN HOW TO OVERCOME OR ADJUST THEM.				SIGNATURE OF APPLICANT	
				John P. Doe	
DATE					