



REPLY TO  
ATTENTION OF

**DEPARTMENT OF THE ARMY**  
**SPECIAL TROOPS BATTALION, 3D CORPS SUPPORT COMMAND**  
**UNIT 29620**  
**APO AE 09096**

AETV-SCS-H

24 October 2002

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Special Troops Battalion Policy Memorandum # 14, Military Vehicle Safety and Dispatch Procedures

1. PURPOSE. To ensure all soldiers are aware of the Military Vehicle Safety and Dispatch policy.

2. APPLICABILITY. Headquarters, Special Troops Battalion all subordinate units.

3. Policy.

a. Special Troops Battalion vehicles will not be dispatched singly or in a convoy without a Non-Commissioned Officer (NCOIC) or Officer in Charge (OIC). This means that when a single vehicle is dispatched, an NCO or officer will be in the front right hand seat as the senior occupant, exercising positive control over the vehicle and its operator. During convoy movements, the NCO or officer will be positioned in the convoy to maximize his or her positive control over the convoy and ensure safe movement. Only the Company Commander is authorized to make an exception to his policy, and then only in extreme circumstances after they have personally reviewed and approved a mission risk assessment for that driver and mission on that specific day.

b. Company Commanders can authorize enlisted soldiers to drive vehicles for recurring missions, such as courier runs or parts run/diskette turn in. Prior to giving this authorization, commanders must conduct a formal written risk assessment.

c. Once a driver has been authorized to drive a vehicle for a specific recurring mission, that risk assessment is valid until risk factors change. In some cases, commanders may wish to conduct risk assessments using the worst-case weather assessments to preclude constant re-assessment. In other cases, commanders may wish to authorize a unit soldier to drive only in ideal weather conditions. Soldiers will not be assessed being "highly" qualified if they have had an at fault accident within the past 12 months, or if they have not received seasonal weather drivers training.

d. Mission risk assessments for recurring vehicle driving missions will kept on file at the unit until soldiers are reassigned. Formal mission assessments for specific missions will be kept until mission completion. Enlisted soldiers who have been authorized by their commander to

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drive without an NCOIC or OIC present must carry a copy of the risk assessment with them when operating a military vehicle.

- e. No vehicle or piece of equipment will be dispatched that has not been properly PMCS'd.
  
- 4. SUPERSESSION. This policy supercedes STB Policy Letter # 14, dated 20 Nov 2001.
  
- 5. EXPIRATION. This policy memorandum expires 1 October 2003.
  
- 6. "Fit to Fight!"

/// Original Signed ///  
MICHELE M. PUTKO  
LTC, OD  
Commanding

Distribution:

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