

Summary Report for Individual Task  
551-88M-4325  
Establish Transportation Safety Program  
Status: Approved

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**Distribution Restriction:** Approved for public release; distribution is unlimited.

**Destruction Notice:** None

**Foreign Disclosure: FD1** - This training product has been reviewed by the training developers in coordination with the Fort Lee, VA. foreign disclosure officer. This training product can be used to instruct international military students from all approved countries without restrictions.

**Condition:** In an Operational environment create/update a Unit's Motor Transport Safety Program. The program should include guidance on fire prevention, vehicle operations, general safety, security, adverse environmental/terrain conditions, asphyxiation, transport of hazardous material, convoy operations, personnel movement, and risk management. Some iterations of this task should be performed in MOPP 4.

**Standard:** Review available and existing safety guidelines and determine what (if any) changes needed to be made. Given guidance on fire prevention, vehicle operations, general safety, security, environmental protection (adverse conditions), asphyxiation, transport of hazardous material, convoy operations, personnel movement, and risk management based on accident reports, Army regulations, driver proficiency, and suggested areas with 100% Accuracy IAW all applicable regulations and the Units SOP. You will then submit recommendations to unit commander for final approval.

**Special Condition:** None

**Safety Risk:** Medium

**MOPP 4:** Sometimes

### Task Statements

**Cue:** You are assigned to a new unit as the Truckmaster you are given available and existing safety guidelines and references you will create a motor transport safety program in an operational environment during day or night conditions to prepare Soldiers for a variety of situations, and obstacles (including fire, convoy operations, and adverse environmental conditions).

## DANGER

Soldiers must be aware of the inherent dangers of working in and around tactical wheeled vehicles. Hot vehicles, Hot surfaces, sharp, moving objects such as fan blades, slippery surfaces, and excessively loud noises are all dangers. These dangers are also applicable to hazardous cargo being transported (explosive hazard) (as applicable). Each Soldier should take every precaution not to become a victim of these dangers by following regulatory guidance and risk management rules. If armed the vehicle has additional ammunition explosive and negligent discharge hazards.

## WARNING

Soldiers must adhere to all WARNINGS published in the applicable publication for the vehicle or equipment as well as instruction from local SOP and leadership.

## CAUTION

Soldiers must adhere to all CAUTIONS published in the applicable publication for the vehicle or equipment as well as instruction from local SOP and leadership.

**Remarks:** None

**Notes:** None



## Performance Steps

1. Review available and existing safety guidelines.
  - a. Existing local company and battalion standing operating procedure (SOP).
  - b. Applicable regulations including AR 385-10 and ATP 4-11.
2. Suggest changes to safety guidelines and operations based on:
  - a. Accident Reports.
  - b. Army regulations.
  - c. Driver proficiency/evaluation reports.
  - d. Provide guidance on:
    - (1) Fire Prevention.
      - (a) Permit smoking only in designated areas.
      - (b) Never permit smoking within 50 feet of vehicles or stored flammables or within applicable ammunition guidelines.
      - (c) Never use gasoline as a cleaning solution.
      - (d) Train personnel to properly use fire extinguishers.
      - (e) Vehicles transporting explosives will be equipped with two fire extinguishers that are appropriate for the type of explosive being transported.
      - (f) No smoking while operating any government vehicle.
      - (g) Refueling vehicles will be properly grounded when parked, and grounded and bonded when refueling.
      - (h) All refueling vehicles will have the fire extinguisher un-mounted and at point of use during refueling operations.
    - (2) Vehicle Operations.
      - (a) Use ground guides whenever a vehicle is being moved in the motor pool or company operational location.
      - (b) Use two ground guides when backing a vehicle.
      - (c) Ground guides and vehicle operators must be visible to each other at all times. The front ground guide must be visible to the driver at all times.
      - (d) Ground guides must know the proper hand and arm signals.
      - (e) Ground guides must never stand between a moving vehicle and a stationary object.

(f) When ground guiding at night, guide will have a clearly observable flashlight or chemical light that can be seen by vehicle operator (when tactically permitted). When direct line of sight is broken, driver will halt vehicle immediately.

(g) Do not leave vehicles unattended with the engine running.

(h) Make no mention of tracked vehicles. Placement of personnel during transport with respect to cargo loads will be reflective of Unit Commanders guidance, and army regulations.

(i) Use personnel safety straps when transporting personnel in vehicle cargo beds.

(j) Personnel will only be transported in vehicles equipped with fixed troop seating in the cargo area.

(k) Use seat belts when the vehicle is so equipped.

(l) Only properly licensed drivers will start and operate vehicles.

(m) Drivers will not be assigned to drive for more than 10 continuous hours, nor will the combined duty period exceed 12 hours in any 24-hour period without at least 8 consecutive hours of rest.

(n) If more than 10 hours are needed to complete operations, a qualified assistant driver must be assigned to each vehicle.

(o) Drivers will take 15-minute rest breaks every 2 to 3 hours of driving or every 100 to 150 miles, whichever occurs first.

(p) With the exception of hearing protection, the use of headphones or earphones while driving Army motor vehicles is prohibited.

(q) All vehicle or equipment operators will strictly adhere to ALL WARNING and CAUTION statement in the respective technical manual (TM).

### (3) General Safety.

(a) Do not permit horseplay.

(b) Use hearing protection in areas with high noise levels.

(c) Secure loose parts, tools and loads before vehicle movement.

### (4) Security.

(a) Harden vehicles with at least double interlocking layer of sandbags (there are additional hardening measures listed in TC 21-305-20). Hardening of vehicle also depends on availability of materials and type of vehicles used.

(b) Camouflage and concealment will be maximized when vehicle(s) are parked in company areas (tactical).

(c) All vehicle shiny areas such as mirrors, windows will be covered when vehicle is parked for extended periods (tactical).

(d) All sensitive items will be accounted for by platoon leadership before and after all missions. Platoons will designate location and person accountable for ensuring proper security. Missing sensitive items will be reported to Chain-of-Command IMMEDIATELY.

(e) All platoons will occupy perimeter defensive locations upon occupation of platoon-designated areas within the company operational area (tactical).

(f) All platoons will report to company operations upon return to company area.

(g) Spacing and arrangement of parked vehicles will provide ready access and fire lanes.

(5) Environmental Protection (Adverse Environmental/Terrain Conditions).

(a) Turn in used or contaminated petroleum, oils, and lubricants (POL) products through the maintenance section/designated disposal point.

(b) Keep the entire area highly policed.

(c) Protect waste oil storage from contamination and entry into local water source.

(d) Ensure that vehicles are equipped and maintained (good tires, lights, wipers, and chains) to cope with potential adverse conditions.

(e) Ensure that drivers know and follow established emergency procedures in case of vehicle rollover.

(6) Asphyxiation.

(a) Vehicle inspections will highlight any exhaust leakage. Do not idle engines any longer than absolutely necessary or unless used for operation of materials handling equipment (MHE).

(b) Sleeping in parked vehicles with the engine or heater running is prohibited.

(7) Transport of Hazardous Material.

(a) All drivers tasked with transporting hazardous material will be trained and certified to do so. They must have certification card on their person.

(b) Bilingual placards that comply with Part 171, Title 49, Code of Federal Regulation will be placed on all sides of transports of hazardous materials. Loads will be blocked and braced to prevent shifting.

(c) Drivers will follow a preplanned route that minimizes exposure in densely populated areas and park in areas where exposure to inhabited buildings and public gatherings is limited.

(d) (Not necessary in tactical environment.) No person(s) will be allowed to ride on or in the cargo compartment of a vehicle transporting hazardous materials.

(e) Explosives will not be transported in the passenger compartment of vehicles.

(f) An assistant must be used when transporting hazardous materials.

(g) Trucks hauling passengers will be separated from any vehicle hauling hazardous cargo by at least one buffer vehicle hauling general cargo.

(8) Convoy Operations.

(a) Reconnaissance will be performed in advance for oversized vehicles.

(b) Do not place a passenger-vehicle in a convoy as the last vehicle.

(c) Drivers will not back any type of vehicle before first checking for clearance and giving warning.

(d) Ground guides will be used in congested areas.

(e) If convoys will be traveling at night, the convoy commander should make every effort to keep the convoy small, use secured routes if at all possible that the drivers know and have rehearsed. Tell drivers to make maximum use of night vision devices, and conduct leader reconnaissance whenever possible before the convoy begins.

(f) In the event of an air attack, the convoy commander must prescribe alarm signals, give instructions for actions to take while under attack, prescribe actions to take in the absence of orders, ensure that defense procedures are rehearsed, and review procedures with convoy personnel before the convoy moves out.

(g) In the event of sniper fire, extreme caution must be taken to ensure that return fire does not enter a no-fire zone.

(h) In the event of an ambush, parts of the convoy not trapped in the kill zone must take up defensive position and await instructions from the convoy commander. They must not rush into the kill zone.

(i) Decide between an open and closed column defense lineup in convoys.

(j) Prepare for terrain obstacles through map studies and route reconnaissance. If the area that you will be traveling through is open to attack, prepare alternate routes.

#### (9) Personnel Movement.

(a) When more than one person (besides the driver) is transported in a cargo truck, there must be adequate fixed seating.

(b) Before starting the engine, drivers transporting passengers in cargo trucks will make sure all passengers are seated and all safety equipment is in place.

(c) Drivers will warn passengers not to jump from passenger beds and, upon dismounting, move away from traveled portions of the roadway.

(d) Drivers will refuse to move any vehicle in which anyone is in an unsafe position.

#### (10) Risk Management.

(a) Integrate risk management into mission planning, preparation, and execution.

(b) Make risk decisions at the appropriate level in the chain of command.

(c) Accept no unnecessary risk.

(d) Conduct a risk assessment prior to each mission.

3. Submit recommendations to unit commander for approval.

(Asterisks indicates a leader performance step.)

**Evaluation Guidance:** Score the soldier GO if all performance measures are passed. Score the soldier NO-GO if any performance measure is failed. If any performance measure is failed, tell the soldier what was done wrong and how to do it correctly.

**Evaluation Preparation:** Setup: Brief Soldier on Task specifications. Provide guidance on fire prevention, vehicle operations, general safety, security, environmental protection (adverse conditions), asphyxiation, transport of hazardous material, convoy operations, personnel movement, and risk management based on accident reports, Army regulations, driver proficiency, and suggested areas. You will submit recommendations to unit commander for final approval.

PERFORMANCE MEASURES	GO	NO-GO	N/A
1. Reviewed available and existing guidelines.			
2. Suggested changes to safety guidelines and operations based on:			
3. Submitted recommendations to unit commander for approval.			

**Supporting Reference(s):**

Step Number	Reference ID	Reference Name	Required	Primary
	AR 385-10	The Army Safety Program <a href="http://www.apd.army.mil/pdf/r385_10.pdf">http://www.apd.army.mil/pdf/r385_10.pdf</a>	Yes	No
	AR 600-55	THE ARMY DRIVER AND OPERATOR STANDARDIZATION PROGRAM (SELECTION, TRAINING, TESTING, AND LICENSING)	Yes	No
	AR 700-68	STORAGE AND HANDLING OF LIQUEFIED AND GASEOUS COMPRESSED GASSES AND	Yes	No
	ATP 4-11	ARMY MOTOR TRANSPORT OPERATIONS	Yes	No
	ATP 5-19 (Change 001 09/08/2014 78 Pages)	RISK MANAGEMENT <a href="http://armypubs.army.mil/doctrine/DR_pubs/dr_a/pdf/atp5_19.pdf">http://armypubs.army.mil/doctrine/DR_pubs/dr_a/pdf/atp5_19.pdf</a>	Yes	No
	CFR 49	Title 49-Transportation	Yes	No

**Environment:** Environmental protection is not just the law but the right thing to do. It is a continual process and starts with deliberate planning. Always be alert to ways to protect our environment during training and missions. In doing so, you will contribute to the sustainment of our training resources while protecting people and the environment from harmful effects. Refer to FM 3-34.5 Environmental Considerations and GTA 05-08-002 ENVIRONMENTAL-RELATED RISK ASSESSMENT. All soldiers are responsible for making every effort in minimizing or preventing damage to the environment during tactical operations. Any spillage of contaminants (fuel, oil, etc) must be contained until such time as a recovery team can perform necessary clean up operations. It is the responsibility of all Soldiers and DA civilians to protect the environment from damage.

**Safety:** In a training environment, leaders must perform a risk assessment in accordance with ATP 5-19, Risk Management. Leaders will complete the current Deliberate Risk Assessment Worksheet in accordance with the TRADOC Safety Officer during the planning and completion of each task and sub-task by assessing mission, enemy, terrain and weather, troops and support available-time available and civil considerations, (METT-TC). Note: During MOPP training, leaders must ensure personnel are monitored for potential heat injury. Local policies and procedures must be followed during times of increased heat category in order to avoid heat related injury. Consider the MOPP work/rest cycles and water replacement guidelines IAW FM 3-11.4, Multiservice Tactics, Techniques, and Procedures for Nuclear, Biological, and Chemical (NBC) Protection, FM 3-11.5, Multiservice Tactics, Techniques, and Procedures for Chemical, Biological, Radiological, and Nuclear Decontamination. Safety is a MAJOR factor in ensuring all related operations are conducted properly and do not expose vehicle operators to unnecessary hazards in the work environment. All Soldiers, Noncommissioned officers and officers are REQUIRED to abide by all safety standards applicable to the operation and maintenance of motor vehicles and to report or rectify violations thereof.

**Prerequisite Individual Tasks :** None

**Supporting Individual Tasks :**

Task Number	Title	Proponent	Status
551-88M-3353	Review Vehicle Accident Reports	551 - Transportation (Individual)	Approved
551-88M-3700	Manage Transportation of Hazardous/Sensitive Cargo	551 - Transportation (Individual)	Approved

**Supported Individual Tasks :** None

**Supported Collective Tasks :** None