

DOL / TMP
BUS CLASS REQUIREMENTS

1. Maximum number of people per class is 10. First come First Served.
2. Items you which will have to be completed **PRIOR** to class:
 - ✓ Military License DA 348 & OF 346 with at least 2 ½ ton or better.
 - ✓ Defensive Driving Certificate
 - ✓ NCIC form must be completed for your State License
3. Class is a 3 week course; **YOU MUST BE EXEMPT FROM ALL DUTIES DURING THIS TIME.**
4. Class hours are from 0800hrs to 1600hrs, with one long day with night driving.
5. Report time for class is 10 minutes prior to 0800.
6. POC for Bus Class is the undersigned.

Winfred Jefferies

Mr. Winfred Jefferies
Driver's Testing / Instructor
Office: (703) 805-2788
Fax: (703) 805-5457

DOL / TMP

BUS CLASS COST

1. Cost per student is \$300.00.
2. Payment must be made by MIPR or GFEBS "ONLY".
3. Funds must be in place NLT then Friday before class is scheduled to start.
4. POC for payment is the undersigned.



Mr. Thomas San Nicolas "NICK"
Motor Transport Specialist
Thomas.l.sannicolas.civ@mail.mil
Office: (703)805-5010
Fax: (703)805-5457

INFORMATION REQUIRED TO PROCESS

"O.F. 346 & 348"

NATIONAL DRIVER REGISTER SEARCH

LAW AR 600-55

DATE: _____

NAME: _____

LAST NAME

FIRST

MIDDLE

MAIDEN

SOCIAL SECURITY # (LAST 4 ONLY): _____

DRIVERS LICENSE # / STATE: _____

STATE LICENSE EXP (MONTH/DAY/YYYY): _____

(SPELL OUT MONTH)

PLACE OF BIRTH (CITY or COUNTY / STATE): _____

DOB (MONTH/DAY/YYYY): _____

(SPELL OUT MONTH)

SEX: _____ HAIR COLOR: _____ EYE COLOR: _____

HEIGHT (FEET/INCHES): _____ WEIGHT (POUNDS): _____ PAY GRADE: _____

AGENCY: _____

POC / PHONE NUMBER: _____

HAVE YOU TAKEN THE ARMY ACCIDENT AVOIDENCE COURSE: YES or NO

DO YOU WEAR GLASSES OR CONTACTS: YES or NO

**** *TURN AROUND TIME FOR LICENSES IS 5 to 7 BUSINESS DAYS*****

- Operators are responsible to conduct a Preventive Maintenance Checks and Services (PMCS) inspection prior to operating the vehicle. Discrepancies should be reported to the Dispatcher.
- Vehicles will be cleaned and washed by the customer prior to the vehicle being turned-in to the Dispatcher. Cleaning equipment and an automatic car wash are available at the TMP.
- Effective 01 November 2007 you will need 10,000 lbs. and below on your Gov't License to dispatch and/or operate our new Hi-Cube vehicles. The new vehicles sent to us by GSA has a GVW of 11,500 lbs, so this changes the license requirement. If you will be needing to dispatch / operate this vehicle you will need to come by the TMP in advance to take a road test. Please bring your original 348 and 346 on the day you road test. POC is Mr. Jefferies (703) 805-5010.

Need a military driver's license?

1. To take the Army Traffic Safety Program, Accident Avoidance Course for (individuals driving government vehicles):
 - a. If you are using a gov computer with a CAC card reader, login to AKO using your CAC and PIN.
 - b. From within AKO, click the drop down menu SELF SERVICE
 - c. Select MY TRAINING.
 - d. Click on the ALMS logo
 - e. Search for TRAFFIC SAFETY
 - f. Click on the course "Army Traffic Safety Program, Accident Avoidance Course for Army Motor Vehicle Dr"
 - g. Click Register.
 - h. Click Launch Content.

YOU MUST COMPLETE THE ENTIRE TRAINING MODULE IN ORDER TO PRINT A CERTIFICATE OF COMPLETION.

2. Prepare an NCIC background check document. Contact or stop by the TMP for a copy of the form or print a copy utilizing the link below:

[NCIC background check form \(pdf\)](#)

3. Turn-in the completed NCIC form and a copy of the DDC completion Certificate at the desk in the TMP building. Processing takes approximately five days.
4. The TMP will contact you when the NCIC returns from processing and the license has been prepared.

Metro Tickets: <http://www.wha.mil/DFD/Info/NCRTransitSubsidy.cfm>

Phone Numbers, Location, & Hours
Division Chief: 703-805-5674

Transportation Motor Pool (TMP):
Motor Officer: 703-805-5010
Dispatcher: 703-805-2872
Driver Training and Licensing: 703-805-2788
Data Fax: 703-805-5457
Building 189, 5921 16th Street
Hours of Operation - 0600 - 1600 Monday thru Friday

Freight Section: 703-805-2812/2813
Hours of Operation 0630-1500 Monday thru Friday

Movements Branch: 703-805-3385
Passenger Travel: 703-805-2540
Hours of Operation 0800-1630 Monday thru Friday
CTO: 703-799-5680
Data Fax: 703-805-2546
Building, 766, 9910 Tracy Loop
Hours of Operation 0745-1630 Monday thru Friday

