

Deployable Operations Group Vehicle Training and Administration Checklist

UNIT: _____ **Date:** _____

Inspector: _____

- References: (a) Motor Vehicle Manual COMDTINST M11240.9C
 (b) Safety and Environmental Health Manual COMDTINST M5100.47
 (c) USCG Preventive Maintenance Manual for Trailers.
 (d) Federal Motor Vehicle Safety Standards and Regulations. DOT Auto Safety Hotline 1-888-DASH-2-DOT.
 (e) TTP for Multiple Vehicle Operations DOGINST 11200.1

Item	Sat	Unsat
Does each driver have a PQS/JQR signed to operate unit tow vehicles? <i>Pg. 2-1 of ref. (a) and Pg. 10-19 of ref. (d)</i>		
Is each required driver issued a Government Vehicle Operators Identification Card (OF 346) and have it available? <i>Ref (a) Pg 1-8 and 2-4</i>		
Has the vehicle manager reviewed training/qualifications of each driver for special types of vehicles? <i>Ref (a) Page 2-4.c & Ref. (c)</i>		
Emergency Vehicle Operators Course Training Certificates. <i>Ref (a) Page 3-6</i>		
Does the unit have members qualified to fill the following positions: <i>Ref (e) Page 1-3</i> 1. MVO Commander 2. Vehicle Operator 3. Tow Vehicle Operator 4. Vehicle Crewmember 5. Spotter		
Are members designated in writing to fill the above roles? <i>Ref (e) Page 1-4</i>		
Does the unit have a Home-to-Work vehicle authorization memorandum on file? (K-9) <i>Ref (a) Pg 5-1 and 5-2</i>		
Has member completed the Driver Improvement Course following a serious moving violation or have been involved in a serious mishap while operating a government motor vehicle? <i>Ref (a) Page 2-5</i>		
Daily Motor Vehicle Log/Dispatch Log (available)? <i>Ref (a) Page 1-9 and 3-3</i>		
PMS completed/logged as required by manufacturer recommendation, GSA Lease Management Offices or CG policy (includes trailers). <i>Pg. 1-8 of ref. (a) and ref (c)</i>		

Note: "Sat" criteria is 100% compliance for each line item.