# FOREST SERVICE HANDBOOK
# NATIONAL HEADQUARTERS (WO)
# WASHINGTON, DC

## FSH 7109.19 - FLEET EQUIPMENT MANAGEMENT HANDBOOK

## CHAPTER 60 - QUALIFICATION, TRAINING, AND TESTING OF MOTORIZED FLEET EQUIPMENT OPERATORS

**Amendment No.:** 7109.19-2018-3

**Effective Date:** May 7, 2018

**Duration:** This amendment is effective until superseded or removed.

**Approved:** CHRISTOPHER FRENCH
Associate Deputy Chief, NFS

**Date Approved:** 05/03/2018

**Posting Instructions:** Amendments are numbered consecutively by Handbook number and calendar year. Post by document; remove the entire document and replace it with this amendment. Retain this transmittal as the first page(s) of this document. The last amendment to this Handbook was 7109.19-2018-2 to 7109.19, chapters 10 through 50 and chapter 70.

| | | |
|---|---|---|
| **New Document** | 7109.19_60 | 21 Pages |
| **Superseded Document(s) by Issuance Number and Effective Date** | 7109.19_60<br>(Amendment 7109.19-2018-1, 2/20/2018) | 21 Pages |

**Digest:**

60.5 - Adds paragraph: "As required by the Department of Transportation (DOT) Regulations (49 CFR et. al.), all CMV applicants for and employees of positions in which they are required to have a commercial driver's license (CDL) are subject to random alcohol and drug testing." (DR 4430-792-2, 4/11/2011).

Also Expands definition of Driver Types to clarify CDL random drug testing requirements. Adds definition of Public Roads, and updates language throughout the chapter to reflect "Public Roads."

61.2 - Removes paragraph: "AD hires are not considered employees and therefore are not included in the random drug testing pool. Their non-employee status precludes the Agency from monitoring them through the random drug testing process as required by USDA DR-4430-792 which makes them ineligible to operate commercial vehicles."

## Digest--Continued:

61 thru 61.9 - Corrects coding and page numbering for entire chapter.

63.3 - Adds paragraph "AD hires may operate Forest Service-owned or -leased equipment requiring a CDL if they meet all requirements referenced in the CMV Operator Definition under section 60.5, Driver Operator Types."

## Table of Contents

60.1 - Authority ..... 4
60.2 - Objective ..... 4
60.3 - Policy ..... 4
60.4 - Responsibility ..... 5
60.5 - Definitions ..... 5
**61 - QUALIFICATION ..... 8**
61.1 - Forest Service Employees ..... 8
61.2 - Administrative Determined (AD) Hires ..... 10
61.3 - Employees of Other Federal or State Agencies under Agreement ..... 11
61.4 - Employees of Other Partners (Other Than Federal) and Contractors ..... 12
61.5 - Volunteers ..... 13
61.6 - Short-Term Employees ..... 14
61.7 - Administration of Operator's Documents ..... 15
61.8 - Minimum Requirements for Special Equipment Operators ..... 16
61.9 - Minimum Requirements for Emergency Vehicle Operators ..... 16
**62 - TRAINING ..... 16**
62.1 - Training for Qualification ..... 17
62.2 - Supplemental Training ..... 17
62.3 - Corrective Training ..... 18
**63 - TESTING ..... 18**
63.1 - Operating Skills Test ..... 18
63.2 - Knowledge Test ..... 18
63.3 - Commercial Driver's License ..... 18
63.4 - Medical Certificate ..... 19
**64 - PERFORMANCE ..... 19**
64.1 - Periodic Review of Authorization ..... 19
64.2 - Corrective and Adverse Actions ..... 20
**65 - EMPLOYEE RESPONSIBILITIES ..... 21**
**66 - HOURS OF SERVICE ..... 21**

## 60.1 - Authority

1. Title 5 CFR 930 Subpart A governs agencies in authorizing employees to operate Government-owned or -leased motor vehicles for official purposes.

2. Title 49 CFR Part 383 sets forth commercial driver's license standards, requirements, and penalties.

3. Title 49 CFR Parts 390-397 sets forth the following: Federal Motor Carrier Safety Regulations (49 CFR 390); qualification of drivers (49 CFR Part 391); driving of motor vehicles (49 CFR Part 392); parts and accessories necessary for safe operation (49 CFR Part 393): notification and reporting of accidents (49 CFR 394); hours of service of drivers (49 CFR Part 395); inspection, repair, and maintenance (49 CFR 396); and transportation of hazardous materials, and driving and parking rules (49 CFR Part 397).

## 60.2 - Objective

To ensure proper driver/operator authorizations for safe, appropriate, productive, and energy efficient operation of fleet equipment.

## 60.3 - Policy

1. Drivers shall operate all Forest Service-owned and -leased equipment and vehicles within the Original Equipment Manufacturers'(OEM) design standards.

2. The Forest Service shall avoid duplication of State Drivers Licensing programs for the operation of passenger carrying vehicles (see definitions in section 60.5) on roads open to the public.

3. Vehicles should be pooled to encourage full utilization and maximize efficiencies.

4. Forest Service employees who operate specialized Government fleet vehicles and equipment, or drive on non-public roads are authorized and certified to do so.

5. Provide direction on Administrative Determined (AD), cooperator, and volunteer drivers.

## 60.4 - Responsibility

It is the responsibility of Regional Foresters, Station Directors, the Area Director, and the National Job Corps Director to ensure that fleet equipment operator programs meet the minimum qualification requirements (sec. 61).

## 60.5 - Definitions

Commercial Motor Vehicle. A commercial motor vehicle is a Government-owned or -leased motor vehicle of the size and type classified as a commercial motor vehicle (CMV) by Title 49, Code of Federal Regulations, Part 383 (49 CFR Part 383) or as amended by State law. The types of motor vehicles included are:

a. Motor vehicles 26,001 pounds gross vehicle weight rating (GVWR) and above.

b. A motor vehicle designed to transport 16 or more passengers (including driver).

c. Any size motor vehicle transporting quantities of hazardous materials requiring placarding.

d. Motor vehicles with a gross combined weight rating (GCWR) of 26,001 or more pounds, including a towed unit having a gross trailer weight rating (GTWR) of 10,000 pounds or more.

Driver Operator Types:

a. Motor Vehicle Operator. A motor vehicle operator is an individual who occupies a position officially classified as a motor vehicle operator or specialized equipment operator and who is regularly required to operate Government-owned or -leased motor vehicles.

b. Commercial Motor Vehicle (CMV) Operator. A commercial motor vehicle operator is an individual who occupies a position officially classified as a CMV Operator and is certified to operate Government-owned, rented or -leased commercial motor vehicles as defined by the Commercial Motor Vehicle Safety Act of 1986 (49 CFR 383) or State laws.

As required by the Department of Transportation (DOT) Regulations (49 CFR et. al.), all CMV applicants for and employees of positions in which they are required to have a commercial driver's license (CDL) to perform their duties are subject to random alcohol and drug testing. (DR 4430-792-2, 4/11/2011).

c. Incidental Operator. An incidental operator is an individual who is required to operate a Government-owned, -rented or -leased motor vehicle on occasion, to properly carry out assigned duties. Incidental Operators do not occupy a position officially classified as a motor vehicle operator or a special equipment operator.

Examiner. Individual identified to administer written or practical exams.

Fleet Equipment. All agency-owned (WCF and project), -rented, and -leased (GSA and commercial) motor vehicles and specialized equipment.

Misuse. Willful, or publicly-perceived misconduct when operating, parking, and/or occupying a Government-owned or -leased vehicle or piece of equipment. Operating a vehicle or equipment without proper authorization. Personal use of a Government vehicle or equipment. Official U.S. Department of Agriculture (USDA) Misuse Reports require timely Line Officer and Supervisory response to explain reported misuse, perceived or otherwise, and provide appropriate documentation of actions taken.

Operator Identification (ID) Card. The Forest Service will utilize the U.S. Government Motor Vehicle Operator's Identification Card/OF-346, which identifies the type and size of fleet the holder is authorized to operate for specialized vehicles and equipment or when driving on non-public roads.

Passenger Carrying Vehicle (PCV). Any non-specialized vehicle designed for transporting passengers such as; sedans, station wagons, light duty trucks, rentals, leased, and so forth. This includes privately owned vehicles for which an employee is reimbursed under the Federal Travel Regulation.

Privately owned vehicle or equipment. A vehicle not owned, rented or leased by the U.S. Government.

Public Road. A road that is:

1. Available, except during scheduled periods, extreme weather, or emergency conditions;

2. Passable by four-wheel standard passenger cars; and

3. Open to the general public for use without restrictive gates, prohibitive signs, or regulation other than restrictions based on size, weight, or class of registration. (FSM 7730, 23 U.S.C. 101(a)(27); 23 CFR 460.2(c) and 660.103).

Operational (Road) Test. An operational test of skills performed under typical field conditions. The test must permit the operator to demonstrate competence in the use of all equipment components, accessories, and attachments. The test course must be of sufficient length and complexity to thoroughly examine driver-operator qualifications. If an operational road test of commercial motor vehicle operators is mandatory, it must include skills specifically related to Forest Service operations and field conditions. The Operational Road Test is optional for authorizations limited to operating a passenger carrying vehicle on public roads.

Project funds. An activity funded by appropriated funds (non-WCF) (FSM 6580).

Rental Vehicles and Equipment. A vehicle or piece of equipment rented for less than 120 days.

RSA. Region, Station, Area, National Job Corps Center.

Specialized Equipment.

a. Emergency Vehicle. An emergency vehicle, other than a law enforcement vehicle, equipped with a siren and emergency lighting (white, red, or blue flashing lights) used primarily to respond to emergency situations (for example, fires, traffic accidents, and medical emergencies).

b. Law Enforcement Vehicle. A vehicle, either marked or unmarked, used primarily for law enforcement purposes, and may or may not be equipped with a siren and emergency lighting.

c. Motor vehicles with a gross vehicle weight rating (GVWR) from 10,000 pounds to 26,000 pounds. This category includes vehicles with a GVWR between 10,000 to 26,000 pounds and for which a commercial driver's license is not required.

d. Construction, industrial, and agricultural equipment. This includes motor graders, crawler tractors, wheeled tractors, wheeled loaders, tracked loaders, log skidders, fork lifts, and so forth.

e. All other specialized fleet equipment. This includes, snowmobiles, trail bikes, motorcycles, all-terrain vehicles, utility terrain vehicles also known as recreational off-highway vehicles, motorboats, trailers, boats and barges, and so forth.

State Driver's License. A license to operate a motor vehicle by the State, District of Columbia, Puerto Rico, or territory or possession of the United States, in which the employee is domiciled or principally employed.

Unit. One organizational level lower than RSA, such as Forest, Grassland or Zone.

## 61 - QUALIFICATION

### 61.1 - Forest Service Employees

In order to operate a passenger carrying vehicle on a public road, Forest Service employees shall possess a valid State driver's license and a U.S. Department of Agriculture (USDA) issued Government identification card (LincPass). This applies to Government-owned, -leased, and/or -rented vehicles as well as privately owned vehicles for which an employee is reimbursed under the Federal Travel Regulation. A separate Operator ID Card is not required.

For operation of specialized vehicles or equipment, or passenger carrying vehicles on non-public roads, Forest Service employees must possess a valid State driver's license, a USDA-issued Government identification card (LincPass), and an Operator ID card indicating the type and size of vehicle and/or equipment, and road conditions in which they are qualified to operate. The Operator ID card must be signed by the employee's Supervisor and must be in the driver/operator's possession along with a valid State driver's license and a USDA issued Government identification card. Operators in training status may be issued a temporary Operator ID card by the employee's Supervisor, until fully certified. (Operators of specialized fleet equipment that do not specifically require a State driver's license to operate *may be* authorized to operate this type of Government-owned or -leased equipment based on documentation maintained in the Employee Development File (EDF), and summarized on their Operator ID Card).

To complete the agency requirement around Defensive and Distracted Driving training, units have the following options:

1. Complete the AgLearn Defensive and Distracted Driving Courses.

2. Complete the National Safety Council (NSC) online Defensive Driving Course and provide a copy of the course completion certificate to their Supervisor.

3. Develop localized Driving Rodeos or other hands-on skill courses as long as the course curriculum covers the following criteria:

   a. Definition/benefits of defensive driving principles.

   b. Identification of risky driving attitudes/behaviors.

c. Familiarization with Defensive Driving Course Collision Prevention Formula.

d. Benefits of occupant restraint systems.

e. Effects of alcohol and other drugs on driving ability.

f. Physical and mental driver conditions affecting driving ability.

g. Techniques to maintain control during adverse driving situations.

h. Techniques to avoid/reduce collisions.

i. Skills associated with safe turning, passing, and backing maneuvers

Any defensive driving courses completed that are not offered through AgLearn must be recorded by the Supervisor. Additionally, employees shall complete fleet credit card training and certification located at https://usda.adobeconnect.com/fleetcard for USDA employees, and https://www.wcts.usda.gov/FleetCard for non-USDA employees such as volunteers, contractors, and cooperators that do not have access to the USDA intranet system. Mandatory refresher training is required every 4 years.

Employees shall complete an orientation on operating Government fleet equipment, which includes information on: defensive and distracted driving, official use policies, the appropriate use of the fleet credit card, retaining fleet credit card receipts and invoices, log books, appropriate behavior when driving, seatbelt use, accident reporting procedures, driving conditions in the Forest Service environment, preventive maintenance, daily and monthly fleet equipment inspections, emergency repair processes, and so on (EM-7130-2, Driver-Operator Guide).

Employees who drive or operate specialized equipment or who drive on non-public roads shall take written tests and demonstrate their proficiency to operate the specialized equipment and to drive on non-public roads. A qualified authorized operator for this type of equipment shall administer these tests. Project funds must pay for all training and testing costs.

A commercial motor vehicle operator shall be identified in an employee's position description when a commercial driver's license (CDL) is required to operate the equipment assigned to the position. Drug and Alcohol testing guidance for the Forest Service is contained in Executive Order 12564, the USDA's Plan for a Drug Free Workplace and the NFFE/FS Master Agreement and the negotiated Memorandum's of Understanding relating to commercial driver licensing/driving. Employees holding a CDL shall comply with controlled substance testing requirements in Title 49, Code of Federal Regulations, Section 391.81 (49 CFR 391.81). Operators found to be illegally under the influence of alcohol or drugs shall have their commercial vehicle operator's certification revoked.

If a Supervisor determines additional employee background information is needed or further investigation is required; the Supervisor shall either deny the employee the use of fleet vehicles and equipment or the employee shall be given a temporary authorization until a final decision is made. All costs for training, orientation, certification, and authorization are paid by the benefiting project.

Supervisors are responsible for maintaining documentation within an Employee's Development Folder (EDF), to include but not be limited to: validation of a State-issued driver's license, a Government-issued identification card, and where applicable, the Operator ID card and appropriate training, testing, certification, and authorization documentation.

## 61.2 - Administrative Determined (AD) Hires

Administrative Determined (AD) hires who are required to drive or operate Forest Service fleet equipment shall be authorized to do so (FSM 7134.1). Annual authorization requirements are:

1. The AD hire shall have a valid State driver's license for the size and type of vehicle to be driven. The State license must be carried with the AD hire at all times while driving a Government-owned, -rented, or -leased motor vehicle. Verification of the State license must be in the form of an affidavit (report) from the State licensing bureau such as a driving record issued by the licensing State.

2. The AD hire shall complete a Defensive and Distracted Driving course prior to authorization to operate fleet equipment and within the last four (4) years.

3. The AD hire shall have an orientation on operating fleet equipment, which includes information on: defensive and distracted driving, official use policies, the appropriate use of the fleet credit card, retaining fleet credit card receipts and invoices, log books, appropriate behavior when driving, seatbelt use, accident reporting procedures, driving conditions in the Forest Service environment, preventive maintenance, daily and monthly fleet equipment inspections, emergency repair process, and so on. A written exam may be used to document this orientation. (EM-7130-2).

The operation of specialized equipment by AD hires can occur only after successfully completing mandatory training and written/operational testing. A qualified authorized operator of this type of equipment shall administer these tests. Project funds must pay for all training and testing costs.

The AD hire shall be issued an annual letter of authorization in lieu of form OF-346 signed by a Hosting Agency Line, Supervisor, or Staff Officer. The annual letter must clearly state what type of fleet equipment (for example, size and type of vehicles, UTVs, and so forth) may be operated, the requirement to have a valid State license in possession, an expiration of the

authorization no later than one (1) year from authorization date, and any restricted driving conditions (such as, daylight only, paved roads only, automatic transmissions only, no vehicles over 8600 GVW, and so on). This annual letter or other approved document must be carried whenever operating fleet equipment.

To minimize duplication of State driver licensing requirements, AD hires may be authorized by Hosting Agency Line, Supervisor, or Staff Officer's to operate non-specialized vehicles without an operational test if they meet all of the following:

1. Have a Valid State driver's license.

3. Have completed a Defensive and Distracted Driving course within the last four (4) years.

4. Are not operating or towing any specialized equipment.

5. Are not operating non-specialized vehicles on roads that are hazardous or closed to the public.

The hosting agency shall secure all personally identifiable information (PII) for AD hire driver operators in accordance with Unit policies and procedures. All costs for training, orientation, certification, and authorization are paid by the benefiting project.

## 61.3 - Employees of Other Federal or State Agencies under Agreement

In situations where the Forest Service and other Federal or State agencies have executed a statutorily authorized written agreement, such as the Master Cooperative Fire Protection Agreement, establishing that employees are required to operate Forest Service vehicles as part of their official duty, the agreement must stipulate that drivers and equipment operators will hold appropriate operating licenses to meet State and Federal laws. Cooperating agency employees shall follow current operating guidelines and training requirements of their own agency.

The following are required in the agreement as a minimum:

1. Valid State driver's license for the type of vehicle to be driven. The State license must be carried with the employee at all times while driving a Forest Service-owned, -leased or -rental vehicle.

2. An identification card or document that identifies the person as an employee of one of the cooperating agencies.

3. A means of determining what the person is qualified and authorized by the appropriate agency to operate (such as an OF-346 or equivalent).

4. Complete an orientation on operating fleet equipment, which includes information on: defensive and distracted driving, official use policies, the appropriate use of the fleet credit card, retaining fleet credit card receipts and invoices, log books, appropriate behavior when driving, seatbelt use, accident reporting procedures, driving conditions in the Forest Service environment, preventative maintenance, daily and monthly fleet equipment inspections, emergency repair process, and so on. A written exam may be used to document this orientation (EM-7130-2).

Unless specified in the agreement, the Forest Service does not train, test, qualify, or certify the employees of other agencies. All costs for training, orientation, certification, and authorization are paid by the benefiting project. See section 63.3 for Forest Service limitations on CDL examination and training.

## 61.4 - Employees of Other Partners (Other Than Federal) and Contractors

The following are requirements for cooperators, partners, and contractors; or their employees to be authorized to use and operate Forest Service fleet equipment:

1. The Forest Service and the cooperator or contractor shall have executed a written agreement or contract where employees are required to operate Forest Service vehicles as part of official duty.

2. Forest Service fleet equipment must be used for official Forest Service business only and in accordance with the terms of the agreement or contract.

3. Drivers and equipment operators shall hold appropriate operating licenses to meet State and Federal laws. Only properly licensed and qualified drivers may operate the equipment. Employees of Partners and Contractors with valid commercial driver's licenses (CDL) cannot be authorized to operate any commercial motor vehicles unless there is written documentation they are participating in a Department of Transportation Drug Testing program.

4. Drivers and equipment operators shall complete a Defensive Driving and Distracted Driving course every 4 years and prior to operating Forest Service fleet equipment.

5. The cooperator or contractor shall provide proof of and maintain comprehensive liability insurance within agreement or contract limits. Liability issues must be addressed in the agreement or contract.

6. Agreements must comply with the requirements of FSM 1580, Grants, Cooperative Agreements, and Other Agreements.

7. Drivers and equipment operators shall complete an orientation on operating fleet equipment, which includes information on: defensive and distracted driving, official use policies, appropriate use of the fleet credit card, retaining fleet credit card receipts and invoices, log books, appropriate behavior when driving, seatbelt use, accident reporting procedures, driving conditions in the Forest Service environment, preventative maintenance, daily and monthly fleet equipment inspections, emergency repair process, and so on (EM-7130-2).

Unless specified in the agreement or contract, the Forest Service does not train, test, qualify, or certify cooperators, partners, contractors, or their employees. All costs for training, orientation, certification, and authorization are paid by the benefiting project. See section 63.3 regarding Forest Service limitations on CDL examination and training.

## 61.5 - Volunteers

The following are requirements for volunteers to be authorized to use and operate Forest Service fleet equipment:

1. The Forest Service and the volunteer shall have executed a written agreement or contract identifying that employees are required to operate Forest Service vehicles as part of official duty.

2. The Forest Service fleet equipment must be used for official Forest Service business only and in accordance with the terms of the agreement.

a. The volunteer shall have a valid State driver license for the size and type of motor vehicle to be driven. The State license must be carried with the volunteer at all times while driving a Government-owned,- rented, or -leased motor vehicle.

b. The volunteer shall complete a defensive driving course prior to authorization to operate Forest Service fleet equipment and within the last four (4) years.

c. Volunteers shall have an orientation on operating fleet equipment, which includes information on: defensive and distracted driving, official use policies, the appropriate use of the fleet credit card, retaining fleet credit card receipts and invoices, log books, appropriate behavior when driving, seatbelt use, accident reporting procedures, driving conditions in the Forest Service environment, preventative maintenance, daily and monthly fleet equipment inspections, emergency repair process, and so on.
A written exam may be used to document this orientation (EM-7130-2).

d. The operation of specialized equipment (trailers, forklifts, UTVs, ATVs, and so forth) by volunteers can occur only after successfully completing mandatory training and written/operational testing. A qualified authorized operator of this type of equipment shall administer these tests.

Unless specified in the volunteer agreement or contract, the Forest Service does not train, test, qualify, or certify volunteers for the use of their own equipment. All costs for training, orientation, certification, and authorization are paid by the benefiting project.

## 61.6 - Short-Term Employees

Short-term employees are defined as employees working for the Forest Service for appointments less that one consecutive work year (such as, 1039s, student interns, and so forth). These employees are not generally issued lincpass credentials unless they require Active Directory (AD) and email accounts for computer access. Individuals who do not require an AD account are not issued the lincpass credential.

The following are requirements for short-term employees to be authorized to use and operate Forest Service fleet equipment:

1. The short term-employee shall be required to obtain an Operator ID card in lieu of a lincpass.

a. The short-term employee shall have a valid State driver license for the size and type of motor vehicle to be driven. The State license must be carried with the short-term employee at all times while driving a Government-owned, -rented, or -leased motor vehicle.

b. The short-term employee shall complete a defensive driving course prior to authorization to operate Forest Service fleet equipment and within the last four (4) years.

c. Short-term employees shall have an orientation on operating fleet equipment, which includes information on: defensive and distracted driving, official use policies, the appropriate use of the fleet credit card, retaining fleet credit card receipts and invoices, log books, appropriate behavior when driving, seatbelt use, accident reporting procedures, driving conditions in the Forest Service environment, preventative maintenance, daily and monthly fleet equipment inspections, emergency repair process, and so on. A written exam may be used to document this orientation (EM-7130-2).

d. The operation of specialized equipment (trailers, forklifts, UTVs, ATVs, and so forth) by short-term employees can occur only after successfully completing mandatory training and written/operational testing. A qualified authorized operator of this type of equipment shall administer these tests.

All costs for training, orientation, certification, and authorization are paid by the benefiting project.

## 61.7 - Administration of Operator's Documents

The documents generated during the authorization to operate Government equipment must be maintained by an employee's Supervisor in the Employee's Development Folder (EDF). The EDF must maintain the following documents as applicable:

1. Validation of a State issued driver's license, Government issued identification card, and where applicable, a copy of the Operator ID card; U.S. Government Motor Vehicle Operator's Identification Card (OF-346), identifying the types and sizes of fleet equipment the employee is authorized to operate. The Operator ID card must be signed by an employee's Supervisor.

2. For ADs, the AD hire Letter of Authorization.

3. For volunteers, the Volunteer Agreement.

4. Written and Performance Testing documents as appropriate.

5. Verification of Mandatory Training and Endorsements (Initial and Refreshers).

   a. Defensive and Distracted Driving.

   b. Training, certification, and endorsements for specialized equipment such as construction equipment, forklifts, over Snow (Snowmobile, SnoCat, Tracked UTV, and so forth), ATV and/or UTV, and so forth.

   c. Emergency Vehicles.

   d. And so forth.

## 61.8 - Minimum Requirements for Special Equipment Operators

An operating test is required for the type and size of specialized fleet equipment to be operated Refer to sections 61.1, 61.2, and 63.1 for specific information on required testing and documentation.

For Government-owned or –leased specialized equipment (see sec. 60.5), Supervisors or Project Leaders shall ensure that prior to operation, all Forest Service employees, contractors, and cooperators assigned or allowed to operate these vehicles, are tested and certified to have successfully completed a training curriculum that covers the following criteria:

1. Proper use of personal protective equipment (helmets, gloves, and safety glasses/goggles, as a minimum);

2. Pre-operation inspection procedures;

3. Proper operating procedures and potential hazards associated with improper operation;

4. Proper maintenance, storage, and transportation procedures;

5. Hands-on driver training and testing conducted by a qualified authorized operator of this type of equipment; and

6. Any additional training identified by the Supervisor that is necessary for the area or conditions.

## 61.9 - Minimum Requirements for Emergency Vehicle Operators

See FSH 5109.16, Fire Equipment, Supplies, and Chemicals Handbook; chapter 30, section 32.2, Training and section 32.4, Certification, for minimum emergency vehicle operator requirements.

# 62 - TRAINING

Supervisors shall ensure that operators of specialized vehicles and equipment are adequately trained to demonstrate knowledge, skills, and abilities to operate the equipment. Training and testing are addressed separately (refer to sec. 63, Testing). A qualified authorized operator of the type of equipment used shall administer training as applicable. Document all training in the Employee's Development Folder (EDF). Applicable commercial training may be utilized as available. All costs for training, orientation, certification, and authorization are paid by the benefiting project.

## 62.1 - Training for Qualification

Training must be provided for initial qualification or additional qualifications of operators. Training is the responsibility of Forest Supervisors, Station Directors, the Area Director, and Job Corps Center Directors. RSA Fleet Program Managers shall assist in developing and coordinating training programs. Only a qualified and authorized operator shall conduct actual training under field operating conditions. Before seeking qualification, operators of motorized fleet equipment shall become familiar with the following:

1. Pertinent sections of the Driver-Operator Guide, EM-7130-2 (July 2005, revised).

2. Use of the fleet fuel card.

2. Manufacturer's operating instructions.

3. Equipment maintenance records and service intervals.

4. Safety and preventive maintenance requirements.

5. Off-highway driving and operating conditions, procedures, and precautions as applicable.

6. State commercial driver's license requirements as applicable.

7. Commercial motor vehicle operators' rules and regulations established by the Federal Highway Administration pertaining to commercial vehicle safety.

## 62.2 - Supplemental Training

Forest Supervisors, Station Directors, the Area Director, and Job Corps Center Directors shall provide supplemental training for special equipment operators to maintain or improve their operating proficiency. Supplemental training can include but is not limited to, the following:

1. Training sessions conducted by final-stage equipment manufacturers.

2. Interagency training courses.

3. Individual on-the-job training by qualified authorized personnel who have been identified as a subject matter expert (SME).

4. RSA or Unit group training sessions to address specific problems.

## 62.3 - Corrective Training

Employees' Supervisors shall be alert for indicators that employee training is necessary to correct poor operating performance. Indicators would include the following:

1. Accidents or near misses.

2. High repair costs.

3. Specific cases, and/or U.S. Department of Agriculture (USDA) official inquiries, of abuse or misuse of equipment.

Initiate training promptly to correct poor operator performance. It may be necessary for Supervisors to revoke authorizations to operate one or more types of motorized fleet equipment during the corrective training period. Provide detailed and timely response information for USDA official reports of vehicle misuse.

# 63 - TESTING

## 63.1 - Operating Skills Test

Special equipment operators shall pass an operating skills test for the type and size of motorized fleet equipment they operate. The Test Administrator shall conduct operating tests under typical field conditions. The person that the Forest Supervisor, Station Director, the Area Director, or Job Corps Center Director designates, in conjunction with the designated qualified authorized special equipment operator, is responsible for administering the test program.

## 63.2 - Knowledge Test

Written testing for PCV operated on roads open to the public is accomplished through normal State Driver's Licensing programs and shall not be duplicated. Written test will be conducted for operators of specialized equipment on rules, regulations, and field conditions to demonstrate competency.

## 63.3 - Commercial Driver's License

If a commercial driver's license (CDL) is required, it will be stated within the official position description and job duties. CDLs will be administered by the individual's State CDL unit according to their requirements.

Forest Service drivers/operators shall not seek or accept an exemption from the requirements to have a CDL to operate emergency vehicles that require one, even if the State provides such a waiver for certain emergency vehicles.

Employees with a CDL are subject to appropriate notification and reporting requirements (49 CFR 383.31).

AD hires may operate Forest Service-owned or -leased equipment requiring a CDL if they meet all requirements referenced in the CMV Operator definition in Driver Operator Types.

The Forest Service will not participate as a third party CDL examiner or trainer for liability reasons.

### 63.4 - Medical Certificate

A current medical certificate must be maintained by employees with a CDL. Employees holding a CDL shall self-certify as interstate non-excepted when applying for or renewing their Medical Examiner Certificate (49 CFR 391.43). Employees holding a CDL shall comply with controlled substance testing requirements in Title 49, Code of Federal Regulations, Section 391.81 (49 CFR 391.81). All driver/operators shall comply with the USDA Drug Free Workplace guidelines.

The official copy of the controlled substance test results must be maintained in the Employee Development Folder (EDF) at the Albuquerque Service Center (ASC).

## 64 - PERFORMANCE

### 64.1 - Periodic Review of Authorization

First-line Supervisors and the Unit Driver Examiner shall review a minimum of every 4 years, or in the case of commercial driver's licenses every year, each employee's authorization to operate Government equipment and Defensive and Distracted Driving training status. The Equipment Operator ID Card/OF-346 or similar document must be signed by an employee's Supervisor, and must not be issued with indefinite expiration dates. Renewal of the authorization to operate fleet equipment is contingent on the employee having a valid State license, an Equipment Operator ID Card/OF-346 or similar document, and verification of Defensive and Distracted Driving training within the previous 4 years. Authorization to operate specialized equipment may not be renewed without training and testing if the operator has not operated such equipment in the previous 4 years.

Immediate Supervisors shall evaluate the operating performance of each new operator within the first 30 days following authorization. Supervisors shall perform the evaluation by actually riding with the operator or observing their performance under field operating conditions (riding on heavy equipment is not authorized; therefore, observation on the ground from a safe distance may be substituted). These results must be documented and kept within the Employee Development Folder (EDF).

The immediate Supervisor of an operator with an unsatisfactory operating performance evaluation may elect to initiate a training plan to improve performance or, if there has been prior warning, revoke the authorization to operate Government-owned, -rented or -leased motorized fleet equipment until satisfactory performance can be demonstrated.

## 64.2 - Corrective and Adverse Actions

Employees whose authorizations to operate one or more types of motorized fleet equipment are revoked shall be notified in writing, and a copy of the revocation placed in their Employee Development Folder in accordance with the NFFE/FS Master Agreement.

Corrective or adverse action, including revocation of authorization to operate Government-owned or -leased equipment, and possible removal, may be necessary. In determining the specific corrective or adverse action, the deciding official shall consider appropriate details of the situation, including whether there is a connection between off duty conduct and job performance. Situations that could result in corrective or adverse actions might include, but not be limited to the following:

1. The employee misrepresented material facts relating to identity, driving record, physical or mental condition that would prevent authorization, and so forth.

2. The employee operated Government-owned, -rented or -leased motorized fleet equipment on a public highway without a valid State license.

3. The employee is convicted (or forfeits collateral) in connection with a serious traffic violation, such as manslaughter, leaving the scene of an accident, and so forth.

4. A traffic court conviction or other occurrence demonstrated that the employee was involved in substance abuse while operating a motor vehicle.

5. The employee is not fit to operate motorized fleet equipment in a safe manner as determined by a physician.

6. The employee disregarded safe driving practices established by rule, regulation, or policy.

7. The US Department of Agriculture (USDA) forwards an official report alleging the employee was witnessed misusing a vehicle.

## 65 - EMPLOYEE RESPONSIBILITIES

Employees operating motorized fleet equipment shall use, inspect, and maintain that equipment as indicated in the owner's manual. Regardless of who a vehicle is assigned to, driver/operators are responsible for overall vehicle cleanliness, safety, scheduling proper maintenance, and informing Fleet Management of needs and concerns as appropriate.

Employees are responsible for maintaining the appropriate State driver's licenses, commercial driver's licenses (CDLs), and any other required certifications and endorsements. Benefiting program funds must pay for any special licenses, certifications, or endorsements that are a required part of an employee's official duties (FSM 6511.31i). In the event a test is failed and must be retaken, the employee shall be responsible for the additional testing fees.

Employees convicted of a moving vehicle violation shall report that conviction to their immediate Supervisor and certifying official within 30 days. Any State driver's license revocation must be reported to the employee's immediate Supervisor before close of business on the following scheduled workday, and the employee shall surrender their Operator ID card at that time.

## 66 - HOURS OF SERVICE

Forest Service employees who drive motor vehicles or specialized equipment are not required to maintain a record of duty status or driver's log as required in Title 49, Code of Federal Regulations, Section 395.8 (49 CFR 395.8). However, the Forest Service shall not require or permit any employee to:

1. Drive or operate more than 10 hours per shift following 8 consecutive hours off duty; or

2. Work a shift exceeding 16 hours inclusive of breaks and meals (FSH 6709.11 and NFES 2724, Interagency Standards for Fire and Fire Aviation Operations).