



UNITED STATES MARINE CORPS
MARINE CORPS AIR STATION
BOX 99100
YUMA, ARIZONA 85369-9100

StaO 12930.1B
3EA1
13 NOV 1995

STATION ORDER 12930.1B

From: Commanding Officer
To: Distribution List

Subj: LICENSING REQUIREMENTS AND EXAMINATIONS FOR CIVILIAN MOTOR
VEHICLE OPERATORS OF GOVERNMENT VEHICLES

Ref: (a) 5 CFR 930
(b) MCO P11240.106B
(c) MCO 11240.66B
(d) TM 11240-15/3B
(e) StaO 11240.1H

1. Purpose. To inform operating officials and civilian employees of Marine Corps Air Station, Yuma, Arizona of the requirements of reference (a), in the licensing of employees designated as operators or incidental operators of government-owned motor vehicles. Station drivers' tests and issuance of United States Government Motor Vehicle Operators Card (OF-346) are controlled by the provisions of references (b), (c), (d), and (e).

2. Cancellation. StaO 12930.1A

3. Definitions

a. "Operator" means an employee who is regularly required to operate government owned or leased motor vehicles and is occupying a position officially classified as a motor vehicle operation.

b. "Incidental Operator" means and employee other than one occupying a position officially classified as a motor vehicle operator, who is required to operate a Government owned or leased motor vehicle to properly carry out his or her assigned duties.

c. "State License" means a valid driver's license that would be required for the operation of similar vehicles for other than official Government business.

d. "Identification Card" means the United States Government Motor Vehicle Operator's Identification Card OF-346 which specifies the types of government-owned vehicles the holder is authorized to operate.

4. Requirements

a. Per the references, employees of this Station must possess a valid State operator's license to operate any government-owned or leased motor vehicle. Per reference (b), (c),

13 NOV 1995

and (d), an OF-346 is required to operate any government-owned or leased motor vehicle with a gross vehicle weight of more than 10,000 lbs., material handling equipment and scooters.

b. Physical examination for civilian motor vehicle operators will be conducted according to the requirements of references (b), (c), (d). All employees requesting a initial learners permit, initial license or renewal of a existing license are required to complete an OF-345 (physical fitness inquiry for motor vehicle operators). If a condition is found to warrant a review by a medical officer, the employee will take a memorandum with a copy of the OF-345 and request a medical evaluation by a medical officer. If recommended by the medical officer, an OF-346 may be issued. If the applicant is operating a crane, tractor trailer, emergency vehicle, passenger carrying vehicle (16 passengers or greater), refueler, or will be hauling any hazardous material, a detailed physical examination is required. Required forms are Physical Examination for Motor Vehicle Operators (NAVMC 10969) and the Medical Examiners Certificate (NAVMC 10970) or equivalent.

c. National Drivers Register check will be conducted on all employees who apply for a initial learners permit, initial license and renewal of existing license. If an adverse report is returned the applicant will be dealt with in accordance to reference (d).

d. Reference (a) requires disqualification to operate motor vehicles on the following grounds:

(1) The employee is convicted of operating under the intoxicating influence of alcohol, narcotics, or pathogenic drugs.

(2) The employee is convicted of leaving the scene of an accident without making his or her identity known.

(3) The employee is not qualified to operate a Government-owned or leased vehicle safely because of a physical or a medical condition determined by a medical officer.

(4) The employee's State license is revoked.

(5) The employee's State license is suspended. However, the Commanding Officer may continue the employee in his or her position for operation of Government-owned or leased motor vehicles on other than public highways not to exceed 45 days from the date of suspension of the State license.

(6) An employee is involved in an accident while operating a Government-owned or leased vehicle and found to be at fault.

(7) An employee improperly operates the motor vehicle assigned.

(8) An employee fails to comply with federal administrative orders relating to motor vehicle operation.

13 NOV 1995

5. ACTION. Civilian employees, falling within the definition cited in paragraph 2 above, are required to have in their possession a valid State driver's license. Failure to maintain this license in a current status will result in action being taken to suspend or revoke an "operator" or "incidental operator" driver's authorization privileges and may result in appropriate adverse or administrative action taken, if warranted. **EMPLOYEES WHO ARE AUTHORIZED "OPERATORS" OR "INCIDENTAL OPERATORS" ARE REQUIRED TO REPORT ACTIONS OF SUSPENSION OR REVOCATION OF THEIR STATE DRIVERS LICENSE.**



A. M. TORRANCE
By direction

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