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## COMMERCIAL MOTOR VEHICLE EQUIVALENT PROGRAM



## QUALIFICATION TRAINING PACKAGE

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## Chapter 1

### OVERVIEW

**1.1 Overview.** Qualification Training Packages (QTPs) are written to standardize task knowledge for core tasks identified in the Specialty Training Standard (STS). Each QTP contains all core tasks within a specific module/major task heading in the STS. Each module is subdivided into units corresponding with the core task.

1.1.1. This QTP utilizes resources developed by the American Association of Motor Vehicle Administrators (AAMVA, website <http://www.aamva.org>), including the *Commercial Driver's License Manual* (AAMVA, 2022), the *CDL Examiner's Manual* (AAMVA, 2022), and the *Certified Commercial Examiner (CCE) Training, Validation, and Operations Examiner (TVOE) Training Prerequisite Course*. This guidance equips all Air Force operators on tractor-trailer combinations, buses (designed to carry 16 or more passengers, including the driver), and tankers with a working knowledge and skill level equivalent to or exceeding national commercial driver's license (CDL) certification standards. With a strong emphasis on risk management and safety, this enhanced standard has been tailored to address the unique operational requirements of the Department of Defense (DoD) and the Department of the Air Force (DAF).

1.1.2. Established by the *Commercial Motor Vehicle Safety Act of 1986* and governed by the Code of Federal Regulations (CFR), CDL requirements are enforced by the Federal Motor Carrier Safety Administration (FMCSA, website <https://www.fmcsa.dot.gov>), the United States Department of Transportation (USDOT) agency responsible for enhancing roadway safety.

1.1.3. Military members are not required to obtain a CDL to operate commercial motor vehicles (CMV), as specified in Title 49, Code of Federal Regulations, Part 383.3, *Applicability*. However, Department of Defense Manual (DoDM) 4500.36, *Acquisition, Management, and Use of DoD Non-Tactical Vehicles*, mandates that "all military and civilian personnel operating NTVs with a capacity of 16 or more passengers or with a GVWR greater than 26,000 pounds receive appropriate Commercial Driver's License-equivalent training. Successful completion of the training will be documented on the OF 346 or agency or Service equivalent."

1.1.4. To ensure the Air Force consistently fields safe, qualified, and professional CMV operators, all military training programs will meet or exceed FMCSA CDL standards.

1.1.5. Send comments and suggested improvements on Department of the Air Force (DAF) Form 847, *Recommendation for Change of Publication* through Air Force Ground Transportation (AF/A4LR) functional manager via e-mail to [pentagon.af-a4.mbx.a4lr-workflow@mail.mil](mailto:pentagon.af-a4.mbx.a4lr-workflow@mail.mil).

**1.2. Policy.** The QTP Policy establishes a standardized framework for training within the Ground Transportation career field. Mandated by the Ground Transportation Career Field Manager (GTCFM), this policy ensures consistent and effective on-the-job training (OJT) for all Airmen, leading to successful task performance across all locations.

1.2.1. QTPs are mandatory for all identified upgrade training tasks and provide a standardized

method for conducting OJT. These packages utilize a consistent format that includes comprehensive task performance checklists, guiding trainers, certifiers, vehicle control official (VCO), and trainees through all required steps. While a paper-based component anchors each QTP, various media, such as videos and web-based courses, may be incorporated to enhance the training experience. Additionally, QTPs provide trainers with structured lesson plans for each core task, facilitating effective knowledge transfer and practical application.

1.2.2. To maintain standardization and prevent the use of outdated materials, the most current QTPs are accessible through the Ground Transportation SharePoint and/or the e-publishing website. Local storage of QTPs is prohibited. Supervisors and trainers are responsible for reviewing the relevant QTP with the Training, Validation, and Operations office before conducting training to address any questions or concerns. Trainees are expected to actively participate in training, demonstrate task proficiency, and seek clarification when needed. Documentation of training completion in the system of record is required.

1.2.3. The GTCFM is responsible for developing, reviewing, and updating QTPs based on career field needs and regulatory guidance. The policy will undergo periodic reviews and updates to ensure alignment with current Air Force guidance and Ground Transportation career field requirements. Feedback on the effectiveness and usability of QTPs is encouraged and should be directed to GTCFM.

### **1.3. Administration.**

1.3.1. QTP Training. Document completion of the QTP as a journal entry in *Training Business Area 2.0 (TBA 2.0)*. Completion of this training is required for tasks under CFETP 2T1X1 Section 2.2.2. *Training and Development (Intermediate)*.

1.3.3. Competency task 2.2.2.5 *\*Execute Commercial Motor Vehicle Equivalent Examinations*.

1.3.2. This involves utilizing training guidelines and milestones as benchmarks to assess an applicant's current competencies and identify areas for potential growth throughout the certification process to achieve full-spectrum readiness.

**1.4. Purpose.** This section of the QTP outlines standardized processes for Commercial Motor Vehicle Equivalent (CMVE) certification. It details procedures and responsibilities to ensure the Air Force's certification process meets or exceeds the standards set by the USDOT and FMCSA.

1.4.1. Defining the procedures and responsibilities for TVOEs, in accordance with (IAW) *Department of the Air Force Instruction (DAFI) 24- 301, Ground Transportation*.

1.4.2. Describing Knowledge and Skills Tests administered to applicants for tractor/trailer combination, bus, and tanker, without releasing specific Controlled Test Material (CTM).

1.4.3. Identifying prerequisite training requirements to be accomplished by the applicant prior to being eligible for administration of the tractor/trailer combination, bus, and tanker Knowledge and Skills Tests.

1.4.4. Establishing mandatory assessment objectives, general guidelines, and scoring procedures for the development and administration of all evaluated components of the CMVE

Skills Test. This test, required for applicants seeking licensure on tractor/trailer combinations, buses, and tankers.

1.4.5. Providing guidance on safeguarding and maintaining CTM referenced in **Attachment 7** of this QTP.

## Chapter 2

### RESPONSIBILITIES

#### 2.1. CMVE Associate Program Managers

2.1.1 Appointment and Access: All assigned Associate Program Managers (PM) must complete DAF Form 173, *Department of the Air Force Commercial Motor Vehicle Equivalent Certification Program Controlled Test Material Non-Disclosure Agreement* and have a signed appointment letter on file in the *AF Ground Transportation TVO Examiners* SharePoint. This documentation is required to gain access to CTM, enabling them to monitor and advance component programs.

2.1.2 Examiner Co-Scoring and Validation: IAW DAFI 24-301, *Ground Transportation*, Associate PMs are authorized to conduct co-scoring events with Examiners who require annual validation due to a lack of completed Skills Tests. To maintain proficiency and validate unit Examiners, Associate PMs must meet the following requirements: **Note:** MAJCOM 2T1 GT Inspector must maintain same standard listed below for participation in co-scoring events.

2.1.2.1 Training: Associate PMs must successfully complete training through the Ground Transportation (GT) Training, Validation and Operations (TVO) Examiners (TVOE) Course at Fort Leonard Wood, Missouri, conducted by the 368th Training Squadron (TRS).

2.1.2.2 Co-Scoring Activity: Associate PMs must conduct co-scoring on a minimum of ten Skills Test components annually to maintain the necessary skillset for validating unit Examiners.

#### 2.2. Examiners.

2.2.1. Upon appointment IAW DAFI 24-301, will review and endorse a DAF Form 173. This appointment confirmation and the DAF Form 173 will then be submitted to HAF Program Managers for processing and CTM access approval.

2.2.1.1. Will maintain and safeguard CTM IAW **Attachment 7** of this QTP. Under no circumstances is a TVOE permitted to release copies (E.g., email attachments, instant message) of any CDL Knowledge Test or Skills Test Score Sheets, Scoring Criteria, etc., nor post to any website/public domain. All materials related to CDL Knowledge and Skills Tests for both class and endorsements must be kept secure.

2.2.1.2. Within 5 business days of revocation as a TVOE, the former TVOE will notify HAF Program Managers using DAF Form 173.

2.2.1.3. Appointed Examiners who have never completed a CCE course administered by AAMVA, an approved state DMV or state patrol, or the AF TVOE Course will not receive access to the AF GT TVOE SharePoint site materials and any printed local CTM until an approved course attendance date is secured.

2.2.1.4. Access to CTM (e.g. AF GT TVOE SharePoint, unit storage container, myLearning CBTs, etc.) can be rescinded for the following reasons:

2.2.1.4.1. TVOEs do not conduct the minimum ten Skills Test components in a calendar year or complete the required refresher course IAW DAFI 24-301.

2.2.1.4.2. Appointment letters not updated within 90-days of change of command.

2.2.1.4.3. TVOE identified as a participant in the breach or spillage of CTM. **Note:** Privileges are removed during investigation and reinstated dependent upon commanders' recommendation.

2.2.1.4.4. Permanent Change of Station or Permanent Change of Assignment from unit assigned as the TVOE.

2.2.2. Examiner Standards: Initial TVOE training and continuous skills maintenance:

2.2.2.1. Will successfully complete a CCE course administered by the AAMVA, an approved state DMV or state patrol, or the AF TVOE Course.

2.2.2.2. Will complete an AAMVA CCE course, an approved state DMV or state patrol, or the AF TVOE Course in-residence every three years. Additionally, HAF CMVE PMs will enroll initial and refresher training students in the CMVE CCE/TVOE on-line Prerequisite Course 30 days prior to their course start date. This course must be completed before attending the training.

2.2.2.2.1. Will notify HAF CMVE PM and Associate CMVE Program Managers (E.g., HAF/A4LR, AFRC/A4RF, ANG NGB/A4RDV) upon successful completion of a CCE course administered by AAMVA, an approved state DMV or state patrol, or AF TVOE Course. Notification should include official course completion date (E.g., certificate of completion).

2.2.2.3. Will complete the *Air Force Commercial Motor Vehicle Equivalent (CMVE) Certified Commercial Examiners Training Course* through the approved training platform (e.g. myLearning, etc.) on an annual basis. Examiners will contact HAF CMVE PM for enrollment in the course 30 days prior to expiration of previous training completion date.

**Table 2.1. Recommended Training Time for TVOE.**

<b>Training Activity</b>	<b>Training Time</b>
Appointee's Preparation	5 Hours
TVOE's Online Course	18 Hours
AAMVA CCE;	40 Hour State-Ran Course
AF TVOE Course;	64 Hours, @ Ft. Leonard Wood
AF TVOE Refresher Course	32 Hours, @ Ft. Leonard Wood

2.2.2.4. Stay current on CDL knowledge and skills test criteria.

2.2.2.5. Regularly review this QTP and the following materials, and maintain a library of relevant resources:

2.2.2.5.1. CDL Examiner's Manual (AAMVA)

2.2.2.5.2. Commercial Driver's License Manual

2.2.2.6. Stay informed of current federal CDL regulations.

2.2.2.7. Maintain familiarity with all CDL classifications, endorsements, and restrictions. Refer to **Attachment 2** and the CDL Examiner's Manual for additional guidance.

2.2.2.8. To ensure consistent testing standards at each installation:

2.2.2.8.1. Annual Variance Checks: Examiners will conduct annual variance checks with assigned peers. Results will be documented in the Online Vehicle Interactive Management System (OLVIMS) under the category "Service - TVO Examination," with the requester listed as "Annual Variance Check." All Examiners participating in the variance check will be added to the request. Any instances where a member is found to be outside the acceptable standard will be documented in the remarks section for tracking purposes. Follow-up variance checks will be conducted and documented until all members meet the required standards (3-5 point scoring standard range).

2.2.2.8.2. Skills Test Variance Checks: Before administering the Vehicle Inspection (VI), Basic Control Skills (BCS), or Road Test (RT) to an applicant, Examiners must complete a variance check for each test component they haven't administered within the past three months. **Note:** While the CDL Examiner's Manual uses the term "Road Test," the Commercial Driver's License Manual refers to it as the "On-road Driving Test".

2.2.2.8.3. Post-Training Variance Checks: Upon returning from initial or refresher training from an approved source (para. 2.2.2.2.), Examiners will conduct variance checks on all Skills Tests with all assigned Examiners to ensure alignment with current AAMVA and AF standards (3-5 point scoring standard range).

2.2.3. Will document all knowledge Test results in the certification log and verify the applicant's DAF Form 171 has been updated for certification tracking purposes. The Examiner will use the certificate of completion date to initiate the 180-day timeline for certification on the representative vehicle. This date will be annotated on DAF Form 171 to ensure the applicant, trainer, and VCO are aware of certification timeline requirement.

2.2.3.1. When an applicant is requesting to upgrade their DAF Form 2293 with a new representative vehicle, the Examiner will ensure that they have completed all required knowledge tests as identified in **Chapter 4** before annotating the 180-day timeline on DAF Form 171.

2.2.3.2. Examiners will be the only ones to resolve any questions, concerns, or challenges applicants have regarding to knowledge tests.

2.2.3.3. When testing at the Test Control Facility (TCF) is not available due to unique circumstances for extended periods, Examiners will schedule and conduct manually conduct (e.g., paper tests) CMVE Knowledge Tests using the standardized knowledge tests published on the AF Ground Transportation SharePoint.

2.2.3.4. In unique situations where the Education and Training Section (E&TS) manpower constraints hinder electronic Testing, Ground Transportation can establish a local

agreement with the E&TS or TCF to proctor tests within their testing facilities. Hence, CMVE knowledge tests will only be proctored by authorized Test Control Officials or TVOEs.

2.2.3.4.1. To enable a smooth transition back to electronic testing and prevent retesting, Examiners must provide applicant's pertinent information (i.e., name, DODID, specific knowledge test taken manually, along with the test results) to HAF CMVE PM at HAF/A4LR. HAF CMVE PM will update the information into myLearning and notify the Examiner upon completion, to enable the applicant to resume testing.

#### 2.2.4. Develop and implement standardized Skills Test materials:

2.2.4.1. Design and document VI procedures, BCS course layout, and RT procedures (including Primary and Alternate Routes/Scripts) in accordance with local, state, and federal laws, DoD guidance, and the CDL Examiner's Manual.

2.2.4.2. Post all developed materials to the designated unit folders within the *AF Ground Transportation TVO Examiners* SharePoint.

2.2.4.3. Upon completion, notify HAF CMVE PM and Associate CMVE PM (e.g., HAF/A4LR, HQ AFRC/A4RF, ANG NGB/A4RDV) to facilitate review and approval.

2.2.4.4. All revisions, additions, or translations to installation testing materials (e.g., route scripts, BCS location, BCS layout, etc.) must be coordinated through and approved by HAF CMVE PM prior to implementation.

#### 2.2.5. Will verify applicants' qualifications and training prior to administering the Skills Test, the examiner will:

2.2.5.1 Confirm training completion: Verify training completion by ensuring the trainer has signed and printed their name on DAF Form 171 *Request for Driver Training and Addition to U.S. Government Driver's License*, confirming that training was completed for the vehicles listed on the form.

2.2.5.2 Validate required documentation: Ensure the applicant possesses a valid state driver's license, DAF Form 2293 (if applicable), *U.S. Air Force Motor Vehicle Operator Identification Card*, DAF Form 171, and a valid mission requirement to operate the vehicle.

2.2.5.3 Ensure successful knowledge test completion: Confirm the applicant has passed all required knowledge tests as outlined in the CDL Examiner's Manual Section 3.4 and this QTP for the representative vehicle.

2.2.5.4 Confirm successful completion of all required tests throughout the certification process.

#### 2.2.6. Required actions for CMVE Skills Test Administration and Documentation:

2.2.6.1. Safety and Requirements:

2.2.6.1.1. Administer all tests following safety precautions and requirements outlined in this QTP, the CDL Examiner's Manual, DAFMAN 91-203, *Air Force Occupational Safety Fire and Health Standards*, and DAFI 91-207, *The Traffic Safety Program*.

2.2.6.1.1.1. For safety, Examiners will carry cell phones (in silent mode or off).

2.2.6.1.2. Schedule required Skills Tests with the applicant(s).

2.2.6.1.3. Before administering the Skills test, verify that all test courses (VI, BCS, RT) are clear of obstructions, such as debris, construction, or road closures. This process guarantees a safe assessment environment for applicants and confirms use of the designated route.

2.2.6.2. Vehicle Selection and Preparation:

2.2.6.2.1. Encourage applicants to utilize vehicles assigned to their unit for increased familiarity and potential for improved performance.

2.2.6.2.2. Reserve vehicles from the Ground Transportation Operations Center, when necessary, such as when unit-assigned vehicles are unavailable.

2.2.6.2.3. When units have unique vehicles, applicants are responsible for providing their vehicle for the test.

2.2.6.2.4. When available, utilize a "representative vehicle" – one in the same "Class" and "Type" as the CMV the applicant operates or will operate after certification (e.g., Water Tank Truck for Fuel Tank Truck). See **Paragraph 4.1.3.** for further clarification.

2.2.6.2.5. Ensure all vehicles are safe and serviceable before administering any component of the Skills Test (VI, BCS, RT).

2.2.6.3. Test Administration:

2.2.6.3.1. Prepare the materials needed to conduct the Knowledge and Skills Test. At a minimum, Examiners will have:

2.2.6.3.1.1. For the Knowledge Tests: Commercial Driver's License Manual, applicable knowledge test and answer key, blank score sheets, pen or pencil, storage container for electronic devices, scratch paper, and the AF Standardized Instructions.

2.2.6.3.1.2. For the Skills Test: CDL Examiner's Manual, clipboard, pen or pencil, whistle, CDL Skills Scoresheet, the applicable checklist from **Attachment 3** laminated, and the AF Standardized Instructions. Refer to **Paragraph 2.2.6.1.** for safety requirements during testing.

2.2.6.3.2. Before beginning any portion of the Skills Test, the examiner will speak with and walk around the vehicle with the applicant to ensure they understand the test expectations and explain any common trends that could hinder proper scoring. This conversation aims to put the applicants at ease and ensure they are well-prepared for the test while also providing insights that lead to a fair and accurate assessment.

Additionally, Examiners will walk the applicant through the BCS course to orient them to the maneuvers to be executed throughout the testing process.

2.2.6.3.3. Each portion of the knowledge and Skills Test(s) (VI, BCS, RT) will start with the applicable standardized verbal instructions and/or diagrams found in the AF Standardized Instructions available on the AF GT TVOE SharePoint site (website, <https://usaf.dps.mil/teams/10155/SitePages/Home.aspx>).

2.2.6.3.4. Evaluate applicants on all components of the Skills Test without aid, for tractor/trailer combinations, buses, and tanker. These tests will be conducted in sequence and over the span of one examination period (e.g., 2-3 hours). In unique situations examination period may be extended no more than one business day to accommodate technical, climatic, or physical emergencies (e.g. vehicle breakdown, inclement weather, applicant/examiner injury). If extension exceeds one business day, applicant must be rescheduled to re-accomplish all Skill Test components in succession (e.g., VI, BCS, RT).

2.2.6.3.5. Provide feedback to the applicant as indicated in the AAMVA CDL Examiner's Manual (See "Giving Feedback to the Driver"). At a minimum, inform each applicant whether they passed or failed each test and explain the next steps in the testing process.

#### 2.2.6.4. Documentation:

2.2.6.4.1. TVOEs will complete the DAF Form 171, including the second page, and furnish the completed document to the local servicing OR&L Office (when applicable).

2.2.6.4.2. Indicate the appropriate CDL classifications, endorsements, and/or restrictions on the DAF Form 171. **Note:** Once a restriction is annotated on an applicant's DAF Form 2293, the only way to remove it is to complete all components of the Skills Test (e.g., VI, BCS, RT) in the representative vehicle.

2.2.6.4.3. Document Knowledge and Skills Test results on the approved certification log, available on the AF GT TVOE SharePoint. Units will store this log on the AF GT TVOE SharePoint at a minimum. Units may store a duplicate/local copy if the location is secured to only those with approved access in accordance with this QTP.

2.2.6.4.4. Examiners will ensure that all required documents are uploaded to their SharePoint folder on the AF GT TVOE SharePoint. The following are required documents to be maintained on the AF GT TVOE SharePoint. **Note:** All files loaded to the AF GT TVOE SharePoint will follow the standardized naming convention provided by the HAF CMVE PM.

2.2.6.4.4.1. Appointment Letter of Assigned Examiners

2.2.6.4.4.2. All Assigned Examiners completed DAF Form 173

2.2.6.4.4.3. CCE Course certificate(s)

2.2.6.4.4.4. Approved Route Scripts

- 2.2.6.4.4.5. Approved BCS Layout
- 2.2.6.4.4.6. Template of third time failure letter
- 2.2.6.4.4.7. Certification Log
- 2.2.6.4.4.8. Transition Approval Memorandum(s)
- 2.2.6.4.4.9. All transition reports with the required information IAW **Chapter 6**

### **2.3. Quality Assurance Evaluators (QAE).**

- 2.3.1. Conduct evaluations on Standard Forms utilized for the security of approved storage containers.
- 2.3.2. Conduct evaluations on inventory logs used to maintain CTM, ensuring they are completed each month, and all the inventory is documented with 100% accuracy (e.g., destruction, check-out, check-in, etc.). These evaluations will be a validation of information contained within the monthly inventory using the daily log of materials being checked-in, checked-out, destroyed, and added (e.g., printed) to ensure proper maintenance of CTM.
- 2.3.3. Initiate Quality Assurance focused Special Interest Items (SII) resulting from cross-tells or determined by commander driven metrics or other concerns, to ensure SIIs are reviewed, maintained, and appropriate action(s) taken when the unit is not in compliance.
- 2.3.4. QAE will not have access to unsealed controlled test materials for the purpose of conducting evaluations.

### **2.4. Vehicle Control Official (VCO) or Designated Authority.**

- 2.4.1. Coordinate with the UTM to schedule applicants for all CMVE Knowledge Tests.
- 2.4.2. Coordinate with the TVOE to schedule applicants for all CMVE Skill Tests.
- 2.4.3. Ensure all test results are documented on DAF Form 171. **Note:** VCO will obtain a hard copy or electronic copy of test results for verification/record from the UTM or trainer.
- 2.4.4. Notify the Ground Transportation TVO office of any failures during the CMVE knowledge testing.
- 2.4.5. Should an applicant experience a failure, a key responsibility of the VCO is to utilize feedback for continuous improvement of the training program. The VCO will use the information gathered during the applicant's feedback session to pinpoint specific areas where training is deficient or where applicants consistently struggle. This valuable insight will then be shared with the vehicle trainer to address deficiencies noted within the training program.

### **2.5. Applicants.**

- 2.5.1. Comply with all training requirements established in the applicable vehicle QTP and the Commercial Driver's Manual.
- 2.5.2. Ensure all testing is requested through local unit VCO or designated authority.

2.5.3. Maintain a current copy of the DAF Form 171 with testing documentation on their person during all training events and certification tests.

2.5.4. Will not share any CTM with any unauthorized members to ensure test security. Adhere to all instructions during the certification process and immediately divulge any known breaches of CTM to the TVOE.

2.5.4.1. Will contact the TVOE at the Ground Transportation TVO office to address any questions, concerns, or challenges of the Knowledge Test.

## Chapter 3

### INTRODUCTION

**3.1. Objectives.** The CMVE Certification Program is designed to ensure highly qualified operators, vehicle operation safety, and standardized, comprehensive training on all DAF installations. The program will meet or exceed the standards of the USDOT and FMCSA. Applicants will demonstrate proficiency in inspecting, operating, backing, parking, and shifting manual transmission tractor/trailer combinations, bus, and/or tanker through lectures, demonstrations, hands-on driving sessions, Knowledge Tests, and Skills Tests.

3.1.1. Certification on tractor/trailer combination, bus, and tanker, will provide CMV operators with the knowledge and skills necessary to meet or exceed the minimum federal CDL requirements for Class A and Class B CMV. To acquire certification, applicants must achieve a minimum score of 80% on each Knowledge Test and pass the Skills Test (VI, BCS, RT).

3.1.2. The following vehicle classifications apply to the CMVE Certification Program:

3.1.3.1. Tractor/trailer (T/T). A combination vehicle with a gross combination weight rating (GCWR) of 26,001 pounds or more with a towed unit that has a gross vehicle weight rating (GVWR) of more than 10,000.

3.1.3.2. Bus. The Class B bus must have a GVWR of 26,001 pounds or more. The Class C bus must have a GVWR of less than 26,001 pounds. The bus must have a carrying capacity of 16 or more passengers, including the driver.

3.1.3.3. Tanker. Have a GVWR of 26,001 pounds or more and must be equipped with air brakes. It must have an individual rated capacity of 119 gallons and an aggregate rated capacity of 1,000 gallons or more in the tank that is either permanently or temporarily attached to the vehicle or chassis.

### 3.2. Program Authority, Standards, and Testing

3.2.1. The GT TVO section holds sole certification authority for all Air Force, Air National Guard, and Air Force Reserve personnel required to operate specific CMVs IAW DAFI 24-301.

3.2.2. All tests are conducted using this QTP, CDL Examiner's Manual, and Commercial Driver's License Manual.

3.2.3. The DAF requires all CMVE applicants to demonstrate proficiency in the specific class and the type of vehicle they will operate. This process involves passing knowledge and skills tests.

3.2.4. Applicants must perform these tests in a USAF "Representative" vehicle, mirroring the class and type of vehicle they will be operating. These classifications, based on the manufacturer's gross combination weight rating (GCWR) and/or gross vehicle weight rating (GVWR), account for differences in vehicle configuration and the required driver skills and knowledge for safe operation.

### **3.3. Desired Learning Outcome for the Applicant.**

3.3.1. Understand safety precautions pre-, during-, and post-operation of tractor/trailer combination, bus, and/or tanker.

3.3.2. Understand the purpose of tractor/trailer combination, bus, and/or tanker and their role in the mission.

3.3.3. Know the proper operator maintenance procedures of the tractor/trailer combination, bus, and/or tanker IAW applicable Technical Orders (TOs) or manufacturer's operations manual and use of DAF Form 1800.

3.3.4. Safely and proficiently operate tractor/trailer combination, bus, and/or tanker.

## Chapter 4

### CERTIFICATION STRUCTURE

#### 4.1. Knowledge Test.

4.1.1. All knowledge-based testing for CMVE Certification will be conducted through TCF for each unit. Unit VCO will coordinate applicant testing with the UTM. UTM will coordinate/schedule all Knowledge Testing with the TCF. Upon completion of each test, the applicant's information will send the results to the UTM. The UTM will then provide this information to the VCO, or designated authority. The certificate of completion or completion report will be sent to the servicing TVOE for documentation of results and the establishment of initial 180-day expiration date for the certification process on DAF Form 171.

4.1.1.1. General Knowledge Test (GK)

4.1.1.2. Air Brake Test (AB)

4.1.1.3. Combination Test (C)

4.1.1.5. Tank Test (T)

4.1.1.6. Passenger Test (P)

4.1.1.7. Hazardous Materials Test (H)

4.1.2. Testing will always start with the General Knowledge test followed by the Air Brake test (if applicable). Applicants who have completed a CMVE Certification utilizing the AAMVA Testing system will not be required to take the General Knowledge or Air Brake test (if applicable) when upgrading their DAF Form 2293 with a new representative vehicle.

4.1.2.1. Any applicant that has not completed a CMVE Certification utilizing the AAMVA Testing System knowledge test, will be required to complete both the General Knowledge and Air Brake (if applicable) test before completing the endorsement tests.

4.1.3. In unique circumstances when CMVE Electronic Testing is unavailable at TCF (E.g., technical difficulties with the myLearning system, testing issues that hinder electronic testing for an extended period), the Ground Transportation TVOE will schedule and conduct knowledge tests utilizing manual testing procedures (E.g., paper test) at the approved knowledge testing site. The DAF Form 171 will be established in compliance within this section.

4.1.4. To enable a smooth transition back to electronic testing and prevent retesting, Examiners must provide applicant's pertinent information (i.e., name, DODID, specific knowledge test taken manually, along with the test results) to HAF CMVE PM at HAF/A4LR. HAF CMVE PM will update the information into myLearning and notify the Examiner upon completion, to enable the applicant to resume testing.

4.1.5. Units approved by their MAJCOM to complete the Skills Test at a regional CMVE Certification Center may complete the knowledge tests at their E&TS or TCF. Once all Knowledge Tests are complete members can begin hands-on training in preparation for Skills Test at the approved CMVE Certification Center.

## 4.2. Skills Test.

### 4.2.1. Safety Items.

4.2.1.1. Prior to starting and throughout the Skills Test, the applicant will:

4.2.1.1.1. Prioritize safety by ensuring the following personal protective equipment and safety items are worn/available:

4.2.1.1.2.1. Safety steel-toed boots.

4.2.1.1.2.2. First aid kit

4.2.1.1.2.3. Warning triangles.

4.2.1.1.2.4. Inclement weather gear, if applicable.

4.2.1.1.2.5. Utilize vehicle safety restraint system.

4.2.1.1.2.6. Wheel Chalks (if required).

4.2.1.1.2. To ensure the safety of all individuals involved, the test will be promptly terminated if the applicant engages in any illegal activities, performs any action deemed unsafe, or exhibits behavior that raises concerns. In such cases, the applicant will be required to reschedule and retake the test. **Note:** Applicants must remove all watches, rings and jewelry, and identification tags that may become a safety risk/hazard.

4.2.1.2. Skills Tests shall be conducted under conditions that promote safety, fairness, and accurate assessment of driver competence and vehicle condition. The following guidelines will be observed.

4.2.1.2.1. Daylight Hours. Testing will primarily be scheduled and conducted during daylight hours, defined as the period from sunrise to sunset. Exceptions may be considered only with the explicit approval of the LRS commander or equivalent. and must be thoroughly documented, demonstrating that alternative lighting arrangements provide equivalent visibility and safety.

4.2.1.2.2. Weather Conditions. Testing and inspections shall be postponed or suspended during periods of inclement weather that significantly impair visibility, vehicle control, or the safety of participants. Inclement weather includes, but is not limited to:

4.2.1.2.2.1. Heavy rain or snow

4.2.1.2.2.2. Fog or haze significantly reducing visibility

4.2.1.2.2.3. Icy or slippery conditions

4.2.1.2.2.4. High winds that could affect vehicle stability

4.1.2.2.3. Examiners have the authority and responsibility to postpone or suspend testing if, in their professional judgment, conditions are unsafe or unfair for the applicant or the examiner. This decision must be documented with a clear explanation of the reasons for the postponement or suspension on DAF Form 171, OLVIMS entry

(if test is conducted), and certification log (if test is conducted).

4.2.2. The Skills Test is composed of three components, VI, BCS, and RT. These components must be completed in succession, on the same day in the following sequence: vehicle inspection, basic control skills, and finally, the road test. **Note:** The AF CMVE Program does not utilize the modified road route for any testing. Applicants must complete all Skill Test components as they have been designed from transition or approval from HAF CMVE PM.

4.2.3. An applicant may not schedule or complete a Skills Test unless they have had the CLP (DAF Form 171) for, at a minimum, 14 days. **Note:** The CLP will not be issued until the applicant has completed the Knowledge Tests for the representative vehicle IAW Paragraph 2.2.6.4. and Section 4.1.

#### 4.3. Skills Test Time Limits.

4.3.1. Skills Test Time Limits. If the applicant fails to successfully complete any component of the Skills Test within the maximum time limit, for any single vehicle Class listed in Table 4.1., they will be required to retake that component of the Skills Test in its entirety.

**Table 4.1. Skills Test Time Limits.**

Certification Component	Maximum Time for Completion
Vehicle Inspection Test	1 Hour 30 minutes (Class A Vehicles; Uncoupling/coupling)
	1 Hour (Class B and C Vehicles; No Uncoupling/coupling)
Basic Control Skills Test	1 Hour (Class A Vehicle)
	45 Minutes Hour (Class B and C Vehicles)
Road Test (a.k.a. On-road Driving Test)	1 Hour 30 minutes (depending on traffic, weather delays, etc.)

#### 4.4. Standardized Verbal Instructions.

4.4.1. Prior to each portion of the knowledge and Skills Test(s), the applicant will receive the applicable standardized verbal instructions and/or diagrams found in **Attachments 3**. These instructions are required to ensure that all applicants receive the same formal examination by the CMVE Examiner.

#### 4.5. Post Testing.

4.5.1. Scoring Verification and Accuracy. All scoring must be verified and/or cross-checked against the CDL Examiner's Manual and the applicable QTP (if any). Accurate scoring is crucial for maintaining the reliability and integrity of the testing process.

4.5.2. Feedback to Applicants. After each testing session, applicants will receive feedback on their performance to facilitate improvement. Specific scoring criteria will not be disclosed to maintain the integrity of the testing process and prevent test compromise. Feedback provided will be general enough to guide the applicant and specific enough to highlight areas for potential improvement (i.e., "Please review the Air Brake System Check in the Commercial

Driver's License Manual").

#### 4.6. Testing Documentation and Failure Procedures

4.6.1. The General Knowledge test is the first requirement for knowledge testing. Individuals who have previously completed CMVE certification for another vehicle class and are upgrading their license only need to take the endorsement test specific to the new vehicle, for example, someone with a bus certification adding a tractor/trailer endorsement must take the combination vehicle endorsement test. Keep in mind, each specific CMV certification has its own 180-day period to complete the entire certification process.

4.6.2. Applicants who fail either a Knowledge Test or a Skills Test will not be certified and cannot proceed to the next phase of the certification process until they pass the failed test. Additionally, applicants who fail to successfully complete all remaining components of the CMVE certification process within one year from the date the initial DAF Form 171 was initiated must retake all Knowledge Tests (including endorsements) and Skill Tests for the specific CMV.

4.6.2.1. Knowledge Test. If an applicant fails a knowledge test, use a different test version and scoresheet for retesting. General testing procedure requires that the applicant be retested on a different day, to allow for a minimal 24-hour preparation and study period.

4.6.2.2. Vehicle Inspection Test. If an applicant fails the Vehicle Inspection test, they cannot continue to the Basic Control Skills or Road Tests. Explain the deficiencies to the applicant and tell the applicant that it will be necessary to retake the Vehicle Inspection skills test before they can continue to the Basic Control Skills test.

4.6.2.3. Basic Control Skills Test. If the applicant fails the Basic Control Skills test, explain the deficiencies to the applicant, and tell the applicant that it will be necessary to retake the Basic Control Skills test before they can continue to the Road Tests.

4.6.2.4. Road Test. If the applicant fails the Road Test, explain the deficiencies to the applicant, and tell the applicant that it will be necessary to retake the Road Test before they can be certified and licensed accordingly.

4.6.3. A third failure within the certification process for a specific CMV class requires the applicant's Unit commander to submit a written request to the Logistics Readiness Squadron Commander (LRS/CC), or equivalent, for retest consideration. This applies to all subsequent failures as well. Since the certification process has two areas of testing, Knowledge and Skills, the applicant's failures reset once they complete an area (e.g., if an applicant has four failures in knowledge tests, once they complete all the knowledge tests for the desired vehicle, they will start the skills test with zero failures). The purpose of the written request is to notify leadership of a possible training deficiency within their unit. **Note:** Once licensed, the certification remains valid unless the member is decertified IAW DAFMAN 36-2689, *Training Program*.

4.6.4. Passing the General Knowledge test initiates a 180-day certification timeline. The applicant's DAF Form 171 will be updated with testing information, and the expiration date. All subsequent knowledge or skill tests will be documented on DAF Form 171. An applicant may renew their certification for an additional 180 days (not to exceed 365 days total) without

retaking the knowledge test(s) for the specific CMV. This renewal must be completed before the expiration of the initial DAF Form 171 and the applicant's owning commander is the approval authority for an extension.

4.6.4.1. Scores for passed components of the test are only valid during initial issuance of the DAF Form 171 for that specific vehicle. If the DAF Form 171 is renewed, all three components of the Skills Test must be retaken.

## Chapter 5

### CERTIFICATION PROCESS FOR THE APPLICANT

**5.1. Initiating Certification:** Applicants begin the certification process by completing initial knowledge-based training with unit trainers. The VCO or designated authority then schedules the required knowledge tests with the UTM.

5.1.1. Applicants will complete all testing steps identified in this section while ensuring they meet all requirements established in **Section 2.3** and **Section 4.1**.

**5.2. Knowledge Test Phase.** Applicants must pass all required Knowledge Tests with a minimum score of 80% before proceeding with the hands-on training and the Skills Test phase. See **Section 4.1.** for details on knowledge test administration. Applicants must complete the following tests. **Note:** Applicants upgrading their DAF Form 2293 with a new representative vehicle after CMVE Certification must adhere to the requirements in **Chapter 4**.

5.2.1. Class A (T/T): General Knowledge, Air Brake (if equipped), and the Combination test.

5.2.2. Class B (Bus) with P Endorsement: General Knowledge, Air Brake (if equipped), and the Passenger test.

5.2.3. Class B (Tanker) with N Endorsement: General Knowledge, Air Brake (if equipped), and the Tank test.

5.2.4. Hazardous Materials (HAZMAT) test must be completed for applicants to be certified to transport any placarded quantities of HAZMAT.

**5.3. Hands-On Training.** Once the applicant has completed all the required knowledge testing for the representative vehicle they expect to operate once certified, applicants may begin hands-on training with the vehicle. Applicants will not start this section without completion of the required Knowledge Test(s).

5.3.1. This training will include all vehicle QTP requirements and cover three key components: understanding safety inspection requirements during the vehicle inspection phase, maneuvering the vehicle forward and backward through and around obstacles (cones) for the BCS, and driving both on and off base to ensure operators understand how to function in various driving situations.

**5.4. Skills Test Phase.** After successfully completing the Knowledge Tests, applicants proceed to the Skills Test, which consists of three components: Vehicle Inspection, Basic Control Skills, and Road Test. See **Section 4.2.** for details on safety requirements and test components.

**5.5. Vehicle Inspection Test.** The applicant demonstrates a vehicle inspection IAW applicable QTPs and the Commercial Driver's License Manual. See **Attachment 3** for specific instructions and evaluation process. This includes the air brake system check (if applicable) and the uncoupling/coupling test (for tractor/trailer certification).

**5.6. Basic Control Skills Test.** The applicant performs designated maneuvers as outlined in **Attachment 4**. Scoring criteria, including pull-ups, encroachments, looks, and final vehicle position, are detailed in the standardized verbal instructions (**Attachment 4**).

**5.7. Road Test.** The applicant demonstrates driving skills in various traffic situations as described in **Attachment 5**.

**5.8. Post-Test Procedures.** Scoring for all tests is verified against the CDL Examiner's Manual and the applicable QTP. Applicants receive general feedback on their performance (see **Paragraph 4.4.2.**).

**5.9. Test Failure and Retest Procedures.** Refer to **Section 4.5.** for details on test failure procedures, retesting requirements, and the process for requesting retest consideration after multiple failures.

## Chapter 6

### CMVE CERTIFICATION PROGRAM TRANSITION

#### 6.1. Initial CMVE Transition.

6.1.1. Once the LRS/CC or equivalent has appointed the TVOE(s) for the installation, the newly appointed examiner will complete an DAF Form 173 for submission to the HAF CMVE PM for processing.

6.1.1.1. HAF CMVE PM will complete the submitted DAF Form 173 and return the completed form to the examiner for their records and grant access to the AF Ground Transportation TVOE SharePoint. This will give the examiner access to the CTM provided from AAMVA and the Air Force developed products necessary for establishment of the CMVE Certification Program.

6.1.2. The newly appointed TVOE will work with the Unit Training Manager to secure a seat allocation in the TVOE Training Course at Fort Leonard Wood, Missouri, through the 368 TRS, Ground Transportation Schoolhouse. Examiners may also attend an AAMVA, local Department of Motor Vehicle, or State Trooper run Commercial Certified Trainer course instead of the AF GT TVOE Course.

6.1.2.1. Graduation information must be provided to the HAF CMVE and Associate CMVE PMs upon completion per **Chapter 2** of this QTP.

6.1.3. Examiners will begin the process of establishing the backbones of the program by procuring an approved storage container, establishing the standard forms necessary for a security container, and printout the necessary CTM for storage. **Note:** No CTM will be printed out until the approved storage container is on site and ready for storage of materials.

6.1.3.1. Storage container must be one of the following: **Note:** Combinations must be changed when a TVOE changes or annually if there are no changes to TVOE(s).

6.1.3.1.1. A metal filing cabinet equipped with a steel lock bar secured by a three-digit combination padlock (either a dial or push-button mechanism).

6.1.3.1.2. A metal file cabinet equipped with a combination lock.

6.1.3.1.3. An upright safe or vault.

6.1.3.2. Storage containers must have an indicator on the external door signifying the status of containers locking mechanism (e.g. Open, Closed, Secure, Unsecure, etc.).

6.1.3.3. The following four forms are required for a security container and will be utilized and/or prepared prior to initial storage of any CTM:

6.1.3.2.1. SF 700, *Security Container Information*.

6.1.3.2.2. SF 701, *Activity Security Checklist*.

6.1.3.2.3. SF 702, *Security Container Check Sheet*.

6.1.3.2.4. SF 901, *Controlled Unclassified Information Cover Sheet*

6.1.3.4. Once all security measures for storage of the CTM are completed, the TVOE will print out the required CTM along with an inventory log to track the utilization of materials stored in the container along with any addition or destruction of materials necessary for the execution of CMVE program execution.

6.1.3.4.1. A list of minimum required CTM for program execution is available on the AF GT TVOE SharePoint site.

6.1.3.4.2. Each program will have two inventory logs, a detailed daily log that tracks each utilization of materials and a monthly log that is a reconciliation of materials monthly. The daily inventory logs must track all stored CTM in the approved storage container with the proper title, quantities, date used, date returned to safe, destruction, and any other pertinent information as determined by the TVOE.

6.1.3.4.2.1. Once the initial inventory is documented on the inventory logs, TVOE will complete a monthly inventory to ensure program integrity. This will be documented on the monthly log, and all transactions since the last inventory will be checked to ensure no materials were lost or inaccurately logged.

6.1.3.4.2.2. All entries on both inventory logs will be signed or initialized for accountability.

6.1.3.4.2.3. All materials must be accounted for and maintained, and they must be 100% accurate 100% of the time.

6.1.4. Examiners will identify potential locations on the installation for execution of the BCS. Location will meet the requirements found in the CDL Examiner's manual. Ensure when establishing the BCS course that there are no obstructions within the boundaries of the course and that obstructions are far enough away to ensure applicants have the best opportunity for success. See **Attachment 4**.

6.1.4.1. For installations transitioning to the AAMVA Model utilizing the 2005 Testing System (AAMVA; version 2017), multiple sites may be used if a large single site is not available to accommodate the requirements. **Note:** The test dimensions for the 2005 Testing System (AAMVA; version 2017) are considered CTM and may not be shared with anyone who is not approved to access CTM.

6.1.4.2. Once a suitable location has been designated and signed off by all entities on the installation for utilization by the program, Examiners will build out the course utilizing the BCS Layout tool on the AF GT TVOE SharePoint. Layout will include an overview of the course on the actual site with all dimensions for the course, distances to any obstructions near the course, and pictures of the course laid out (e.g., cones, painted markings, ropes, etc.).

6.1.4.3. Examiners will notify HAF CMVE PM and Associate CMVE PM for review.

6.1.5. Examiners will start the road route building process by identifying the required maneuvers using a large-scale map or web-based program (e.g., Google Maps). Routes will follow the criteria established in the CDL Examiner's Manual. Some information is provided in this QTP, **Attachment 5**. **Note:** Route scripts are CTM and may not be shared with anyone not approved for access to CTM.

- 6.1.5.1. Once a potential route is identified, Examiners will build out the scripts on the AF GT TVOE SharePoint using the provided template which contains notes and system generated information to assist in the full development. Any questions concerning the development of this will be communicated through the AF GT TVOE SharePoint, *Ask the Experts* or through comments on the script sheet.
- 6.1.5.2. Examiners will notify HAF and Associate CMVE PM for review.
- 6.1.6. After the HAF CMVE PM has assessed the unit's readiness to move to the next phase, they will schedule an initial virtual milestone meeting to discuss the transition requirements and the unit's progress. Upon completion of this meeting, a second virtual milestone meeting will be scheduled to finalize all the requirements necessary to schedule a HAF CMVE PM site visit. This schedule timeline will be based on the amount of time it will take the unit to make any adjustments identified by the PMs or unit.
- 6.1.7. The second virtual milestone meeting will be run by the unit requesting transition for the first half and by the HAF PMs for the second. The TVOEs will show HAF CMVE PMs the CTM control measures, inventory of materials, location of storage container, security container form utilization, and knowledge testing process.
- 6.1.7.1. During the second half of the meeting, HAF CMVE PMs will conduct a virtual VI (assessing the current knowledge level of Examiners), review any final touches on the BCS, and the RT script.
- 6.1.7.2. Successful completion of all areas in the second meeting will lead to scheduling the site visit for HAF CMVE PM. Examiners should be prepared with available dates.
- 6.1.8. The final step in transition for the unit is the site visit by HAF CMVE PM. This assessment will cover all previously identified transition requirements in this section to include any external publication requirements. Assessments are typically a two-day assessment in which the unit will provide all assigned Examiners, a qualified applicant (must be licensed on the required vehicles used for assessment), and the two vehicles necessary for the assessment (T/T for the VI and BCS; bus for the RT).
- 6.1.8.1. Before the on-site assessment, the HAF CMVE PM will send a memo from the HAF/A4LR Logistics Readiness Division Chief acknowledging the final assessment of the installation's AAMVA accreditation program. This memo will require endorsement from the LRS commander (or equivalent), confirming their understanding of the reimbursement policy for failed assessments.
- 6.1.8.2. The unit will receive an agenda outlining the assessment visit's planned activities and areas of focus for each day. The schedule is designed to provide HAF CMVE PMs with the flexibility to assess all required areas and revisit any areas as needed.
- 6.1.8.3. At completion of the assessment the HAF CMVE PM will complete final feedback with the unit assigned Examiners providing a preliminary assessment transition status and to define any identified deliverables necessary for transition or reassessment.

6.1.9. Final determination for the initial transition approval package will be made by the HAF CMVE PM who completed the assessment once all deliverables are met. PM will provide the LRS/CC with the transition packet which will include the HAF approval memorandum with implementation date.

6.1.9. If the final determination of the assessment is a failure, units will be provided with feedback and deliverables due to HAF CMVE PM prior to reassessment. Units have 60-days to complete the deliverables, provide and/or initiate reimbursement for previous travel, and solidify a reassessment date with the HAF CMVE PMs.

6.1.10. Once an installation is approved by HAF for execution of AAMVA Testing System, the unit will be required to complete reports every 6 months starting from the date of transition on the approval memorandum. Additionally, the unit will provide initial reports for the first three months to ensure understanding of reporting standards.

6.1.10.1. The reports will include testing broken down by representative vehicle with how many certifications have been completed, average scores (as a percentage), average total time for completion, and the pass rate for each representative vehicle. Reports will also include the following.

6.1.10.2. Best practice.

6.1.10.3. Challenges, trends, and Actions Taken to Address.

6.1.10.4. All assigned Examiners (by name) during the period of reporting, dates of GT TVOE Course training completion, and the number of skills tests completed.

6.1.10.5. Variance Checks completed with list of Examiners, date completed, and results by name (e.g., all Examiners within scoring standards, one examiner found outside parameters). If variance checks lead to subsequent checks, document those as sub-bullets to this information accordingly.

## **6.2. CMVE Modernization Migration (Legacy to Modernized VI/BCS).**

6.2.1. To administer tractor-trailer, bus, and tank certifications using the Modernized Testing System (AAMVA; version 2022), currently approved installations using the 2005 CDL Testing System (AAMVA; version 2017) must meet the following requirements:

6.2.1.2. A TVOE from the installation must attend the TVOE Training Course at Fort Leonard Wood, Missouri, through the 368 Training Squadron, Ground Transportation Schoolhouse. Examiners may also attend an AAMVA, local Department of Motor Vehicle, or State Trooper run Commercial Certified Trainer course instead of the AF GT TVOE Course. The course attended must be focused on the Modernized Testing System (AAMVA; version 2022).

6.2.1.2. The trained TVOE must complete training session with all assigned Examiners at the installation. Training will cover the new criteria for VI, the new layout of the skill test scoresheet, scoring requirements, updated layout of the BCS, new BCS maneuvers with examiner positioning, and any unique requirements for the maneuvers.

6.2.1.2.1. Trained TVOE will conduct and document variance checks on related Skills Tests with all assigned Examiners to ensure alignment with current AAMVA

and AF standards (3-5 point scoring standard range).

6.2.1.3. Re-establish the updated BCS meeting the updated requirements in the CDL Examiner's Manual. Ensure when placing the new BCS that any old markings from the previous course are removed or painted over to not confuse applicants when testing. See **Attachment 4** for additional information.

6.2.1.3.1. Examiners will update the layout on the SharePoint with an overview of the course on the actual site with all dimensions for the course, distances to any obstructions near the course, and pictures of the course laid out (e.g., cones, painted markings, ropes, etc.). Pictures loaded should give every angle and show exactly how the course will be laid out so the HAF CMVE PMs can make an accurate review of the course virtually.

6.2.1.4. The last step in the modernization migration is the destruction and addition of the CTM. Any materials in the storage container having to do with the legacy AAMVA standard will be destroyed. Documentation of the destruction should show the quantities destroyed along with the date completed on the daily inventory log. Then the addition of the 2022 modernized VI/BCS materials will be added, documenting each item that is added with quantities and date completed.

6.2.1.4.1. The daily inventory log showing the destruction and addition of the CTM will be scanned and loaded to the SharePoint for HAF CMVE PM review.

6.2.1.5. Once all actions are completed, the TVOE examiner that completed the training course at an approved training location will notify the HAF CMVE PMs of the status along with the training conducted to bring all Examiners up to date. Email will also include current commander information to expedite the process.

6.2.1.5.1. HAF CMVE PMs will review uploaded documents for modernized migration and provide any additional requirements necessary for a virtual approval of transition.

6.2.1.6. Once final review is complete, the HAF CMVE PM will send the LRS/CC (or equivalent) the approved transition documentation along with implementation date.

## Chapter 7

### SKILLS TESTING DRIVERS IN VEHICLES EQUIPPED WITH ADVANCED DRIVER ASSISTANCE SYSTEMS (ADAS)

**7.1. ADAS:** These technologies and safety features permitted during testing include both Vehicle Warning Systems Technologies and Driver Assistance System Technologies. Vehicle Warning Systems Technologies provide warning to the driver with a warning, by sound, light, or vibration, that a crash is about to occur, or it provides an alert that there is a problem or malfunction. Most of these technologies are passive, meaning they warn the driver of a potential issue. But this “safety critical” technology does not automatically prevent a problem or crash.

7.1.1 Back-Up Warning: Uses rear sensors to scan for objects behind the vehicle and alerts the driver if an object is detected. When the driver shifts into reverse, sensors scan the area behind the vehicle. The back-up warning will alert the driver through sounds, vibration, or both if there is an object behind the vehicle.

**Figure 7.1. Back-Up Warning Indicator.**



7.1.1.1. Driver(s) Considerations: Driver(s) should demonstrate all necessary behaviors for safely monitoring and maneuvering their vehicle while backing. These include checking all of the side mirrors, rear-view mirror, over the shoulders (head checks), and camera(s), if equipped. The driver should not become complacent and dependent on the back-up warning.

7.1.1.2. Examiner(s) Considerations: The use of this safety technology feature should be permitted during testing. If the back-up warning activates while backing, the TVOE must determine if the vehicle is close enough to be a danger (no different than current testing procedures). The TVOE must validate the severity of the situation.

7.1.2. Blind Spot Monitor and Warning: Warns the driver of other vehicles driving in their blind spots through display of a symbol, sound, or vibration. They may provide an additional warning if a driver uses their turn signal when there are other vehicles in another lane. The warnings provided by the blind spot monitor can be helpful to the driver when making a lane change, but the driver should still always check their mirrors and look over their shoulders before doing so.

**Figure 7.2. Blind Spot Monitor and Warning Indicator.**



7.1.2.1. Driver(s) Consideration: Driver(s) should demonstrate all necessary behaviors for safely monitoring and maneuvering their vehicles while changing lanes. These include

frequently scanning side mirrors, rear-view mirror, over the shoulders (head checks), and blind spot monitor, if equipped. Drivers should not become complacent and dependent on blind spot monitors alone for changing lanes.

7.1.2.2. Examiner(s) Considerations: The use of this safety technology feature should be permitted during testing. If the driver changes lanes and the blind spot warning activate, the TVOE must determine if the vehicle is close enough to be a danger (no different than current testing procedures). It may also be treated as failure to yield or as an avoidable incident if applicable. The TVOE must validate the severity of the situation.

7.1.3. Camera Technologies (Rear Camera): Helps see objects directly behind the vehicle by showing a wide view behind the vehicle while backing. Some cameras show a wider view than others. When the driver shifts into reverse, the rear camera activates to show the area behind the vehicle. Depending on the vehicle, the display screen may be found on the center console, in the rearview mirror, in the sun visor, or in other locations.

**Figure 7.3. Rear Camera Warning Indicator**



7.1.3.1. Driver(s) Consideration: Driver(s) should demonstrate all necessary behaviors for safely monitoring and maneuvering their vehicle during backing maneuvers. These include checking side mirrors, rear-view mirror, over the shoulders (head checks), and camera(s), if equipped. Driver(s) should not become complacent and dependent on rear cameras alone for backing. They should demonstrate the ability to use the camera as part of the backing exercise.

7.1.3.2. Examiner(s) Considerations: The use of this safety technology feature should be permitted during testing. When backing up, the examiner determines if the driver checks their mirrors and conducts head checks (looking over the shoulders) in conjunction with the rear cameras. Using all methods together will allow the driver to safely monitor and maneuver their vehicle, gain better perception, and see anything the rear camera is not capturing (no different than current testing procedures).

7.1.4. Camera Technologies (Side View Camera): Shows the driver an expanded view of a lane beside the vehicle when they use the turn signal or when they activate the feature manually. This feature shares similar uses to blind spot monitors. The feature shows the driver a video view of what is next to or coming up alongside the vehicle. They may be used in conjunction with or in place of traditional mirrors.

**Figure 7.4. Sideview Camera Indicator**



7.1.4.1. Driver(s) Consideration: Driver(s) should demonstrate all necessary behaviors for

safely scanning and monitoring the driving environment. The use of side view cameras alone does not demonstrate the driver's ability to be aware of their surroundings on the roadway. Side view cameras should be used in conjunction with traditional mirrors and head checks (checking over the shoulders). Some newer vehicles may be equipped with side view cameras in place of traditional mirrors.

7.1.4.2. Examiner(s) Considerations: The use of this safety technology feature should be permitted during testing. If a vehicle is equipped with side view cameras, the driver should be evaluated on the use of this feature in conjunction with other driving behaviors. Driver tests may already address the other behaviors, and the test should include behaviors for checking side view cameras. Side view cameras are a safety feature and are replacing mirrors in some vehicles. If a vehicle is not equipped with traditional mirrors, examiner should evaluate on the use of the cameras similar to checking mirrors (no different than the current testing process).

7.1.5. Camera Technologies (Surround-View Monitor or Around-View Monitor System): Assists drivers to park more easily by better understanding the vehicle's surroundings through a virtual bird's-eye view from above the vehicle. The around-view monitor helps the driver visually confirm the vehicle's position relative to the lines around parking spaces and adjacent objects, allowing the driver to maneuver into parking spots with more ease.

**Figure 7.5. Surround-View Monitor.**



7.1.5.1. Driver(s) Consideration: Driver(s) should demonstrate all necessary behaviors for safely scanning and monitoring the driving environment. Surround-view monitor or around-view monitor systems alone do not demonstrate the driver's ability to be aware of their surroundings on the roadway. Surround-view monitor or around-view monitor systems should be used in conjunction with traditional mirrors and head checks (checking over the shoulders). Some newer vehicles may be equipped with surround-view monitor or around-view monitor systems in place of traditional mirrors.

7.1.5.2. Examiner(s) Considerations: The use of this safety technology feature should be permitted during testing. If a vehicle is equipped with surround-view monitor or around-view monitor systems, the driver should be evaluated on the use of this feature in conjunction with other driving behaviors. Driver tests may already address the other behaviors, and the test should include behaviors for checking surround-view monitor or around-view monitor systems. Surround-view monitor or around-view monitor systems are a safety feature. If a vehicle is not equipped with traditional mirrors, drivers should be evaluated on the use of the cameras similar to checking mirrors.

7.1.6. Curve Speed Warning: Warns the driver when they are approaching a curve or exit on the road too quickly. It tracks the vehicle's speed and location via GPS and warns the driver to slow down when approaching curves and exits.

**Figure 7.6. Curve Speed Warning Indicator.**



7.1.6.1. Driver(s) Consideration: Driver(s) should demonstrate their ability to maintain a safe speed while driving. The proper response to a curve speed warning alone does not demonstrate the driver's ability to maintain a safe speed while driving. Driver(s) should not become complacent and dependent on curve speed warning alone.

7.1.6.2. Examiner(s) Consideration: The use of this safety technology feature should be permitted during testing. When the driver is driving, they should maintain a safe speed through curves and exits. If the curve speed warning activates, the TVOE must determine if the vehicle is going too fast through the curve (no different than current testing procedures). The TVOE must validate the severity of the situation.

7.1.7. Detection Technologies (Bicycle, Pedestrian, and Obstacle Detection): Alerts drivers when a bicycle, pedestrian, slow-moving or stationary obstacle has been detected when driving at low speeds, generally around 25 mph. Some systems can only detect bicyclists, pedestrians, or obstacles when traveling directly in front of the vehicle and when moving in the same direction. For some versions of obstacle detection, it will apply the vehicle brake automatically. The obstacle detection feature is not a substitute for visual search or checking mirrors.

**Figure 7.7. Bicycle, Pedestrian, and Obstacle Detection Indicator.**



7.1.7.1. Driver(s) Consideration: Driver(s) should demonstrate all necessary behaviors for safely scanning and monitoring the driving environment ahead for hazards, including bicyclists, pedestrians, and obstacles. Bicycle, pedestrian, and obstacle detection does not show the driver's awareness of the surroundings and ability to check for bicyclists, pedestrians, and obstacles regularly, especially in urban areas. Driver(s) should read the owner's manual so they understand how they will be warned if the system detects a bicyclist, pedestrian, or obstacle.

7.1.7.2. Examiner(s) Consideration: The use of this safety technology feature should be permitted during testing. Drivers should always scan the road and horizon ahead, looking for bicyclists, pedestrians, and obstacles. The driver should aggressively scan for traffic and other road users ahead and check their mirrors regularly. The obstacle detection feature is not a substitute for visual search or checking mirrors. If the driver is warned they are approaching a slow-moving or stationary object by the system, they should respond appropriately. If the driver fails to react to the warning, Examiners should assess a driver's

performance appropriately for the circumstance (no differently than the current testing process).

7.1.8. Forward Collision Warning System: Alerts drivers of an impending collision with a slower moving or stationary vehicle or object to the front so a driver can brake or swerve in time. The warning alone will not automatically brake for the driver. Forward collision warning scans the road ahead while driving.

**Figure 7.8. Forward Collision Warning Indicator.**



7.1.8.1. Driver(s) Consideration: Driver(s) should demonstrate all necessary behaviors for safely scanning and monitoring the driving environment ahead for hazards. Forward collision warning systems do not demonstrate the driver's ability to properly control the vehicle on the roadway and maintain a safe following distance. Driver(s) should always be cautious, check traffic regularly, and keep a safe following distance. Driver should not become complacent and rely on the forward collision warning system.

7.1.8.2. Examiner(s) Consideration: The use of this safety technology feature should be permitted during testing. As the driver is driving, they should always be cautious, check traffic regularly, and keep a safe following distance from the vehicles ahead. However, if they do unintentionally get too close to another vehicle, the warning may alert the driver so they can brake or steer away quickly. In this situation, assess a driver no differently than the current testing process. When the warning device activates, the TVOE needs to evaluate the situation. Tests should include evaluation of following distances and when warnings activate. The warning may also alert the driver to an object or vehicle suddenly entering the path of travel. In this action, the driver may not have made a behavioral error; thus, the driver should not be penalized. If the forward collision warning system activates, the driver should demonstrate the proper behavior by braking or steering quickly. They should recognize that another vehicle or object is in their travel path. If they do not perform the behavior correctly, assess the driver's performance no differently than the current testing process.

7.1.9. High Speed Alert: An alert that sounds if the driver is speeding. This helps drivers maintain a safe driving speed.

**Figure 7.9. High Speed Alert Indicator.**



7.1.9.1. Driver(s) Consideration: Driver(s) should demonstrate all necessary behaviors for safely monitoring their speed. High speed alert warning systems do not demonstrate the driver's ability to maintain a safe speed and obey the speed limit on the roadway. Drivers should not rely on the high-speed alert to maintain safe speeds.

7.1.9.2. Examiner(s) Consideration: The use of this safety technology feature should be permitted during testing. As the driver is driving, they should always maintain a safe speed and obey the speed limit by occasionally looking at the speedometer. If the driver is warned they are speeding, they should carefully slow the vehicle to the appropriate posted speed limit by releasing the accelerator or lightly braking. They should refrain from slamming the brakes to maintain a safe speed. If the device activates, verify and assess a driver's performance no differently than the current testing process. Observe the driver to ensure they respond properly. Tests should include determining the driver's behavior and proper procedures for maintaining safe speeds. These behaviors may already be addressed in the testing system, and warnings may provide assistance to Examiners in monitoring the driver's speed.

7.1.10. Lane Departure Warning Device: Alerts a driver when they are drifting out of their lane using visual, vibration, or sound warnings. This feature can help alert a driver to steer back to the center of their lane if they mistakenly drift, helping to prevent a crash.

**Figure 7.10. Lane Departure Warning Indicator.**



7.1.10.1. Driver Consideration: Driver(s) should demonstrate all necessary behaviors for maintaining their lane position. Lane-departure warning device systems do not demonstrate the driver's ability to control the vehicle on the roadway and remain in the lane. The driver should demonstrate proper visual lead and steering control to stay within their lane of travel. They should also check traffic and their mirrors regularly and not become complacent and dependent on the lane departure warning device.

7.1.10.2. Examiner(s) Consideration: The use of this safety technology feature should be permitted during testing. As the driver is driving, they should always be aware of their surroundings and the traffic in the lanes around them. The driver should check traffic and their mirrors regularly. They should stay within their lane of travel. If they unintentionally begin to drift out of the lane, this feature should alert them, and they should reposition the vehicle within the lane. When the warning device activates, make note of the driver's performance for lane or lane lines only if the driver crosses a lane marking. TVOE's overall observation should not be based on the audible indicator. The TVOE should observe the proximity of the vehicle to lane lines to determine if the driver has crossed or touched the lane line, similar to current practices. Tests should include observing the driver's behavior when keeping the vehicle within lane lines. These behaviors may already be addressed in the testing system, and warnings may provide assistance to TVOEs in monitoring the driver's lane position.

7.1.11. Parking Sensors: Alert the driver to the position of objects around the vehicle as they park. Listen for the rate of the warning sounds; a constant tone means the vehicle is close to an object.

**Figure 7.11. Parking Sensor Indicator.**



7.1.11.1. Driver Consideration: Driver(s) should demonstrate all necessary behaviors for safely parking their vehicle. These include checking side mirrors, rear-view mirror, over the shoulders (head checks), and camera(s), if equipped. Parking sensors alone do not demonstrate the basic skills to park a vehicle correctly or safely within the parking space and drivers should not become complacent, relying solely on parking sensors to detect all objects in their parking path.

7.1.11.2. Examiner(s) Consideration: The use of this safety technology feature should be permitted during testing. Drivers should not rely solely on parking sensors to detect all objects in their parking path. They may not detect objects that are flat on the ground, below the bumper, too close to the vehicle, or too far from it. Drivers should remain aware of their surroundings through use of mirrors, head checks, and rear cameras while parking, including awareness of people or objects that may enter the parking path. The sensors may not be able to be deactivated, and drivers should be permitted to use the sensors, in addition to using the mirrors, head checks, and rear cameras while backing. If the parking sensor activates while parking, the examiner must determine if the vehicle is close enough to be a danger (no different than current testing procedures). The TVOE must validate the severity of the situation.

7.1.12. Rear Cross-Traffic Alert: Warns the driver if one or more vehicles are about to enter the backing path. Can detect vehicles that might be crossing during backing.

**Figure 7.12. Rear Cross-Traffic Indicator.**



7.1.12.1. Driver Consideration: Driver(s) should demonstrate all necessary behaviors for safely scanning and monitoring the driving environment to the rear of the vehicle. Drivers should remain aware of their surroundings through use of mirrors, head checks, and rear cameras while backing or parking, including awareness of vehicles that may enter the path. Driver should not become complacent, relying on rear cross-traffic alert alone; as it does not demonstrate the ability to safely monitor the surrounding area while backing the vehicle.

7.1.12.2. Examiner(s) Consideration: The use of this safety technology feature should be permitted during testing. The driver should physically check behind the vehicle before backing out of a driveway or parking spot. There are some objects that rear cross-traffic alert sensors may not detect, especially if they are located partially under the vehicle. Drivers should remain aware of their surroundings through use of mirrors, head checks, and rear cameras while backing or parking, including awareness of vehicles that may enter the path. Drivers should be permitted to use the sensors, in addition to exhibiting behaviors for utilizing the mirrors, head checks, and rear cameras while backing. It should be noted

that the vehicle may be stopped, and if a vehicle passes behind the vehicle, the alert may sound. The driver should not be penalized for improper behavior in this situation. Assess a driver's performance no differently than the current testing process. When the warning device activates, the TVOE needs to evaluate the situation.

**7.2. Driver Assistance Systems, Safety Critical Technologies.** These technologies perform a component of the driving function in specific circumstances. Vehicle assistance systems technologies assist drivers in avoiding hazards and crashes. Some automatically make adjustments to the vehicle, and some assist the driver in making adjustments, such as braking or steering. The driver may still need to make changes to the operation of the vehicle to prevent a problem or crash, but the vehicle assists. It should be noted that the vehicle technologies may respond quicker than a human can react if another vehicle or object appears suddenly in front of the Driver's vehicle without any warning

7.2.1. Automatic Emergency Braking System or Braking Assist: Can sense slow or stopped traffic or an object ahead and urgently applies the brakes if the driver fails to respond.

**Figure 7.13. Brake Assist Indicator.**



7.2.1.1. Driver Consideration: Driver(s) should demonstrate all necessary behaviors for appropriate speed and space management. Automatic emergency braking systems do not demonstrate the driver's ability to be aware of their surroundings and vehicles ahead on the roadway. They should be able to identify hazards in time and begin slowing or stopping the vehicle in a timely manner to avoid striking hazards. The driver should not become complacent, relying on automatic emergency braking system or braking assist. But they should continue to scan the road for hazards and maintain a safe following distance.

7.2.1.2. Examiner(s) Consideration: The use of this safety technology feature should be permitted during testing, as this is a safety feature, and drivers should not deactivate this feature. If the driver fails to identify a hazard and therefore fails to reduce speed or stop appropriately, they should assess a driver's performance no differently than the current testing process. When automatic emergency braking systems or brake assist device activates, TVOEs may choose to score the driver for not scanning or did not identify hazard(s), following distance, not yielding, lack of vehicle control, or other behavior. It should be noted that the automatic emergency braking may respond quicker than a human can react if another vehicle or object appears suddenly in front of the driver's vehicle without any warning. In this case, the TVOE will have to use their discretion to determine if the driver should have stopped before the automatic braking activated and assessed no different than the current testing process.

7.2.2. Automatic Reverse Backing: Can apply the brakes if an obstacle is detected while reversing the vehicle. It helps the driver avoid a possible crash when the vehicle is moving in reverse.

**Figure 7.14. Automatic Reverse Backing Indicator.**



7.2.2.1. Driver Consideration: Driver(s) should demonstrate all necessary behaviors for safely backing their vehicle. Automatic reverse braking systems do not demonstrate the driver's ability to be aware of their surroundings and hazards to the rear of them on the roadway. Driver should not become complacent, depending on the automatic reverse braking technology. The driver is required to check mirrors, check over the shoulder (head checks), and use backing cameras if equipped.

7.2.2.2. Examiner(s) Consideration: The use of this safety technology feature should be permitted during testing. If the driver fails to identify a hazard while backing and the automatic reverse backing activates, the driver should be observed for not recognizing the hazard. The driver should be required to check mirrors, check over the shoulder (head checks), and use backing cameras if equipped. It should be noted that the automatic emergency braking may respond quicker than a human can react if another vehicle or object appears suddenly behind the driver's vehicle without any warning. In this case, the examiner will have to use their discretion to determine if the driver should have stopped before the automatic braking activates and assessed no different than the current testing process. The driver should be required to check mirrors, check over the shoulder (head checks), and use backing cameras if equipped.

7.2.3. Lane Keeping Assist: This feature can help return you to your lane if you drift out. This could help prevent a crash. But this feature will not work when lane lines are faint or covered with snow or dirt.

**Figure 7.15. Lane Keep Assist Indicator.**



7.2.3.1. Driver Consideration: Driver(s) should demonstrate all necessary behaviors for maintaining their lane position. Lane keeping assist devices do not demonstrate the driver's ability to maintain control of the vehicle on the roadway and remain within the driving lane. Unless turning or changing lanes, the driver should demonstrate proper visual lead and steering control to maintain their vehicle within the travel lane at all times. Driver should not become complacent, depending on lane keeping assist.

7.2.3.2. Examiner(s) Consideration: The use of this safety technology feature should be permitted during testing. As the driver is driving, they should always be aware of their surroundings and the traffic in the lanes around them. The driver should check traffic and

their mirrors regularly. They should be able to position and maintain their vehicle within the travel lane unless turning or changing lanes. However, if they do unintentionally begin to drift out of the lane, the lane keeping assist will return them within the lane. When the lane keeping assist device activates, score the driver for lane or lane lines if the driver crosses a lane marking. TVOE testing should not be based on an audible or visual indicator. The examiner should observe the proximity of the vehicle to lane lines to determine if the driver has crossed or touched the lane line. This is similar to current scoring practices.

7.2.3.3. These behaviors may already be addressed in the testing system, and warnings may provide assistance to Examiners in monitoring the driver's lane position. They should be able to position and maintain their vehicle within the travel lane unless turning or changing lanes. If they do unintentionally begin to drift out of the lane, lane keeping assist will return them within the lane.

7.2.4. Left Turn Crash Avoidance: This feature monitors traffic when the driver turns left across traffic at low speeds (such as at a traffic light). It activates warning sounds and dash lights and automatically applies the brake if a driver is turning left into the path of another vehicle.

**Figure 7.16. Left Turn Crash Avoidance Indicator.**



7.2.4.1. Driver Consideration: Driver(s) should demonstrate all necessary behaviors for safely scanning and monitoring the driving environment ahead for hazards and selecting a safe gap to turn. Left turn crash avoidance devices do not demonstrate the driver's ability to see oncoming traffic and stop, if necessary, for oncoming traffic while turning. Drivers should demonstrate the skills for monitoring traffic ahead and to determine when it is safe to turn in front of other traffic. Driver should not become complacent, depending on left turn crash avoidance.

7.2.4.2. Examiner(s) Consideration: The use of this safety technology feature should be permitted during testing. If the driver fails to identify a hazard and therefore fails to stop appropriately for traffic, they should be observed for not doing so. When left turn crash avoidance activates you may choose to make note of the driver's performance no different than the current testing process.

**7.3. Driver Assistance Systems, Convenience Technologies.** These provide conveniences for the driver and do not require the drivers to demonstrate the required skill set. Convenience technologies should not be permitted for use during the testing process.

7.3.1. Adaptive Cruise Control: Can increase or decrease the vehicle's speed to maintain a following distance set by the driver. Advanced versions can even slow and stop the vehicle in traffic jams and then accelerate automatically.

**Figure 7.17. Adaptive Cruise Control Indicator.**



7.3.1.1. Driver Consideration: Driver(s) should demonstrate all necessary behaviors for safely controlling vehicle speed. Adaptive cruise control does not demonstrate the driver's ability to control the speed of the vehicle and therefore will not be permitted for use during training or certification.

7.3.1.2. Examiner(s) Consideration: The use of this convenience technology feature **should not be permitted during testing**. If the driver attempts to use the technology, the examiner should ask them to turn it off.

7.3.2. Automatic Parallel Parking: Helps guide the driver into a parallel parking spot after searching and may find a viable option. The driver is still responsible for braking and monitoring the environment.

**Figure 7.18. Automatic Parallel Parking Indicator.**



7.3.2.1. Driver Consideration: Driver(s) should demonstrate all necessary behaviors for safely parking the vehicle. Automatic parallel parking does not demonstrate the driver's basic skills to Parallel Park a vehicle correctly in the parking space and therefore will not be permitted for use during training or certification.

7.3.2.2. Examiner(s) Consideration: The use of this convenience technology feature **should not be permitted during testing**. A driver should fully demonstrate the basic skills for parallel parking a vehicle. Training materials and instruction should be updated to indicate automatic parallel parking should not be permitted for use during testing.

## Attachment 1

### GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION

#### ***References***

49 CFR Chapter III, *Federal Motor Carrier Safety Administration, Department of Transportation*

42 CFR Part 73, *Select Agents and Toxins*

DoDM 4500.36, *Acquisition, Management, and Use of Non-Tactical Vehicles, 01 February 2023*

DAFI 24-301, *Ground Transportation*

DAFI 36-2670, *Total Force Development*

DAFI 91-207, *The Traffic Safety Program*

DAFMAN 36-2689, *Training Program*

DAFMAN 91-203, *Air Force Occupational Safety, Fire, and Health Standards*

DAFPAM 90-803, *Risk Management (RM) Guidelines and Tools*

*CDL Examiner's Manual, 2005 CDL Testing System, July 2017, AAMVA*

*CDL Examiner's Manual, Modernized Testing system, March 2025, AAMVA*

*Commercial Driver's License Manual, 2005 CDL Testing System, 2005, AAMVA*

*Commercial Driver's License Manual, Modernized Testing System, 2022, AAMVA*

*Guidelines for Testing Drivers in Vehicles with Advanced Driver Assistance Systems, August 2019, AAMVA*

#### ***Prescribed Form***

None

#### ***Adopted Form***

DAF Form 171, *Request for Driver Training and Addition to U.S. Government Driver's License*

DAF Form 173, *Department of the Air Force Commercial Motor Vehicle Certification Program Controlled Test Material Non-Disclosure Agreement*

DAF Form 2293, *U.S. Air Force Motor Vehicle Operator Identification Card*

DAF Form 847, *Recommendation for Change of Publication*

SF 700, *Security Container Information*

SF 701, *Activity Security Checklist*

SF 702, *Security Container Check Sheet*

SF 901, *Controlled Unclassified Information Cover Sheet*

### ***Abbreviations and Acronyms***

**ADAS**—Advanced Driver Assistance System

**AF**—Air Force

**AFI**—Air Force Instruction

**AFRC**—Air Force Reserve Command

**AAMVA**—American Association of Motor Vehicle Administrators

**ANG**—Air National Guard

**BCS**—Basic Control Skills

**CCE**—Certified Commercial Examiner

**CDL**—Commercial Driver’s License

**CFETP**—Career Field Education and Training Plan

**CFR**—Code of Federal Regulations

**CMV**—Commercial Motor Vehicle

**CMVE**—Commercial Motor Vehicle Equivalent

**CTM**—Controlled Test Material

**DAF**—Department of the Air Force

**DAFI**—Department of the Air Force Instruction

**DAFMAN**—Department of the Air Force Manual

**DoD**—Department of Defense

**DoDM**—Department of Defense Manual

**FMCSA**—Federal Motor Carrier Safety Administration

**GCWR**—Gross Combination Weight Rating

**GTCFM**—Ground Transportation Career Field Manager

**GVWR**—Gross Vehicle Weight Rating

**HAF**—Headquarters Air Force

**NGB**—National Guard Bureau

**OJT**—On-The-Job Training

**PM**—Program Manager

**QTP**—Qualification Training Package

**RT**—Road Test

**STS**—Specialty Training Standard  
**TO**—Technical Order  
**TVO**—Training, Validation and Operations  
**TVOE**—Training, Validation and Operations Examiner  
**USAF**—United States Air Force  
**USC**—United States Code  
**USDOT**—United States Department of Transportation  
**USSF**—United States Space Force  
**UTA**—Unit Training Assembly  
**UTM**—Unit Training Manager  
**VCO**—Vehicle Control Official  
**VI**—Vehicle Inspection

***Office Symbols***

**AF/A4LR**—Air Force Logistics Readiness Division  
**AFRC/A4RF**—Air Force Reserve Command, Force Management Division  
**NGB/A4RDV**—National Guard Bureau, Logistics Readiness Division

***Terms***

**Applicant**—An individual who applies to obtain, transfer, upgrade, or renew an DAF Form 2293 or to obtain or renew an DAF Form 171.

**Bus**—Any motor vehicle designed, constructed, and/or used for the transportation of passengers.

**Certification**—Is the official acknowledgement that an individual has demonstrated the required knowledge and skills to operate a specific class of commercial motor vehicle. This acknowledgment is granted upon successful completion of all applicable knowledge and skills tests, as mandated by DAFI24-301, and serves as a prerequisite for obtaining an Air Force CMVE license.

**CDL Classifications**—The categorization of CDLs based on the weight, type, and potential hazards of the vehicles a driver is permitted to operate. Each classification has specific requirements and restrictions to ensure safety on the roads.

**Class A (Combination Vehicles)**—Any combination of vehicles with gross combination weight rating (GCWR) of 26,001 or more pounds falls in Group A provided the GVWR of the vehicle(s) being towed is more than 10,000 pounds. Most Class A vehicles are trucks such as truck-tractor/semi-trailer or truck and trailer combinations.

**Class B (Heavy Straight Vehicles)**—Any single vehicle with a GVWR of 26,001 or more pounds falls in Group B, or any such vehicle towing another vehicle not in excess of 10,000 pounds

GVWR. Class B includes straight trucks and large buses, including articulated buses.

**Class C (Small Vehicles)**—Any single vehicle with a GVWR less than 26,001 pounds falls in Group C, or any such vehicle towing another vehicle not in excess of 10,000 pounds GVWR. However, vehicles of this size are included in the CDL program only if they are: 1) Designed to carry 16 or more passengers including the driver, or (2) Used to transport hazardous materials in quantities requiring placarding under the Hazardous Materials Regulations (49 CFR Part 172, Subpart F) or is carrying material listed as a select agent or toxin in 42 CFR part 73.

**Commercial Driver's License (CDL)**—A license issued to an individual by a State or other jurisdiction of domicile, in accordance with the standards contained in Title 49 CFR 383, which authorizes the individual to operate a class of a commercial motor vehicle.

**Commercial Motor Vehicle (CMV)**—A motor vehicle or combination of motor vehicles used in commerce to transport passengers or property when the vehicle has a gross vehicle weight rating or gross combination weight rating, or gross vehicle weight or gross combination weight, of 4,536 kg (10,001 pounds) or more, whichever is greater; or is designed or used to transport more than 8 passengers (including the driver) for compensation; or is designed or used to transport more than 15 passengers, including the driver, and is not used to transport passengers for compensation; or is used in transporting material found by the Secretary of Transportation to be hazardous under 49 U.S.C. 5103 and transported in a quantity requiring placarding under regulations prescribed by the Secretary under 49 CFR, subtitle B, chapter I, subchapter C.

**Endorsement**—An authorization to an individual's DAF Form 171 or DAF Form 2293 required to permit the individual to operate certain types of commercial motor vehicles.

**Gross Combination Weight Rating (GCWR)**— The greater of a value specified by the manufacturer of the power unit, if such value is displayed on the Federal Motor Vehicle Safety Standard (FMVSS) certification label required by the National Highway Traffic Safety Administration, or the sum of the gross vehicle weight ratings (GVWRs) or the gross vehicle weights (GVWs) of the power unit and the towed unit(s), or any combination thereof, that produces the highest value. Exception: The GCWR of the power unit will not be used to define a commercial motor vehicle when the power unit is not towing another vehicle.

**Gross Vehicle Weight Rating (GVWR)**—The value specified by the manufacturer as the loaded weight of a single vehicle.

**Hazardous Materials (HAZMAT)**—Any material that has been designated as hazardous under 49 U.S.C. 5103 and is required to be placarded under subpart F of 49 CFR part 172 or any quantity of a material listed as a select agent or toxin in 42 CFR part 73.

**Knowledge Test**—Written or electronic evaluation required to initiate an DAF Form 171 for the certification on a CMV that an applicant expects to operate as a part of mission requirements

**Passenger Vehicle (P)**—A vehicle has a design capacity to carry 16 or more people, including the driver.

**Representative Vehicle**—A motor vehicle which represents the type and class of motor vehicle that a driver applicant operates or expects to operate.

**Restrictions**—Limits the type of commercial vehicle you can operate or places specific conditions

on your driving privileges, even though you hold an DAF Form 2293 with a CMV. These restrictions are indicated by codes added to your DAF Form 2293.

**Skills Test**—A performance evaluation required as the final step in the certification process for an applicant.

**Tank Vehicle (N)**—Any commercial motor vehicle that is designed to transport any liquid or gaseous materials within a tank or tanks having an individual rated capacity of more than 119 gallons and an aggregate rated capacity of 1,000 gallons or more that is either permanently or temporarily attached to the vehicle or the chassis. A commercial motor vehicle transporting an empty storage container tank, not designed for transportation, with a rated capacity of 1,000 gallons or more that is temporarily attached to a flatbed trailer is not considered a tank vehicle.

## Attachment 2

### ENDORSEMENTS & RESTRICTIONS

**A2.1. Endorsements.** All operators who drive certain types of vehicles or haul certain types of cargo must add endorsements to their DAF Form 2293/DAF Form 171 to show that they have the specialized knowledge required for these operations. There are four kinds of endorsements used by the AF that may be required, depending on the vehicle or type of cargo.

A.2.1.1. (N) - Tank Vehicle. Operators of any commercial motor vehicle that is designed to transport any liquid or gaseous materials within a tank or tanks having an individual rated capacity of more than 119 gallons and an aggregate rated capacity of 1,000 gallons or more that is either permanently or temporarily attached to the vehicle, or the chassis must obtain this endorsement. Applies to Class A, B and C (only applicable to Class C if the vehicle is hauling hazardous materials) vehicles. Liquids in bulk cause driving control problems because the cargo is heavy, prone to shifting, and has a high center of gravity. These drivers must pass a special knowledge examination on the problems posed by large volume liquid cargos to add the endorsement to their DAF Form 2293/DAF Form 171.

A2.1.2. (P) - Passengers. Passengers (P). Drivers who wish to drive a vehicle having a design capacity to carry 16 or more people, including the driver, must add passenger endorsement to their CDL/CLP. They must pass a special knowledge examination on safety considerations when transporting passengers and must pass skills tests in a passenger vehicle. The endorsement applies to applicants who wish to drive a bus in any class (A, B, or C). **Note:** An applicant with a P endorsement is prohibited from operating a CMV carrying passengers, other than HAF PM auditors and Associate PM inspectors, test Examiners, other trainees, and the trainer supervising the applicant.

A2.1.3. (H) - Hazardous Materials. Any driver, regardless of the vehicle Class (A, B, or C) who wishes to haul any material that has been designated as hazardous under 49 U.S.C. 5103 and is required to be placarded under subpart F of 49 CFR part 172; or any quantity of a material listed as a select agent or toxin 42 CFR Part 73 must add a hazardous materials endorsement to their DAF Form 2293. They must pass a special written examination on how to recognize, handle, and transport hazardous materials. **Note:** An applicant with an H endorsement is prohibited from operating a CMV with any quantity of hazardous materials.

A2.1.4. (X) - Combination Hazardous Materials and Tank Vehicle. Drivers of tank vehicles who haul hazardous materials or waste in amounts requiring placards must add an X endorsement to their CDL, showing that they have passed the special knowledge examinations for both tank vehicles and hazardous materials. **Note:** An applicant with an X endorsement is prohibited from operating a CMV with any quantity of hazardous materials.

A2.1.5. (S) – School Bus. Drivers of a CMV used to transport pre-primary, primary, or secondary school students from home to school, from school to home, or to and from school-sponsored events.

**A2.2. Restrictions.** Some applicants may receive a restricted license due to specific circumstances encountered during the CDL application process. This means their driving privileges will have certain limitations. These restrictions are typically implemented when an element of the required testing wasn't successfully completed or if the vehicle used for the skills test did not meet the

necessary criteria for the specific class of license sought. The restrictions aim to ensure the driver gains further experience or demonstrates proficiency in areas that need improvement before being granted a fully unrestricted CDL.

A2.2.1. (E) - No manual transmission: If an applicant performs the skills test in a vehicle equipped with an automatic transmission, the Examiner must indicate on the DAF Form 2293, if issued, that the person is restricted from operating a CMV equipped with a manual transmission. For the purposes of the skills test and the restriction, an automatic transmission includes any transmission not operating fully on the gear shift and clutch principle.

A2.2.2. (L) - No Air brake equipped CMV: If an applicant does not take or fails the air brake component of the knowledge test or performs the skills test in a vehicle not equipped with air brakes, the Examiner must indicate on the DAF Form 171 and/or DAF Form 2293, if issued, that the person is restricted from operating a CMV equipped with any type of air brakes. For the purposes of the skills test and the restriction, air brakes include any braking system operating fully or partially on the air brake principle.

A2.2.3. (M) - No Class A passenger vehicle: If an applicant applying for a passenger endorsement performs the skills test in a passenger vehicle requiring a Class B CDL, the Examiner must indicate on the DAF Form 2293, if issued, that the person is restricted from operating a passenger vehicle requiring a Class A CDL.

A2.2.4. (N) - No Class A and B passenger vehicle: If an applicant applying for a passenger endorsement performs the skills test in a passenger vehicle requiring a Class C CDL, the Examiner must indicate on the DAF Form 2293, if issued, that the person is restricted from operating a passenger vehicle requiring a Class A or B CDL.

A2.2.5. (O) - No tractor trailer CMV: If an applicant performs the skills test in a combination vehicle for a Group A CDL with the power unit and towed unit connected with a pintle hook or other non-fifth wheel connection, the Examiner must indicate on the DAF Form 2293, if issued, that the person is restricted from operating a tractor-trailer combination connected by a fifth wheel that requires a Class A CDL.

A2.2.6. (P) - No passengers in CMV bus: An applicant with a P endorsement is prohibited from operating a CMV carrying passengers, other than HAF PM auditors and Associate PM inspectors, test Examiners, other trainees, and the trainer accompanying the applicant as prescribed by § CFR 383.25(a)(1) of this part.

A2.2.7. (X) - No cargo in CMV tank vehicle: An applicant with an N endorsement may only operate an empty tank vehicle and is prohibited from operating any tank vehicle that previously contained hazardous materials that have not been purged of any residue.

A2.2.8. (Z) - No full air brake equipped CMV: If an applicant performs the skills test in a vehicle equipped with air over hydraulic brakes, the Examiner must indicate on the DAF Form 2293, if issued, that the person is restricted from operating a CMV equipped with any braking system operating fully on the air brake principle. For the purposes of the skills test and the restriction, air over hydraulic brakes include any braking system operating partially on the air brake and partially on the hydraulic brake principle.

## Attachment 3

### VEHICLE INSPECTION (PRE-TRIP) TEST GUIDE

**A3.1. Overview.** This test is designed to gauge an applicant's understanding of the main safety components necessary for the safe operations of a CMV on the road. During this test, the applicant will point to or touch an item, identifying the name of the item to be inspected along with what would be inspected and why. If a component is labeled or marked, it cannot be used for the test. This test will take no longer than 1 hour for Class B vehicles and 1.5 hours for Class A vehicles as identified in **Section 4.3**.

**A3.2. Testing Area:** The site for the Vehicle Inspection Test should be a flat parking area suitable for the applicant's vehicle. There should be a minimum of eight feet of unoccupied space surrounding the vehicle. Be sure the site is quiet enough for you to hear the applicant explain what they are doing during the inspection.

**A3.4. Safety Considerations:** When conducting a vehicle inspection, prioritize safety by never positioning yourself under, in front of, or behind the vehicle if there is any possibility of it moving. Before beginning the inspection, ensure the vehicle's parking brake is fully engaged. If, for any reason, the parking brake must be released during the inspection, use wheel chocks to secure the vehicle. Always double-check that the parking brake is engaged or that wheel chocks are properly in place before proceeding. For a comprehensive outline of safety procedures, refer to the CDL Examiner's Manual and DAFMAN 91-203.

**A3.5. Testing Materials.** All Examiners will ensure they have all required items when conducting the Vehicle Inspection as identified in **Paragraph 2.2.6.3**.

**A3.6. Components:** All of the Vehicle Inspection Test will be performed IAW applicable QTPs and the CDL Examiner's Manual.

A3.6.1. The applicant must demonstrate a full vehicle inspection starting from the front of the vehicle, then continuing down the appropriate side of the vehicle (driver side for combination vehicles, passenger side for all other vehicles), rear of vehicle, then identify any unique items on the non-inspected side and finish up with the in-cab inspection which will conclude with the air brake check. **Note:** For combination (tractor-trailer) vehicles, the uncoupling and coupling portion will be performed directly following the completion of the air brakes check and the official instructions. Applicants may continue inspecting vehicle components during the uncoupling and coupling process.

A3.6.2. Air Brakes Test. The Air Brakes Test will be accomplished on any vehicle with air brakes equipped.

**A3.7. Examiner Position:** During the inspection, follow the applicant closely enough to be able to hear what they're saying. Position yourself so you can see what the applicant is looking at, pointing to, or touching. Avoid giving the applicant hints by leading the way, or by anticipating what the applicant will inspect next. For in-vehicle parts of the inspection, get into the vehicle's passenger seat to observe the applicant.

**A3.10. Automatic Failures.** At any time if the applicant commits one of the following, the Examiner will terminate the test, and the applicant will receive a failure for the certification.

A3.10.1. Brake Check. The applicant must demonstrate and verbalize brake checks correctly to receive credit in the scoring box. If the applicant fails to do all parts of the check correctly, it is scored as an automatic failure for the Vehicle Inspection Test.

A3.10.2. Uncoupling/Coupling. The applicant must demonstrate uncoupling/coupling IAW QTP24-3-B313, Attachment 5. If the applicant fails to uncouple/couple safely and proficiently, it is scored as an automatic failure for the Vehicle Inspection Test.

A3.10.3. Unsafe Act. The applicant commits any act that creates a dangerous or unsafe traffic environment.

A3.10.4. Failure to Follow Instructions. If the applicant fails to adhere to the instructions given by the TVOE, they will be given one warning. If the applicant fails to adhere to the instructions given by the TVOE, the Vehicle Inspection Test will be terminated, and the applicant will receive an automatic failure.

Figure A3.1. CDL Vehicle Inspection Memory Aid (2005 CDL Testing Model version 2017)

## CDL Vehicle Inspection Memory Aid

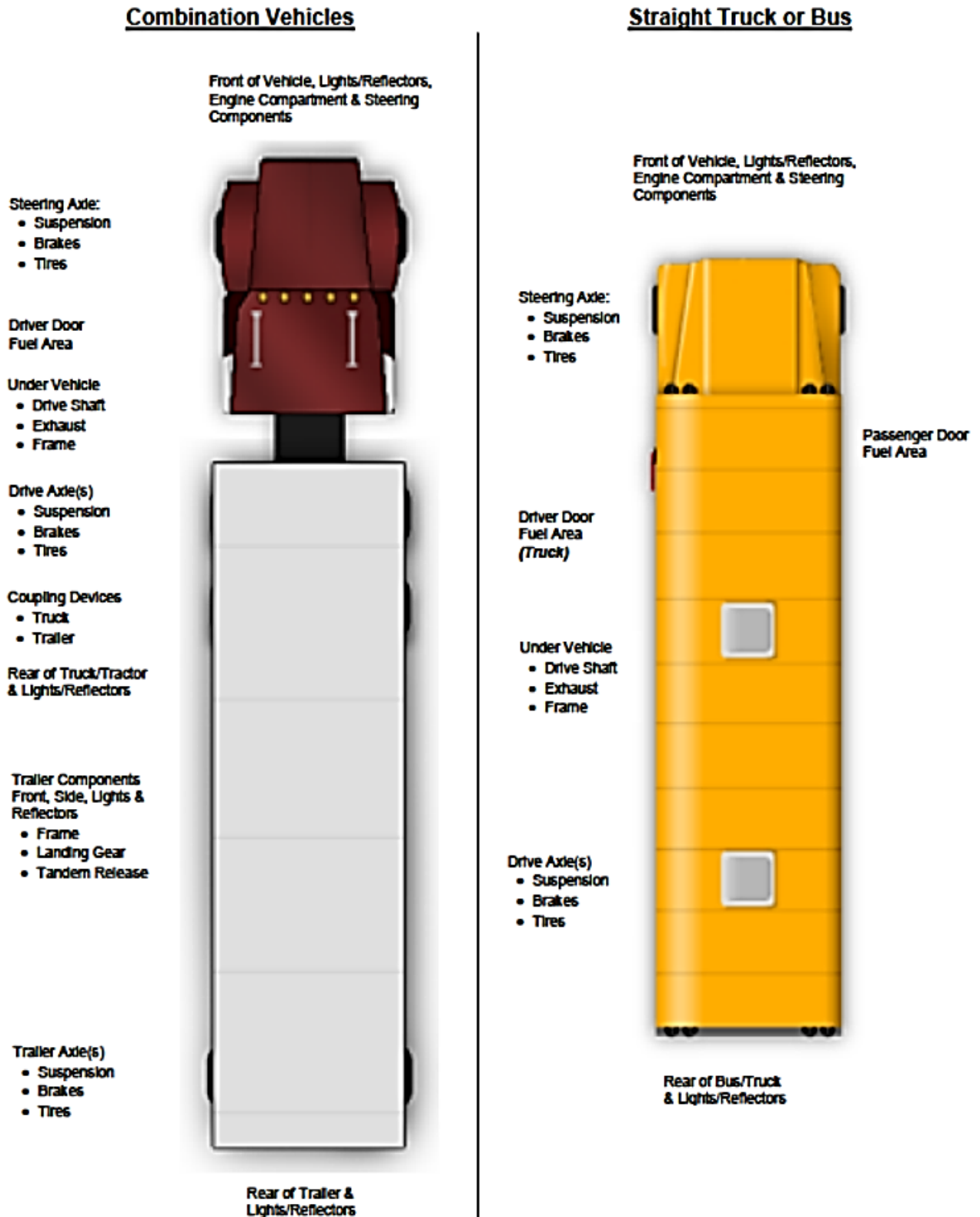


Figure A3.2 Class A Check List Tractor Semi-Trailer or Truck & Trailer or Bus & Trailer

## Class A Checklist Tractor Semi-Trailer or Truck & Trailer or Bus & Trailer

### In-Vehicle/Engine Start

- \*air or \*hydraulic brake check
- parking & trailer brake check
- service brake check
- lighting indicators
- emergency equipment
- windshield & traffic monitoring devices
- wipers & washers
- heater & defroster
- horn(s)

### Lights Operations Check

- all external lights

### Front of Vehicle/Engine Area

- lenses
- fluid levels
- fluid & air leaks
- steering systems

### Steering Axle

- tires
- rims
- lug nuts
- springs/mounts & u-bolts & air bags & shocks
- brake lines or hoses & leaks
- brake contaminates

### Side of Vehicle

- lenses & reflectors
- traffic monitoring devices
- battery
- fuel tank/DEF tank
- frame(s) & tandem release

### Combination Vehicles Only

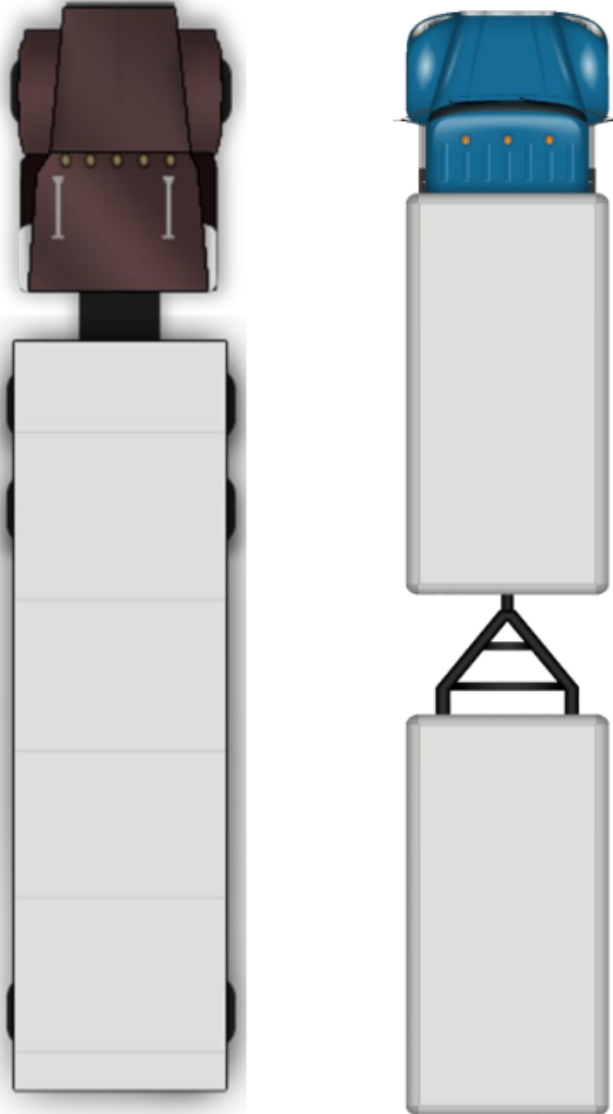
- air & electric lines & connectors
- fifth wheel skid plate or pintle hook or tow hitch
- kingpin & apron & gap or drawbar ring & tongue or coupler & tongue
- locking & safety devices

### Trailer Only

- landing gear & clearance
- reflective tape

### Rear of Trailer

- lenses & reflectors



### Passenger and School Bus Only

- passenger entry & lift
- emergency exits
- passenger seating
- passenger monitoring devices

### School Bus Only

- student lights (front & back)
- stop arm(s) & safety arm
- first aid & body fluid kits

\* Automatic failure if not performed correctly

You are only required to inspect the items on the CDL Vehicle Inspection checklist. You may use this checklist for your test and check off items as you have completed them, **NO** additional markings or writing may be placed on this list. You **MUST** name, point to and/or touch, and fully explain what you are inspecting each safety critical item for. If you do not do so, you will not get credit for the item(s).

Figure A3.3. Class B or Class C Checklist Passenger of School Bus

### Class B or Class C Checklist Passenger or School Bus

#### In-Vehicle/Engine Start

- \*air or \*hydraulic brake check
- parking & trailer brake check
- service brake check
- lighting indicators
- emergency equipment
- windshield & traffic monitoring devices
- wipers & washers
- heater & defroster
- horn(s)

#### Passenger and School Bus Only

- passenger entry & lift
- emergency exits
- passenger seating
- passenger monitoring devices

#### School Bus Only

- student lights (front & back)
- stop arm(s) & safety arm
- first aid & body fluid kits

#### Lights Operations Check

- all external lights

#### Front of Vehicle/Engine Area

- lenses
- fluid levels
- fluid & air leaks
- steering systems

#### Steering Axle

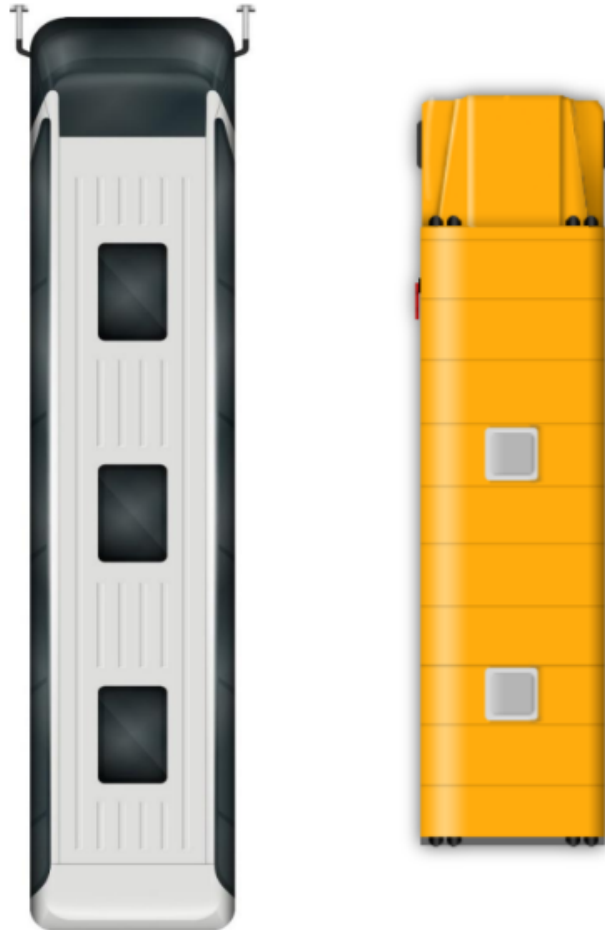
- tires
- rims
- lug nuts
- springs/mounts & u-bolts & air bags & shocks
- brake lines or hoses & leaks
- brake contaminates

#### Side of Vehicle

- lenses & reflectors
- traffic monitoring devices
- battery
- fuel tank/DEF tank
- frame

#### Rear of Vehicle

- lenses & reflectors



\* Automatic failure if not performed correctly

You are only required to inspect the items on the CDL Vehicle Inspection checklist. You may use this checklist for your test and check off items as you have completed them, **NO** additional markings or writing may be placed on this list. You **MUST** name, point to and/or touch, and fully explain what you are inspecting each safety critical item for. If you do not do so, you will not get credit for the item(s).

Figure A3.4. Class B or Class C Checklist Straight Truck or Other Straight Vehicle

### Class B or Class C Checklist Straight Truck or Other Straight Vehicle

#### In-Vehicle/Engine Start

- \*air or \*hydraulic brake check
- parking & trailer brake check
- service brake check
- lighting indicators
- emergency equipment
- windshield & traffic monitoring devices
- wipers & washers
- heater & defroster
- horn(s)

#### Lights Operations Check

- all external lights

#### Front of Vehicle/Engine Area

- lenses
- fluid levels
- fluid & air leaks
- steering systems

#### Steering Axle

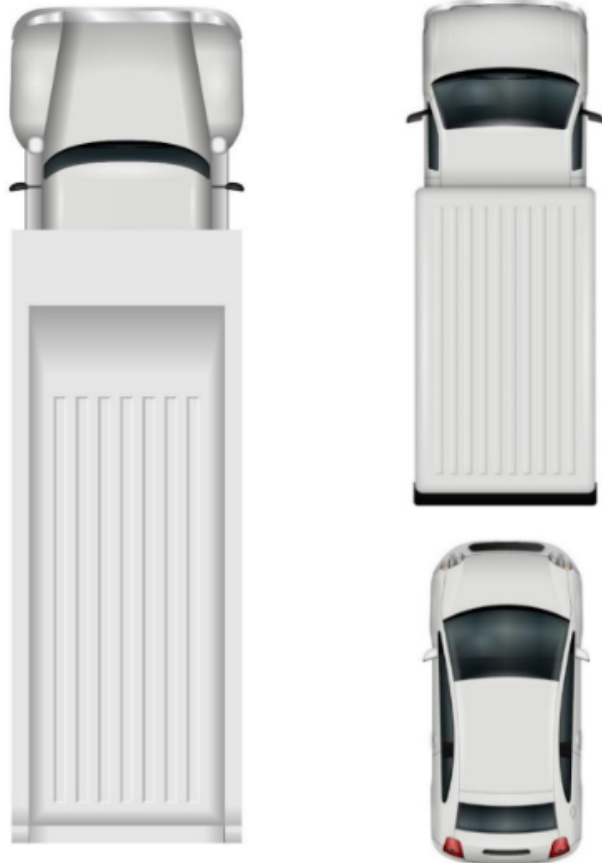
- tires
- rims
- lug nuts
- springs/mounts & u-bolts & air bags & shocks
- brake lines or hoses & leaks
- brake contaminates

#### Side of Vehicle

- lenses & reflectors
- traffic monitoring devices
- battery
- fuel tank/DEF tank
- frame

#### Rear of Vehicle

- lenses & reflectors



\* Automatic failure if not performed correctly

You are only required to inspect the items on the CDL Vehicle Inspection checklist. You may use this checklist for your test and check off items as you have completed them, **NO** additional markings or writing may be placed on this list. You **MUST** name, point to and/or touch and fully explain what you are inspecting each safety critical item for. If you do not do so, you will not get credit for the item(s).

## Attachment 4

### BASIC CONTROL SKILLS TEST GUIDE

**A4.1. Overview.** For the Basic Control Skills test, applicants will demonstrate basic skills in controlling a commercial vehicle and judging its position in relation to other objects. It tests the basic skills needed for safe control and operation of the vehicle. The types of judgment and skills required for these basic control skills are also required in many different driving situations.

**A4.3. Testing Area.** The Basic Control Skills course should be set up on a level space suitable for heavy vehicles. This could be a parking lot or any area where a heavy vehicle can move around. Multiple sites may be used for the 2005 CDL Testing System if you do not have a single site that is large enough for all the exercises. These might be small parking lots or sections of unused or lightly traveled road. For the Modernized Testing System, only one site is authorized for the course. Make sure any site can take the weight of a heavy vehicle and that there is enough overhead clearance.

**A4.4. Safety Considerations.** When guiding drivers during an exam, prioritize safety by always maintaining a safe distance from the vehicle. Avoid contact with a running vehicle, including standing on running boards or in doorways. Only approach when the driver has shifted to neutral and engaged the parking brake. Position yourself strategically, avoiding standing directly in front or behind the vehicle, and ensure both you and the driver have clear and constant visibility. Be prepared to move quickly if necessary, and if the driver struggles to hear instructions, have them turn off the engine. Never allow the driver to perform any actions that compromise safety, such as exiting the vehicle without maintaining three points of contact. For comprehensive safety procedures and considerations, consult the CDL Examiner's Manual and DAFMAN 91-203.

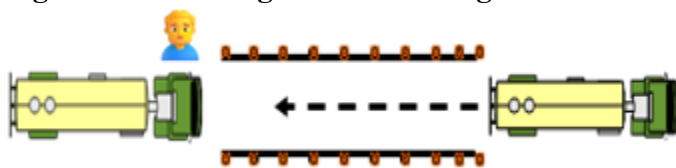
**A4.5. Testing Materials.** All Examiners will ensure they have all required items when conducting the Vehicle Inspection as identified in **Paragraph 2.2.6.3**.

**A4.6. Components for 2005 CDL Testing System.** The BCS Test must include straight line backing, either an offset back left or right, and either a conventional parallel parking, sight-side parallel backing, or alley dock. All components of the BCS have unique instructions that must be given prior to the applicant starting the course.

A4.6.1. At the beginning of the BCS Test, the examiner will set the expectations for the applicant through an informal walk through identified in **Paragraph 2.2.6.3.2**. Following that the examiner will read the instructions.

A4.6.2. Straight Line Backing. Back through and out of the alley/lane, without touching boundary lines or cones on either side of the alley/lane.

**Figure A4.1. Straight Line Backing.**



A4.6.2.1. Examiner Positioning. In **Figure A4.1.**, the blue shirt person icon indicates the

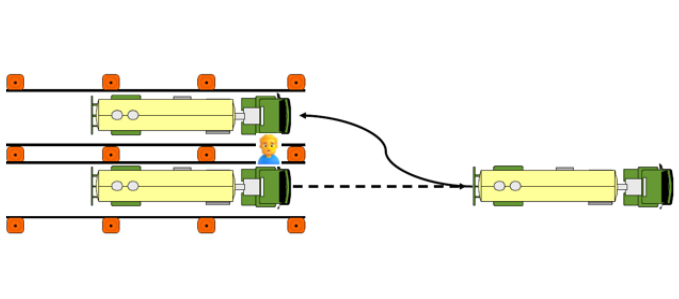
examiner's position for giving formal instructions. Once the instructions are complete, the examiner will move out in front of the vehicle near a boundary or far enough away from the end of the alley to allow the applicant to complete the maneuver and keep the examiner approximately 15 feet away from the vehicle.

A4.6.3. Offset Backing – Left/Right. Adjust boundary depending on vehicle. At the start of the exercise, the vehicle is positioned in the right lane; the applicant moves straight ahead and stops at the outer barrier lines/cones. The applicant then backs the vehicle, so it is positioned in the left lane and continues backing until the vehicle has cleared the forward set of cones with the front of the vehicle.

A4.6.3.1. The outer and side boundaries are containment boundaries and are used as reference only.

A4.6.3.2. The opposite lane is used for Offset Back-Right. The driver drives straight in the left lane to the outer barrier and vehicle until the front vehicle has cleared the forward set of cones.

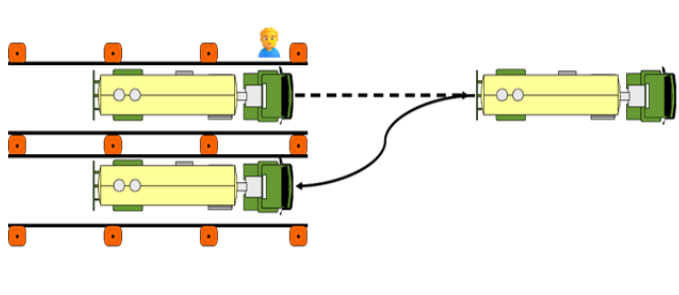
**Figure A4.2. Offset Backing – Left**



**Figure A.4.3. Offset Backing – Right**

4.6.3.3. Examiner Positioning. In **Figure A4.2** and **Figure A4.3.**, the blue shirt person icon indicates the examiner's position for giving formal instructions. Once the instructions are complete, the examiner will move outside the exercise boundary in front of the vehicle.

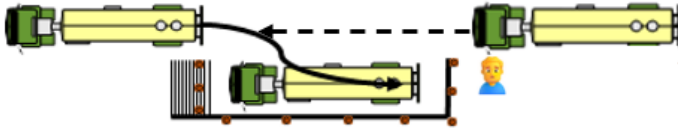
A4.6.4. Parallel Parking. The length of the parking space must be adjusted for the applicant's vehicle before the driver does this exercise. The applicant must drive past the entrance to the



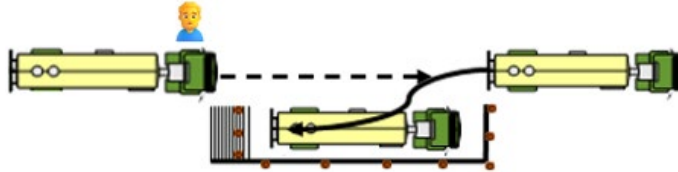
parking space, remaining parallel to the space. From this position the driver must back into it. There are two types of parallel parking exercises. Sight-side, the parking space is on the

driver's side of the vehicle, and conventional, the parking space is on the passenger side of the vehicle.

**Figure A4.4. Parallel Parking - Sight-Side**



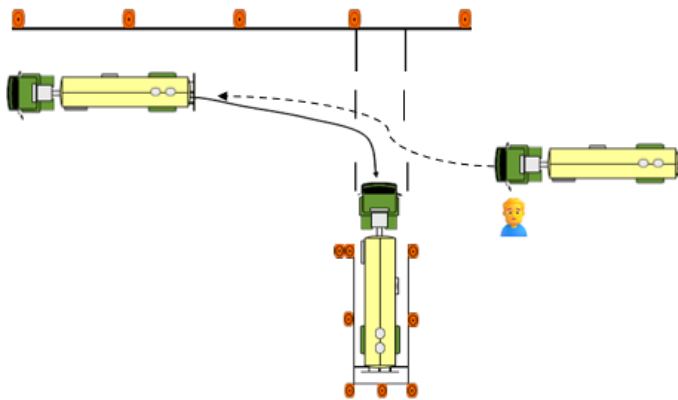
**Figure A4.5. Parallel Parking – Conventional**



A4.6.4.1. Examiner Positioning. In **Figure A4.4.** and **Figure A4.5,** the blue shirt person icon indicates the examiner's position for giving formal instructions. Once the instructions are complete the examiner will move forward of the vehicle 15-20 feet from the end of the parallel parking area.

A4.6.5. Alley Dock. The outer boundary must be adjusted for the vehicle class. The applicant will drive by the entrance to the alley so that the entrance is on the driver's side of the vehicle and the vehicle is parallel to the outer boundary. The applicant must back into the alley and stop within three feet of the rear of the alley.

**Figure A4.6. Alley Dock.**



A4.6.5.1. In **Figure A4.6.,** the blue shirt person icon indicates the examiner's position for giving formal instructions. Once the instructions are complete, the examiner will move outside the boundary for the exercise.

**A4.7. Components of Modernized Testing System.** This BCS test has four components to be completed. These components must be completed in the sequence shown here.

A4.7.1. Forward Stop. For this exercise the applicant must drive forward through the alley and stop with the front most part of the vehicle (other than unique vehicle parts higher than the door mirrors, such as a bucket truck) within the box at the end of the alley without going past it. Applicants may only stop once.

**Figure A4.7. Forward Stop**



A4.7.1.1. Examiner Positioning. In **Figure A4.7.**, the blue shirt person icon indicates the examiner's position for giving formal instructions. Once the instructions are complete, the examiner will move next to the forward stop box either slightly in front of it or slightly behind the forward stop box so as to not indicate the area where the applicant should stop. The examiner will be on the driver's side of the alley for this exercise.

A4.7.2. Straight Line Backing. During this exercise the applicant will start from the final position of the last exercise. The examiner will ask the applicant to pull forward and stop them when they are clear of the forward stop box area. Then they will back through the alley until the vehicle is clear of the last set of cones.

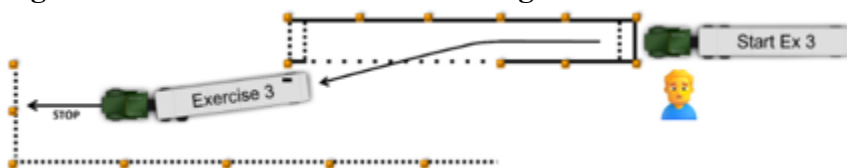
**Figure A4.8. Straight Line Backing**



A4.7.2.1. Examiner Positioning. In **Figure A4.8.**, the blue shirt person icon indicates the examiner's position for giving formal instructions. Once the instructions are complete and the applicant moves the vehicle forward outside the alley, the examiner will move to the front of the vehicle outside the boundary. Once the applicant starts backing through the alley, the examiner may start moving slowly with the vehicle while watching the exercise.

A4.7.3. Forward Offset Tracking. Starting from the end point of the last maneuver, the applicant will drive forward and steer to the left through the opening into the opposite lane, keeping the right most rear tire between the cone and the line. The applicant will stop the vehicle when the vehicle is parallel to the outer boundary and before the cones at the far end of the exercise.

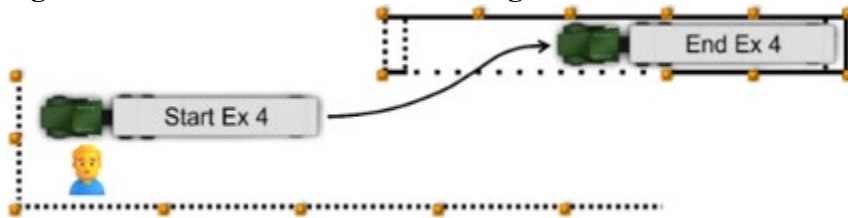
**Figure A4.9. Forward Offset Tracking**



A4.7.3.1. Examiner Positioning. In **Figure A4.9.**, the blue shirt person icon indicates the examiner's position for giving formal instructions. For this exercise the examiner will stay in the same position as the formal instructions are completed and move from side to side to get a clear view of the vehicle as it maneuvers through the exercise.

A4.7.4. Reverse Offset Backing. For the final exercise, the applicant will start backing from the final position of the last exercise (parallel to the outer boundary) through the opening in the alley. The applicant will offset back into the alley, bringing the rear most part of the vehicles (other than unique parts higher than the door mirrors) within three feet of the rear of the alley.

**Figure A4.10. Reverse Offset Backing**



A4.7.4.1. Examiner Positioning. In **Figure A4.10**, the blue shirt person icon indicates the examiner's position for giving formal instructions. Once the instructions are complete, the examiner will move to the same position as defined in **A4.7.3.1**.

**A4.8. Automatic Failures.** At any time if the applicant commits one of the following, the Examiner will terminate the test, and the applicant will receive a failure for the certification.

A4.5.1. Failure to Follow Instructions. Applicants must complete the exercise as directed, otherwise the test may be terminated by the examiner. Applicants must always follow the examiner's instructions and directions. If they do not understand the instructions or understand how to complete the exercises, they should ask the examiner for clarification.

A4.5.2. Unsafe Act. The applicant commits any act that creates a dangerous or unsafe environment (e.g., not wearing safety belt while vehicle in motion, three points of contact, opens the door or moves from a seated position while the vehicle is in motion, etc.). Also, when the applicant is permitted to conduct a "Look" to check the vehicle position, the applicant fails to safely secure the vehicle when leaving the vehicle.

Attachment 5

MODERNIZED TESTING SYSTEM DIAGRAMS

Figure A5.1. Basic Control Skills Dimensions

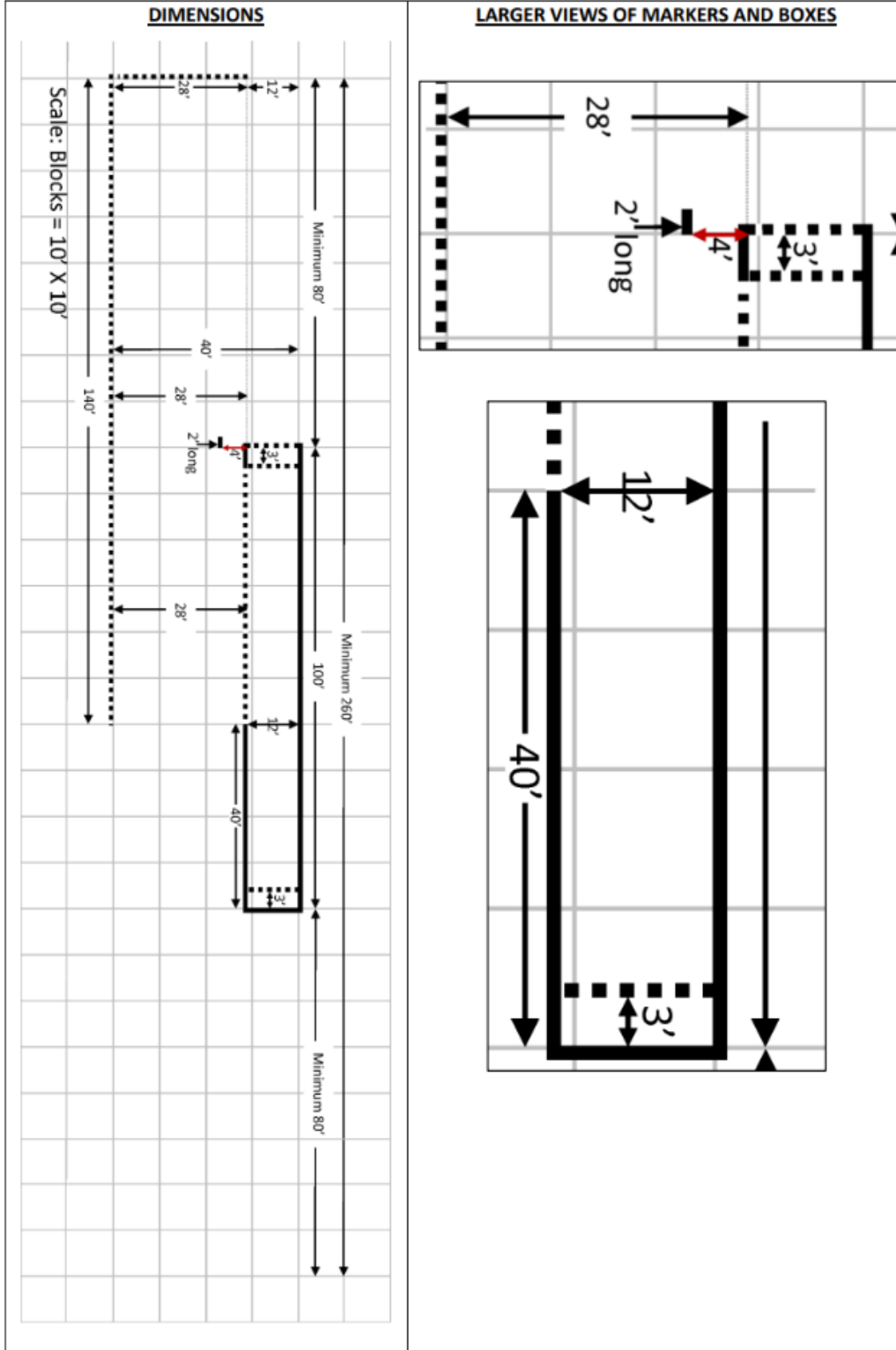
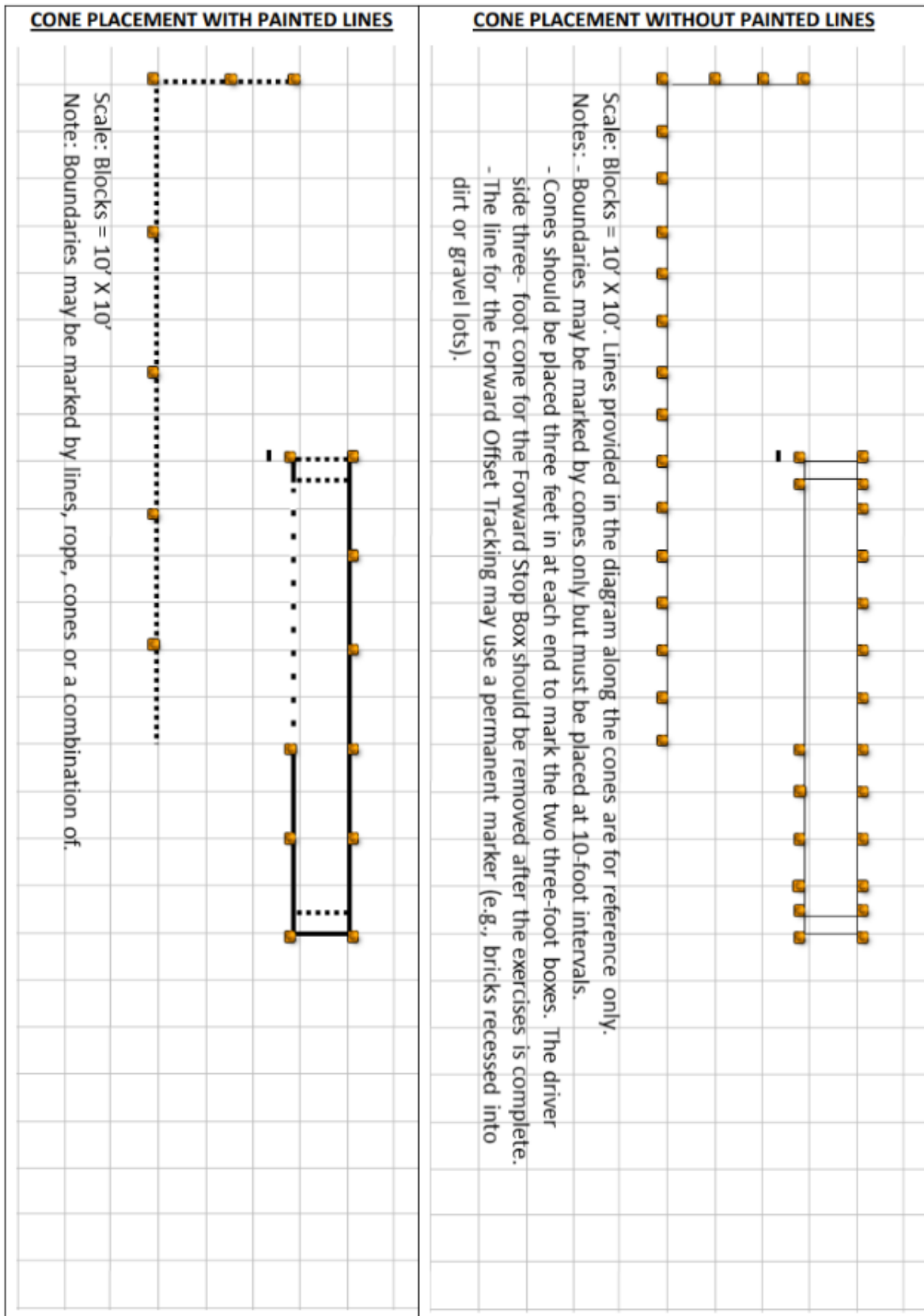


Figure A5.2. Basic Control Skills Diagram with Cone Placement



## Attachment 6

### ROAD TEST GUIDE

**A6.1. Overview.** The Road Test is designed to test applicants in a variety of traffic situations. Applicants must drive in a safe and responsible manner, following the directions given by the examiner. The Examiners route scripts are standardized to ensure that all applicants receive the same test. Certain traffic situations require simulation to ensure the safety of all applicants completing the test.

**A6.2. Routes.** The applicant will drive over a predetermined route. These routes are developed using the CDL Examiners Manual, Section 6.1 *Setting Up the Road Test*, and approved for use by the HAF CMVE PMs. Each installation program will have a primary and an alternate route.

A5.2.1. Routes will generally be under 20 miles long and include all required maneuvers. In rare cases, routes may exceed this distance due to the location of installations and traffic patterns. However, routes should be kept under 20 miles whenever possible.

**A6.3. Components.** Applicants will complete a road route that contains turns, intersections, an urban business section, an expressway or rural/limited access highway, a start/stop, curves, railroad crossing, and signage. Additional information on the Road Test can be found in the Commercial Driver's License Manual.

A6.3.1. Turns. Before making any turn, ensure you check traffic in all directions. Safely merge into the lane needed for your turn using your turn signals. As you approach the turn, signal your intentions to other drivers and smoothly reduce speed. Change gears as needed to maintain control, avoiding unsafe coasting by keeping the vehicle in gear. If you must stop before turning, brake smoothly to a complete stop behind the designated line, crosswalk, or stop sign, maintaining a safe gap from the vehicle ahead. Ensure your vehicle does not roll, and keep the front wheels pointed straight. When ready to turn, scan for traffic again, keep both hands on the steering wheel, and continually monitor your mirrors to avoid hitting anything on the inside of the turn. Complete the turn in the correct lane without encroaching into oncoming traffic. \*\*After completing the turn, ensure your turn signal is off. Accelerate to the speed of traffic and, when safe, use your turn signal to merge into the right-most lane if you are not already in it. Continue to check your mirrors and be aware of surrounding traffic.

A6.3.2. Intersections. When approaching an intersection, thoroughly check traffic in all directions and begin to decelerate gently. Brake smoothly, changing gears if necessary, and come to a complete stop without coasting behind any stop signs, signals, sidewalks, or stop lines. Maintain a safe gap behind any vehicle ahead and ensure your vehicle does not roll. Before proceeding through the intersection, check traffic again in all directions. Yield to any pedestrians and traffic already within the intersection. Do not change lanes while driving through the intersection and always keep your hands on the wheel. Once you have cleared the intersection, continue checking your mirrors and surrounding traffic as you accelerate smoothly, changing gears as needed.

A6.3.3. Urban Business. During this part of the test, you are expected to make regular traffic checks and maintain a safe following distance. Your vehicle should be centered in the proper lane (right-most lane) and you should keep up with the flow of traffic but not exceed the posted speed limit.

A6.3.4. Lane Changes. When possible, you will be asked to change lanes to the left, and then back to the right. You should make the necessary traffic checks first, then use proper signals and smoothly change lanes when it is safe to do so.

A6.3.5. Expressway or Limited Access Highway. Before merging onto the expressway, carefully check traffic in all directions, use your turn signal to indicate your intentions, and smoothly merge into the appropriate lane. Once on the expressway, maintain a safe following distance behind other vehicles, stay within your lane, and travel at a safe speed while remaining aware of the flow of traffic. When exiting the expressway, check traffic again, signal your intent to exit, and decelerate smoothly as you merge into the exit lane. Continue to decelerate within the lane markings on the exit ramp, maintaining a safe distance from other vehicles.

A6.3.6. Stop/Start. This maneuver requires you to safely pull over and stop your vehicle as if you were checking something. Begin by thoroughly checking traffic in all directions and merging into the right-most lane or shoulder. Signal your intention to move right, decelerate smoothly while braking evenly and changing gears, as needed. Come to a complete stop without coasting. Ensure your vehicle is parallel to the curb or shoulder, safely out of the traffic flow, and not obstructing any driveways, fire hydrants, intersections, or signs. Once stopped, cancel your turn signal, engage your four-way emergency flashers, apply the parking brake, and shift your vehicle into neutral or park. Remove your feet from the pedals. When instructed to continue, carefully check traffic in all directions, including your mirrors. Turn off your four-way flashers and signal your intention to merge back into traffic with your left turn signal. When safe, release the parking brake and pull straight ahead, ensuring your wheels are straight before moving. Once again, check traffic in all directions, especially to the left, before smoothly steering and accelerating back into the appropriate lane. Finally, cancel your left turn signal.

A6.3.7. Curves. When approaching a curve, carefully assess the traffic situation in all directions. Before entering the curve, reduce your speed to a level that eliminates the need for braking or shifting while navigating the curve. Maintain your lane position throughout the curve and continuously monitor traffic in all directions.

A6.3.8. Signs. After driving under an overpass, you may be asked to tell the examiner what the posted clearance or height was. After going over a bridge, you may be asked to tell the examiner what the posted weight limit was. If your test route does not have a bridge or overpass, you may be asked about another traffic sign. When asked, be prepared to identify and explain to the examiner any traffic sign which may appear on the route.

**A6.4. Testing Materials.** All Examiners will ensure they have all required items when conducting the Vehicle Inspection as identified in **Paragraph 2.2.6.3.**

**A6.5. Test Execution.** At the beginning of the Road Test, the examiner will set the expectations for the applicant through an informal walk through identified in **Paragraph 2.2.6.3.2.**

**A6.6. Automatic Failures.** At any time if the applicant commits one of the following, the Examiner will terminate the test, and the applicant will receive a failure for the certification.

A6.6.1. Fails to wear a safety belt.

A6.7.2. Does not obey all traffic signs, signals, and laws.

A6.7.3. Involved in an accident or moving violation for which the applicant is at fault.

## Attachment 7

### TVOE CONTROLLED TEST MATERIAL SKILLS GUIDE

**A7.1. Overview.** Ensures that the security of all Knowledge and Skills Test material receives the highest priority and provides all individuals with an equal opportunity to accurately demonstrate their aptitude and knowledge.

A7.1.1. Appointed TVOEs will control, secure, account for, and administer the Knowledge and Skills Test according to instructions contained in this instruction, QTP 24-3-200 and the CDL Examiner's Manual. **Note:** The CDL Examiner's Manual is a controlled document. Only appointed TVOEs at installations that are identified by AF/A4LR will have access to this resource.

A7.1.1.1. To prevent compromise of test material to unauthorized individuals, each appointee must sign a non-disclosure agreement (NDA) acknowledging that they have read and understood the testing policies and procedures that are contained in this instruction, QTP 24- 3-200 and the *CDL Examiner's Manual* (AAMVA).

A7.1.1.1.1. AF/A4LR will provide the required NDA for signature to each installation's initial TVOE appointees.

A7.1.1.1.2. The NDA is accessible through the AF Ground Transportation TVOEs SharePoint ([Transition Resources folder](#)) to appointed TVOEs for provision to subsequent appointees.

A7.1.2.1.3. Appointees can only use the NDA provided by AF/A4LR, located on the AF Ground Transportation TVOEs Share Point: ([Transition Resources folder](#)).

A7.1.2.2. Submit NDA(s) to HAF CMVE PMs for approval.

A7.1.2.3. Appointees should be informed of what constitutes test compromise as described in this instruction, QTP 24-3-200 A7.7 Test Compromises.

A7.1.2.4. Skills Tests are closed book tests and must be administered under the direct supervision of a TVOE.

### **A7.2. Storage and Security of Controlled Test Material.**

A7.2.1. Skills Test materials will be maintained on the secure AF Ground Transportation TVOEs SharePoint and will be accessible only to appointed TVOEs.

A7.2.2. TVOEs must ensure that the tests and test materials (both paper and electronic) are always secure and that unauthorized personnel are not permitted access to them.

A7.2.2.1. All tests and test materials are controlled items and must be logged, inventoried, stored and accounted for.

A7.2.2.2. Test guides, scoresheets and any related material must be kept in an envelope marked with the controlled unclassified information (CUI) marking.

A7.2.2.3. All tests and test material must be stored in one of the three types of storage containers listed below. **Note:** HAF CMVE PMs are the authority on approved storage

containers and may adopt new storage technologies to improve storage efficiency and effectiveness. Units seeking approval for non-approved storage containers should contact the HAF/A4LR organizational electronic mailbox, providing justification that the container meets applicable requirements.

A7.2.2.3.1. A metal filing cabinet equipped with a steel lock bar and a three-combination dial or push-button type padlock.

A7.2.2.3.2. A metal file cabinet equipped with a combination Lock.

A7.2.2.3.3. An upright safe or vault.

A7.2.2.1.4. Padlock combinations must be changed when a TVOE changes or annually if there are no changes to TVOEs.

### **A7.3. CTM.**

A7.3.1. No individual shall access, obtain, possess, transmit, copy, distribute; or allow any unauthorized individual to access, obtain, possess, transmit, copy, or distribute actual or suspected test materials (e.g., Standardized Knowledge Test, Skills Tests Score Sheets, Scoring Criteria, 2017 CDL Testing System Exercise Dimensions, etc.) except as specified in this instruction. **Note:** No unauthorized individual may access test material, regardless of their relationship to or command over individuals authorized access, unless they have written authorization from HAF CMVE PMs.

A7.3.1.3. The following materials are considered Controlled Test Material. **Note:** All materials related to CDL Knowledge testing and skills testing for both class and endorsement, including scoring criteria, must be kept secure. Any product developed using information from these source documents listed above must be marked and maintained as CTM (CUI).

A7.3.1.3.1. AF Standardized Instruction Booklet

A7.3.1.3.2. Air Force Skills Test Score Sheet

A7.3.1.3.3. TVO Examination Knowledge Tests.

A7.3.1.3.4. TVO Examination Knowledge Test answer sheets.

A7.3.1.3.5. Road Test Scripts (Primary and Alternate).

A7.3.1.3.6. *CDL Examiner's Manual* (AAMVA, August 2017) or *CDL Examiner's Manual* (AAMVA, March 2025).

A7.3.1.4. The CUI marking information for the AAMVA material is established and maintained by HAF/A4LR.

### **A7.4. Test Inventory.**

A7.4.1. Test Inventory Log. The TVOE must maintain a Test Inventory Log which can be a locally produced document.

A7.4.1.1. The log must indicate the test material identifier (title), quantity, date used for testing, date returned to the safe, date destroyed, and any other pertinent information as

determined by the TVOE for controlled test material as defined by this instruction in A7.3.1.3.

A7.4.1.2. The TVOE must conduct an inventory of controlled test materials at least once every month and when a new TVOE(s) is appointed.

A7.4.1.2.1. Electronic Material. The TVOE must open the storage container and verify that all CDs with Controlled Test Material TVOE training material or Skills Test material are present.

A7.4.1.2.2. Paper Material. The TVOE must open the storage container and verify that all controlled test material is physically present in the container. Each paper test material is physical present in the container. If additional controlled test material becomes available and does not appear on the current inventory log(s), annotate the title and quantity on the log (pen & ink) to ensure 100% accuracy. Update future copies of the inventories to account for this addition.

A7.4.1.3. Completed Inventory. The TVOE must sign the inventory log upon completion with date/time.

#### **A7.5. Destruction of Scoresheets.**

A7.6.1. Once the scores have been documented on the approved certification log, the TVOE will destroy used, surplus, damaged, or nonessential scoresheets by burning, shredding, or pulping and annotate on the inventory log the name of the document, quantity, reason for destruction, date of destruction, and printed name/signature of the TVOE performing the destruction.

#### **A7.6. Test Compromises.**

A7.6.1. Responsibility in preventing loss or compromise of the Knowledge and Skills Test is the responsibility of everyone. All military members, including AFRC and ANG members, who develop, handle, administer the Knowledge and Skills Test are prohibited from any actions that could result in possible compromise of the test/controlled test material.

A7.6.1.1. A TVOE must not reproduce, copy, fax or e-mail Skills Test scoresheets or controlled test material. If an applicant questions any portion of the test, materials are missing, or the test score sheet is unintentionally distributed, the TVOE must notify their commander and HAF/A4LR.

A7.6.1.2. The following are potential test compromise situations that can occur as a result of actions taken on the part of individuals who develop, handle, administer, or participate in the administration of the Knowledge or Skills Test:

A7.6.1.2.1. Administering the test to an ineligible driver.

A7.6.1.2.2. Failing to properly identify students prior to administering a test.

A7.6.1.2.3. Reviewing, accessing, or allowing review of or access to, controlled test material by unauthorized individuals.

A7.6.1.2.4. Having an oral or written discussion concerning content of test material

with an unauthorized person.

A7.6.1.2.5. Bringing any unauthorized material to the test administration.

A7.6.1.2.6. Permitting reproduction or copying or facing of any test material.

A7.6.1.2.7. Removing test material from the examination room without authorization.

A7.6.1.2.8. Leaving the driver unsupervised during the knowledge test.

A7.6.1.2.9. Being unable to account for the location or disposition of test material.

#### **A7.7. Handling Cheating Incidents During Test Administration.**

A7.7.1. Cheating on the Knowledge and Skills Test. This applies to an applicant using material not permitted during the test, receiving any external assistance during the test and/or attempting to copy test material, procedures and/or answers for themselves or others.

A7.7.1.1. If an applicant cheats on any Knowledge or Skills Test, the TVOE will immediately terminate the test, secure all materials, assign a failing score, and notify the applicant's chain of command.

A7.7.1.2. Applicants that are found to have cheated on any part of the test will not be authorized to continue testing for 30 days.

#### **A7.8. Handling Suspected CTM Compromise**

A7.8.1. When CTM is believed to be lost, or in danger of compromise, the following actions must be taken.

A7.8.1.1. The NCOIC for TVO will immediately suspend all testing of CMV's at that installation.

A7.8.1.2. Ensure that the 2T1 CFM is notified and the HAF CMVE PM made aware of the situation via an email to [af.a4lr.ccetvoe@us.af.mil](mailto:af.a4lr.ccetvoe@us.af.mil). The following information will be included at a minimum:

A7.8.1.2.1. Proper title of the CTM compromised

A7.8.1.2.2. Date or probable date of loss or compromise.

A7.8.1.2.3. Location and geographical extent of jeopardized area.

A7.8.1.2.4. Background on the situation surrounding the compromise.

A7.8.1.2.4. Verification that all testing has been stopped.

A7.8.1.2. The LRS commander or equivalent will determine if a potential compromise occurred.

A7.8.1.2.1. If it is determined that no compromise exists, notify 2T1 CFM using a memo for record of incident and steps taken to prevent the incident from recurring. Recurring incidents at the same unit will be considered a potential test compromise and an investigation will be required.

A7.8.1.2.2. If a potential compromise does exist, appoint a field grade officer to conduct an investigation and notify the 2T1 CFM of the name and phone number of the investigating officer no later than 7 workdays from discovery of the possible loss or compromise of a CTM.

A7.8.1.2.3. Forward a copy of the results of the investigation to 2T1 CFM, via email within 60 calendar days after the possible loss or compromise has occurred.

A7.8.1.3. The appointed investigating officer will:

A7.8.1.3.1. Coordinate with the TVO NCOIC to obtain additional information if required.

A7.8.1.3.2. Conduct a potential compromise investigation according to the Air Force Commanders-Directed Investigation (CDI) Guide to confirm the loss or compromise and take disciplinary action as needed.

A7.8.1.3.3. Submit a final report to the 2T1 CFM and the HAF CMVE PMs via email to [af.a4lr.ccetvoe@us.af.mil](mailto:af.a4lr.ccetvoe@us.af.mil). The report will include:

A7.8.1.3.3.1. Matters investigated surrounding the possible loss or compromise

A7.8.1.3.3.2. Facts

A7.8.1.3.3.3. Discussion

A7.8.1.3.3.4. Conclusions

A7.8.1.3.3.5. Recommendations

A7.8.1.3.3.6. Disciplinary action taken, if appropriate

A7.8.1.3.3.7. Specific corrective action taken to prevent similar recurrence of the loss or compromise, if appropriate

A7.8.1.3.4. The 2T1 CFM will:

A7.8.1.3.4.1. Notify the LRS commander or equivalent upon receipt of an initial email from reporting member to suspend testing for the assessment identified and provide CDI and potential test compromise information.

A7.8.1.3.4.2. Notify the LRS commander when the unit is authorized to continue certifications.