USAREUR Pamphlet 385-15-1

Safety

Commander's Convoy Checklist and Risk Assessment

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Summary. This pamphlet provides convoy checklists for conducting operational hazard analyses and risk assessments and must be used with UP 385-15.

Applicability. This pamphlet applies to leaders who are planning or conducting convoy operations in USAREUR.

Forms. USAREUR and higher-level forms (printed and electronic) are available through the USAREUR Publications System (UPUBS).

Suggested Improvements. The proponent of this pamphlet is the Office of the Deputy Chief of Staff, Personnel and Installation Management, HQ USAREUR/7A (AEAGA-S, 370-8084). Users may suggest improvements to this pamphlet by sending DA Form 2028 (Recommended Changes to Publications and Blank Forms) to the Commander, USAREUR/7A, ATTN: AEAGA-S, Unit 29351, APO AE 09014.

Distribution. A (UPUBS). This pamphlet is available only in electronic format.

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1. PURPOSE

Leaders will use this pamphlet when planning and conducting convoy operations in USAREUR. This pamphlet must be used with UP 385-15.

2. REFERENCES

a. AR 385-55, Prevention of Motor Vehicle Accidents.

b. AR 600-55, The Army Driver and Operator Standardization Program (Selection, Training, Testing, and Licensing).

c. FM 21-305, Manual for the Wheeled Vehicle Driver.

d. FM 55-30, Army Motor Transport Units and Operations.

e. FM 100-14, Risk Management.

f. TM 38-410, Storage and Handling of Hazardous Materials.

g. UR 55-1, United States Army Motor Vehicle Operations on Public Roads.

h. UR 55-4, Joint Regulation for the Safe Movement of Hazardous Goods by Surface Modes.

i. UR 190-1, Registering and Operating Privately Owned Motor Vehicles in Germany.

j. UR 385-55, Prevention of Motor Vehicle Accidents.

k. UP 190-34, Drivers Handbook and Examination Manual for Germany.

l. UP 385-15, Leaders Operational Accident Prevention Guide.

m. DD Form 836 (AE), Special Instructions for Motor Vehicle Drivers.

3. EXPLANATION OF ABBREVIATIONS

AMV	Army motor vehicle
AR	Army regulation
FM	field manual
HN	host nation
MP	military police
NCO	noncommissioned officer
PMCS	preventive maintenance checks and services
PPE	personal protective equipment
RAWL	rotating amber warning light
SOP	standing operating procedure
TM	technical manual
UP	USAREUR pamphlet
UR	USAREUR regulation
USAREUR	United States Army, Europe

4. CHECKLISTS AND TABLES

Leaders who are planning or conducting convoy operations will use the appropriate table (a through c below) to help them assess hazards and risks. The tables should be printed, signed, and filed with unit records to show that appropriate risk assessments have been completed. Paragraph 3 defines abbreviations used in the tables.

a. Table 1, Convoy Planning Checklist.

b. Table 2, Convoy Execution Checklist.

c. Table 3, Convoy Operation-Control Measures.

Table 1 Convoy Planning Checklist	
ITEM TO CHECK	**COMPLETED?**
1. Has a risk assessment been completed to identify the hazards and risks?	
2. Has a physical reconnaissance been completed on the convoy route to identify the following hazards and risks:	
a. Steep grades?	
b. Sharp curves?	
c. Areas of black ice?	
d. Chock points?	
e. Dangerous intersections?	
f. Narrow bridges or roads?	
g. Overhead clearance?	
3. Have stripmaps been prepared and distributed to drivers?	
4. Have stripmaps been marked to identify hazards found during reconnaissance (2 above)?	
5. Have MP and HN police been requested to provide traffic support at hazardous areas and intersections?	
6. Have drivers and assistant drivers been identified for the convoy?	
7. Are drivers properly licensed for the vehicles they will be driving?	
8. Have the most experienced drivers been picked to transport hazardous cargo, and are they properly licensed for hazardous cargo?	
9. Do all the vehicles in the convoy meet TM-10 or -20 mission-capable standards?	
10. Have all the vehicles in the convoy been brake-tested within the last 6 months?	
11. Have rest stops been planned for every 100 miles (not to exceed 150 miles)?	
12. Have rest stops been marked on stripmaps?	
13. Has enough time been allowed for rest stops? (*It takes about 15 minutes to do an adequate PMCS on vehicles. Allow additional time for drivers to use restrooms and get coffee. Plan at least 30 minutes.*)	
14. Were all drivers briefed before convoy movement?	
15. Were the following topics covered in the convoy briefing:	
a. Locations of driving hazards?	
b. Direction for route of convoy?	
c. Convoy speed?	
d. Convoy catch-up speed?	
e. Procedures for breakdowns?	
f. Key telephone numbers?	
g. Emergency procedures for hazardous cargo?	
h. Vehicle recovery procedures?	
i. Vehicle spacing?	
j. Procedures for lost vehicles?	
k. Reminder to drivers to complete PMCS at rest stops?	
l. HN traffic laws?	
m. Crew rest?	
n. Refueling-point locations?	
o. Refueling procedures?	
p. Ground-guiding procedures?	

Table 2 **Convoy Execution Checklist**	
ITEM TO CHECK	**YES OR NO?**
1. Convoy commander responsibilities:	
a. Has each convoy with oversize or overweight vehicles been identified, and are vehicles equipped with RAWLS?	
b. Have all vehicles been checked to ensure they are in working order before movement?	
c. Are lead and rear vehicles equipped with front and rear convoy signs?	
d. Are convoy signs in black lettering on a white background, and are they written in English and the language of the country or countries through which the convoy will travel?	
e. Are vehicles carrying hazardous cargo properly placarded?	
f. Is the last vehicle in the convoy is 2½ tons or larger, not carrying troops or hazardous cargo, and not a recovery vehicle?	
g. Is there at least one vehicle between vehicles carrying soldiers and vehicles carrying hazardous cargo or ammunition?	
h. Are all vehicles equipped with emergency equipment, warning triangles, first-aid kits, flashlights, and reflective vests? (*This equipment must be readily available and not packed under equipment.*)	
i. Is there an assistant driver for each vehicle carrying hazardous cargo? (*Both must have a hazardous cargo license.*)	
2. Senior occupant responsibilities:	
a. It is recommended that a two-person rule be used when convoys will travel for an excessively long time or when road conditions have increased hazards.	
b. Have arrangements been made to ensure assigned drivers do not operate an AMV for more than 10 consecutive hours or, when the combined duty period exceeds 12 hours in any 24-hour period, without at least 8 consecutive hours of rest?	
c. Are drivers and other occupants wearing available seatbelts?	
d. Is PMCS being performed at each rest stop?	
e. Are drivers who appear fatigued or physically or mentally impaired not being allowed to operate vehicles or equipment?	
f. Are authorized seating capacities of vehicles not exceeded?	
g. Are drivers receiving assistance when backing vehicles or executing other difficult maneuvers when an assistant driver is not available?	
h. Are you watching for safety hazards and taking prompt corrective action when required?	
i. Is the driver's field of vision unobstructed by ice, snow, dirt, or other items? (*Senior occupants will be especially watchful when visibility is limited.*)	
j. Are antenna tie-down requirements being strictly enforced?	
k. Are drivers following the policy in AR 385-55?	
l. Are personnel remaining inside vehicles while vehicles are moving?	
m. Are drivers refraining from using headphones or earphones while driving AMVs?	
n. Are personnel being kept from being transported in cargo areas of vehicles carrying cargo? (*Vehicles will be used for personnel or cargo, but never both.*)	
Remark's:	
Prepared by:	
Date:	
Unit:	

Table 3
Convoy Operation-Control Measures

All vehicle drivers will--
- Be qualified in assigned vehicles.
- Have assigned assistant drivers.
- Receive a pre-convoy safety briefing that covers hazards and local driving conditions.
- Be briefed on times, routes, speeds, and break periods and locations.
- Wear proper PPE (for example, kevlar helmets, hearing protection).
- Inspect their vehicles and ensure equipment and cargo are secure.
- Not consume intoxicating beverages within 8 hours before scheduled duty or while on duty.

Vehicle drivers will not--
- Use headphones or earphones while driving AMVs.
- Eat or drink in an AMV while it is moving or smoke at any time while inside an AMV.

During convoy operations, drivers will--
- Not stand on the traffic side of vehicles during convoy halts.
- Use warning lights during periods of darkness or low visibility.
- Begin convoy movement only at the convoy commander's signal.
- Maintain close intervals until reaching the main convoy route.
- Gradually attain the proper vehicle interval once on the main convoy route.
- Drive with windows and vents open to prevent fatigue (weather permitting).
- Make every effort to clear the traffic lane if a vehicle ahead is involved in an accident.

New and inexperienced drivers will--
- Be identified by the commander.
- Be trained and licensed according to AR 600-55, vehicle TMs, and UR 190-1 (or other country-specific guidance).
- Be assigned with an experienced assistant driver or senior occupant (officer or NCO).

Convoy commanders or convoy planners will ensure--
- Weather briefings have been obtained for the entire period of convoy operations.
- Vehicles will not deploy unless road conditions are "green" at the departure point and destination.
- Provisions are made for obtaining weather updates.
- Special equipment is available based on weather requirements.
- Driving speeds are appropriate to the weather conditions.

NOTE: If hazardous environmental conditions exist or visibility is less than 50 meters, drivers will stop at the next safe rest area until conditions improve.

Convoy commanders will--
- Ensure AMV operations are conducted according to UR 55-1 and UR 385-55.
- Perform a thorough reconnaissance to ensure all vehicles can clear bridges, underpasses, tunnels, and other overhead clearance limits. If not, alternate routes must be selected.
- Identify hazards along the convoy route.
- Make every effort to schedule convoys around peak travel and congestion periods.
- Ensure all vehicles can maintain minimum speeds.
- Prepare and distribute convoy stripmaps to each vehicle commander or driver during the pre-mission briefing attended by vehicle crewmembers.
- Ensure personnel have been briefed on visual and audio signals.
- Plan and provide for adequate rest periods.
- Plan for MP or HN assistance to regulate traffic, if available.

Table 3
Convoy Operation-Control Measures

Convoy commanders will ensure--
- Drivers are trained and certified according to UR 55-4.
- Drivers follow compatibility standards in TM 38-410.
- Drivers operating vehicles carrying hazardous cargo (fuel or explosives) are briefed on DD Form 836 (AE) according to URs 55-1 and 55-4.
- Completed DD Forms 836 (AE) and applicable DD and AE Forms in the 55-4 series are given to drivers and maintained as part of the vehicle-movement package.
- Drivers in convoys and individual vehicles transporting hazardous material are instructed to use the accident-information sheet in the package as a checklist in an emergency.
- Drivers are prepared to clean up any hazardous-material spills.
- Drivers are not assigned to drive an AMV for more than 10 consecutive hours (AR 385-55).
- A driver's combined duty period does not exceed 12 hours in a 24-hour period without at least 8 consecutive hours of rest.
- Drivers and assistant drivers schedule split driving periods.
- The convoy takes rest breaks according to AR 385-55. Leaders will comply with AR 385-55 and UR 385-55 for driver duty and rest cycles. Rest breaks of at least 15 minutes will be given for every 2 to 3 hours of driving time or after every 100 to 150 miles (160 to 240 kilometers).

NOTE: Commanders may determine that additional rest periods are necessary when--
  - Drivers encounter unusually poor weather or road conditions.
  - Hazardous materials are being transported.
  - Drivers will be involved in prolonged or unusually difficult exercises or operations.

Senior occupants will ensure--
- Drivers are properly licensed to drive assigned vehicles.
- Drivers do not exceed driving times established by the unit commander or prescribed in the unit SOP.
- Vehicle occupants wear available seatbelts while the vehicle is moving.
- The authorized capacity of the vehicle is not exceeded.
- Maintenance checks are performed properly.
- Required safety devices are present, clean, and operational according to UR 55-1.
- Drivers recognize unsafe mechanical conditions on vehicles.
- Personnel comply with convoy and march discipline when at a halt.
- The driver's field of vision is not obstructed by ice, snow, dirt, or other items.
- Chock blocks are placed at the front and rear of vehicle rear tires when the vehicle is parked.
- Drivers who appear fatigued or physically or mentally impaired do not operate a vehicle.
- Drivers receive assistance when backing vehicles or executing other difficult maneuvers when an assistant driver is not available.
- Drivers obey unit SOPs and all traffic regulations.

Ground guides will--
- Perform ground guide procedures according to UR 385-55.
- Use standard hand signals in FM 21-305.
- Not stand between the vehicle being guided and another object.

Vehicle drivers will stop the vehicle immediately when--
- He or she loses sight of the ground guide.
- The ground guide is standing dangerously between the vehicle and another object.

In emergencies when a ground guide is not available, the vehicle driver will--
- Dismount.
- Walk completely around the vehicle to verify clearance.
- Select a ground reference point that can be seen from the cab of the vehicle.
- Mount the vehicle, ensuring the ground reference point can be seen from the cab.
- Sound the horn.
- Back to the selected ground reference point.
- Repeat the process as necessary, until the vehicle is in the desired position.

5. CONVOY MOVEMENT

The hazards and risks in a through m below are associated with convoy movement. Leaders and drivers can use the information in table 3 to reduce or eliminate risks.

a. Accidents from excessive speed.

b. Civilian roadways and traffic.

c. Collisions from following too closely.

d. Driver and assistant driver without experience or improperly selected.

e. Fatigue.

f. Hazardous-material transportation.

g. Improper convoy procedures.

h. Improper loading and securing of passengers and cargo.

i. Loss of control and rollovers.

j. Narrow roadways.

k. Operations in the vicinity of other objects and vehicles.

l. Overhead clearance for bridges or tunnels.

m. Poor weather conditions.