



DEPARTMENT OF THE ARMY
HEADQUARTERS
U.S. ARMY MANEUVER SUPPORT CENTER AND FORT LEONARD WOOD
FORT LEONARD WOOD, MISSOURI 65473-5000

FLW Regulation
No 55-5

27 July 2004

Transportation and Travel
COMMERCIAL TRANSPORTATION ON ARMY INSTALLATIONS

Summary. The change in this regulation reflects the transition to the United States Army Maneuver Support Center and Fort Leonard Wood, (MANSCEN & FLW).

Applicability. This regulation applies to all motor carriers (including their agents) operating or desiring to operate on Fort Leonard Wood.

Supplementation. Supplementation of this regulation is prohibited unless specifically approved by Headquarters, MANSCEN.

Suggested Improvements. The proponent agency of this regulation is the Directorate of Logistics (DOL). Users are invited to send comments and suggested improvements on DA Form 2028 (Recommended Changes to Publications and Blank Forms) to DOL, 179 Missouri Avenue, Fort Leonard Wood, MO 65473-8952.

FOR THE COMMANDER:



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*This regulation supersedes FLW Reg 55-5, dated 1 November 1993

1. Purpose.

- a. Establish minimum controls on the activities of firms engaged in the transportation by motor vehicle of passengers for hire, compensation or otherwise on the Fort Leonard Wood (FLW) Military Reservation.
- b. To ensure safe, convenient, and economical transportation for personnel of FLW.
- c. To protect personnel of FLW from unethical practices, illegal rates and unnecessary annoyances.

2. Related reference. FLW Reg 190-5 (Fort Leonard Wood Vehicle Code).

3. Explanation of Acronyms and Terms. Acronyms and terms used in this regulation are explained in the glossary.

4. Policy.

- a. It is not the intention of this headquarters to interfere with the operation of legitimate business concerns capable of providing transportation services needed or desired by individuals and units which are not available through installation facilities. Accordingly, it is the policy of this headquarters to permit reputable contract, common, and private carriers and taxicab companies to operate on this installation, but only under the authority of a transportation license.
- b. Transportation license may be issued to taxi companies who wish to drop-off passengers on the installation. Mini vans and 15 passenger vans will not be utilized as taxis. License to pick up passengers on the installation will be issued after soliciting a bid from all interested companies.
- c. Transportation license will be issued to limousine companies who wish to drop-off passengers on the installation. Limousine companies may not operate as a taxi service on the installation. Pick up services will be restricted to weddings, proms, funerals, etc.
- d. Contract, common, charter service, private carriers and taxicabs are prohibited from operating on this installation without a transportation license. This prohibition, however, does not apply to the following:

- (1) School buses.
- (2) Motor vehicles owned and operated by -
 - (a) The Department of the Army.
 - (b) The FLW Exchange.
 - (c) Nonappropriated Fund activities.

5. Responsibilities.

- a. The Garrison Commander -
 - (1) Shall approve or disapprove request for transportation licenses within the guidelines specified herein.
 - (2) May revoke transportation licenses for breach of any condition of the transportation license and for military necessity.
- b. The Installation Transportation Officer -
 - (1) Has primary responsibility for coordination and administration of this regulation.
 - (2) Will serve as the Garrison Commander's representative with respect to administration of the transportation licenses.

(3) Will conduct periodic meetings with firms providing transportation services on the Installation.

(4) Will, in coordination with the Directorate of Public Works, Real Property Branch and Provost Marshal determine and designate parking areas.

(5) Will furnish copies of this regulation to each motor carrier providing transportation services on the Installation.

(6) Will maintain Transportation Licenses.

(7) Will conduct periodic inspections of motor carriers, their vehicles and their agents, employees or contract drivers operating on this installation.

(8) Will maintain insurance coverage information on all vehicles employed by motor carriers on the Installation.

(9) Will issue a new bid for pick up services on the installation at least every five years. A committee of experts will evaluate the bid. Winning bidder will be provided a 60-day advance notice prior to implementation of the license.

(10) Will notify each motor carrier that a vehicle inspection is due annually. Maintenance Division, Directorate of Logistics, will perform the inspection.

c. Provost Marshal will -

(1) Assist in monitoring compliance of transportation license, notifying the Transportation Officer in writing when violations occur.

(2) Notify the Transportation Officer when employees, agents or contract drivers of motor carriers commit on-post traffic violations and/or non-traffic violations.

d. Commanders will -

(1) Orient all newly assigned personnel on commercial transportation services available on the Installation.

(2) Maintain a current copy of this regulation in unit files.

(3) Forward all complaints concerning motor carriers to the Transportation Officer.

e. Motor carriers will -

(1) Maintain at least the following liability insurance:

Taxis, Limousines, Courtesy Cars

<u>TYPE</u>	<u>AMT/PERSON</u>	<u>AMT/ACCIDENT</u>
Bodily Injury	\$100,000	\$300,000
Property Damage	-----	50,000

Buses

<u>TYPE</u>	<u>AMT/PERSON</u>	<u>AMT/ACCIDENT</u>
Bodily Injury	\$100,000	\$500,000
Property Damage	-----	50,000

(2) Provide to the Transportation Officer at least the above liability coverage and submit to the Transportation Officer a binder from the insurer stating the amounts of insurance coverage on each vehicle or fleet prior to placing such vehicles in service.

(3) Report any change in coverage, including but not limited to, change in insurer, renewal of policies or acquisition of insurance on newly acquired vehicles.

(4) Ensure that all drivers present a neat and orderly appearance while operating their bus, taxicab or limousine.

(5) Ensure that a list of fares is prominently displayed in each vehicle and furnish a list of fares to the Transportation Officer.

(6) Ensure that fares charged do not deviate from those posted.

(7) Post in each taxicab, limousine or bus, a notice that complaints will be reported to the Installation Transportation Officer at 573-596-0617.

(8) Post all notices so that they can be observed by all vehicle occupants (lettering on these notices will be no less than one-half inch high).

6. Application for Licenses.

a. Motor carriers desiring to perform transportation services on the Installation will submit a letter addressed to Headquarters, MANSCEN, ATTN: ATZT-DL-T, 179 Missouri Avenue, Fort Leonard Wood, MO 65473-8952.

(1) The applicant shall list the transportation service (taxicab, regular route bus, irregular route bus, etc.) that it desires to perform.

(2) The applicant shall state how it intends to solicit fares.

(3) The applicant shall state its privilege of performing transportation services on a military installation is not currently suspended or withdrawn from the motor carrier or its agents by any military department or any Armed Forces installation.

(4) The applicant shall state that it assumes full responsibility for the actions of his agents.

(5) The applicant shall provide a copy of their insurance binder.

(6) The applicant shall certify that neither drivers nor owners have been convicted of one or more felonies within five years of date of application.

b. Documentary evidence will accompany the letter showing that the motor carrier is licensed by the state of Missouri.

c. Applications by motor carriers will be made to the Installation Transportation Officer, Building 401, Fort Leonard Wood, Missouri.

d. The granting of a transportation license does not constitute official endorsement nor does it imply that Department of the Army (DA) favors, sponsors or recommends the motor carrier.

e. Transportation licenses issued under this authority shall not exceed five years.

7. Violations.

a. Violations of the provisions of this regulation of the terms of transportation licenses will be duly documented and maintained by the Transportation Officer.

b. Agents will be advised of violations by letter from the Transportation Officer. Letters will include the exact nature of the violation, the date and the time.

c. Individuals who wish to appeal violation notices issued by the Transportation Officer must submit their comments in writing within five working days of receipt of the violation letter.

d. The Transportation Officer will consider all comments submitted by the motor carriers and make a decision with regard to the violations within 2 weeks of receiving the motor carriers' comments, or 2 weeks after the period for submitting comments has expired, whichever is earlier. The Transportation Officer's decision will be final and binding on the motor carrier.

8. Revocation of Suspension of Licenses.

a. Noncompliance with this regulation or the terms of the transportation license by motor carriers and their agents, contractors or employees, is grounds for revocation or suspension of the motor carrier's privilege to operate on the Installation.

b. The Transportation Officer will inform a motor carrier, in writing of his intention to recommend revocation or suspension of the motor carriers' transportation license.

c. One violation letter will be grounds for revocation or suspension of the transportation license.

d. Notwithstanding the provisions of this paragraph, the Garrison Commander may revoke a motor carrier's transportation license for military necessity at any time without giving the motor carrier notice and an opportunity to respond. Military necessity shall include those instances when continued operation by a motor carrier would pose a serious threat to the welfare and morale of personnel assigned to the installation.

Glossary

Section I. Acronyms.

AR
Army regulation

DA
Department of the Army

DOL
Directorate of Logistics

FLW
Fort Leonard Wood

MANSCEN & FLW
United States Army Maneuver Support Center
And Fort Leonard Wood (same as MANSCEN)

Section II. Terms.

Charter Service. The transportation of a group of persons who, pursuant to a common purpose and at a fixed charge for the vehicle, have acquired the exclusive use of a passenger-carrying motor vehicle to travel together as a group from a point of origin to a specified destination or for a particular itinerary, either agreed upon in advance or modified by the chartering group after having left the place of origin.

Church Buses. Motor vehicles owned by local churches and used to transport installation personnel and their family members to church services, or to or from the installation for other religious or church purposes.

Common Carrier. Any person who holds himself out to the general public to engage in the transportation by motor vehicle of passengers or property for hire or compensation upon the public highways.

Contract Carrier. Any person under individual contracts or agreements who engage in transportation by motor vehicles of passengers or property for hire or compensation upon the public highways.

Irregular Route. The course of line of travel to be used by a motor carrier's vehicle when not restricted to any specific route or routes within the area the motor carrier is authorized by state law to serve.

Limousine Service. Motor vehicle offered for charter service for weddings, proms, funerals or other appropriate occasions. May not be used for taxi service to airports, night clubs, restaurants or other similar establishments.

Motor Carrier. Any person engaged in the transportation of passengers for compensation or hire, over the public roads of the Fort Leonard Wood Military Installation by motor vehicle. The term includes both common, contract and private carriers as well as taxicabs.

Motor Vehicle. Any vehicle, truck, truck-trailer, or semi-trailer, motor bus or any self-propelled vehicle used upon the highways of the state in the transportation of passengers.

Private Carrier. Any person engaged in the transportation of passengers by motor vehicle upon public highways, but not as a common or contract carrier by motor vehicle; and includes any person who transports passengers by motor vehicle where such transportation is incidental to his commercial enterprises. This term shall also be construed to include church buses.

Regular Route. A specific and determined course to be traveled by a motor carrier's vehicle rendering service to, from, or between various points or localities in this state.

School Bus. Any motor vehicle while being used solely to transport students to or from any place for educational or school purposes.

Taxicab. Any motor vehicle performing a bona fide for hire taxicab service having a capacity of not more than five passengers, exclusive of the driver and not operated on a regular route or between fixed terminal. Seating capacity is determined by the original seating capacity intended by the manufacturer.

Transportation License. Authority granted by the Garrison Commander under the provisions of this regulation to a motor carrier to operate on the Fort Leonard Wood Military Reservation. All transportation licenses issued under the provisions of this regulation shall be revocable at will and may be revoked for breaches of any condition contained in the license and for military necessity.