

TRANSPORTATION PROCEDURES

1. (V)OPWAC/(V)OJMAC students are required to utilize assigned government transportation.

2. When bus transportation is not at the scheduled loading point at the appointed time, the following actions are required of class and/or section leaders:

a. In the Company area: Report to Company Operations and operations personnel will secure transportation through Scheduling Br, DOI. After normal duty hours operations personnel will secure transportation directly from the Motor Pool.

b. On the flight line: Report to Flight Commander. He will notify Department Operations and operations personnel will secure transportation through Scheduling Br, DOI. After normal duty hours operations personnel will secure transportation directly from the Motor Pool.

c. In academics: Report to the instructor. Same procedure as para 2b above.

d. When supervisory personnel are not available as outlined in para 2b and c above or the students are stranded due to a mechanical breakdown, the class or section leader will, during duty hours, call Scheduling Br, DOI, telephone 4693/2383/2312, after duty hours, call directly to the Motor Pool, telephone 3117/3191/5513.

e. When busses are not at the scheduled loading point at the appointed time, class and section leaders are required to submit a Report of Late Transportation, DA Form 2496-1, to their respective companies.